

UNIFORM STATUTES

**[FRAMED UNDER SECTION 72 (10)
OF THE MAHARASHTRA PUBLIC
UNIVERSITIES ACT, 2016]**

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CHAPTER I

PRELIMINARY

Statute 1: Commencement and Applicability

- (1) These Uniform Statutes shall come into force on such date as the State Government may, by notification in the Official Gazette, appoint.
- (2) These Uniform Statutes shall be applicable to the Universities governed by the Maharashtra Public Universities Act, 2016, conducted, constituent and affiliated colleges and recognized institutions.

Statute 2: Definitions

In these Statutes, unless the context otherwise requires,-

- (1) 'Act' means the Maharashtra Public Universities Act, 2016;
- (2) The words and expressions used but not defined in these Statutes shall have the same meanings respectively assigned to them in the Act.

CHAPTER II

PENALTIES TO BE IMPOSED UPON ERRING AFFILIATED COLLEGES/RECOGNISED INSTITUTIONS

(Under Section 31 (zj) of the Act)

Statute 3: Competent Authority

The Management Council shall be the competent authority to take disciplinary action against the erring affiliated college or recognised institution, as the case may be.

Statute 4: Violation of Conditions

An affiliated college/recognised institution or the management thereof, as the case may be, shall be liable for disciplinary action, if it commits any of the following acts, namely:-

- (1) violates any of the conditions of affiliation/recognition as prescribed in Section 108 (1) of the Act;
- (2) acts in a manner prejudicial to the interest of the University and/or acts detrimental to the educational standards;
- (3) submits eligibility forms, examination forms or any other forms beyond the date prescribed;
- (4) neglects to take due care to maintain peaceful and proper atmosphere during the conduct of examinations;
- (5) neglects to exercise due care in the smooth, proper and strict conduct of the examinations, leading to the instances of the mal-practices or adoption of unfair-means at the examination centres of the affiliated college/recognized institution;
- (6) permits and/or encourages directly or indirectly mal-practices in the conduct of examinations;
- (7) collects unauthorized or higher fees from the students;
- (8) neglects to take appropriate disciplinary action as directed by the University against the Principal/Director/teachers or other employees as per the relevant provisions in the Standard Code;
- (9) neglects to implement or comply with the decisions of the Grievances Committees of the University constituted under the relevant provisions of the Act, appropriately and promptly;
- (10) commits any other act which, in the opinion of the Management Council, is an act violating the conditions of affiliation/recognition, as the case may be, and/or other rules or directives or orders of the University.

Statute 5: Penalties

The Management Council may impose any one or more of the following penalties upon the affiliated college/recognised institution or the management thereof, as the case may be, found guilty of an act of violation of conditions specified in Statute 4 above, commensurating with the gravity of an act of violation of conditions, namely:-

- (1) warning/reprimand;
- (2) a fine not less than Rs. ten thousand and not exceeding Rs. ten lakh;
- (3) prohibition to continue unauthorized division or course beyond the respective academic year;
- (4) prohibiting the students to complete the unauthorized course and/or to appear for examination.
- (5) denial to accept the eligibility forms, examinations forms and/or any other forms submitted beyond the prescribed date;
- (6) discontinuation of the centre for conducting the examinations for a specified period;
- (7) a fine of the amount equivalent to five times the total fees charged to the students admitted in excess along with the reduction in the strength in the courses/divisions/students for the subsequent year/s not more than number of courses/divisions/students admitted in excess of the permitted strength for that academic year;
- (8) suspension of affiliation or recognition, as the case may be, and prohibiting new admissions of the students to the courses;
- (9) any other punitive action, as it may deem fit.

Statute 6: Procedure to Impose Penalties

- (1) Upon receipt of a complaint, or *suomotu*, if the Board of Deans is prima-facie satisfied that the affiliated college/recognised institution or the management thereof, as the case may be, has committed violation of any of the conditions provided in Clause (2), it shall issue a notice to the management of the erring affiliated college/recognized institution about alleged act/s of violating conditions and shall require the management to submit written explanation to the Pro-Vice-Chancellor, within a period of fifteen days. A copy of such notice shall also be sent to the Principal of the affiliated college or Head of the recognised institution, as the case may be.
- (2) In case the management fails to submit the written explanation within the stipulated period or admits the acts of violation of conditions indicated in the notice, the Board of Deans shall submit its report to the Management Council for deciding the quantum of penalties to be imposed upon the erring affiliated college/recognised institution or the management thereof, as the case may be;
- (3) If the management does not admit the acts of violation of conditions indicated in the notice, the Management Council shall appoint a committee to cause an inquiry into the matter.

- (4) The inquiry committee shall offer reasonable opportunity to be heard to the University and to the management of the erring affiliated college/recognised institution to present their respective claims, with or without oral and/or documentary evidence. The inquiry committee shall record its findings on each act of violation of conditions indicated in the notice and shall also record the reasons for such findings. The inquiry committee shall complete the inquiry and submit the report to the Management Council, within thirty days from date of its constitution.
- (5) The Management Council on the basis of the findings of the inquiry committee shall decide to impose any or all of the penalties and fines prescribed in Statute as it may deem fit.
- (6) Upon the Management Council deciding the quantum of penalties, the Board of Deans shall issue the management of the erring affiliated college/recognised institution, a final notice to show cause as to why penalty as decided by the Management Council should not be imposed on it and shall require the management to submit the written explanation within a period of fifteen days. On receipt of the written explanation and or in absence thereof, the Board of Deans shall place the notice and the written explanation before the Management Council in its ensuing meeting, which shall, after taking consideration of the cause shown by the management of the erring affiliated college/recognised institution, decide the quantum of penalty to be imposed.
- (7) The Board of Deans shall inform the management of the erring affiliated college/recognised institution, of the penalty so imposed, within fifteen days from the date of decision of the Management Council.
- (8) If the management fails to comply with the order of the University imposing penalty, without any reasonable cause, within the period specified in the order, or within such further period as may be allowed by the University, the management, shall be liable to pay–
 - (a) the fine which may extend to five thousand rupees per day, for the first default;
 - (b) the fine which may extend to ten thousand rupees per day, for the second and subsequent defaults.

Statute 7: Effect of Imposition of Penalty

Imposition of the penalty under this Statute does not imply in any event that the irregularity committed by the erring affiliated college/recognized institution or the management thereof, as the case may be, is regularised or waived.

CHAPTER III

CONFERMENT OF HONORARY DEGREES AND ACADEMIC DISTINCTIONS

(Under Section 71 (1) of the Act)

Statute 8: Honorary degrees and Academic Distinctions

- (1) The University may confer not more than two honorary degrees or academic distinctions per year, in the fields of science, technology, social science, law, physical sciences, art, literature, etc.
- (2) The honorary degrees or academic distinctions shall be conferred at the convocation of the University.

Statute 9: Eligibility Criteria for Conferment of Honorary degrees or Academic Distinctions

The following persons shall be considered eligible for conferment of honorary degrees or academic distinctions, namely:-

- (1) Persons of distinguished merit who have made outstanding contributions in the sphere of their activities as evidenced by their individual standing and stature, eminence of their personality and impact of their contributions on the society.
- (2) Distinguished scholars of national and international recognition/reputation who have put in highest quality research work as demonstrated by very high citation index.
- (3) Persons holding fellowship of International bodies such as fellow of the Royal Society, American Academic Sciences, Indian National Sciences, etc.
- (4) Noble Laureates.
- (5) Persons who have significantly contributed either through research or through high quality social work to the cause of development and empowerment of women and disadvantaged section of the society.

Statute 10: Procedure for Conferment of Honorary degrees or Academic Distinctions

- (1) The University shall publish a notification in respect of conferment of honorary degree or academic distinction in the fields of science, technology, social science, law, physical sciences, art, literature, etc., mentioning therein the eligibility conditions.
- (2) On receipt of Bio-data from the candidates, the Vice-Chancellor shall appoint a committee consisting of members of the Academic Council, to scrutinize the applications and to submit the report recommending the suitable names for conferment of honorary degree or academic distinction.

- (3) On receipt of the report of the committee, the Vice-Chancellor, may recommend one of the persons recommended by the committee for conferment of honorary degree or academic distinction and shall submit a proposal in this behalf to the Chancellor for approval along with the detailed bio-data of the person so recommended and relevant documents showing his contribution in the fields of science, technology, social science, law, physical sciences, art, literature, etc. at State, National and International level. While recommending the name of the person for conferment of honorary degree or academic distinction, individual's merit shall only be considered.
- (4) After receiving the approval of the Chancellor, the Management Council may consider and recommend to the Senate the conferment of an honorary degree or academic distinction on such person, without requiring him to undergo any test or examination or evaluation, on the ground solely that he, by reason of his eminent position, attainments and public service, is a fit and proper person to receive such degree or academic distinction.
- (5) The Management Council and the Senate shall not entertain or consider any proposal regarding conferment of an honorary degree or academic distinction without the Vice-Chancellor having obtained the previous approval of the Chancellor.
- (6) The recommendation of the Management Council for conferment of an honorary degree or academic distinction shall be deemed to have been duly passed by the Senate, if supported by a majority of not less than two-third of the members present at the meeting of the Senate, being not less than one-half of its total membership.
- (7) An honorary degree or academic distinction shall not be considered as an academic qualification.

CHAPTER IV

ESTABLISHMENT AND MAINTENANCE OF SUB-CAMPUSES OF THE UNIVERSITY

(Under Section 71(2) of the Act)

Statute 11: Purpose of the Sub-Campus

The sub-campus shall be a comprehensive inherent independent unit of the University for a predetermined geographical jurisdiction. The purpose of the sub-campus shall be to decentralize academic, administrative, research and extension activities of the parent University in order to improve efficiency and effectiveness.

Statute 12: Eligibility

The University which has more than 100 affiliated colleges and 50 recognized institutions may apply to the State Government for establishment of a sub-campus:

Provided that there shall be at least 40 affiliated colleges and/or recognized institutions in the predetermined geographical area.

Statute 13: Establishment of Sub-campus

- (1) The University desirous of establishing a sub-campus, shall submit an application along with detailed proposal to the Department of Higher Education, through the Director of Higher Education.
- (2) The proposal shall contain the following particulars along with the relevant documents in support thereof, namely:-
 - (a) justification regarding the necessity of establishing a sub-campus;
 - (b) details of the land proposed for establishment of sub-campus;
 - (c) detailed requisition for financial aid from the State Government for land procurement and infrastructural development for the proposed sub-campus, with detailed item-wise description along with the estimated recurring and non-recurring expenditure;
 - (d) details of whether the sub-campus is proposed to be a domain specific or multi-domain and in case of multi-domain sub-campus, details of the specific domains proposed such as science, engineering, law, management, etc.;
 - (e) the nature and the type of programmes of study, training and research proposed to be undertaken by means of conventional / distance / open / vocational and any other mode, by the sub-campus and phasing of such programmes with programme-wise enrolment targets.
 - (f) availability of academic research and training facilities including teaching and non-teaching staff at the disposal of the University;
 - (g) requirement of teaching and non-teaching staff to be sanctioned by the State

- Government, for the proposed sub-campus;
- (h) details of plans for campus development such as construction of buildings, details of structural amenities and infrastructure facilities including academic buildings, laboratories, auditorium, library, equipment, etc. already available and also plans for further expansion;
 - (i) details of play grounds and other facilities proposed to be created for games and sports and extra-curricular activities like National Cadet Corps, National Service Scheme, etc;
 - (j) funds available and plans and schemes for the generation of funds internally through the fees from students, revenues anticipated from consultancy services, industry collaborated projects and other activities relating to the objects of the University, and other anticipated incomes;
 - (k) such other details as the University may like to give;
 - (l) such other details as may be prescribed by the State Government.
- (3) The scrutiny committee constituted by the Department of Higher Education shall scrutinize the proposal submitted by the University and shall inform the University, of the discrepancies, if any, in the proposal or documents submitted, within fifteen days from the date of receipt of the proposal by the State Government and shall ask the University to comply with the requirements, within fifteen days from the date of receipt of such communication by the University.
 - (4) The scrutiny committee shall scrutinize the proposal submitted by the University after complying with the discrepancies within fifteen days from the date of receipt of the proposal and submit a report thereon with specific recommendation as to its eligibility, to the Department of Higher Education.
 - (5) The Department of Higher Education shall constitute an inspection committee consisting of senior Government officials and renowned academicians for physical verification of all the documents and to examine the suitability of location and viability of the sub-campus.
 - (6) The inspection committee, while considering the proposal, may call for such other information from the University as it thinks proper for the purpose.
 - (7) The inspection committee on and upon consideration of the proposal, physical verification of documents and examining the suitability of location and viability of the sub-campus, shall submit its report with specific recommendation as to the establishment of the sub-campus, or the deficiencies, if any, observed by it, to the Department of Higher Education within a period of two months from the date of its first meeting.
 - (8) While computing the period of two months, the period commencing from the date on which requisition for any information is issued and ending on the date on which requisite information is submitted to the committee, shall be excluded.
 - (9) The Department of Higher Education shall communicate to the University, the deficiencies, if any, observed by the inquiry committee, for removal thereof.

- (10) The University shall submit the report regarding removal of deficiencies to the Department of Higher Education, within a reasonable time. The inspection committee, after considering the said report submitted by the University, shall submit its report to the Department of Higher Education with specific recommendations as to the establishment of the sub-campus.
- (11) After the receipt of the report of the committee, if the State Government considers it right and proper, it may grant permission to establish the sub-campus. The said decision of the State Government shall be communicated to the University Grants Commission and Ministry of Human Resource Development for information.
- (12) The sustainability of the sub-campus will be subject to the existence of the parent University.
- (13) If a University desires to establish sub-campus in any foreign country, on its own or in collaboration with any other Indian or foreign university or institution, it shall have to obtain the prior sanction of the Central Government as well.
- (14) The University shall utilize the grants received from the State Government only for the purposes for which they are granted.
- (15) It shall be the duty of the Director of Higher Education to ensure that grants received from the State Government are utilized by the University in a proper manner.
- (16) Purchases of items, procurement of services and construction of buildings/development of infrastructure for the sub-campus shall be carried out by the University strictly in accordance with the policies/directives of the State Governments.
- (17) The State Government shall carry out test audit or full audit of the accounts of the sub-campus, at such intervals as it may deem fit.
- (18) The University shall submit utilization certificate to appropriate authorities, from time to time.

Statute 14: Award of Degree

The sub-campus shall not be authorized to award degrees to the students. The degrees shall be awarded by the parent University mentioning the name of the sub-campus.

Statute 15: Powers and duties of the Sub-Campus

The sub-campus shall have the following powers and duties, namely:-

- (1) to provide for the under-graduate and post-graduate educational activities in the departments on the sub-campus and in the affiliated colleges and recognized institutions under its jurisdiction;
- (2) to carry out the examination and evaluation related activities in the departments on the sub-campus and in the affiliated colleges and recognized institutions under its jurisdiction;

- (3) to provide for academic training workshops or seminars, quality measurement and other academic, administrative, financial and related activities in the departments on the sub-campus and in the affiliated colleges and recognized institutions under its jurisdiction;
- (4) to organize workshops and training programmes for the benefit of the teaching and support staff in the departments on the sub-campus and in the affiliated colleges and recognized institutions under its jurisdiction;
- (5) to implement of various academic, administrative and governance mechanisms of the parent university;
- (6) to monitor the administration of the academic programmes of the affiliated colleges and recognized institutions under its jurisdiction;
- (7) to issue transcripts, statements of marks, transference certificate, migration certificate, rank certificates, passing certificates, degree certificates and other certificates and documents as may be directed by the parent University, from time to time, to the students in the department on the sub-campus and in affiliated colleges and recognised institution under its jurisdiction.
- (8) to perform such other functions as may be assigned to it by the parent University.

CHAPTER V

PROCEDURE FOR CONDUCT OF BUSINESS AT THE MEETINGS OF AUTHORITIES OF THE UNIVERSITY (Under Section 71(5) of the Act)

SENATE

Statute 16: Notices

- (1) The Registrar shall send to the members of the Senate the notice of meeting at least forty clear days before the date of the meeting.
- (2) All questions addressed to the Vice-Chancellor shall be submitted, in writing, to the Registrar at least thirty clear days before the date fixed for the meeting of the Senate.
- (3) Twenty-five clear days before the date fixed for a meeting, the Registrar shall forward to each member of the Senate an agenda of the meeting.
- (4) Notice in writing of the proposed amendment in the proposal shall be forwarded so as to reach the Registrar fifteen clear days before the date of the meeting:
Provided however that the Chairperson may permit the amendment to the proposal to meet legal defect when such proposal is being discussed in the meeting of the Senate.
- (5) The Registrar shall, five clear days before the date of the meeting, forward to each member of the Senate an agenda including all proposals and amendments. No proposal or amendment, of which such notice has not been given, shall be put to the meeting other than a motion for dissolution, adjournment or suspension of the meeting for passing to the next business on the statement, for referring the matter under consideration to the Management Council, Academic Council or Faculty for report, or an amendment accepted by the Chairperson.

(“Clear days” means days excluding the day of issue of notice of the meeting and the day of the meeting.)

Statute 17: Meetings

- (1) The Senate shall meet at least twice a year on the dates to be fixed by the Chancellor. The meeting to be held in the month of March every year shall be the annual meeting of the Senate. The second meeting of the Senate shall generally be convened within a period of eight months from the date of the annual meeting. The annual meeting shall be held before 15th March every year.
- (2) The Chancellor, or in his absence the Vice-Chancellor, or in the absence of both, the Pro-Vice Chancellor or in absence of all of the above, the member elected by the members present at the meeting, shall preside at the meetings of the Senate.

- (3) Such proposals and amendments only as lie within the powers of the University under the Act shall be entertained and debated in the Senate including recommendations concerning the University education.

Statute 18: Quorum

The quorum for the meeting of the Senate shall be one-third of the number of the sitting members. If there is no quorum at the commencement of a meeting, the Chairperson shall adjourn the meeting for half an hour. Such adjournment shall be recorded by the Registrar under the signature of the Chairperson. No quorum shall be necessary for such adjourned meeting. No quorum shall be necessary on the following day of the continued meeting.

Statute 19: Order of Business

- (1) Each member, before he takes his place, shall register his attendance in a book placed for the purpose at the entrance of place of meeting.
- (2) The order of business of a meeting of Senate shall be as follows, unless the Chairperson of the meeting decides otherwise:
- (a) the election of the Chairperson, if it is a part of the business to be entertained at the meeting;
 - (b) the confirmation and signing of the minutes of the previous meeting or the adjourned meeting;
 - (c) the matters arising out of the minutes;
 - (d) action taken report;
 - (e) the election of any member of any authority or body or of any official of the University, if it is a part of the business to be entertained at the meeting;
 - (f) conferment of honorary degrees and other academic distinctions at the Convocation, if it is a part of the business to be entertained at the meeting;
 - (g) interpellations;
 - (h) consideration of the Annual Financial Estimates and/or proposals for Supplementary Grants, if any;
 - (i) consideration of Annual Accounts of the University and the Audit Report and resolutions thereon, if any;
 - (j) consideration of the Annual Report and resolutions thereon, if any;
 - (k) consideration of proposals or making, amending and repealing Statutes;
 - (l) appointment of auditors when it is a part of the business to be entertained at the meeting;
 - (m) any business and motions of which due notice has been given.

Statute 20: Rules of Debate

- (1) Every proposal shall be moved by the member in whose name it stands, or if he is absent or declines to move it, it may be moved by any other member.
- (2) Every motion at a meeting must be seconded; otherwise it shall drop. The member who has seconded the motion, may reserve his speech.
- (3) When a motion has been seconded, it shall be so stated from the chair.
- (4) When the proposal has been thus stated, it may be discussed as a motion to be resolved simply in the affirmative or negative or as proposed to be varied by way of amendment. When before or after debate, no member rises to speak on the motion, the Chairperson shall proceed to put the motion to the vote in the manner hereinafter provided.
- (5) A substantive proposal once brought forward shall not be proposed a second time at the same meeting or at the adjourned meeting. A proposal substantially identical in part with the one already disposed of, may be brought forward at the same meeting or at any adjourned meeting with the omission of such part.
- (6) Not more than one proposal and one amendment thereto shall be placed before the meeting at the same time. Each amendment shall be disposed of before the next is moved. All amendments which are not withdrawn shall be considered and voted upon.
- (7) The proposer of the motion shall not speak for more than ten minutes and the seconder shall not speak for more than five minutes. Other members debating on the motion shall not speak for more than five minutes.

Provided that the said time-limit shall only be operative when the Chairperson, either *suomotu* or at the instance of a member of the Senate, draws the attention of the Senate to the fact that the time-limit has been exceeded. On the attention of the Senate being thus drawn, the Chairperson shall take the vote of the Senate whether the speaker be given a further period of five minutes or not. If the vote of the Senate is in the negative, the speaker shall conclude his speech. If the vote of the Senate is in favour of the speaker, he may address the Senate for a further period of five minutes, when the same procedure may be repeated whether or not the Chairperson's attention is drawn to the time-limit.
- (8) All questions shall be addressed to the Vice-Chancellor and shall be submitted, in writing, to the Registrar.
- (9) No member shall ask more than three questions at the meeting of the Senate.
- (10) All questions to be asked shall be in the form of requests for factual information.
- (11) The admissibility of questions shall be determined by the Vice-Chancellor. No question shall be admitted by the Vice-Chancellor which, in his opinion,
 - (a) is not based on factual information; or
 - (b) is vague or ambiguous; or
 - (c) is in public domain; or

- (d) involves an argument, an inference, an ironical expression or a defamatory statement; or
 - (e) is of hypothetical character or asks for an expression of opinion or for solution of an abstract legal question or of a hypothetical proposition; or
 - (f) is personal information or is an information which refers to the character, conduct or competence of any person except in his or their official capacity as connected with the University; or
 - (g) refers to a matter which is of a confidential nature; or
 - (h) relates to any matter which is under consideration of the University authorities or officers of the University for decision; or
 - (i) the answering of which is detrimental to the interest of the University; or
 - (j) involves compilation of elaborate statements or statistics or expenditure of an unduly excessive amount of time and labour; or
 - (k) involves an information disclosure of which is exempted under the Right to Information Act, 2005; or
 - (l) relates to any matter which is under adjudication by a Court of Law; or
 - (m) does not relate to the affair or administration of the University.
- (12) A member of the Senate asking questions which are judged inadmissible by the Vice-Chancellor shall be informed by the Registrar regarding the Vice-Chancellor's decision and the grounds therefor soon after that decision. The Vice-Chancellor's decisions on the admissibility of the question shall be final and no discussion thereon shall be permitted in the meeting of the Senate.
- (13) Questions judged admissible by the Vice-Chancellor for being answered shall be considered at a meeting of the Management Council which shall also prepare the answers to be given to them in the meeting of the Senate.
- (14) All questions judged admissible by the Vice-Chancellor, together with such answers as are ready, shall be sent to the members of the Senate seven clear days before the date of the meeting.
- (15) The time allotted for asking and answering of questions shall be one hour every day of the meeting of the Senate.
- (16) In the meeting of the Senate, during the time allotted for asking and answering of questions, the Chairperson shall, call out the name of the members asking a question and then it shall be within the rights of such a member or any other member of the Senate to ask supplementary questions, asking for further factual information on the subject and within the scope of the original question, and the same shall be answered either by the Vice-Chancellor or the Registrar or a person designated in that behalf by the Management Council:
- Provided however that the Chairperson shall have discretion to disallow a supplementary question and his decision shall be final.

Statute 21: Amendments

- (1) An amendment which reduces the proposal to a negative form shall not be moved.
- (2) An amendment which raises a question already disposed of in the meeting or is inconsistent with any resolution already passed by it shall not be moved.
- (3) The order in which amendments to a proposal are to be brought forward shall be determined by the Chairperson, with reference to their extent and mutual relation.
- (4) An amendment, the substance of which has been disposed of in part may be modified by its proposer so as to retain only the parts not so disposed of.
- (5) When an amendment has been moved and seconded, it shall be so stated from the Chair, and then the debate may proceed on the original proposal and the amendment together, but in so far as the question raised by the amendment is one on which a member has not yet spoken, he may speak on that question though he has spoken on the original question or on a previous amendment.
- (6) Every amendment shall be in such form that it modifies the original proposal on the agenda by any or all of the following methods, namely:-
 - (a) by addition of words;
 - (b) by deletion of words;
 - (c) by substitution of words.
- (7) The mover of the amendment shall state the proposal or the part thereof affected as it would stand when so amended.
- (8) An amendment shall be relevant to and within the scope of the proposal to which it is proposed.
- (9) An amendment which has the effect of an alternative proposal shall not be moved.
- (10) If any amendment be carried, it shall become part of the motion before the Senate and the motion shall be modified accordingly.
- (11) When all the amendments of which due notice has been given, have been considered, the original motion or the original motion as amended in the course of the debate, shall be placed before the Senate and put to the vote without further discussion.

Statute 22: Withdrawal of a Motion

No motion shall be withdrawn from the decision of the Senate without its consent. If the mover of the motion expresses his willingness to withdraw a motion or amendment and if no objection is raised thereto within the time allowed by the Chairperson for that purpose, the Chairperson shall declare that the motion is withdrawn with the consent of the Senate.

Statute 23: Resolving of the Senate into a Committee

- (1) The Senate may, when it thinks fit, resolve itself into a Committee to consider any proposal which may be on the agenda of business.

- (2) A proposal for resolving of a meeting of the Senate into a meeting of Committee may be made by any member at any time with the permission of the Chair.
- (3) No such proposal of resolving the Senate into Committee shall be considered unless at least twenty-five members support it by show of hands.
- (4) The proposal, then having been duly seconded, shall be put to vote and shall only be carried if two-third of the members present vote in its favour.
- (5) When the Senate decides to resolve itself into a Committee, the Chairperson may be the same as that of the meeting of the Senate and the quorum shall be the same as that of the meeting of the Senate.
- (6) The manner in which the discussion of the matter under consideration shall be conducted shall be in the discretion of the Chairperson. When in the opinion of the Chairperson, the matter has been sufficiently discussed, the Committee shall incorporate its conclusion in a report to be signed by the Chairperson.
- (7) The sitting of the Senate shall be considered as suspended for the period during which it is sitting in a Committee, and immediately after the termination of the sitting of the Committee, the Senate shall be again called to order by the Chairperson, and the report of the Committee's deliberation shall be presented to the Senate by the Registrar.
- (8) If any of the resolutions of the Committee involve recommendations not covered by the motion and the amendments to that motion on the agenda of the meeting of the Senate, they shall not be considered by the Senate until notice of twenty five clear days of the same has been given.
- (9) A proposal made as a result of the deliberations of such Committee may be presented to the Senate without previous consideration by the Management Council.

Statute 24: Dissolution, Adjournment, Suspension and Passing to the Next Business on the Statement

- (1) A proposal of dissolution of the meeting may be moved at any time as a distinct proposal, but not as an amendment, nor so as to interrupt a speech. If the proposal is carried, the business before the meeting shall drop.
- (2) A proposal for adjournment of the meeting to some specified time may be moved at any time as a distinct proposal, but not as an amendment nor except on the motion of the Chairperson, so as to interrupt a speech. If such proposal is resolved in negative, the debate shall be resumed. The same rule will apply to a meeting of the Senate in a Committee. No amendment shall be moved to such a proposal, except the one for substituting a different time to which it is proposed to adjourn the meeting.
- (3) No meeting of the Senate shall be adjourned for more than fifteen days. The adjourned meeting shall be deemed to be in continuation of the preceding meeting.
- (4) A proposal of suspension of the sitting for a specified time may be moved at any time as a distinct proposal, but not as an amendment, nor so as to interrupt a speech.

If the proposal is carried, the business before the meeting shall be suspended for the specified time. The Chairperson may, in the case of grave disorder arising in the Senate, suspend any sitting for a specified time. However, no meeting of the Senate shall be suspended for more than half an hour.

- (5) The proposal of passing to the next business on the statement may be made at any time as a distinct proposal but not as an amendment, nor so as to interrupt a speech. If such a proposal be carried, the motion under consideration and the amendment thereto shall not be further dealt with at the meeting.
- (6) A proposal for dissolution or for the adjournment of the meeting or for suspension of the sitting or for passing to the next business shall be disposed of before the motion under debate is decided.
- (7) When the motion for dissolution or adjournment or suspension or passing to the next business on the statement has been brought forward and resolved in negative, no other proposal of an identical nature shall be again brought forward in the same meeting.
- (8) The proposal for the adjournment of the meeting or suspension of the sitting, may be moved be only for the purpose of discussing a definite and urgent matter of recent occurrence relating to the affairs or administration of the University. Such proposal may be moved subject to the following restrictions, namely:-
 - (a) no matter which is already on the agenda shall be discussed;
 - (b) not more than one such motion shall be made at the same sitting;
 - (c) not more than one matter shall be discussed on the same motion;
 - (d) the motion shall not revive discussion on a matter which has been discussed in the same session;
 - (e) the motion shall not deal with any matter which is under adjudication by a Court of Law having jurisdiction in any part of India;
 - (f) the motion must not deal with a matter on which a resolution could not be moved.

Statute 25: Right of Speech and Reply

- (1) On each motion or motion and amendment in debate, a member may speak once on the motion and once on the amendment.
- (2) After the mover of a motion or amendment has spoken, the other members may, save as otherwise provided, speak on the motion or amendment, in such order as the Chairperson may call upon them.
- (3) Save in the exercise of a right of reply, or as otherwise provided, no member shall speak more than once, except with the permission of the Chairperson, for the purpose of making a personal explanation. But, in such a case no debatable matter shall be brought forward.
- (4) The mover of a motion may speak second time, on the conclusion of a debate, by way of reply.

- (5) The mover of an amendment or when there is no amendment, the mover of the original motion, may reply upon the debate before vote on each is taken. The mover of a motion for dissolution or adjournment or for a suspension of sitting or for passing to the next business on the statement will also have a right of reply.
- (6) No member shall speak on the motion after the mover has entered on his reply.
- (7) The Chairperson has the same right of moving or seconding a motion or amendment and of taking part in the debate.

Statute 26: Points of Order

- (1) Any member may call the Chairperson's attention to a point of order even while another member is addressing the meeting. But beyond stating the precise point of order raised, he shall not make a speech. Such a call, pronounced by the Chairperson to be vexatious, and any interruption or obstruction to the progress of the business before the Senate, pronounced by the Chairperson to be unseemly or unreasonable, shall be deemed a breach of order.
- (2) A member shall not raise a point of order to ask for information or to explain his position or which may be hypothetical.
- (3) The Chairperson shall be the sole judge on any point of order, and may call any member to order. If the member so called to order, in speaking, disregards such call, the Chairperson may direct him to sit down, and thereupon another member may speak.
- (4) In the event of any contumacious disregard of a ruling or call to order by the Chairperson, he may request the member so offending to leave the meeting and on such request, the member named by the Chairperson shall be suspended from his function as a member during the meeting, and shall be bound to withdraw immediately himself.

Statute 27: Voting

- (1) On putting any motion to the vote, the Chairperson shall call for an indication of the opinion of the Senate by a show of hands in the affirmative and negative, or by sitting and rising, and shall declare the result thereof which shall be recorded in the minutes of the meeting. If the votes are actually counted, the number of votes on either side shall also be recorded in the minutes along with the result.
- (2) Any member may then demand a Division. Voting in all Divisions shall be by ballot. No Division can be asked for on a motion for adjournment or on a vote of the Senate taken under Clause (1) of this Statute.
- (3) The Chairperson shall thereupon appoint four Tellers and shall give such directions for effecting the Division as he shall consider expedient.
- (4) In every Division, only such members as were present at the time of putting of the motion, shall be entitled to vote. Voting shall be on papers supplied at the meeting by the Registrar, and every voting paper shall be returned with or without the vote.

- (5) Upon the Chairperson announcing the Division to be closed, the Tellers shall state in writing the number on each side, sign the statement, and hand it over to the Chairperson, together with the voting papers in two separate bundles, whereupon the Chairperson shall declare the result of the Division to the meeting, and the result shall be recorded in the minutes of the meeting.
- (6) If after a Division has been taken, five members present demand a recount, the Chairperson shall appoint two or more members to act with the Tellers, who shall report the facts found by them in writing to the Chairperson, who shall thereupon declare the result to the meeting, and such declaration shall be recorded in the minutes of the meeting and shall be conclusive.
- (7) Pending the recount, the Chairperson may, in his discretion, either suspend the sitting or call for such business as may, in his opinion, be most conveniently proceeded with. Business thus entered on shall be proceeded with, but on its disposal the regular order of subjects, if it has been departed from, shall be resumed.

Statute 28: Lapsing of Business

All proposals, together with their amendments, if any, on the agenda of a meeting of the Senate which have not been moved or voted upon, for want of time or for any other reason at the meeting to which the agenda relates, shall, at the close of the meeting, stand lapsed. Such proposals shall not be placed on the agenda of the next or subsequent meetings save on receipt of a fresh notice. A motion shall not lapse if a part thereof or an amendment thereto has been voted upon.

Statute 29: Minutes

After every meeting or adjourned meeting of the Senate, the Registrar shall, as early as possible within thirty days send a copy of the minutes of such meeting to each member of the Senate.

Exception to the correctness of the minutes, if any, shall be sent by the members to the Registrar within two weeks from the date of dispatch of the minutes. Exception, if any, shall be brought to the notice of the Chairperson, who shall take necessary action on it.

MANAGEMENT COUNCIL

Statute 30: Meetings

The Management Council shall meet at least four times a year and at other times, when convened by the Vice-Chancellor.

Statute 31: Notice of the Meeting

The Registrar shall issue a notice of meeting of the Management Council at least fourteen clear days before the date of the meeting. He shall issue an agenda of the meeting to all the members of the Management Council at least seven clear days prior

to the date of the meeting:

Provided that the Chairperson shall waive the period of notice in case of an emergency meeting:

Provided further that in case of emergency, the proposal not included in the agenda of the meeting, may be taken up for consideration, with the consent of the Chairperson.

Statute 32: Quorum

The quorum for the meeting of the Management Council shall be one-third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson on the same day or on a later date and no quorum shall be necessary for such adjourned meeting. No quorum shall be necessary on the following day of the continued meeting.

Statute 33: Conduct of Business

- (1) The Vice-Chancellor or in his absence the Pro-Vice Chancellor and in absence of both, a person elected by the members present from amongst themselves shall preside at the meeting.
- (2) All proposals on the agenda shall be decided by a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote. The Secretary of the Management Council shall have the right to participate in the deliberations but shall not have the right to vote. The permanent invitees shall have the right to participate in the deliberations relating to the particular subject matter only and shall not have the right to vote.
- (3) The Management Council may refer any of the subjects within its purview to the relevant authority/public body of the University. The report of such authority/body shall be considered by the Management Council.
- (4) The decision of the Management Council shall be recorded in the form of resolution. Senate shall not contain the deliberations and discussions. However, any dissent specifically asked by the member/s for being so recorded, shall be recorded.
- (5) The members of the Management Council shall be under obligation to safeguard the interest of the University and honour the resolutions.

Statute 34: Minutes of the Meeting

- (1) The Registrar shall submit the minutes of the meeting of the Management Council within three days from the date of the meeting to the Chairperson for his approval.
- (2) The minutes of the meeting shall be circulated to the members of the Management Council along with the agenda of the subsequent meeting.
- (3) On approval of the minutes by the Chairperson, the Registrar or the officers concerned may proceed with the implementation of the resolutions of the

Management Council. The action taken on the resolutions shall be reported to the Management Council in its succeeding meeting. The Registrar shall ensure that the action taken on every resolution of the Management Council is duly reported to the Management Council as soon as the action thereon is completed.

- (4) The agenda of the meeting of the Management Council along with its enclosures and the minutes of the meeting shall be treated as confidential, till the actions on the resolutions are completed.

THE ACADEMIC COUNCIL

Statute 35: Meetings

The Academic Council shall meet at least four times a year and at other times, when convened by the Vice-Chancellor.

Statute 36: Notice of the Meeting

The Registrar shall issue a notice of the meeting of the Academic Council at least twenty-one clear days prior to the day of meeting. He shall send the agenda for the meeting to all the members of the Academic Council seven clear days before the meeting.

Statute 37: Quorum

The quorum for the meeting of the Academic Council shall be one-third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson on the same day or on a later date and no quorum shall be necessary for such adjourned meeting. No quorum shall be necessary on the following day of the continued meeting.

Statute 38: Conduct of Business

- (1) The Vice-Chancellor or in his absence, Pro-Vice-Chancellor or in absence of both, a person elected by the members present from amongst themselves shall preside at the meeting.
- (2) The business at the meeting of the Academic Council shall be transacted in accordance with the agenda issued for the purpose and the various proposals placed on the agenda shall be considered serious, unless otherwise decided at the meeting.
- (3) All proposals on the agenda shall be decided by a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.
- (4) The decision of the Academic Council shall be recorded in the form of resolution. It shall not contain the deliberations and discussions. However, any dissent specifically asked by the member/s for being so recorded, shall be recorded.

Statute 39: Minutes of the Meeting

- (1) The Registrar shall submit the minutes of the meeting of the Academic Council within seven days from the date of the meeting to the Chairperson for his approval.
- (2) The minutes of the meeting shall be circulated to the members of the Academic Council along with the agenda of the subsequent meeting.
- (3) On approval of the minutes by the Chairperson, the Registrar or the officers concerned may proceed with the implementation of the resolutions of the Academic Council. The Registrar shall ensure that the action taken on every resolution of the Academic Council is duly reported to the Academic Council as soon as the action thereon is completed.

FACULTY**Statute 40: Meetings**

The Faculty shall meet at least twice a year or on requisition of one-third of its sitting members.

Statute 41: Notice of the Meeting

The Dean of the Faculty concerned shall issue a notice of at least eight clear days along with the agenda for the meeting to all members of the Faculty.

Statute 42: Quorum

The quorum for the meeting of the Faculty shall be one-third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson on the same day or on a later date and no quorum shall be necessary for such adjourned meeting. No quorum shall be necessary on the following day of the continued meeting.

Statute 43: Conduct of Business

- (1) The Dean shall be the Chairperson or in his absence, a person elected by the members present from amongst themselves shall preside at the meeting.
- (2) The business at the meeting of the Faculty shall be transacted in accordance with the agenda issued for the purpose and the various proposals placed on the agenda shall be considered serious, unless otherwise decided at the meeting.
- (3) All proposals on the agenda shall be decided by a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

Statute 44: Minutes of the Meeting

- (1) The minutes of the meeting of the Faculty shall be prepared immediately after the meeting is concluded and shall be submitted to the Chairperson for his approval.
- (2) On approval of the minutes by the Chairperson, the officers concerned may proceed with the implementation of the resolutions of the Faculty.
- (3) The action taken on the resolutions shall be reported to the Faculty in its succeeding meeting.

BOARD OF DEANS**Statute 45: Meetings**

The Board of Deans shall meet at least twice a year or on requisition of one-third of its sitting members.

Statute 46: Notice of the Meeting

The notice of at least eight clear days along with the agenda for the meeting shall be given to the members.

Statute 47: Quorum

The quorum for the meeting of the Board of Deans shall be one-third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson on the same day or on a later date and no quorum shall be necessary for such adjourned meeting. No quorum shall be necessary on the following day of the continued meeting.

Statute 48: Conduct of Business

- (1) The Pro-Vice Chancellor shall be the Chairperson or in his absence, a person elected by the members present from amongst themselves shall preside at the meeting.
- (2) The business at the meeting of the Board of Deans shall be transacted in accordance with the agenda issued for the purpose and the various proposals placed in the agenda shall be considered serious, unless otherwise decided at the meeting.
- (3) All proposals on the agenda shall be decided by a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.
- (4) The decision of the Board of Deans shall be recorded in the form of resolution.

Statute 49: Minutes of the Meeting

- (1) The minutes of the meeting of the Board of Deans shall be prepared immediately after the meeting is concluded and shall be submitted to the Chairperson for his approval.
- (2) On approval of the minutes by the Chairperson, the officers concerned may proceed

with the implementation of the resolutions of the Board of Deans.

- (3) The action taken on the resolutions shall be reported to the Board of Deans in the succeeding meeting.

BOARD OF SUB-CAMPUSES OF THE UNIVERSITY

Statute 50: Meetings

The Board of Sub-Campuses shall meet at least three times a year and at other times, when convened by the Chairperson.

Statute 51: Notice of the Meeting

The notice of at least eight clear days along with the agenda for the meeting shall be given to the members.

Statute 52: Quorum

The quorum for the meeting of the Board of Sub-Campuses shall be one-third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson on the same day or on a later date and no quorum shall be necessary for such adjourned meeting. No quorum shall be necessary on the following day of the continued meeting.

Statute 53: Conduct of Business

- (1) The Pro-Vice Chancellor shall be the Chairperson or in his absence, one of the Deans elected by the members present shall preside at the meeting.
- (2) The business at the meeting of the Board of Sub-Campuses shall be transacted in accordance with the agenda issued for the purpose and the various proposals placed on the agenda shall be considered serious, unless otherwise decided at the meeting.
- (3) All proposals on the agenda shall be decided by a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

Statute 54: Minutes of the Meeting

- (1) The minutes of the meeting of the Board of Sub-Campuses shall be prepared immediately after the meeting is concluded and shall be submitted to the Chairperson for his approval.
- (2) On approval of the minutes by the Chairperson, the officers concerned may proceed with the implementation of the resolutions of the Board of Sub-Campuses.
- (3) The action taken on the resolutions shall be reported to the Board of Sub-Campuses in its succeeding meeting.

BOARDS OF STUDIES

Statute 55: Meetings

The Board of Studies shall meet at least three times a year and or on requisition of one-third of its sitting members.

Statute 56: Notice of the Meeting

The notice of at least eight clear days along with the agenda for the meeting shall be given to the members.

Statute 57: Quorum

The quorum for the meeting of the Board of Studies shall be one-third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson on the same day or on a later date and no quorum shall be necessary for such adjourned meeting. No quorum shall be necessary on the following day of the continued meeting.

Statute 58: Election of the Chairperson

The Chairperson of the Board of Studies shall be elected by the members of the Board from amongst themselves at its first meeting, before co-option of members in the Board of Studies.

Statute 59: Co-option

Co-option of one head of the department who is recognized for imparting teaching to post-graduate students in an affiliated college or recognized institution having post-graduate teaching in that subject, when there is no University department in that subject, one professor from other University and four experts under the relevant provisions of the Act, shall take place in the first meeting of the Board of Studies in the manner decided by the Board of Studies in the first meeting.

Statute 60: Conduct of Business

- (1) The Chairperson or in his absence, a person elected by the members present from amongst themselves shall preside at the meeting.
- (2) Any two or more Boards may, and at the request of the Academic Council or the Management Council, shall meet and act in concurrence and render a joint report upon any matter which lies within the purview of both or all of them. The quorum of a joint meeting of the Boards shall include a full quorum of each Board represented, no member present being counted on more than one separate quorum. The joint meeting shall elect one of the Chairpersons of the Boards of Studies as the Chairperson.

- (3) All proposals on the agenda shall be decided by a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

Statute 61: Minutes of the Meeting

- (1) The minutes of the meeting of the Board of Studies shall be prepared immediately after the meeting is concluded and shall be submitted to the Chairperson for his approval.
- (2) On approval of the minutes by the Chairperson, the officers concerned may proceed with the implementation of the resolutions of the Board of Studies.

**BOARD OF UNIVERSITY DEPARTMENTS AND
INTER-DISCIPLINARY STUDIES**

Statute 62: Meetings

The Board of University Departments and Inter-Disciplinary Studies shall meet at least three times a year and at other times, when convened by the Chairperson.

Statute 63: Notice of the Meeting

The notice of at least eight clear days along with the agenda for the meeting shall be given to the members.

Statute 64: Quorum

The quorum for the meeting of the Board of University Departments and Inter-Disciplinary Studies shall be one-third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson on the same day or on a later date and no quorum shall be necessary for such adjourned meeting. No quorum shall be necessary on the following day of the continued meeting.

Statute 65: Conduct of Business

- (1) The Pro-Vice Chancellor shall be the Chairperson or in his absence, one of the Deans elected by the members present shall preside at the meeting.
- (2) All proposals on the agenda shall be decided by a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

Statute 66: Minutes of the Meeting

- (1) The minutes of the meeting of the Board of University Departments and Inter-Disciplinary Studies shall be prepared immediately after the meeting is concluded

and shall be submitted to the Chairperson for his approval.

- (2) On approval of the minutes by the Chairperson, the officers concerned may proceed with the implementation of the resolutions of the Board of University Departments and Inter-Disciplinary Studies.

BOARD OF POST-GRADUATE EDUCATION IN COLLEGES

Statute 67: Meetings

The Board of Post-Graduate Education in Colleges shall meet at least four times a year, two of which shall necessarily be in the month of September or October and December or January of the year.

Statute 68: Notice of the Meeting

The notice of at least eight clear days along with the agenda for the meeting shall be given to the members.

Statute 69: Quorum

The quorum for the meeting of the Board of Post-Graduate Education in Colleges shall be one-third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson on the same day or on a later date and no quorum shall be necessary for such adjourned meeting. No quorum shall be necessary on the following day of the continued meeting.

Statute 70: Conduct of Business

- (1) The Pro-Vice Chancellor shall be the Chairperson or in his absence, one of the Deans elected by the members present shall preside at the meeting.
- (2) All proposals on the agenda shall be decided by a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

Statute 71: Minutes of the Meeting

- (1) The minutes of the meeting of the Board of Post-Graduate Education in Colleges shall be prepared immediately after the meeting is concluded and shall be submitted to the Chairperson for his approval.
- (2) On approval of the minutes by the Chairperson, the officers concerned may proceed with the implementation of the resolutions of the Board of Post-Graduate Education in Colleges.

BOARD OF LIFELONG LEARNING AND EXTENSION

Statute 72: Meetings

The Board of Lifelong Learning and Extension shall meet at least twice a year.

Statute 73: Notice of the Meeting

The notice of at least eight clear days along with the agenda for the meeting shall be given to the members.

Statute 74: Quorum

The quorum for the meeting of the Board of Lifelong Learning and Extension shall be one-third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson on the same day or on a later date and no quorum shall be necessary for such adjourned meeting. No quorum shall be necessary on the following day of the continued meeting.

Statute 75: Conduct of Business

- (1) The Vice-Chancellor shall be the Chairperson or in his absence, the Pro-Vice Chancellor or in absence of both, a person elected by the members present from amongst themselves shall preside at the meeting.
- (2) All proposals on the agenda shall be decided by a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

Statute 76: Minutes of the Meeting

- (1) The minutes of the meeting of the Board of Lifelong Learning and Extension shall be prepared immediately after the meeting is concluded and shall be submitted to the Chairperson for his approval.
- (2) On approval of the minutes by the Chairperson, the officers concerned may proceed with the implementation of the resolutions of the Board of Lifelong Learning and Extension.

BOARD OF EXAMINATIONS AND EVALUATION

Statute 77: Meetings

The Board of Examinations and Evaluation shall meet at least twice in an academic year.

Statute 78: Notice of the Meeting

The notice of at least eight clear days along with the agenda for the meeting shall be given to the members.

Statute 79: Quorum

The quorum for the meeting of the Board of Examinations and Evaluation shall be one-third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson on the same day or on a later date and no quorum shall be necessary for such adjourned meeting. No quorum shall be necessary on the following day of the continued meeting.

Statute 80: Conduct of Business

- (1) The Vice-Chancellor shall be the Chairperson or in his absence, the Pro-Vice-Chancellor or in absence of both, a person elected by the members present from amongst themselves shall preside at the meeting.
- (2) All proposals on the agenda shall be decided by a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.
- (3) The decision of the Management Council shall be recorded in the form of resolution. It shall not contain the deliberations and discussions. However, any dissent specifically asked by the member/s for being so recorded, shall be recorded.

Statute 81: Minutes of the Meeting

- (1) The minutes of the meeting of the Board of Examinations and Evaluation shall be prepared immediately after the meeting is concluded and shall be submitted to the Chairperson for his approval.
- (2) On approval of the minutes by the Chairperson, the officers concerned may proceed with the implementation of the resolutions of the Board of Examinations and Evaluation.
- (3) The action taken on the resolutions shall be reported to the Board of Examinations and Evaluation in its succeeding meeting.

THE BOARD OF INFORMATION TECHNOLOGY**Statute 82: Meetings**

The Board of Information Technology shall meet at least three times a year.

Statute 83: Notice of the Meeting

The notice of at least eight clear days along with the agenda for the meeting shall be given to the members.

Statute 84: Quorum

The quorum for the meeting of the Board of Information Technology shall be one-third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson on the same day or on a later date and no quorum shall be necessary for such adjourned meeting. No quorum shall be necessary on the following day of the continued meeting.

Statute 85: Conduct of Business

- (1) The Vice-Chancellor shall be the Chairperson or in his absence, the Pro-Vice-Chancellor or in absence of both, a person elected by the members present from amongst themselves shall preside at the meeting.
- (2) All proposals on the agenda shall be decided by a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

Statute 86: Minutes of the Meeting

- (1) The minutes of the meeting of the Board of Information Technology shall be prepared immediately after the meeting is concluded and shall be submitted to the Chairperson for his approval.
- (2) On approval of the minutes by the Chairperson, the officers concerned may proceed with the implementation of the resolutions of the Board of Information Technology.
- (3) The action taken on the resolutions shall be reported to the Board of Information Technology in its succeeding meeting.

BOARD OF NATIONAL AND INTERNATIONAL LINKAGES**Statute 87: Meetings**

The Board of National and International Linkages shall meet at least three times a year.

Statute 88: Notice of the Meeting

The notice of at least eight clear days along with the agenda for the meeting shall be given to the members.

Statute 89: Quorum

The quorum for the meeting of the Board of National and International Linkages shall be one-third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson on the same day or on a later date and no quorum shall be necessary for such adjourned meeting. No quorum shall be necessary on the following day of the continued meeting.

Statute 90: Conduct of Business

- (1) The Vice-Chancellor shall be the Chairperson or in his absence, the Pro-Vice-Chancellor or in absence of both, a person elected by the members present from amongst themselves shall preside at the meeting.
- (2) All proposals on the agenda shall be decided by a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

Statute 91: Minutes of the Meeting

- (1) The minutes of the meeting of the Board of National and International Linkages shall be prepared immediately after the meeting is concluded and shall be submitted to the Chairperson for his approval.
- (2) On approval of the minutes by the Chairperson, the officers concerned may proceed with the implementation of the resolutions of the Board of National and International Linkages.
- (3) The action taken on the resolutions shall be reported to the Board of National and International Linkages in its succeeding meeting.

BOARD FOR INNOVATION, INCUBATION AND ENTERPRISE**Statute 92: Meetings**

The Board of Innovation, Incubation and Enterprise shall meet at least twice a year.

Statute 93: Notice of the Meeting

The notice of at least eight clear days along with the agenda for the meeting shall be given to the members.

Statute 94: Quorum

The quorum for the meeting of the Board of Innovation, Incubation and Enterprise shall be one-third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson on the same day or on a later date and no quorum shall be necessary for such adjourned meeting. No quorum shall be necessary on the following day of the continued meeting.

Statute 95: Conduct of Business

- (1) The Vice-Chancellor shall be the Chairperson or in his absence, the Pro-Vice-Chancellor or in absence of both, a person elected by the members present from amongst themselves shall preside at the meeting.
- (2) All proposals on the agenda shall be decided by a majority of votes of the members

present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

Statute 96: Minutes of the Meeting

- (1) The minutes of the meeting of the Board of Innovation, Incubation and Enterprise shall be prepared immediately after the meeting is concluded and shall be submitted to the Chairperson for his approval.
- (2) On approval of the minutes by the Chairperson, the officers concerned may proceed with the implementation of the resolutions of the Board of Innovation, Incubation and Enterprise.
- (3) The action taken on the resolutions shall be reported to the Board of Innovation, Incubation and Enterprise in its succeeding meeting.

BOARD OF STUDENTS' DEVELOPMENT

Statute 97: Meetings

The Board of Students' Development shall meet at least twice a year or at such other times as may be convened by the Chairperson.

Statute 98: Notice of the Meeting

The Director of Students' Development shall issue a notice of the meeting to the members at least eight clear days before the date of the meeting, along with the agenda for the meeting.

Statute 99: Quorum

The quorum for the meeting of the Board of Students' Development shall be one-third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson on the same day or on a later date and no quorum shall be necessary for such adjourned meeting. No quorum shall be necessary on the following day of the continued meeting.

Statute 100: Conduct of Business

- (1) The Vice-Chancellor shall be the Chairperson or in his absence, the Pro-Vice-Chancellor or in absence of both, a person elected by the members present from amongst themselves shall preside at the meeting.
- (2) All proposals on the agenda shall be decided by a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

Statute 101: Minutes of the Meeting

- (1) The Director of Students' Development shall prepare the minutes of the meeting immediately after the meeting is concluded and shall submit the same to the Chairperson for his approval.
- (2) On approval of the minutes by the Chairperson, the officers concerned may proceed with the implementation of the resolutions of the Board of Students' Development.
- (3) The action taken on the resolutions shall be reported to the Board of Students' Development in its succeeding meeting.

BOARD OF SPORTS AND PHYSICAL EDUCATION

Statute 102: Meetings

The Board of Sports and Physical Education shall meet at least twice a year or at such other times as may be convened by the Chairperson.

Statute 103: Notice of the Meeting

The Director of Sports and Physical Education shall issue a notice of the meeting to the members at least eight clear days before the date of the meeting, along with the agenda for the meeting.

Statute 104: Quorum

The quorum for the meeting of the Board of Sports and Physical Education shall be one-third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson on the same day or on a later date and no quorum shall be necessary for such adjourned meeting. No quorum shall be necessary on the following day of the continued meeting.

Statute 105: Conduct of Business

- (1) The Vice-Chancellor shall be the Chairperson or in his absence, the Pro-Vice-Chancellor or in absence of both, a person elected by the members present from amongst themselves shall preside at the meeting.
- (2) All proposals on the agenda shall be decided by a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

Statute 106: Minutes of the Meeting

- (1) The minutes of the meeting of the Board of Sports and Physical Education shall be prepared immediately after the meeting is concluded and shall be submitted to the Chairperson for his approval.

- (2) On approval of the minutes by the Chairperson, the officers concerned may proceed with the implementation of the resolutions of the Board of Sports and Physical Education.

BOARD OF RESEARCH

Statute 107: Meetings

The Board of Research shall meet at least three times a year or at such other times as may be convened by the Chairperson.

Statute 108: Notice of the Meeting

The notice of at least eight clear days along with the agenda for the meeting shall be given to the members.

Statute 109: Quorum

The quorum for the meeting of the Board of Research shall be one-third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson on the same day or on a later date and no quorum shall be necessary for such adjourned meeting. No quorum shall be necessary on the following day of the continued meeting.

Statute 110: Conduct of Business

- (1) The Vice-Chancellor shall be the Chairperson or in his absence, the Pro-Vice-Chancellor and in absence of both, a person elected by the members present from amongst themselves shall preside at the meeting.
- (2) All proposals on the agenda shall be decided by a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

Statute 111: Minutes of the Meeting

- (1) The minutes of the meeting of the Board of Research shall be prepared immediately after the meeting is concluded and shall be submitted to the Chairperson for his approval.
- (2) On approval of the minutes by the Chairperson, the officers concerned may proceed with the implementation of the resolutions of the Board of Research.
- (3) The action taken on the resolutions shall be reported to the Board of Research in its succeeding meeting.

CHAPTER VI

PROCEDURE FOR PERMISSION TO TRANSFER OF MANAGEMENT

(Under Section 71(16) of the Act)

Statute 112: Procedure to be followed while granting permission for transfer of Management

- (1) There shall be no change or transfer of the management of any affiliated college or recognized institution, without prior permission of the University.
- (2) The management desirous of transferring the undertaking of any affiliated college or recognized institution, as the case may be, ('the previous management') to the other management('the new management'), shall seek the prior permission of the State Government.
- (3) On receipt of the permission from the State Government, the previous management shall submit a proposal to the University in the prescribed format accompanied by the fees of Rs.25,000/-, which will increase by 10% every year and other documents as may be prescribed by the University.
- (4) The proposals so received shall be scrutinized by the Dean of the Faculty concerned and shall be placed before the management Council for consideration and approval.
- (5) The Management Council of the University shall consider and approve proposals for transfer of management of affiliated colleges and recognized institutions. Only those proposals complying with the requirements shall be considered and approved by the Management Council.
- (6) The decision of the Management Council shall be communicated to the previous management and the new management within eight days from the date of decision.
- (7) On receipt of the permission from the University, the previous management and the new management shall take appropriate steps to obtain the permission of the competent authority for transfer of management under the appropriate law.
- (8) On receipt of the permission of the competent authority for transfer of management under the appropriate law, the new management shall submit a copy of such permission along with the undertaking as prescribed under Section 108 of the Act and relevant documents to the University, within eight days from the date of receipt of such permission.

CHAPTER VII

NORMS OF GRANT AND WITHDRAWAL OF AFFILIATION TO COLLEGES AND INSTITUTIONS

(Under Section 71 (18) of the Act)

Statute 113: Norms and Procedure for Grant of Affiliation

- (1) The University shall publish a notification in the local newspaper and also on the official web site of the University, inviting online applications from the managements for opening of new colleges or institutions of higher learning or for starting new courses of study, subjects, faculties, additional divisions or satellite centres which are in conformity with the perspective plan, before 31st August of the year preceding the year from which the permission is to be granted.
- (2) The management seeking permission to open a new college or institution of higher learning shall apply online in a prescribed format, along with the affiliation fees prescribed by the University, to the Registrar of the University before the last day of September of the year preceding the year from which the letter of intent from the State Government is sought.
- (3) The applicant Society/Trust/Company shall have been registered under the Societies Registration Act, 1860 or the Maharashtra Public Trusts Act, 1950 or under Section 8 of the Companies Act, 2013, as the case may be, at least one year before the date of submission of the application for opening of new colleges or institutions of higher learning.
- (4) The following documents shall be uploaded by the management while making online applications for opening new colleges or institutions of higher learning, namely:-
 - (a) Registration Certificate of the Society/ Trust/Company along with details of constitution and Memorandum of Association;
 - (b) Audited Statement of Accounts of the previous Financial Year;
 - (c) details of the latest fund positions along with Bank agreements and receipt of Fixed Deposit of the amount prescribed by the State Government or the University, from to the time;
 - (d) detailed financial estimate (budget) of the current financial year.
 - (e) documents showing that the financial transactions of the Society/Trust/ Company are made through Nationalized / Scheduled Banks;
 - (f) letter given by the Society/Trust jointly with the Nationalized / Scheduled Bank concerned undertaking that deposits in the bank shall not be withdrawn without prior permission of the University;
 - (g) in case of colleges to be started on 'no grant in aid basis', an Affidavit on the stamp paper of Rs. 100/- to the effect that the expenses incurred on the salary and other expenses of the colleges as per rules, shall be borne by the

Society/Trust/Company;

- (h) documents relating to own land:
 - (i) Document showing that the land admeasuring minimum $\frac{1}{2}$ Acre within the Municipal Corporation A, B and C class area, is in the name of the applicant; or
 - (ii) Document showing that the land admeasuring minimum 1 Acre within the Municipal Corporation and Municipal Council D class area, is in the name of the applicant; or
 - (iii) Document showing that a land admeasuring minimum 3 Acres, within the areas other than those mentioned in item (i) and (ii) above is in the name of the applicant.
- (i) documents relating to rented land :
 - (i) Registered Lease Agreement executed by the applicant for a land admeasuring minimum $\frac{1}{2}$ Acre within the Municipal Corporation A, B & C class area; or
 - (ii) Registered Lease Agreement executed by the applicant for a land admeasuring minimum 1 Acre within Municipal Corporation and Municipal Council D class area; or
 - (iii) Registered Lease Agreement executed by the applicant for a land admeasuring minimum 3 Acres within the areas other than those mentioned in item (i) and (ii) above.
- (j) documents showing that the proposed college has administrative, academic and other buildings with sufficient accommodation to meet the immediate academic and other space requirements as specified by the University for each of the higher education course/programme with adequate scope for future expansion in conformity with those prescribed by the University Grants Commission/ Statutory/Regulatory body concerned, ensuring that all buildings constructed in the college are disabled friendly;
- (k) documents showing that the proposed college has academic building sufficient to accommodate the faculties, lecturer/seminar rooms, library and laboratories with a minimum of the area as prescribed by the University/ Statutory/Regulatory body concerned, from time to time;
- (l) documents showing that the proposed college has appointed number of teaching and non-teaching staff as per the University norms;
- (m) documents showing that the proposed college has adequate civic facilities for essentials like water, electricity, ventilation, toilets, sewerage, etc. in conformity with the norms laid down by the Central/State Public Works Department;
- (n) documents showing that the proposed college has taken adequate measures for safety, security, pollution control, etc.
- (o) documents showing that the proposed college has a library with books relating to the proposed programmes including both text books, reference books,

journals, along with a book bank facility for students belonging to the Scheduled Castes, Scheduled Tribe and such other sections, as may be specified by the University Grants Commission/ Statutory/Regulatory body concerned, from time to time;

- (p) documents showing that the proposed college has necessary laboratory equipment as prescribed by the University/Statutory/Regulatory body concerned, from time to time, for each of the higher education programmes;
- (q) documents showing that the proposed college has a multi-purpose complex/an auditorium and facilities for sports, canteen, parking, health care, separate common rooms and separate hostels for boys and girls, as per the local requirements as decided by the University;
- (r) documents showing that the proposed college has appropriate furniture for lecture/seminar rooms, laboratories, library, faculty rooms, rooms for administrative staff including the Principal, multi-purpose complex/auditorium, common rooms and hostels for boys and girls, and for other facilities;
- (s) registered Lease Agreement, if the playground is to be used on rental basis;
- (t) letter from the Competent Authority designated by the State Government for classification of land and its location as Metropolitan or other areas;
- (u) land Use Certificate from the Competent Authority designated by the State Government.
- (v) building Plan of the proposed college prepared by a registered Architect and approved by the Competent Authority designated by the State Government;
- (w) registered documents by the registered Society/ Trust/Company earmarking land and buildings for the proposed college;
- (x) detailed Project Report, giving-
 - (i) background of the Society/ Trust/Company with reference to its experience in promoting, managing and operating educational institutions; details of its promoters including their background; its activities in the social, charitable and educational spheres since its inception and its Vision and Mission;
 - (ii) development plan for the college with timeline, spelling out its growth plan over the first ten year period in terms of phasing of academic programmes/ increase in students' intake and introduction of postgraduate programmes/research, and the time schedule for stage-wise development of the academic infrastructure, like recruitment of faculty, and other support facilities, including student amenities, such as hostels, sports and recreational facilities;
 - (iii) architectural master plan indicating the land use pattern including those for the future;
 - (iv) policy with regard to faculty recruitment, retention and development;
 - (v) structure of academic and administrative governance;
 - (vi) sources of financing of capital and operating expenditure, besides funds to

- be generated through students' fees; and
- (vii) resource projections and their utilization schedule.
- (y) other documents, if any, prescribed by the State Government and the University, from time to time.
- (5) The management shall submit a hard copy of the online application along with the attested copies of the required documents mentioned in Clause (4) above to the Academic Section of the University before the last day of the September of the year preceding the year from which the letter of intent from the State Government is sought.
- (6) Procedure as mentioned in Section 109 of the Act for grant of permission from the State Government for opening new college or new course, subject, faculty, division or satellite centre and procedure as mentioned in Section 110 of the Act for grant of affiliation and provisions of Section 114(1) of the Act for continuation of affiliation, as may be applicable, shall be complied with.

Statute 114: Norms and Procedure for Grant of Permanent Affiliation

- (1) The University shall publish a notification in the local newspaper and also on the official web site of the University, inviting online applications from the affiliated colleges or institutions for permanent affiliation, before 31st August of the year preceding the year from which permanent affiliation is to be granted.
- (2) The affiliated college with at least five years standing as an affiliated college or institution shall be eligible to apply for permanent affiliation.
- (3) The affiliated college or institution seeking permanent affiliation shall apply online in a prescribed format, along with the affiliation fees and required documents prescribed by the University, to the Registrar of the University before the last day of September of the year preceding the year from which the permanent affiliation is sought.
- (4) The affiliated college or institution seeking permanent affiliation shall submit a hard copy of the online application along with the attested copies of the required documents and requisite fees to the Academic Section of the University before the last day of the September of the year preceding the year from which the permanent affiliation is sought.
- (5) Only those applications complying with the requirements and received within the prescribed time-limit, shall be accepted and considered by the University.
- (6) The Board of Deans shall consider and scrutinize the applications.
- (7) The Board of Deans shall inter-alia, apply the following criteria while scrutinizing the applications, namely:-
- (a) whether affiliated college or recognised institution has fulfilled all the conditions of affiliation/recognition satisfactorily;
- (b) whether has attained high academic and administrative standards as prescribed by the University and the regulatory bodies concerned, from time to time;

- (c) whether necessary measures have been taken for fulfilling the objectives of the college and the University.
- (8) The Board of Deans in its report shall make specific recommendations to the Academic Council duly supported by the relevant reasons as are deemed appropriate, on or before the last day of February of the next calendar year.
- (9) If the Academic Council is satisfied that the affiliated college or institution has fulfilled all the conditions of affiliation prescribed under Section 108 of the Act satisfactorily and has attained high academic and administrative standards as prescribed by the University and regulatory bodies concerned, from time to time, it shall grant permanent affiliation to the college or institution.
- (10) If the Academic Council of the University decides not to grant permanent affiliation to the college or institution, the college may apply again if it fulfils the conditions/requirements subsequently, but not earlier than six months from the date of rejection of its earlier application.
- (11) The Pro-Vice-Chancellor shall communicate the decision of the Academic College to the management with a copy to the Director of Higher Education, on or before 15th June of the year from which permanent affiliation is to be granted.

Statute 115: Withdrawal of Affiliation

- (1) Privileges conferred on the college or institution by affiliation are liable to be withdrawn, if an affiliated college or institution,-
 - (a) fails to comply with the conditions of affiliation or recognition as provided in Section 108 of the Act; or
 - (b) fails to allow the College Development Committee as provided in Section 97 of the Act to function properly; or
 - (c) fails to take action as per directions issued under the Act; or
 - (d) is conducting the college in a manner prejudicial to the interest of the University or the standards laid down by it.
- (2) The Board of Deans shall, on receiving a complaint or may, in any other matter, *suomotu*, issue a notice to the management, to show cause as to why the privileges conferred on the college or by affiliation should not be withdrawn in part or in whole or modified.
- (3) The Board of Deans shall mention the grounds on which it proposes to take the action and shall send a copy of the notice to the principal of the college. It shall also specify in the notice, the period, being a period which shall not be less than thirty days within which the management should file its written statement in reply to the notice.
- (4) On receipt of such written statement or on expiry of the period specified in the notice issued under Clause (3) above, the Board of Deans shall place before the Academic Council, the show cause notice and the written statement, if any, with or without the motion for withdrawal or modification of such privileges.

- (5) The Academic Council shall, having regard to the interest of students studying in the colleges, shall recommend an action in this behalf to the Vice-Chancellor and the Vice-Chancellor shall pass the necessary order.
- (6) If the Academic Council recommends the affiliation should be withdrawn, it shall be withdrawn in phases.
- (7) The Vice-Chancellor, before taking final action, shall offer a reasonable opportunity to be heard to the college and the management thereof, to defend their case. The statements of the college and the management thereof, shall be recorded during the course of hearing.
- (8) It shall be the responsibility of the Vice-Chancellor to complete the process of withdrawal of affiliation well in advance and in any case before the last day of March of the year from which the affiliation is to be withdrawn.
- (9) The University shall inform the State Government the decision of withdrawal of affiliation of a college.
- (10) The management of the college, affiliation of which has been withdrawn by the University, shall have to seek the permission of the State Government as per Section 109 of the Act before re-affiliation of the college.

CHAPTER VIII

TRANSFER OF THE MANAGEMENT OF A COLLEGE OR INSTITUTION IN THE PUBLIC INTEREST

(Under Section 71(19) of the Act)

Statute 116: Conditions and Procedure for Transfer of the Management in the Public Interest

- (1) On receipt of a complaint by the University about the irregularities or commissions or omissions of criminal nature by the management of an affiliated college or recognised institution or about the mismanagement of such college or institution or about such college or institution being managed in a manner detrimental to the public interest or to the interest of the State Government or the University, the Management Council of the University may cause an inquiry into the circumstances of the case by a committee consisting of the following persons, namely:-
 - (a) The Pro-Vice Chancellor of the University, Chairperson;
 - (b) Chancellor's nominee on the Management Council;
 - (c) The Director of Higher Education or his nominee not below the rank of Joint Director of Higher Education;
 - (d) The Director of Technical Education or his nominee not below the rank of Joint Director of Technical Education;
 - (e) One Dean of the Faculty nominated by the Management Council;
 - (f) Registrar of the University;
 - (g) Finance and Accounts Officer of the University.

Deputy Registrar of the Academic Section of the University shall act as the Secretary of the Committee.
- (2) The University shall give notice of not less than fifteen days to the management of such affiliated college or recognised institution to cause an inquiry to be so made.
- (3) When an inquiry has been caused to be made, the representative of the management shall be given an opportunity of being heard in relation to the matters pertaining to such inquiry. No legal practitioner shall be allowed at such hearing.
- (4) The inquiry committee after making an inquiry, shall submit its report to the University.
- (5) The report of the inquiry committee shall be placed before the Management Council of the University for consideration. After considering the report, if the Management Council of the University is of the opinion that it is expedient to transfer the undertaking of the affiliated college or recognised institution in the

public interest, it may issue directions to the management of such affiliated college or recognised institution, as may be appropriate in the circumstances, for the purpose of improving the standard of education imparted or for maintaining the discipline or for improving the administration or management of such affiliated college or recognised institution in the manner specified in such direction.

- (6) The Management Council of the University may issue directions mentioned in Clause (5) above, which may include the following matters, namely:-
 - (a) requiring the management to pay salary of all employees of the affiliated college or recognised institution, as the case may be, as per the norms;
 - (b) requiring the management of the affiliated college or recognised institution to appoint the teaching staff possessing prescribed qualifications as are necessary for the purpose of ensuring the maintenance of the academic standards and for maintaining efficient administration and management thereof;
 - (c) requiring the management of the affiliated college or recognised institution, to avoid any dispute or dissensions amongst the persons managing the affairs of the affiliated college or recognised institution, as the case may be, in the interest of ensuring the smooth and orderly administration;
 - (d) requiring the management to provide adequate and appropriate accommodation, furniture, stationary, equipment, infrastructure and other facilities which are necessary for efficient administration and management of the affiliated college and recognised institution.
 - (e) requiring the management not to demand, either directly or indirectly any contribution, donation or payment of any kind either in cash or in kind, from and on behalf of any candidate as a condition for granting him admission to the affiliated college or recognised institution or promotion or any other benefit;
 - (f) requiring the management to comply with, directives, orders and instructions issued, from time to time, by the State Government or any officer duly authorised by it in this behalf or by the University;
 - (g) requiring the management to take all such steps and actions as specified in the direction in relation to any matter involving misappropriation or misapplication of the funds of the affiliated college or recognised institution.
- (7) Every direction issued under Clauses (5) and (6), shall specify the period within which the direction may be complied with. The Management Council of the University may extend this period from time to time, on a written request to that effect by the management, if the circumstances of the case warrant such extension.
- (8) If the Management Council of the University is of the opinion that the management to which the directions have been issued in pursuance of Clauses (5) and (6), has failed to comply with such directions within stipulated period, it may decide that the entire undertaking of the affiliated college or the recognised

institution, as the case may be, shall be transferred to any other management, with a view to maintain continuity of education imparted in the said affiliated college or recognised institution.

- (9) The University shall give wide publicity in print as well as electronic media and on the University website soliciting proposals from the managements interested to take over the undertaking of the affiliated college or recognized institution, as the case may be.
- (10) The managements interested to take over the undertaking of the affiliated college or recognized institution shall have the following credentials, namely:-
 - (a) the colleges and institutions run by the management shall have attained high academic and administrative standards, with at least B plus and CGPA of not less than 2.51; and
 - (b) the management shall be financial sound as evident from the four years balance sheets.
- (11) The proposals received by the University shall be scrutinized by the committee appointed by the Management Council of the University. The scrutiny committee in its report shall make specific recommendation as to the suitability of the management to take over the undertaking of the affiliated college or recognized institution. The report of the scrutiny committee shall be placed before the Management Council for approval.
- (12) The University shall send the report of the inquiry committee, the explanation submitted by the management, the directions issued by the Management Council of the University under Clauses (5) and (6), the entire record of the inquiry committee and the details of management desires to take over such affiliated college or recognised institution, to the State Government for approval to transfer the undertaking of the affiliated college or recognised institution to the other management, in the public interest.
- (13) The State Government, may take the decision to transfer the undertaking of the affiliated college or recognized institution under such management (hereinafter refer to as 'the previous management') to the other management (hereinafter refer to as 'the new management') in the public interest and the decision of the State Government in this regard shall be final. The new management shall not be connected with the previous management in any manner, whatsoever.
- (14) The new management shall have to submit an undertaking to the University to the effect that it shall abide by the conditions of affiliation and recognition as prescribed under Section 108 of the Act.
- (15) The decision of the State Government with regard to the transfer of undertaking of affiliated college or recognised institution under the previous management, to the new management, in the public interest shall be informed by the University, by an order, to the previous management, to the new management and to the affiliated college or recognised institution concerned. The University shall cause the substance of such order to be published on the official web site of the University and in the local newspapers.

- (16) From the date of the order issued by the University regarding transfer of undertaking of affiliated college or recognised institution under the previous management (hereinafter referred to as “the appointed date”), the entire undertaking of the affiliated college or recognized institution shall stand transferred to the new management.
- (17) The new management shall take all such steps as may be necessary to take into its custody and control all the property, effects and actionable claims forming a part of the undertaking of the affiliated college or recognised institution under the previous management and all such property and effect shall be deemed to be in the custody of the new management from the appointed date.
- (18) All debts and liabilities of the undertaking of affiliated college or recognised institution under the previous management which stand transferred and attached to the new management shall, after the appointed date, be discharged and satisfied by the new management.
- (19) Any will, deed or other document which contains any bequest, gift or trust in favour of the undertaking of the affiliated college or recognised institution under the previous management shall, as from the appointed date, be construed as if the new management was named therein instead of the previous management.
- (20) All contracts and working arrangements which are subsisting immediately before the appointed date and affecting the affiliated college or recognized institution shall cease to have effect or be enforceable against the previous management or any person who was surety or had guaranteed the performance thereof, and shall be enforceable as fully and effectually as if instead of the previous management, the new management had been named therein, or had been a party thereto.
- (21) Any proceeding or cause of action pending or existing immediately before the appointed date by or against the previous management in respect of the affiliated college or recognised institution concerned, may, as from such appointed date; be continued and enforced by or against the new management as it might have been enforced by or against the previous management and shall cease to be enforceable by or against the previous management, its surety or guarantor.
- (22) Every employee in the employment of the affiliated college or recognized institution immediately before the appointed date shall become as from such date, the employee of the new management, and shall hold his office upon the same terms and conditions of service and the new management shall be his appointing and disciplinary authority;

Provided that the service conditions of such employees shall not be varied to their disadvantage:

Provided further that, nothing contained in this clause shall apply to any such employee who has, by notice in writing given to the new management within thirty days next following the appointed date, or such further period as the new management may specify in this behalf, intimated his intention of not becoming the employee of the new management.

- (23) The previous management shall, within such period as the University may allow in this behalf, furnish to the new management,-
- (a) a complete inventory of all the properties and assets (including particulars of book debts, if any, investments and belongings) of the affiliated college or recognized institution, as the case may be, immediately before the appointed date;
 - (b) all liabilities and obligations in relation to the affiliated college or recognized institution subsisting at the appointed date; and
 - (c) all agreements entered into by or on behalf of the previous management with respect to the affiliated college or recognised institution, and in force on such appointed date, including agreements, whether express or implied, relating to terms and conditions of service of any employee of the affiliated college or recognised institution under the previous management under which, the new management has, or will have, or may have liabilities.
- (24) The University may give to the new management such directions as it may deem fit and necessary and the new management shall carry out these directions.
- (25) If the previous management to which a direction has been issued under Clause (15) does not comply with the direction, the State Government may take appropriate steps in accordance with the law to recover all papers and property of the affiliated college or recognised institution in its possession or under its control.
- (26) The provisions of this Statute shall not apply to any educational institutions established or to be established and administered or to be administered by any minority, whether based on religion or language.

CHAPTER IX

PURCHASE COMMITTEE

(Under Section 98 (6) and (7) of the Act)

Statute 117: Procedure for Meeting of the Purchase Committee

- (1) The Committee shall meet as and when convened by the Chairperson.
- (2) The Finance and Accounts Officer of the University in consultation with the Vice-Chancellor shall prepare the agenda for the meeting.
- (3) The Finance and Accounts Officer shall send a notice of the meeting along with the agenda to each member, at least five clear days before the date of the meeting.
- (4) The quorum for a meeting of the Purchase Committee shall be one-third of the total number of members. If there is no quorum, the meeting shall be adjourned by the Chairperson for one hour. No quorum shall be necessary for such adjourned meeting.
- (5) The Vice-Chancellor or in his absence the Pro-Vice Chancellor and in absence of both, a person elected by the members present from amongst themselves shall preside at the meeting.
- (6) The Finance and Accounts Officer shall prepare the minutes of the meeting within seven days from the date of the meeting and shall forward the same to all members of the Committee within seven days from the date of the meeting after seeking approval of the Chairperson of the Committee for the same. The minutes of the meeting shall be confirmed in the next meeting of the Committee.

Statute 118: Powers and Duties of the Purchase Committee

The Purchase Committee shall have the following powers and duties, namely:-

- (1) to approve the purchases of items where individual cost of each item exceeds Rs. 10,00,000/- at a time;
- (2) to inspect the items to be purchased and approve the same;
- (3) to negotiate with the lowest tenderer in case of purchases of items, if necessary and for the reasons to be recorded in writing;
- (4) to constitute a sub-committee for the purpose of the sales of items like old vehicles; used answer books, old machinery/equipment, etc.:
Provided that the decision of the sub-committee shall be placed before the Purchase Committee for its approval;
- (5) to deal with the matters relating to purchases of the University as per the procedure and general principles as mentioned in the Regulations, prescribed by the Government of Maharashtra.

Statute 119: Removal of Difficulty

If any difficulty arises in application of this Statute, the Vice-Chancellor of the University shall be competent to take decision and his decision shall be final and binding.

PROCEDURE FOR PURCHASES**(Under Section 71(21) of the Act)****Statute 120: Definition of Goods**

The term 'goods' includes all articles, material, commodity, furniture, fixtures, raw material, spares, instruments, machinery, equipment, industrial plant, vehicles, medicines, assemblies, subassemblies, accessories, a group of machineries comprising of an integrated production process or such other category of goods or intangible products like software, technology transfer, licenses, patents or other intellectual properties purchased or otherwise acquired for the use of University but excludes books, publications, periodicals, etc. for a library. The term 'goods' also includes works and services which are incidental or consequential to the supply of such goods, such as, transportation, insurance, installation, commissioning, training and maintenance.

Statute 121: Fundamental principles of public buying (for all procurements including procurement of works):

Every authority delegated with the financial powers of procuring goods in public interest shall have the responsibility and accountability to bring efficiency, economy, and transparency in matters relating to public procurement and for fair and equitable treatment of suppliers and promotion of competition in public procurement. The procedure to be followed in making public procurement must conform to the following yardsticks:-

- (1) The description of the subject matter of procurement to the extent practicable should –
 - (i) Be objective, functional, generic and measurable and specify technical, qualitative and performance characteristics.
 - (ii) Not indicate a requirement for a particular trade mark, trade name or brand.
- (2) The specifications in terms of quality, type etc., as also quantity of goods to be procured, should be clearly spelt out keeping in view the specific needs of the procuring organisations. The specifications so worked out should meet the basic needs of the organisation without including superfluous and non-essential features, which may result in unwarranted expenditure.
- (3) Where applicable, the technical specifications shall, to the extent practicable, be based on the national technical regulations or recognized national standards or building codes, wherever such standards exist, and in their

absence, be based on the relevant international standards. In case of Government of India funded projects abroad, the technical specifications may be framed based on requirements and standards of the host beneficiary Government, where such standards exist. Provided that a procuring entity may, for reasons to be recorded in writing, adopt any other technical specification.

- (4) Care should also be taken to avoid purchasing quantities in excess of requirement to avoid inventory carrying costs.
- (5) Offers should be invited following a fair, transparent and reasonable procedure.
- (6) The procuring authority should be satisfied that the selected offer adequately meets the requirement in all respects.
- (7) The procuring authority should satisfy itself that the price of the selected offer is reasonable and consistent with the quality required.
- (8) At each stage of procurement the concerned procuring authority must place on record, in precise terms, the considerations which weighed with it while taking the procurement decision.
- (9) A complete schedule of procurement cycle from date of issuing the tender to date of issuing the contract should be published when the tender is issued.
- (10) All Academic as well as administrative Departments shall prepare Annual Procurement Plan before the commencement of the year and the same should also be placed on their website.
- (11) In no case purchases should be split up so as to avoid the sanction from higher authorities or any of the provisions of this statute.
- (12) Any donation/gift in the form of dead stock articles, books, equipment or any other item of capital nature shall be tagged and added to the property records. The department receiving gifts shall ensure that all the requirements of acceptance are fulfilled and the gift is properly acknowledged and recorded, as per the guidelines issued by Institute of Chartered Accountants of India, New Delhi.
- (13) Items fabricated/manufactured by the departments shall also be recorded as equipment. Acquisition cost shall be determined based on the cost of materials used, indirect cost such as apportioned salaries and wages and other costs involved.

Statute 122: Authorities competent to give administrative and financial approval

Universities shall make the appropriate regulations in respect of the delegation of powers as per the provisions of section 75(1)(e) of the Maharashtra Public Universities Act, 2016.

Statute 123: Rate Contract

In case of articles or services frequently required throughout the year viz. stationery, chemicals, glass wares, plastic wares, annual maintenance contract for computers/printers, photo copying machines etc, it is desirable to enter into annual rate contract for such a period as may be considered necessary to avoid calling of tenders every now and then.

Statute 124: Government E-Market

Universities may opt for the procurement through GEM as per the guidelines issued by Central Government in that behalf.

Statute 125: Buy-Back Offer

When it is decided with the approval of the competent authority to replace an existing old item(s) with a new and better version, the department may trade the existing old item while purchasing the new one. For this purpose, a suitable clause is to be incorporated in the bidding document so that the prospective and interested bidders formulate their bids accordingly. Depending on the value and condition of the old item to be traded, the time as well as the mode of handing over the old item to the successful bidder should be decided and relevant details in this regard suitably incorporated in the bidding document. Further, suitable provision should also be kept in the bidding document to enable the purchaser either to trade or not to trade the item while purchasing the new one.

Statute 126: Registration of Suppliers

- (1) With a view to establishing reliable sources for procurement of goods commonly required for University use, the Central Purchase Section will prepare and maintain item-wise lists of eligible and capable suppliers. Such approved suppliers will be known as “Registered Suppliers”. All academic as well as administrative departments may utilise these lists as and when necessary. Such registered suppliers are prima facie eligible for consideration for procurement of goods through Limited Tender Enquiry. They are also ordinarily exempted from furnishing bid security along with their bids. A Head of Department may also register suppliers of goods which are specifically required by that Department or Office, periodically. Registration of the supplier should be done following a fair, transparent and reasonable procedure and after giving due publicity.
- (2) Credentials, manufacturing capability, quality control systems, past performance, after-sales service, financial background etc. of the supplier(s) should be carefully verified before registration.
- (3) The supplier(s) will be registered for a fixed period (between 1 to 3 years) depending on the nature of the goods. At the end of this period, the

registered supplier(s) willing to continue with registration are to apply afresh for renewal of registration. New supplier(s) may also be considered for registration at any time, provided they fulfil all the required conditions.

- (4) Performance and conduct of every registered supplier is to be watched by the concerned Department. The registered supplier(s) are liable to be removed from the list of approved suppliers if they fail to abide by the terms and conditions of the registration or fail to supply the goods on time or supply substandard goods or make any false declaration to University or any Government agency or for any ground which, in the opinion of the University, is not in public interest.
- (5) The list of registered suppliers for the subject matter of procurement be exhibited on the University Portal.

Statute 127: Debarment from bidding

- (1) A bidder shall be debarred if he has been convicted of an offence—
 - (i) under the Prevention of Corruption Act, 1988; or
 - (ii) the Indian Penal Code or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.
- (2) A bidder debarred under sub-section (i) or any successor of the bidder shall not be eligible to participate in a procurement process of any procuring entity for a period not exceeding three years commencing from the date of debarment. Central Purchase Section will maintain such list which will also be displayed on the website of University.
- (3) A procuring entity may debar a bidder or any of its successors, from participating in any procurement process undertaken by it, for a period not exceeding two years, if it determines that the bidder has breached the code of integrity. The Central Purchase Section will maintain such list which will also be displayed on the University website.
- (4) The bidder shall not be debarred unless such bidder has been given a reasonable opportunity to represent against such debarment.

Statute 128: Purchase procedure for Goods and services

The University shall follow the procedure as prescribed in the 'Manual of Procedure for Official Purchases' issued by the Industries, Energy and Labour Department of the State Government, vide Government Resolution No. भांखस- २०१४/प्र.क .८२/भाग- III/उद्योग- ४दिनांक१डिसेंबर, २०१६, and as may be revised from time to time, by the State Government, for all types of purchases of items and services.

Statute 129: Payments to Suppliers

- (1) The material/equipment shall be entered in accession and stock/dead stock Register and the prescribed certificate to that effect is to be recorded on Invoice/bill by the concerned Director/Head of the Department or In-charge of the Section of the concerned department.
- (2) The completed bill shall be sent to respective finance section after the approval of competent authority as per the delegation of power.

Statute 130: Advance Payment to Suppliers

Ordinarily, payments for services rendered or supplies made should be released only after the services have been rendered or supplies made. However, it may become necessary to make advance payments for example in the following types of cases:-

- (1) Advance payment demanded by firms holding maintenance contracts for servicing of Air- conditioners, computers, other costly equipment, etc.
- (2) Advance payment demanded by firms against fabrication contracts, turn-key contracts etc.

Such advance payments should not exceed the following limits:

- (1) Thirty per cent of the contract value to private firms;
- (2) Forty per cent of the contract value to a State or Central Government agency or a Public Sector Undertaking; or
- (3) In case of annual maintenance contract, the amount should not exceed the amount payable for six months under the contract.

The Vice Chancellor may relax, in consultation with the Finance and Accounts Officer concerned, the ceilings (including percentage laid down for advance payment for private firms) mentioned above. While making any advance payment as above, adequate safeguards in the form of bank guarantee etc. should be obtained from the firm.

Statute 131: Part payment to suppliers

Depending on the terms of delivery incorporated in a contract, part payment to the supplier may be released after it dispatches the goods from its premises in terms of the contract.

Statute 132: Inventory Management

(1) General Principles:

- (i) Each department / section has the primary responsibility for the custody, care, maintenance, records and control of all property assigned to it. It shall maintain up-to date departmental/sectional records and initiate the appropriate actions of all transactions involving said property.

- (ii) Warranty information and supporting documentation is to be maintained by the owning department / section. Inventoried equipment may have minimal backup information maintained in the Dead Stock records. The information maintained in the Dead Stock records is not the primary source of warranty information.
- (iii) Responsibilities of the Head of the Department /Director /Co-ordinator/Chief Rector/ Head of the Section:
The Head of the Department /Director/Coordinator/Chief Rector/Head of the Section of each department/ administrative unit will designate a property coordinator, for their department/section. Maintenance of record and annual physical verification of the assets is the primary responsibility of these officers.
- (iv) Responsibilities of the Property Co-ordinator:
Ensure the proper use and maintenance of all property and equipment assigned to the department /section. He shall promptly report, receipt of equipment that is to be tagged and any loss, damage, misuse or transfer of property or equipment, to the concerned head of the department. Maintain current, complete, and accurate property records and track the assignment of equipment within the department/section. Each department/section is charged with the responsibility for University equipment assigned to or purchased by that department /section.

(2) Receipt of goods and materials from private suppliers:

- (i) While receiving goods and materials from a supplier, the officer-in-charge of stores should refer to the relevant contract terms and follow the prescribed procedure for receiving the materials.
- (ii) All materials shall be counted, measured or weighed and subjected to visual inspection at the time of receipt to ensure that the quantities are correct, the quality is according to the required specifications and there is no damage or deficiency in the materials. Technical inspection where required should be carried out at this stage by Technical Inspector or Agency approved for the purpose. An appropriate receipt, in terms of the relevant contract provisions may also be given to the supplier on receiving the materials.
- (iii) Details of the material so received should thereafter be entered in the appropriate stock register, preferably in an IT-based system. The officer-in charge of stores should certify that he has actually received the material and recorded it in the appropriate stock registers.

(3) Receipt/issue of goods and materials from internal divisions of the University:

- (i) The indenting officer requiring goods and materials from internal division(s) of the same organisation should project an indent in the prescribed form for this purpose. While receiving the supply against

the indent, the indenting officer shall examine, count, measure or weigh the materials as the case may be, to ensure that the quantities are correct, the quality is in line with the required specifications and there is no damage or deficiency in the materials. An appropriate receipt shall also be given to this effect by the indenting officer to the division sending the materials.

- (ii) In the case of issue of materials from stock for departmental use, manufacture, sale, etc., the Officer-in charge of the stores shall see that an appropriate indent, in the prescribed form has been projected by the indenting officer. A written/online acknowledgement of receipt of material issued shall be obtained from the indenting officer or his authorised representative at the time of issue of materials.
- (iii) In case of materials issued to a contractor, the cost of which is recoverable from the contractor, all relevant particulars, including the recovery rates and the total value chargeable to the contractor should be got acknowledged from the contractor duly signed and dated.
- (iv) If the Officer-in-charge of the stores is unable to comply with the indent in full, he should make the supply to the extent available and make suitable entry to this effect in the indenter's copy of the indent. In case alternative materials are available in lieu of the indented materials, a suitable indication to this effect may be made in the document.
- (v) Issue of stores of non-consumable type on loan for a short period shall not be struck off from the register. All such issues will be recorded properly to trace the location.
- (vi) Issue of consumable stores to the extent actually required shall be struck off from the register on the authority of issue slips and entry in the register.
- (vii) Issue slips shall be serially numbered, dated and posted in the stock ledger in the chronological order.

(4) Certification:

On the receipt of supplier's bill, a certificate of goods having been received, inspected and taken on charge, shall be endorsed on the bill as under:

- i) Goods received on.....
- ii) Certified that the goods mentioned in the bills have been inspected and found to be in accordance with the supply order and are correct.
- iii) Entry taken in stock/dead stock register page No. Sr No.

In-charge of the Department.

All entries in the stock register shall be initialled by the officer-in-charge of store/concerned section.

(5) Custody of goods and materials:

The officer-in-charge of stores having custody of goods and materials, especially valuable and/or combustible articles, shall take appropriate steps for arranging their safe custody, proper storage accommodation, including arrangements for maintaining required temperature, dust free environment etc.

(6) Loss Prevention:

Following care should be taken in addition to the insurance to protect University property against the risk of loss, damage or theft.

- i) Equipment shall be properly tagged.
- ii) Preferably bar-coded labels shall be affixed on the equipment.
- iii) A check-out/check-in system shall be introduced for movement of equipment.
- iv) A security room or closet shall be used to store the items.
- v) Department/sections may assign a responsible person to perform verification of interim inventories and to ensure adequate control.

(7) Internal Transfers, Relocation and loan of equipment

It is the responsibility of the department / section to notify Property Co-ordinator of all relocations of equipment items as follows:

(i) Relocation of Entire Department

After department relocates, the department shall conduct complete physical verification of inventory, and tally with the Dead Stock Register/Stock Register.

- (ii) Inter-Departmental Transfers** Equipment shall be transferred between department/section, with approval of Head of the Department/Director/Coordinator/Rector/Deputy Registrar /Assistant Registrar of the department/ section. The transfer slip must then be forwarded to the department who has accepted the equipment. This department must record the new location(s) of the equipment. The Head of the Department/Director/Coordinator/ Deputy Registrar /Assistant Registrar of the department / section of the receiving department must also sign the slip for acknowledging the receipt. The completed slip must be kept in the records for future reference.

(iii) Loans of Equipment:

Loans of University Equipment from One Department to other: If equipment is transferred to other department on loan basis, a memorandum of the transaction shall be filed in the lending department.

(iv) Surplus Property

Departments or operating units having excess / surplus equipment and property shall declare the excess & surplus stock and permit central

purchase section to relocate the same with the approval of the competent authority.

(8) Lists and Accounts:

The Officer-in-charge of stores shall maintain suitable item-wise lists and accounts and prepare accurate returns in respect of the goods and materials in his charge making it possible at any point of time to check the actual balances with the book balances. Separate accounts shall be kept for

- (i) Fixed Assets such as plant, machinery, equipment, furniture, fixtures etc. in the Proforma A.
- (ii) Consumables such as office stationery, chemicals, maintenance spare parts etc. in the Proforma B.
- (iii) Library books in the Form Proforma C.
- (iv) Assets of historical/artistic value held by University departments in the Proforma D

(9) Hiring out of Fixed Assets:

When a fixed asset is hired to local bodies, contractors or others, proper record should be kept of the assets and the hire and other charges as determined under rules prescribed by the competent authority, should be recovered regularly. Calculation of the charges to be recovered from the local bodies, contractors and others as above should be based on the historical cost.

(10) Identification of University Equipment:

All equipment must be marked or tagged with a unique identification number and recorded in the Asset Register. The identification number is applied to the actual unit unless its size or nature makes it impractical. A tag bearing the identification number shall be affixed in such a way that it is in plain sight and easy to read, e.g. on the top left corner or any other position. If the identification number is accidentally or mistakenly obliterated, defaced or removed, the equipment shall be retagged with the same identification number. Assigned identification numbers are recorded on all applicable receiving, shipping and disposal documents and other records that are related to the property control system. Once the identification number is assigned, no change is made during the life of the asset.

(11) Physical verification of Fixed Assets:

The inventory for fixed assets shall ordinarily be maintained at site. Fixed assets should be verified at least once in a year and the outcome of the verification recorded in the corresponding register. Discrepancies, if any, shall be promptly investigated and brought to account.

(12) Verification of Consumables:

A physical verification of all the consumable goods and materials should be undertaken at least once in a year and discrepancies, if any, should be recorded in the stock register for appropriate action by the competent authority.

(13) Procedure for verification:

- (i) In-charge of the department shall physically verify the stock shown in the dead stock register as on 30th June and shall submit a certificate to the Finance and Accounts Officer in the following format before 15th July every year:-

“Certified that we have inspected the Register of articles of dead stock/equipment/consumable stores and have found that it has been properly kept up-to-date and that the articles mentioned therein are actually held in stock and that no articles have been written off except under proper sanction, which has been duly recorded on the return under the signature of the inspecting authority”
- (ii) Verification shall always be made in the presence of the officer, responsible for the custody of the inventory being verified.
- (iii) A certificate of verification along with the findings shall be recorded in the stock register.
- (iv) Discrepancies, including shortages, damages and unserviceable goods, if any, identified during verification, shall immediately be brought to the notice of the competent authority for taking appropriate action in accordance with regulations framed in this respect.

(14) Buffer Stock:

Depending on the frequency of requirement and quantity thereof as well as the pattern of supply of a consumable material, optimum buffer stock should be determined by the competent authority. Note: As the inventory carrying cost is an expenditure that does not add value to the material being stocked, a material remaining in stock for over a year shall generally be considered surplus, unless adequate reasons to treat it otherwise exist. The items so declared surplus may be dealt as per the regulations in this respect.

(15) Physical verification of Library books:

- (i) Complete physical verification of books should be done every year in case of libraries having not more than twenty thousand volumes. For libraries having more than twenty thousand volumes and up to fifty thousand volumes, such verification should be done at least once in three years. Sample physical verification at intervals of not more than three years should be done in case of libraries having more than fifty thousand volumes. In case such verification reveals unusual or unreasonable shortages, complete verification shall be done.
- (ii) Loss of five volumes per one thousand volumes of books issued/consulted in a year may be taken as reasonable provided such losses are not attributable to dishonesty or negligence. However, loss of a book of a value exceeding Rs. 1,000/- (Rupees One thousand only) and rare books irrespective of value shall invariably be investigated and appropriate action taken.

(16) Transfer of charge of goods, materials, etc.:

In case of transfer of Officer-in-charge of the goods, materials etc., the transferred officer shall see that the goods or material are made over correctly to his successor. A statement giving all relevant details of the goods, materials etc., in question shall be prepared and signed with date by the relieving officer and the relieved officer. Each of these officers will retain a copy of the signed statement.

(17) Disposal of Goods:

- (i) An item may be declared surplus or obsolete or unserviceable if the same is of no use to the University. The reasons for declaring the item surplus or obsolete or unserviceable should be recorded by the authority competent to purchase the item.
- (ii) The competent authority may, at his discretion, constitute a committee at appropriate level to declare item(s) as surplus or obsolete or unserviceable.
- (iii) The book value, guiding price and reserved price, which will be required while disposing of the surplus goods, should also be worked out. In case where it is not possible to work out the book value, the original purchase price of the goods in question may be utilized. A report of stores for disposal shall be prepared in Proforma E.
- (iv) In case an item becomes unserviceable due to negligence, fraud or mischief on the part of a University Employee, responsibility for the same should be fixed.
- (v) Sale of Hazardous waste/Scrap Batteries/Electronic waste: Scrap lots comprising of hazardous waste, batteries etc. shall be sold keeping in view the extant guidelines of Ministry of Environment & Forest. Prospective bidders of such lots of hazardous waste/scrap batteries/ e-waste should be in possession of registration, valid on the date of e-Auction and on the date of delivery, as recycler/ pre-processor agency.

(18) Modes of Disposal:

- (i) Surplus or obsolete or unserviceable goods of assessed residual value above Rupees Two Lakh should be disposed of by:
 - (a) obtaining bids through advertised tender or
 - (b) public auction.
- (ii) For surplus or obsolete or unserviceable goods with residual value less than Rupees Two Lakh, the mode of disposal will be determined by the competent authority, keeping in view the necessity to avoid accumulation of such goods and consequential blockage of space and, also, deterioration in value of goods to be disposed of, Departments should, as far as possible prepare a list of such goods.
- (iii) Certain surplus or obsolete or unserviceable goods such as expired

medicines etc., which are hazardous or unfit for human consumption, should be disposed of or destroyed immediately by adopting suitable mode so as to avoid any health hazard and/or environmental pollution and also the possibility of misuse of such goods.

- (iv) Surplus or obsolete or unserviceable goods, equipment and documents, which involve security concerns (e.g. currency, negotiable instruments, receipt books, stamps, security press etc.) should be disposed of/ destroyed in an appropriate manner to ensure compliance with rules relating to official secrets as well as financial prudence.

(19) Disposal through Advertised Tender.

- (i) The broad steps to be adopted for this purpose are as follows :
 - (a) Preparation of bidding documents.
 - (b) Invitation of tender for the surplus goods to be sold.
 - (c) Opening of bids.
 - (d) Analysis and evaluation of bids received.
 - (e) Selection of highest responsive bidder.
 - (f) Collection of sale value from the selected bidder.
 - (g) Issue of sale release order to the selected bidder.
 - (h) Release of the sold surplus goods to the selected bidder.
 - (i) Return of bid security to the unsuccessful bidders.
- (ii) The important aspects to be kept in view while disposing the goods through advertised tender are as under:-
 - (a) The basic principle for sale of such goods through advertised tender is ensuring transparency, competition, fairness and elimination of discretion. Wide publicity should be ensured of the sale plan and the goods to be sold. All the required terms and conditions of sale are to be incorporated in the bidding document comprehensively in plain and simple language. Applicability of taxes, as relevant, should be clearly stated in the document.
 - (b) The bidding document should also indicate the location and present condition of the goods to be sold so that the bidders can inspect the goods before bidding.
 - (c) The bidders should be asked to furnish bid security along with their bids. The amount of bid security should ordinarily be ten per cent of the assessed or reserved price of the goods. The exact bid security amount should be indicated in the bidding document.
 - (d) The bid of the highest acceptable responsive bidder should normally be accepted. However, if the price offered by that bidder is not acceptable, negotiation may be held only with that bidder. In case such negotiation does not provide the desired result, the

reasonable or acceptable price may be counter offered to the next highest responsive bidder(s).

- (e) In case the total quantity to be disposed of cannot be taken up by the highest acceptable bidder, the remaining quantity may be offered to the next higher bidder(s) at the price offered by the highest acceptable bidder.
- (f) Full payment, i.e. the residual amount after adjusting the bid security should be obtained from the successful bidder before releasing the goods.
- (g) In case the selected bidder does not show interest in lifting the goods, the bid security should be forfeited and other actions initiated including re-sale of the goods in question at the risk and cost of the defaulter, after obtaining legal advice.
- (h) Late bids i.e. bids received after the specified date and time of receipt should not be considered.
- (i) University may undertake auction of goods to be disposed of either directly or through approved auctioneers.
- (j) The basic principles to be followed here are similar to those applicable for disposal through advertised tender so as to ensure transparency competition, fairness and elimination of discretion. The auction plan including details of the goods to be auctioned and their location, applicable terms and conditions of the sale etc. should be given wide publicity in the same manner as is done in case of advertised tender.
- (k) While starting the auction process, the condition and location of the goods to be auctioned, applicable terms and conditions of sale etc., (as already indicated earlier while giving wide publicity for the same), should be announced again for the benefit of the assembled bidders.
- (l) During the auction process, acceptance or rejection of a bid should be announced immediately on the stroke of the hammer. If a bid is accepted, earnest money (not less than twenty-five per cent. of the bid value) should immediately be taken on the spot from the successful bidder either in cash or in the form of Deposit-at-Call-Receipt (DACR), drawn in favour of the Department selling the goods. The goods should be handed over to the successful bidder only after receiving the balance payment.
- (iii) The composition of the auction team will be decided by the competent authority. The team should however include an officer of Finance and Accounts Department

(20) Disposal at scrap value or by other modes

If the University is unable to sell any surplus or obsolete or unserviceable item

in spite of its attempts through advertised tender or auction, it may dispose of the same at its scrap value with the approval of the competent authority in consultation with Finance and Accounts Department. In case the University is unable to sell the item even at its scrap value, it may adopt any other mode of disposal including destruction of the item in an eco-friendly manner.

A sale account should be prepared for goods disposed of duly signed and approved by the officer who supervised the sale or auction.

(21) Write off

All profits and losses due to revaluation, stock-taking or other causes shall be duly recorded and adjusted where necessary. Formal sanction of the competent authority shall be obtained in respect of losses

(22) Losses due to depreciation:

Losses due to depreciation shall be analysed, and recorded under following heads, as applicable:

- (i) normal fluctuation of market prices;
- (ii) normal wear and tear;
- (iii) act of foresight in regulating purchases; and
- (iv) negligence after purchase.

(23) Losses not due to depreciation :

Losses not due to depreciation shall be grouped under the following heads :-

- (i) losses due to theft or fraud;
- (ii) losses due to neglect
- (iii) anticipated losses on account of obsolescence of stores or of purchases in excess of requirements;
- (iv) losses due to damage, and losses due to extra ordinary situations under 'Force Majeure' conditions like fire, flood, enemy action, etc.;

Statute 133: Contract Management

- (1) All contracts shall be made by an authority empowered to do so by or under the Maharashtra Public Universities Act, 2016.
- (2) All the contracts and assurances of property made in the exercise of the executive power of the Union shall be executed on behalf of the President. The words "for and on behalf of the President of India" should follow the designation appended below the signature of the officer authorized in this behalf.
- (3) General principles for contract:

The following general principles should be observed while entering into contracts:—

- (i) The terms of contract must be precise, definite and without any ambiguities. The terms should not involve an uncertain or indefinite liability, except in

the case of a cost plus contract or where there is a price variation clause in the contract.

- (ii) Standard forms of contracts should be adopted wherever possible, with such modifications as are considered necessary in respect of individual contracts. The modifications should be carried out only after obtaining financial and legal advice.
- (iii) In cases where standard forms of contracts are not used, legal and financial advice should be taken in drafting the clauses in the contract.
- (iv) University may, at its discretion, make purchases of value up to Rupees three lakhs by issuing purchase orders containing basic terms and respect conditions:
- (v) In case of Works Contracts, or Contracts for purchases valued between Rupees three lakhs to Rupees ten lakhs, where tender documents include the General Conditions of Contract (GCC), Special Conditions of Contract (SCC) and scope of work, the letter of acceptance will result in a binding contract.
- (vi) In respect of contracts for works with estimated value of Rupees ten lakhs or above or for purchase above Rupees ten lakhs, a Contract document should be executed, with all necessary clauses to make it a self-contained contract. If however, these are preceded by Invitation to Tender, accompanied by GCC and SCC, with full details of scope and specifications, a simple one page contract can be entered into by attaching copies of the GCC and SCC, and details of scope and specifications, Offer of the Tender and Letter of Acceptance.
- (vii) Contract document should be invariably executed in cases of turnkey works or agreements for maintenance of equipment, provision of services etc.
- (viii) No work of any kind should be commenced without proper execution of an agreement as given in the foregoing provisions.
- (ix) Contract document, where necessary, should be executed within 21 days of the issue of letter of acceptance. Nonfulfillment of this condition of executing a contract by the Contractor or Supplier would constitute sufficient ground for annulment of the award and forfeiture of Earnest Money Deposit.
- (x) Cost plus contracts should ordinarily be avoided. Where such contracts become unavoidable, full justification should be recorded before entering into the contract. Where supplies or special work covered by such cost plus contracts have to continue over a long duration, efforts should be made to convert future contracts on a firm price basis after allowing a reasonable period to the suppliers/contractors to stabilize their production/ execution methods and processes. Explanation : A cost plus contract means a contract in which the price payable for supplies or services under the contract is determined on the basis of actual cost of production of the supplies or

services concerned plus profit either at a fixed rate per unit or at a fixed percentage on the actual cost of production.

(xi) Price Variation:

- (a) Price Variation Clause can be provided only in long-term contracts, where the delivery period extends beyond 18 months. In short-term contracts firm and fixed prices should be provided for. Where a price variation clause is provided, the price agreed upon should specify the base level viz, the month and year to which the price is linked, to enable variations being calculated with reference to the price levels prevailing in that month and year.
- (b) A formula for calculation of the price variations that have taken place between the Base level and the Scheduled Delivery Date should be included in this clause. The variations are calculated by using indices published by Governments or Chambers of Commerce periodically.
- (c) The Price variation clause should also specify cut off dates for material and labour, as these inputs taper off well before the scheduled Delivery Dates.
- (d) The price variation clause should provide for a ceiling on price variations, particularly where escalations are involved. It could be a percentage per annum or an overall ceiling or both. The buyer should ensure a provision in the contract for benefit of any reduction in the price in terms of the price variation clause being passed on to him.
- (e) The clause should also stipulate a minimum percentage of variation of the contract price above which price variations will be admissible (e.g. where resultant increase is lower than two per cent. no price adjustment will be made in favour of the supplier).
- (f) Where advance or stage payments are made there should be a further stipulation that no price variations will be admissible on such portions of the price, after the dates of such payment.
- (g) Where deliveries are accepted beyond the scheduled Delivery Date subject to levy of liquidated damages as provided in the Contract, the liquidated damages (if a percentage of the price) will be applicable on the price as varied by the operation of the Price variation clause.
- (h) No price variation will be admissible beyond the original Scheduled Delivery Date for defaults on the part of the supplier.
- (i) Price variation may be allowed beyond the original Scheduled Delivery Date, by specific alteration of that date through an amendment to the contract in cases of Force Majeure or defaults by Government.
- (j) Where contracts are for supply of equipment, goods etc, imported (subject to customs duty and foreign exchange fluctuations) and/or locally manufactured (subject to excise duty and other duties and

taxes), the percentage and element of duties and taxes included in the price should be specifically stated, along with the selling rate of foreign exchange element taken into account in the calculation of the price of the imported item. The mode of calculation of variations in duties and taxes and Foreign exchange rates and the documents to be produced in support of claims for such variations should also be stipulated in the Contract.

- (k) The clause should also contain the mode and terms of payment of the price variation admissible.
- (xii) Contracts should include provision for payment of all applicable taxes by the contractor or supplier.
- (xiii) ‘Lump sum’ contracts should not be entered into except in cases of absolute necessity. Where lump sum contracts become unavoidable, full justification should be recorded. The contracting authority should ensure that conditions in the lump sum contract adequately safeguard and protect the interest of the Government.
- (xiv) Departmental issue of materials should be avoided as far as possible. Where it is decided to supply materials departmentally, a schedule of quantities with the issue rates of such material as are required to execute the contract work should form an essential part of the contract.
- (xv) In contracts where University property is entrusted to a contractor either for use on payment of hire charges or for doing further work on such property, specific provision for safeguarding University property (including insurance cover) and for recovery of hire charges regularly, should be included in the contracts.
- (xvi) Provision should be made in the contract for periodical physical verification of the number and the physical condition of the items at the contractor’s premises. Results of such verification should be recorded and appropriate penal action taken where necessary.
- (xvii) Copies of all contracts and agreements for purchases of the value of Rupees Twenty-five Lakhs and above, and of all rate and running contracts entered into by Estate departments of the University for which a special audit procedure exists, should be sent to the Internal Audit Officer and /or the Assistant Finance officer as the case may be.
- (xviii) Variance in Material:
 - (a) The terms of a contract, including the scope and specification once entered into, should not be materially varied.
 - (b) Wherever material variation in any of the terms or conditions in a contract becomes unavoidable, the financial and other effects involved should be examined and recorded and specific approval of the authority competent to approve the revised financial and other commitments obtained, before varying the conditions.

- (c) All such changes should be in the form of an amendment to the contract duly signed by all parties to the contract.
- (xix) Normally no extensions of the scheduled delivery or completion dates should be granted except where events constituting force majeure, as provided in the contract, have occurred or the terms and conditions include such a provision for other reasons. Extensions as provided in the contract may be allowed through formal amendments to the contract duly signed by parties to the contract.
- (xx) All contracts shall contain a provision for recovery of liquidated damages for defaults on the part of the contractor. Only in exceptional circumstances to be justified by procuring entity in writing, an exemption from such provision can be made.
- (xxi) A warranty clause should be incorporated in every contract, requiring the supplier to, without charge, repair or rectify defective goods or to replace such goods with similar goods free from defect. Any goods repaired or replaced by the supplier shall be delivered at the buyers premises without costs to the buyer.
- (xxii) All contracts for supply of goods should reserve the right of University to reject goods which do not conform to the specifications.
- (xxiii) No claim for the payment from contractor shall be entertained after the lapse of three years of arising of the claim.

Statute 134: Management of Contracts

- (1) Implementation of the contract should be strictly monitored and notices issued promptly whenever a breach of provisions occurs.
- (2) Proper procedure for safe custody and monitoring of Bank Guarantees or other Instruments should be laid down. Monitoring should include a monthly review of all Bank Guarantees or other instruments expiring after three months, along with a review of the progress of supply or work. Extensions of Bank Guarantees or other instruments, where warranted, should be sought immediately.

Statute 135: Legal Advice

Wherever disputes arise during implementation of a contract, legal advice should be sought before initiating action to refer the dispute to conciliation and/or arbitration as provided in the contract or to file a suit where the contract does not include an arbitration clause. The draft of the plaint for arbitration should be got vetted by obtaining legal and financial advice. Documents to be filed in the matter of resolution of dispute, if any, should be carefully scrutinized before filing to safeguard the interest of the University.

Proforma A

REGISTER OF FIXED ASSETS

Name and description of the Fixed Assets

Date 1	Particulars of Assets 2	Particulars of Supplier		Cost of the Assets 5	Location of the Assets 6	Remarks 7	University Identification Number
		Name and Address 3	Bill No. and Date 4				

- Notes:
1. Cost of assets shall be determined as per the guideline given in the Accounting Standard 10 for “Accounting of Fixed Assets” issued by the Institute of Chartered Accountants of India, New Delhi
 2. Assets acquired through Donation/gift/transfer also shall be recorded in the Register of Fixed assets. Cost shall be determined as per the guidelines issued from time to time by the Institute of Chartered Accountants of India, New Delhi.

Proforma B

**STOCK REGISTER OF CONSUMABLES SUCH AS STATIONERY,
CHEMICALS, SPARE PARTS ETC.**

Date 1	Particulars 2	Suppliers Invoice No. an Date 3	Receipt 4	Issue Voucher No. 5	Issue 6	Balance 7	Unit Price 8

Proforma C

ACCESSION REGISTER

Date	Accession Number	Author	Title	Vol.	Place and Publisher	Year of Publication	Pages	Sources	Class No.	Book No	Cost	Bill No. and Date	Withdrawn Date	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

Proforma D

REGISTER OF ASSETS OF HISTORICAL / ARTISTIC VALUE

Name of Asset

Date of Acquisition	Source of Acquisition	Cost price, if any	Particulars which make it an asset of historic /artistic value	Particulars of the custodian of the asset	Location Remarks of the asset	Remarks
1	2	3	4	5	6	7

Proforma E

**REPORT OF SURPLUS, OBSOLETE AND
UNSERVICEABLE STORES FOR DISPOSAL**

Item No.	Particulars of Stores	Quantity/ Weight	Book Value/ Original purchase price	Condition and year of purchase	Mode of disposal (sale, public auction or otherwise)	Remarks
1	2	3	4	5	6	7

CHAPTER X

BUILDINGS AND WORKS COMMITTEE

(Under section 100(5)(n) and (8) of the Act)

Statute 136: Powers and Duties of the Buildings and Works Committee

The Buildings and Works Committee, in addition to the powers and duties prescribed under Clauses (a) to (m) of the Section 100 (5) of the Act, shall have the following powers and duties, namely:-

- (1) to appoint sub-committees to open tenders and for technical evaluation of the tenders;
- (2) to extend the contract period, if necessary, on the recommendation of the Executive Engineer of the University;
- (3) to sanction the payment of the Final Bills of all types of works and the monthly Running Accounts Bills in respect of the major works.

Statute 137: Procedure for Execution of Works in the University

(1) Classification of Works:

Works will be classified as follows:

(a) Maintenance Works:

These will include annual works involving routine annual and other maintenance and repairs regardless of the total cost incurred.

(b) Minor Works:

These will include original works, special repairs and works involving additions and alterations with an estimated cost up to and including Rs. 50 Lakh.

(c) Major Works:

These will include original works, special repairs and works involving additions and alterations with an estimated cost exceeding Rs. 50 Lakh.

(2) Preparation of Estimates:

- (a) To facilitate the preparation of estimates, a schedule of rates for each item of work commonly executed shall be prepared by the Executive Engineer of the University, every year in the month of March, on the basis of the prevailing rates and the same shall be sanctioned by the Vice-Chancellor. Where it is not practicable to prepare a schedule of rates, the rates adopted by Public Works Department of the State Government may be adopted.
- (b) Detailed plans and estimates for the works shall be prepared only after the administrative sanction to the work is accorded. The details of approval, such as resolution No., date, etc., shall always be quoted in the estimate.

- (c) The estimate shall be prepared generally in the forms used in the Public Works Department of the State Government.
- (d) For maintenance and minor works, the Executive Engineer shall get the plans and estimates prepared under the guidance and supervision of the Buildings and Works Committee.
- (e) For major works, the Executive Engineer shall get the plans and estimates prepared with the help of the Architect chosen from the panel of architects, under the guidance and supervision of the Buildings and Works Committee. The plans and estimates for major works costing more than 500 lakh, shall be got prepared through an architect from a panel of consulting architects, approved by the Chancellor:

Provided however that, having regard to the magnitude, complexity and importance of the project, the University may appoint an eminent architect not borne on the approved panel of consulting architects, with the prior approval of the Chancellor to appointment of such an architect.
- (f) The Executive Engineer may, however, make additions or alterations in the heading on the face sheet according to requirements. In preparing the estimates, the instructions given in the Public Works Department Hand Book shall, as far as possible, be followed. A copy of detailed estimate with rate analysis shall be furnished to the Finance and Accounts Section of the University.
- (g) The estimate shall provide for the complete work and not piece-meal work. The cost of the work shall generally be calculated at the rates given in the schedule of rates and if for any reason those rates are not considered adequate and higher rates are necessary, a detailed statement showing the manner in which rates entered in the estimates are arrived at, shall be appended to the estimate.
- (h) All incidental expenditure which can be foreseen shall be provided for in the estimates. Provision for contingent expenditure on the works may be made to the extent of 5% of the total charges. The provision for contingencies shall not be diverted to any new item not provided for in the estimates, without the sanction of the authority, which sanctioned the original estimate.
- (i) The annual repairs estimates for buildings shall be for fixed amount based on a percentage of the cost of the building, the nature of the work and the use to which the building is put. These rates shall be fixed by the Executive Engineer, from time to time.
- (j) When the original estimate is likely to be exceeded for any reason by more than 10% or when a change of design or plan is necessary, a revised estimate shall be prepared as soon as the necessity arises and before the completion of the work.
- (k) If a work is abandoned after partial execution and is proposed to be taken up again, a fresh estimate shall be prepared before the work is restarted.

- (l) Minor deviations within the sanctioned estimate which do not necessitate the preparation of revised estimate may be carried out with the sanction of the Vice-Chancellor. Such deviations shall, however, be shown in a statement to be kept on record along with the sanctioned estimate.
- (m) The sanction to an estimate for a work shall be strictly limited to the precise object for which the estimate was intended to provide. Any anticipated or actual saving on an approved estimate shall not be used to carry out additional work other than incidental work arising out of the main work, not contemplated in the original plan and estimate for the work. The incidental work may be carried out within the total sanctioned estimate with the approval of the Vice-Chancellor.
- (n) When a work is spread over more than one financial year, the budget provision shall be made only for the amount that is likely to be utilized in that financial year.

(3) General Procedure:

- (a) The Executive Engineer shall maintain a register of projects, in which all proposals for new works shall be entered. Buildings and Works Committee shall ascertain from the Executive Engineer, the approximate cost of the entire project and shall consider its utility, urgency and the means available to finance the project. Any project beyond the means of the University to finance shall not be undertaken. These proposals shall be placed before the competent authority for according administrative approval and expenditure sanction.
- (b) In financing any work, it shall be considered whether it is possible to provide the full requisite amount during the year. If the full requisite amount cannot be provided in one year, the Management Council shall, in consultation with the Buildings and Works Committee, fix a programme as to the items to be carried out every year. In fixing the programme, care shall be taken to see that the items to be executed are not damaged and the amount spent on them is not wasted.
- (c) Repairs shall ordinarily be given precedence over the original works. Adequate provision shall be made for the works in hand at the close of the previous year. Past expenditure shall not be allowed to go waste by negligence to maintain the existing works or to complete the unfinished works.
- (d) The sanction accorded to current repairs estimates shall lapse at the end of the year, but the sanction accorded to special repairs or original works shall hold good till the repairs or works are completed.
- (e) The sanction accorded for the allotment of funds in the Financial Estimates (Budget) shall continue in force till the end of the year to which it pertains. In the case of original works and special repairs, however, the competent authority may, after calling for a statement of incomplete works at the end of

the year and the probable amount required for completion, sanction a re-allotment of that amount so that the works may be proceeded in the next year. Such sanctioned re-allotments shall be included in the Supplementary/Revised Financial Estimates (Budget).

- (f) No work shall be commenced without obtaining necessary approvals/sanctions of the competent authority. An order to prepare an estimate is no authority for execution of work and no work shall be commenced or expenditure in connection with it incurred, until funds are provided.
- (g) A register of commitments/payment shall be maintained by the Estate Section of the University for keeping a watch over the financial liabilities in respect of the works which have been approved for execution.
- (h) Works shall be executed either departmentally by employing daily labour/piece workers or through contract.

(4) Procedure for Execution of Works:

- (a) The Executive Engineer and other officers of the rank of Class 'A' working in the Estate Section of the University are permitted to undertake all urgent minor works and maintenance works up to Rs. 20,000/- without calling quotations for maximum three times in a single calendar week.
- (b) Quotations shall be called by issuing a notice on the University website by the Executive Engineer for the minor works and maintenance works costing Rs. 20,000/- to Rs. 5,00,000/-. Selection of the contractor for such works costing Rs. 20,000/- to Rs. 5,00,000/- shall be made by the Executive Engineer. The Executive Engineer may negotiate with the lowest contractor.
- (c) Tenders shall be called by issuing a brief advertisement in newspapers and a detailed tender notice shall be displayed on the University notice board and on the website of the University, by the Executive Engineer, for all the works costing more than Rs. 5,00,000/- by e-tendering procedure.
- (d) The final selection of the contractor for works costing Rs. 5 lakh to Rs. 500 lakh, shall be made by the Buildings and Works Committee. The Buildings and Works Committee may negotiate with the lowest contractor, if required.
- (e) If an individual maintenance or major work is estimated to cost more than Rs. 500 Lakh, it shall be entrusted to the State Public Works on payment of agency charges as may be fixed between the Government and the University.
- (f) The Executive Engineer shall be responsible for execution of all types of works under the guidance and supervision of the Buildings and Works Committee.

Statute 138: Competent Authority to Accord Administrative Approval and Expenditure Sanction

The authority competent to accord administrative approval and expenditure sanction for the maintenance, minor and major works shall be as follows:

- | | |
|-----------------------------------|---|
| (a) Buildings and Works Committee | All maintenance works, irrespective of cost |
| (b) Management Council | All minor and major works, irrespective of cost |

Statute 139: Tender/Quotation Opening Committee

- (1) The Buildings and Works Committee shall constitute a sub-committee to open the tenders.
- (2) The Sub-committee, in presence of all contractors, shall open the sealed tenders. Each member of the sub-committee shall sign the tender papers.
- (3) The Executive Engineer shall prepare the comparative chart showing name of the contractor, amount quoted by each contractor, conditions, if any, quoted by the contractor. The comparative chart so prepared and signed by the members, shall, then be placed before the competent authority for acceptance of tender and award of the work.

Statute 140: Measurement Book

- (1) The Executive Engineer of the University shall be responsible for maintenance of the measurement books.
- (2) Payments for all work done otherwise than by daily labour and for all supplies required for specific work shall be made on the basis of measurements recorded in measurement books. These books shall be numbered serially and their account shall be maintained by the Executive Engineer showing the serial number of each book, the date of issue and date of its return.
- (3) Full particulars and the name of the work measured shall be given in the measurement book, along with a certificate of the measurements being checked.
- (4) A stock register of measurement books shall be maintained by the Executive Engineer showing the printed number on each book, the name of the person to whom issued, the date of issue and the date of return.
- (5) Before recording the measurements, it shall be ensured that the work done or supplies made are fully in accordance with the prescribed specifications. If any item of a work is measured before it is completed according to the specifications, the fact shall be clearly recorded in the measurement indicating the deficiencies in the part of the work and the reduced rate at which payment for the item is recommended.

- (6) The pages of the books shall be machine numbered. Entries shall be recorded continuously and no blank pages shall be left torn or torn out. If any pages are left blank inadvertently, they shall be cancelled by diagonal line and attested and dated by the Executive Engineer. The entries shall be made in ink. No entry may be erased or overwritten. If a mistake is made, it shall be corrected by crossing out the incorrect words and figures and inserting the corrections which shall be initialled and dated by the Executive Engineer.
- (7) Payments for unmeasured works shall not be made. In the case of petty miscellaneous works with regard to which measurements are not feasible, the Executive Engineer shall certify on the bill that the work done is worth the amount claimed for it.

Statute 141: Contracts

- (1) In the case of works to be given out on regular contract, the Executive Engineer shall prepare the contract documents which shall include,-
 - (a) a complete set drawing showing the required details;
 - (b) specifications of the various items of work and the material to be used;
 - (c) a schedule of quantities of the various items of work;
 - (d) a set of conditions of contract to be complied with by the person, whose tender is accepted; and
 - (e) Any other relevant particulars.
- (2) The following particulars shall invariably be furnished in the tender notice, namely:-
 - (i) name of work;
 - (ii) amount of estimate;
 - (iii) time that would be allowed for the completion of work;
 - (iv) place where and the date and time up to which the tender forms will be issued;
 - (v) when and where the tender forms shall be submitted;
 - (vi) when, where and by whom the tenders will be opened;
 - (vii) the amount of earnest money to be deposited along with the tender;
 - (viii) any other relevant particulars
- (3) The authority to reject any or all the tenders so received, shall always be reserved with the University.
- (4) Normally, the lowest tender shall be accepted after ascertaining the capacity of the contractor.
- (5) The amount of earnest money to be deposited with the tender shall be fixed at one per cent of the estimated cost of the work. The amount shall be sufficiently large to be a security against loss in case of the contractor failing to furnish the required security or to enter into agreement within the appointed time, after acceptance of the tender, as the case may be.

- (6) The demand drafts for earnest money received with the tenders shall be refunded, to the party whose tender is not accepted, within fifteen days from the date of decision of acceptance of tenders, without interest. If the tender is accepted, the earnest money of accepted tenderer shall be taken to form a part of the initial security deposit and transferred to the deposit register.
- (7) For every work given out on contract, an agreement on a stamped paper shall be executed. As soon as an agreement is entered into with the contractor, it shall be entered in a register and given a number and date. Payments made to the contractors from time to time shall be noted in a Register of Works.
- (8) Security shall in all cases be taken as 5 per cent of tendered cost for the due fulfilment of a contract.
- (9) Security deposit may be refunded, without interest, after a period of six months after the completion of the work.
- (10) Work shall be executed strictly in accordance with specifications given in the approved estimates. The terms of every agreement shall be strictly enforced and nothing shall be allowed to be done that would tend to nullify or vitiate the agreement.
- (11) A contractor shall not be allowed higher rates than those agreed upon in consideration of any peculiar or unforeseen circumstances. If in any case higher rates are considered necessary, specific orders of the Vice-Chancellor shall be obtained therefor.
- (12) If any item of work which is not included in the original estimates, is required to be included subsequently, a separate estimate for the extra item shall be prepared and got approved by the competent authority. The estimate shall be accompanied by a statement giving complete analysis showing how the rate has been worked out.

Statute 142: Register of Works

- (1) A register of works shall be maintained for watching progress of expenditure on each work undertaken by the University. The register of works will show the amount of the sanctioned estimate, total allotment for the year, expenditure incurred against it and the progressive expenditure on the work. In the case of repairs, the works in accounts shall be closed with the financial year. But in the case of other works in progress, the details along with the progressive figures of expenditure up to the end of the year shall be carried forward to the register of the succeeding year.
- (2) The register shall be provided with an index, which shall be subdivided under the several heads and shall be kept for ready reference. At the commencement of the year, the incomplete works of the previous year shall be first entered with the amount of the estimate and the expenditure up to the end of the previous year. The works sanctioned for execution during the year shall then be entered and the amounts of the sanctioned estimates and the allotment for each work shall be

noted and each entry shall be initialled by the Executive Engineer in token of correctness. Any changes in the allotments subsequently made and the amounts of revised or supplementary estimate shall be similarly recorded.

- (3) As soon as the work bills are passed for payment, the amount of each bill shall be posted in the register in the account of the work concerned and progressive total shall be taken in the column provided for the same.
- (4) When a work is completed, the fact of the receipt of the completion certificate shall be noted in the remark column together with the amount of the certificate. Incomplete works at the close of the year shall be carried forward to the register of the succeeding year with the total expenditure up to the end of the year.
- (5) In addition to the register of works, a detailed work ledger shall be maintained for all building projects. The quantity and cost under each head or sub-head of work as shown in the estimate, shall be entered in the top columns. As soon as bills are passed for payments the items and amounts billed for, shall be entered in appropriate columns and the total expenditure shall be shown at the end.
- (6) The total allotment for the year for each work shall be noted at the top of the page and any additions or reductions made during the year with the authority therefor. If supplementary estimates are sanctioned, the items of sub-heads shall be entered below those of the original estimates and both shall be totalled.
- (7) It shall be the duty of the Executive Engineer to keep a watch over the progress of the work and to ensure that the expenditure is kept within the sanctioned estimate. If the expenditure is likely to exceed the estimate or the budget provision, the Executive Engineer shall bring this to the notice of the competent authority and propose revised estimates and additional provision for the work.
- (8) At the end of every financial year, all documents connected with each work shall be filed in the following chronological order, namely:-
 - (i) true copies of the original estimate and revised estimate, if any;
 - (ii) deviation statements, if any;
 - (iii) contract;
 - (iv) duplicate copies of vouchers (Works bills or Musters or Hand Receipts);
 - (v) remarks of the Executive Engineer, if any;
 - (vi) completion certificate, if any.

Statute 143: Completion of Works

When the work is completed, the Executive Engineer shall take prompt action to settle the accounts of it. If there is any excess over the estimated amount, he shall get it regularised by the competent authority after following the due procedure. On completion of every work, a completion certificate shall be obtained and recorded in the work file concerned.

Statute 144: Payment of Bills

- (1) The Chairperson of the Buildings and Works Committee shall have the power to sanction the payment of the monthly Running Accounts Bills in respect of maintenance and minor works, after the same are certified as 'fit for payment' by the Executive Engineer. The payments in respect of the works in which an Architect is appointed, shall also be examined by him. The bills so paid shall be placed before the Buildings and Works Committee for information at its next meeting.
- (2) The Buildings and Works Committee shall have the power to sanction the payment of the Final Bills of all types of works and the monthly Running Accounts Bills in respect of the major works, and after the same are certified as 'fit for payment' by the Executive Engineer. The payments in respect of the works in which an Architect is appointed, shall also be examined by him.
- (3) Bills shall be prepared in duplicate in the prescribed forms. Every bill shall bear reference to the number and page of the measurement book in which the measurements of the work are recorded. The name of the contractor or supplier, name of work or purpose of supply, serial number of the bill, reference to the agreement and sanction, shall invariably be recorded by the Executive Engineer before certifying the bill for payment. The original bill shall form a payment voucher and shall be filed in the voucher file in the Finance and Accounts Section. The duplicate copy shall be returned by the Finance and Accounts Section to the Executive Engineer, after making an endorsement specifying the voucher number and date and the amount for which it is passed.
- (4) When the authorized rate has not been fully earned, a suitable reduction shall be made therein and the reasons thereof shall be recorded briefly by the Executive Engineer.
- (5) An advance payment for work actually executed may be recommended by the Executive Engineer, who will certify to the effect that the quantity of work actually done is not less than the quantity for which payment is recommended.
- (6) In the case of contract for finished work, the Executive Engineer may recommend payment of secured advance not exceeding 75 per cent of the assessed value of material brought to site, provided such material, is imperishable and is actually required to be used on the work, and the agreement drawn up with the contractor provides that the University secures a lien on such material and that it is safeguarded against losses due to postponement of the work, or shortage or misuse and against expenses for their proper watch and safe custody. The Executive Engineer shall be responsible for any over payment and for watching the recovery or adjustment of the advances as and when the material is used for the work.
- (7) All works bills, including those in respect of works entrusted to Architects, shall be thoroughly checked by the Estate Section of the University which will ensure that the works have been executed under proper authority and in accordance with the prescribed standards and specifications, that the quantities have been correctly

measured and worked out, that the rates and calculations are correct and other conditions of contract are fulfilled and that the sanctions of the competent authorities is obtained for the excesses or extra items. These bills shall also be further scrutinized by the Finance and Accounts Section.

- (8) The Finance and Accounts Section after sanction of the competent authority, shall make payments directly to the contractor or supplier by cheque /pay order/NEFT/RTGS and shall intimate to the Executive Engineer about the payment along with the duplicate copy of the bill. As soon as the payments are made, the vouchers shall be filed chronologically and posted in the ledger.
- (9) When the payment of the bill is likely to be delayed, advance payment up to 75 per cent of the net amount certified for payment in the bill may be made by the Finance and Accounts Section, under the specific orders of the Vice-Chancellor which shall be obtained after recording the reasons for the delay. A note of such payment shall be taken on the bill in the contractor's ledger account and other relevant books of account. The contractor shall also be immediately informed that the payment so made is an advance payment and is liable to be recovered from the final bill.

Statute 145: Procedure for Conduct of Business at the Meetings of Buildings and Works Committee

- (1) The Committee shall meet as often as necessary as and when convened by the Chairperson of the Committee.
- (2) The quorum for a meeting of the Committee shall be one half of the total number of members, one of whom at least shall be out of Clauses (a) and (c) of Section 100(2) of the Act (i.e. the Vice-Chancellor or the Chancellor's nominee on the Management Council), and two of whom at least shall be out of Clauses (d) to (f) of Section 100(2) of the Act (i.e. Chief Engineer of the Public Works Department in-charge of the region in which the University is situated or his nominee not below the rank of Executive Engineer from that region, or an eminent engineer nominated by the Vice-Chancellor from the private sector, or an eminent architect nominated by the Vice-Chancellor from the private sector).
- (3) If there is no quorum, the meeting shall be adjourned by the Chairperson for one hour. No quorum shall be necessary for such adjourned meeting.
- (4) The Chairperson, when present shall preside over the meeting of the Committee and in his absence, the Pro-Vice-Chancellor shall preside over the meeting.
- (5) The date of the meeting of the Committee shall be so fixed as to allow notice thereof being given at least seven clear days before the date of the meeting to each member along with the agenda and agenda notes of the meeting:
Provided that an emergency meeting of the Committee may be called at a shorter notice if it is found necessary by the Chairperson of the Committee.
- (6) The Executive Engineer of the University shall prepare the agenda for each meeting and shall get the same approved by the Chairperson of the Committee.

- (7) The Executive Engineer of the University shall prepare the minutes of each meeting of the Committee and shall forward the same to all members of the Committee within seven days from the date of the meeting after seeking approval of the Chairperson of the Committee for the same. The minutes of the meeting shall be confirmed in the next meeting of the Committee.
- (8) A copy of the minutes of every meeting of the Committee shall be placed before the Management Council in its meeting held immediately after the meeting of the Committee.

Statute 146: Removal of Difficulties:

If any difficulty arises in application of the Statutes under this Chapter, the Vice-Chancellor shall be competent to take the decision and his decision shall be final and binding.

CHAPTER XI

NORMS FOR GRANT OF AUTONOMY TO UNIVERSITY DEPARTMENTS OR INSTITUTIONS, AFFILIATED COLLEGES AND RECOGNIZED INSTITUTIONS

(Under Section 71(7) of the Act)

Statute 147: Objectives of Autonomy

An autonomous college/ recognized institution/ university department/ university institution will have the freedom to -

- (1) determine and prescribe its own courses of study and syllabi, and restructure and redesign the course to suit local needs, make it skill oriented and in consonance with the job requirements;
- (2) prescribe the rules for admission in consonance with the reservation policy of the Government of Maharashtra/ national policy;
- (3) promote research in relevant fields;
- (4) evolve methods of assessment of student's performance, the conduct of examination and notification of results;
- (5) use modern tools of educational technology to achieve higher standards and greater creativity and
- (6) promote healthy practices such as community service, extension activities, projects for the benefit of the society at large, neighbourhood programmes, etc.

The autonomy shall be a means to achieve higher standards and greater creativity in the future. An autonomous college/recognized institution/ university department/university institution shall be fully accountable for the content and quality of education that it imparts and shall be responsible for evaluation of the students for awards of degrees, diplomas and certificates to be awarded by the University.

(Note: A college shall include affiliated, conducted and/or constituent college)

Statute 148: Relationship with the University, the Government of Maharashtra and other Autonomous colleges/Educational Institutions

There will be a symbiotic relationship between the parent university, State Government and the Autonomous College. The relationship between the parent University and the Autonomous College would be in the manner that is conducive for the development of the College with the ultimate aim of converting it into a College of Eminence.

- (1) The University shall have the right to review all new courses of an autonomous college/recognized institution/ university department/university institution. Where there is an evidence of decline in standards of quality, the University shall, after careful scrutiny and in consultation with the University Grants Commission, either

modify such courses, wherever possible, or cancel such courses.

- (2) Autonomous college/recognized institution/ university department/university institution will be free to make use of the expertise of other University departments and institutions to frame their curricula, devise, method of teaching, examination and evaluation. They can recruit their teachers according to the existing procedures and norms prescribed by the competent authority, from time to time.
- (3) The University will accept the methodologies of teaching, examination, evaluation and certify the course curriculum of its autonomous college/recognized institution/ university department/university institution. It will also help the autonomous colleges/recognized institutions/university departments/university institutions to develop their academic programmes, improve the faculty and to provide necessary guidance by participating in the deliberations of the different bodies/committees of the autonomous colleges/recognized institutions/university departments/ university institutions.
- (4) The role of the University will be -
 - (a) to encourage the colleges of good standing under their ambit to apply for autonomous status under the scheme;
 - (b) to accept the guidelines on the scheme of autonomous colleges issued by the University Grants Commission during the plan periods and from time to time, as binding and a matter of policy;
 - (c) to promote academic freedom in autonomous college/recognised institution/university department/university institution by encouraging introduction of innovative academic programmes;
 - (d) to facilitate introduction of new courses of study, subject to the required minimum number of hours of instruction, content and standards provided the UGC Regulations on the Specification of Degrees are followed by the College;
 - (e) to permit them to issue their provisional, migration and other certificates;
 - (f) to encourage to form a consortium for mutual co-operation/collaboration in chosen areas such as management skills, national services, entrance examinations, services projects, inter collegiate/intra collegiate sharing of expertise and human resources for teaching programmes;
 - (g) to encourage to adopt the semester pattern of study, continuous internal assessments, credit system and credit transfer among autonomous colleges/ recognized institutions/ university departments/ university institutions;
 - (h) to do everything possible to foster the spirit of autonomy and to create a separate wing to facilitate the smooth working of autonomous colleges / recognized institutions / university departments / university institutions;
 - (i) to consider and accept both internal and external assessment of students in autonomous colleges/ recognized institutions /university departments/

- university institutions for admitting them to higher level courses conducted by other colleges/ recognized institutions /university departments/ university institutions;
- (j) to consider and accept the decisions of the statutory bodies of the autonomous colleges / recognized institutions/ university departments /university institutions;
 - (k) to accept the students of autonomous colleges/ recognized institutions/ university departments/ university institutions declared qualified by autonomous colleges / recognized institutions / university departments/university institutions for award of such degrees / diplomas / certificates;
 - (l) to award degrees/diploma/certificates to the students declared qualified by autonomous colleges / recognized institutions / university departments/university institutions for award of such degrees / diplomas / certificates;
 - (m) to ensure that degree / diplomas /certificates issued indicate the name of the autonomous college/ recognized institution /university department/ university institution, along with the name of the University;
 - (n) to nominate eminent academicians of the university to serve in various committees of the autonomous colleges/ recognized institutions /university departments/ university institutions for giving inputs for the improvement of the functioning of the college;
 - (o) to forward the application of the college for grant of autonomy to the University Grants Commission within the specified timeframe; and
 - (p) to exercise such other powers and perform such other duties as may be conferred by or under the Act, Statutes, Ordinances, Rules and Regulations.
- (5) The State Government will assist the autonomous college/ recognized institution/ university department/university institution by,-
- (a) avoiding, as far as possible, transfer of teachers, especially in college and recognized institution, where academic innovation and reforms are in progress, except for need-based transfer;
 - (b) conveying its concurrence for the grant of autonomy or extension of autonomy of any college/ recognised institution/ university department/ university institution to the University Grants Commission within a period of thirty days after receipt of the recommendation of the Management Council of the University, failing which it will be presumed that the Government of Maharashtra has no objection to grant of autonomy or extension thereof, to the college/recognized institution /university department/ university institution;
 - (c) maintaining the grant-in-aid pattern even after grant of autonomous status to the college/recognized institution/university department/university institution; and

- (d) nominating an academician of repute as its nominee in time on the Governing Body/ Board and other Bodies of the Government colleges Granted autonomous status.
 - (e) The State Government will nominate an academician of repute as its nominee in the UGC Expert Committee at the time of fresh induction and extension of autonomous status to a college/recognized institution/university department/university institution;
 - (f) The State Government will provide the nominee within 30 days of the request;
 - (g) If the state Government does not provide a nominee within 30 days UGC may proceed with the visit to evaluate the college;
 - (h) All three stake holders, i.e. the University, the State Government of Maharashtra and University Grants Commission, have to play a very harmonious and proactive role as facilitators in letter and spirit.
- (6) Autonomous Status:
- (a) Autonomy granted to the colleges/ recognized institutions /university departments/ university institutions is institutional and covers all the courses at diploma (under-graduate and post-graduate), under graduate, post graduate degree and M.Phil. Level and also certificate courses (under-graduate and post-graduate), which are being run by the institution at the time of conferment of autonomous status.
 - (b) All courses introduced by the institution after the conferment of autonomous status shall also automatically come under the purview of autonomy.
 - (c) Following the approval of the conferment of the autonomous status to the college, the parent university will issue a notification within 30 days of receipt of the letter of approval from University Grants Commission.
 - (d) The University will confer the degrees to the students of the autonomous colleges. However, the certificates of the students will have the name of the college as autonomous college inscribed on the certificate;
 - (e) Partial autonomy cannot be granted to any college/ recognized institution /university department/ university institution. Autonomous status is not conferred on permanent basis. It has to be continuously earned by the college/recognized institution/university department/university institution as per the provisions of the Statutes prescribed in that regard.

Statute 149: Eligibility

- (1) An autonomous status may be conferred by the University on the college/recognized institution/ university Department / university institution which has a standing of more than ten years and which is permanently affiliated or recognized by the University and satisfies other norms and conditions of autonomy prescribed by the University Grants Commission, the State Government

and the University, from time to time. An autonomous status may be conferred by the University with the concurrence of the State Government and the University Grants Commission.

- (2) All colleges (of any discipline) under Section 2(f) of the University Grants Commission Act, 1956, aided, unaided, partially aided and self-financing are eligible to apply for autonomous status.
- (3) Colleges/ recognized institutions/ university departments/university institutions desirous of having autonomy shall make proper preparation with regard to teaching staff, students, local community etc., as prescribed in the guidelines of the University Grants Commission. Such multi-pronged preparation shall be completed well before the autonomy is sought.
- (4) Other criteria for identification of colleges and recognized institutions for grant of autonomy:
 - (a) The college must have valid NAAC accreditation with a minimum a 'A' Grade for being considered for fresh induction / extension of autonomous status;
 - (b) In respect of Engineering/Technology/Management Colleges, current NBA accreditation for at least three courses is mandatory;
 - (c) For existing autonomous colleges before they seek extension of autonomous status they must get accredited by NAAC/NBA;
 - (d) For colleges which were accredited earlier and seek extension of the autonomous status must give a proof of having applied for accreditation by NAAC/NBA to be considered;
 - (e) In case of constituent colleges the same may undergo for separate accreditation by NAAC to be considered; and
 - (f) The colleges which have only NBA accreditation must undergo NAAC accreditation within 2 years of conferment of the autonomous status.
- (5) Criteria for Granting Autonomous Status;
 - (a) Academic reputation and previous performance in University examinations and its academic /co-curricular /extension activities in the past.
 - (b) Academic /extension achievements of the teaching staff.
 - (c) Quality and merit in the selection of student and teacher, subject to statutory requirement in this regard.
 - (d) Adequacy of infrastructure for example, library, equipment, accommodation for academic activities, including facilities for physically and visually challenged students, teachers and staff, etc.
 - (e) Quality of institutional management.
 - (f) Financial resources provided by the management / State Government for the development of the institution.
 - (g) Responsiveness of administrative structure.

- (h) Motivation and involvement of teaching and research staff in the promotion of innovative reforms.
- (i) Hostel facilities

Statute 150: Procedure to apply for Fresh Autonomous Status:

- (1) The procedure to apply for fresh autonomous status shall be as follows:
 - (i) The eligible colleges, as mentioned above, may apply in the prescribed format throughout the year.
 - (ii) The colleges shall submit the proposal to the affiliating university which may forward the same to UGC within 30 days of the receipt of the proposal. In case the proposal is rejected by the university, the decision shall be communicated to the college and UGC through a “Speaking Order”.
 - (iii) If the University fails to take any decision on the proposal within 30 days from the receipt of the proposal, it shall be presumed that the University has no objection to the processing of the proposal by the UGC for conferment of Autonomous Status.
 - (iv) The College will forward an advance copy of the proposal to the University Grants Commission indicating the date of receipt of the proposal by the parent university for the record of the UGC.
 - (v) The University and the state Government will provide the names of eminent academicians within 30 days to be part of the UGC Expert Committee for on-site visit of the college if required as per the guidelines.
 - (vi) If the University and State Government fail to provide the nominees for the UGC Expert Committee the UGC may proceed with the on-spot visit and take decision on the proposal of the college.
- (2) The College in its application would also comply with the following:-
 - (i) An academic plan showing the courses proposed and their schedule of offering.
 - (ii) A faculty recruitment policy and plan to meet the academic requirements.
 - (iii) A student admission policy and plan.
 - (iv) A research plan indicating the research laboratories and other facilities proposed to be established (for Science and Technology subjects). In case of humanities, social science and other interdisciplinary faculties, the research plan should indicate the broad areas and nature of field work and research sought to be done.
 - (v) A networking plan outlining the reaching and research collaborations and partnerships that are proposed to be put in place.
 - (vi) An infrastructure development plan that would meet the proposed academic and admissions plans as well as all student and other facilities.
 - (vii) A financial plan, with details of sources.

- (viii) A governance plan that indicates the proposed institutional structure and how it overlaps with ownership, decision-making processes and social engagement. This governance plan should be committed to the highest standards of transparency, accountability, and efficiency.
- (3) Procedure for Approval by the University Grants Commission:
- (i) If the college is found eligible as per the guidelines an Expert Committee shall be constituted by the Chairman, UGC consisting of the following members:
 - (a) Three eminent academicians out of which one shall be the Chairman
 - (b) One academician nominee of the parent university.....Member
 - (c) One academician nominee of the State Government.....Member
 - (d) One UGC Official.....Convenor
 - (ii) The Chairman, UGC may constitute a Standing Committee of 3-4 members to look into the reports of the Expert Committee for conferment of fresh autonomous status/ extension of autonomous status to colleges before the recommendations are placed the University Grants Commission. The Standing Committee will have the mandate of the examining the reports and submit its recommendations including inconsistencies, if any, in the report to the Commission.
 - (iii) The college which is accredited with 3.25 and above in a 4-point scale of NAAC in two consecutive cycles and also gets a similar grade in the third cycle shall be conferred with the autonomous status without onsite visit by the UGC Expert Committee provided it also adheres to University Grants Commission's Regulations like (a) curbing the menace of ragging in Higher Education Institutions Regulations 2012; (b) UGC (Promotion of Equity in Higher Education Institutions Regulations 2012; (c) UGC (Grievance Redressal) Regulations 2012; etc. in letter and spirit. The applications of such colleges will be considered as reports of the Expert Committee to be presented before the Standing Committee for consideration.
 - (iv) Colleges which apply for reaccreditation within the stipulated six months before the end of the cycle of accreditation as per the guidelines of NAAC, the gap period between the two consecutive accreditations will be condoned.
 - (v) In case of another institutions which have not applied as per the guidelines mentioned above, the maximum period for condonation would be one year between the two accreditation cycles.
- (4) On receipt of the concurrence of the University Grants Commission regarding the conferment and grant of autonomous status to the college/recognized institution/ university department/ university institution, the Management Council on the recommendation of the Academic Council, shall confer autonomous status and the Pro-Vice-Chancellor shall notify and communicate the said decision to the college/recognized institution/ university department/ university institution concerned. The autonomous status shall be conferred from the date of the University notification before the commencement of the academic year.

Statute 151: Period of Autonomy and Procedure for Monitoring/Grant for Extension of Autonomous Status:

- (1) The autonomous status shall be conferred on the college/recognized institution/university department/university institution initially for a period of ten years.
- (2) Each college once granted autonomous status shall undertake all activities as indicated above.
- (3) The college shall constitute the Internal Quality Assurance Cell (IQAC) in the College under intimation to the University Grants Commission. The Cell will have an external Peer Team comprising of academicians of repute and will send report to the University Grants Commission regarding the performance of the College. The report will also be put on public domain on the website of the College. The external peer review shall be conducted atleast once in a year.
- (4) On receipt of adverse report by the external peer team of IQAC or in case of complaint, UGC has the power to constitute its own Expert Committee for careful scrutiny of the report and may revoke the autonomous status of the college after giving due opportunity to the management by way of notification and by passing a Speaking Order.
- (5) During the initial six years if the college under consideration has obtained the score of 3.51 and above from NAAC on a 4-point scale (i.e. A+ and A++) the college will be granted extension of autonomous status without the visit of the Expert Committee of the University Grants Commission after placing the report of the NAAC team and the reports of the external peer team of the IQAC of the college before the Standing Committee constituted by the University Grants Commission.
- (6) If the college does not have the score as mentioned in point 5 above, the University Grants Commission may constitute an Expert Committee for on-spot analysis of the college based on the information provided by the College in the format prescribed by the University Grants Commission. The recommendation of the Expert Committee of the University Grants Commission will be placed before the Standing Committee constituted by the University Grants Commission.
- (7) The extension of autonomy will be for a further period of six years.
- (8) In case of any delay by the University Grants Commission in reviewing the proposal for grant of extension of autonomous status, the college will continue to enjoy the benefits accrued because of autonomous status.

Statute 152: Mandatory Disclosure by the Autonomous College:

- (1) The autonomous status will, without fail, upload on its website information regarding the courses offered by it, the fees for the courses, the details of the faculty along with qualification and unique ID/Aadhaar, the admission procedure, the details relevant infrastructure, research activities of the college along with the details of Ph.D. students enrolled, if any, with the date of enrolment, topics and supervisor. All directives of the University Grants Commission should be strictly followed.

- (2) The college will also put on its website the creation of various committees/cells as mandated in the various Regulations of the University Grants Commission notified from time to time.
- (3) The College will put an undertaking on its website that it will abide by all the Regulations of the University Grants Commission notified from time to time.

**Statute 153: Powers and Duties of Autonomous College/Recognized Institution/
University Department/ University Institution**

- (1) The autonomous college/recognized institution/ university department/ university institution shall evolve appropriate mechanism to evaluate the academic performance, improvement in standards and to assess the extent and degree of success in the utilization of autonomy.
- (2) The autonomous college/recognized institution/ university department/ university institution shall evolve appropriate mechanism for evaluation by the external Peer Team of IQAC every year. The detailed procedure such as the constitution of the committee, terms of reference to the committee, etc., shall be decided by IQAC. The report of committee shall be placed before the Academic Council of the autonomous college/recognized institution/ university department/ university institution and then before the Governing Body of the autonomous college/recognized institution/ university department/ university institution.
- (3) The autonomous college/recognized institution/ university department/ university institution shall function with the objectives of promoting academic freedom and scholarship on the part of teachers and students which are essential to the fostering and development of an intellectual climate conducive to the pursuit of scholarship and excellence, subject to the Act and Statutes, Ordinance, Rules and Regulations made thereunder, and guidelines of the University Grants Commission on the scheme of autonomous colleges issued from time to time, and shall have freedom to -
 - (a) determine and prescribe its own courses of study and syllabi and fix the course-wise intake in accordance with the policy of affiliating University and State Government, restructure and redesign the course to suit local needs;
 - (b) prescribe rules for admission in consonance with the reservation policy of the Government of Maharashtra;
 - (c) evolve methods of assessment of students' performance such as credit/grading system, continuous internal assessment, the conduct of examinations and notification of results;
 - (d) use modern tools of educational technology to achieve higher standards and greater creativity;
 - (e) conduct tests and examinations, using innovative methods such as continuous internal assessment for award of the degrees, diplomas and certificates by the University;

- (f) collaborate with institutions/agencies/industries etc. in the teaching, research, extension programs, production of teaching material and institution awards, medals, scholarship, freeship, etc;
- (g) start a new under-graduate or post-graduate degree/diploma/certificate course with the approval of its Academic Council, for award of degree/diploma/certificate to be conferred by the University. Such courses shall fulfil the minimum standards and norms prescribed by the University/ University Grants Commission in terms of number of hours, curricular contents and standards, intake capacity, etc., and the University shall be duly informed of such courses at least sixty days before the date of commencement of such courses. The University shall have the right to deny institution of such degree / diploma / certificate (under-graduate and post-graduate), if it is found that such courses do not fulfil the minimum standards and norms prescribed by the University /University Grants Commission in terms of number of hours, curricular contents and standards, intake capacity, etc. The University shall communicate the decision of denial of institution of such degree/diploma/certificate (under-graduate and post-graduate) before the commencement of the academic year.
- (h) rename an existing course after restructuring/ redesigning it with the approval of its Academic Council and as per the norms of the University Grants Commission. The new nomenclature shall be as specified by the University Grants Commission under Section 22 of the University Grants Commission Act, 1956. The University shall be duly informed of such proceedings so that it shall award new degrees in place of the old. The University shall have the right to deny institution of such restructured/redesigned degree/diploma/ certificate (under-graduate and post-graduate) course, if it is found that such courses do not fulfil the minimum standards and norms prescribed by the University/University Grants Commission in terms of number of hours, curricular contents and standards, intake capacity, etc.;
- (i) create posts of teachers, non-vacational academic staff and non-teaching employees and appoint suitable persons as per the provisions of the Statutes and/or Standard Code prescribed by the State Government. In case of autonomous colleges/ recognized institutions/ university departments/ university institutions, receiving financial grants in aid from the State Government, the prior permission of the State Government, shall be obtained prior to creation and/or appointment of any such staff;
- (j) grant eligibility to the existing duly approved teachers of relevant subject for teaching the new inter-disciplinary under-graduate or post-graduate degree/diploma/certificate course on the basis of their academic expertise and experience with appropriate ratification by the University;
- (k) appoint the panel of paper setters, examiners, moderators and invigilators on the recommendation of the Examination Committee;

- (1) declare the dates of examinations and their results, as per the recommendations of the Examination Committee.
- (4) The autonomous college/recognized institution/ university department/ university institution shall have powers to make, amend or repeal the rules and regulations on the matters of academics, admissions, examinations, administration, financial procedures, etc., subject to the provisions of the Act and Statutes, Ordinances, Rules and Regulations framed thereunder, and guidelines issued by University Grants Commission, from time to time.
- (5) The autonomous college/recognized institution shall make, amend or repeal rules and regulations subject to the prior approval of its Governing Body and autonomous university department/university institution shall make amend or repeal rules and regulations subject to the prior approval of the Management Council of the University. Such rules and regulations shall come into force from the date of its approval. The University may recommend certain matters to the autonomous college/ recognized institution/ university department/ university institution for making necessary rules or regulations.
- (6) The autonomous college/ recognized institution/ university department/ university institution shall notify the rules and regulations so framed and the amendments made therein, and communicate the same to all concerned, from time to time.
- (7) The autonomous college/ recognized institution/ university department/ university institution shall not create any direct or indirect financial liability on the part of the State Government and shall not create any teaching or non-teaching positions without the prior permission of the State Government, in respect of grantable courses/programmes/subjects. However, the total number of sanctioned teaching and non-teaching posts on grant-in-aid basis at the time of conferment of autonomous status shall be protected by the State Government during the period of autonomy and the college/recognized institution/ university department/ university institution may reallocate such posts to the grant-in-aid courses/subjects as per the requirement.
- (8) The autonomous college/ recognized institution/ university department/ university institution, shall not exercise such powers so as to result in rendering any of its existing staff surplus, either by reducing the intake capacity or closing the existing subjects or courses.
- (9) The autonomous college/ recognized institution/ university department/ university institution, shall be competent to incur expenditure from the funds received from fees for academic programmes started on self-supporting basis for the purpose of creation of posts in various categories for a specific period and granting pay, allowances and other benefits to such posts, provided those posts are not held by such persons who are holding the posts for which contribution of the State Government is received.
- (10) Autonomous colleges having permanent affiliation of the University need not apply for affiliation for new courses or subjects. Any new course or subject to be

started by an autonomous college shall be covered under the autonomous status.

- (11) All autonomous colleges/ recognized institutions/ university departments/ university institutions, shall upload information on their website regarding courses offered, faculty, availability of infrastructure, admission details, etc.
- (12) The autonomous college/recognized institution/ university department/ university institution perform such other duties and responsibilities that may be necessary to fulfil the obligation of autonomous status such as common programmes of student feed-back, self-appraisal by teacher, etc.

Statute 154: Privileges of Autonomous College/recognized institution/ university department/ university institution:

- (1) The autonomous college/recognized institution/ university department/ university institution once granted autonomous status will have the privilege to-
 - (i) constitute their own Governing Body, Academic Council and Board of Studies to formulate new courses within the nomenclature specified by UGC as per the Specification of Degrees, 2014 and amended from time to time;
 - (ii) constitute their own Finance Committee.
- (2) The above bodies will also have the powers to review all existing courses making curricula more community relevant, skill oriented and keeping in view the employability requirements of the graduates.
- (3) The autonomous college/recognized institution/ university department/ university institution can fix fees of the courses at their own level.
- (4) The autonomous college/recognized institution/ university department/ university institution will have complete administrative autonomy and have the privilege of appointing their own administrative staff and teaching faculty including Principal. However, the staff will be appointed as per the UGC (Minimum Qualification for Appointment of Teachers and other Administrative Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) Regulations 2010 as amended from time to time.
- (5) The college/recognized institution/ university department/ university institution will continue to receive funds as being done before the grant of autonomous status, if any.
- (6) However, the degree will be awarded by the parent University.

Statute 155: Expectations from Autonomous Colleges:

- (1) Start new courses which are skill oriented and make students employable.
- (2) Re-structure and design the course curricula to suit local needs.
- (3) Inculcate research culture amongst the students and teachers.
- (4) Strive for quality in the research undertaken.
- (5) Use ICT enabled modern technology in teaching and learning.

- (6) Promote healthy practices such as community service, extension services, projects, etc for the benefit of the society.
- (7) Use autonomy for the benefit of the society in general and students and teachers in particular.
- (8) Advancement of knowledge.

Statute 156: Governing Body:

- (1) The Governing Body of the Autonomous College managed and maintained by Municipal Corporation, Municipal Council, Zilla Parishad, or any other Government undertaking shall consist of the following members, namely:-
 - (a) three members, of whom one shall be an educationist, one shall be an industrialist and one shall be a professional, nominated by the Municipal Corporation or Municipal Council or Zilla Parishad or the government undertaking, as the case may be, of whom one of them to be the Chairperson. Persons so nominated shall have proven contribution in the academic field with at least PG level qualification;
 - (b) two teachers of the college, nominated by Principal based on seniority;
 - (c) one nominee of the University Grants Commission;
 - (d) one nominee of the State Government, not below the rank of Joint Director;
 - (e) one nominee of the University, nominated by the Management Council of the University;
 - (f) Principal of the college, Ex-officio Member Secretary.
- (2) The Governing Body of the Autonomous College/Recognized Institution conducted by the Government shall consist of the following members, namely:-
 - (a) three members, of whom one shall be an educationist, one shall be an industrialist and one shall be a professional, nominated by the State Government, of whom one of them to be the Chairperson. Persons so nominated shall have proven contribution in the academic field with at least PG level qualification;
 - (b) two teachers of the college, nominated by Principal/Head based on seniority;
 - (c) one nominee of the University Grants Commission;
 - (d) one nominee of the State Government, not below the rank of Joint Director;
 - (e) one nominee of the University, nominated by the Management Council of the University;
 - (f) Principal/Head of the college/institution, Ex-officio Member Secretary.
- (3) Governing Body of the autonomous University Department/ University Institution/Constituent College shall consist of the following members, namely:-
 - (a) three members, of whom one shall be an educationist, one shall be an industrialist and one shall be a professional, nominated by the Management Council of the University, of whom one of them to be the Chairperson.

Persons so nominated shall have proven contribution in the academic field with at least Ph.D. level qualification;

- (b) two teachers of the rank of Professor/Associate Professor of the University Department/ University institution/Constituent College, nominated by the Head of the Department/institution/college, on the basis **of** seniority.
 - (c) one nominee of the University Grants Commission;
 - (d) one nominee of the State Government, not below the rank of Joint Director;
 - (e) one nominee of the University, nominated by the Management Council of the University;
 - (f) Director/Head of the University Department/Institution or Principal of the College, as the case may be, Ex-officio Member Secretary.
- (4) Governing Body of the Autonomous College/Recognized Institution managed and maintained by the Private Management/Trust shall consist of the following members, namely:-
- (a) five members of the trust or management as per the constitution or bye-laws, with the Chairman or President/ Director, as the Chairperson;
 - (b) two teachers of the college/institution, nominated by Principal/Head, as the case may be;
 - (c) one member, who shall either be an educationist or industrialist, nominated by the management;
 - (d) one nominee of the University Grants Commission;
 - (e) one academician not below the rank of Professor or State Government Official of Directorate of Higher Education/ Maharashtra State Commission for Higher Education and Development, to be nominated by the State Government;
 - (f) one nominee of the University, nominated by the Management Council of the University;
 - (g) Principal/Head of the college/institution, Ex-officio Member Secretary.
- (5) The members of the Governing Body shall be under legal obligations to safeguard the interest of the autonomous college/ recognized institution/ university department/ university institution, as the case may be, and honour the resolutions and shall not take a different stand either in the court of law or otherwise, contrary to the decision of the Governing Body.
- (6) Tenure of the Members:
The term of office of the Governing Body shall be for a period of two years.
- (7) Meetings:
- (a) The meeting of the Governing Body shall be held on the dates determined by the Chairperson.
 - (b) The Principal/ Director/Head shall issue a notice of meeting at least fifteen days before the date of meeting.

- (c) The Principal/Director/ Head shall issue an agenda of the meeting to the members at least seven clear days prior to the date of the meeting:
Provided however that in case of emergency meeting, the period of notice of agenda shall be waived by the Chairperson of the Governing Body.
Provided further that in case of any emergency, the item may be taken up for consideration with the approval of the Chairperson, even if the item is not included in the agenda.
 - (d) There shall not be less than two meetings of the Governing Body in an academic year.
 - (e) The Chairperson, or in his absence, a member nominated by the Chairperson for the purpose, shall preside over the meeting.
 - (f) One-third of the number of members shall constitute the quorum for a meeting. In case the meeting is adjourned for want of quorum, no quorum shall be required for such adjourned meeting.
 - (g) The Governing Body may refer any of the subjects within its purview to the relevant committee/ body of the autonomous college/ recognized institution/ university department/ university institution. The report of such committee/ body shall be considered by the Governing Body.
 - (h) The agenda of the Governing Body along with its enclosures and the minutes of the meeting of the Governing Body shall be treated as a confidential document and shall not be open for persons other than members of the Governing Body till the action on the resolutions passed by the Governing Body is completed.
 - (i) The decision of the Governing Body shall be recorded in the resolution form. The resolution shall not contain the deliberations and discussions and whether the decision is unanimous or otherwise, except the mention of any dissent specifically requested for by the members for being so recorded.
 - (j) The Secretary shall draw the minutes of the proceeding of the Governing Body within eight days from the date of the meeting and shall submit the same to the Chairperson of the Governing Body for its approval. The minutes of the meeting shall be circulated to the members of the Governing Body along with the agenda of the succeeding meeting.
 - (k) The Principal/Director/Head shall ensure that the action taken on every resolution of the Governing Body is duly reported to the Governing Body in the next meeting. In order to ensure the proper reporting, the Principal/Director/Head may adopt suitable administrative measure such as maintaining the register of the items, the resolutions thereon and the nature of action taken.
- (8) Subject to the provisions of the Act and Statutes, Ordinances, Rules and Regulations made thereunder and the guidelines of the University Grants Commission, the Governing Body of the autonomous college/ recognized institution/ university department/ university institution, shall perform the

following powers and duties, namely:-

- (a) to prescribe the fee structure (including tuition fees) and other charges payable by the students, on the recommendations of its Finance Committee and Academic Council, only for the self-supporting courses/programmes/subjects. A total fee should not exceed the cost of education per student which includes expenses on salary, non-salary, maintenance, rent and development expenses. The autonomous college/ recognized institution/ university department/ university institution shall inform the fee structure so prescribed, to the University at least sixty days before the commencement of the terms of courses concerned;
- (b) to institute scholarships, fellowships, studentship, medals, prizes and certificates on the recommendations of its Finance Committee and Academic Council;
- (c) to approve institution of new courses leading to degrees, diplomas or certificates, to rename an existing course after restructuring/redesigning it as per the norms of the University Grants Commission and to fix course wise intake of students and to increase the intake, wherever necessary as per the relevant norms of the University and State Government. The University shall be duly informed of such courses at least sixty days before the commencement of terms of such courses. The University shall have the right to deny institution of such degree / diploma / certificate (under-graduate and post-graduate), if it is found that such new courses or restructured/redesigned courses do not fulfil the minimum standards and norms prescribed by the University /University Grants Commission in terms of number of hours, curricular contents and standards, intake capacity, etc.;
- (d) to accept on behalf of the autonomous college/ recognized institution/ university department/ university institution, the endowments, donations, etc;
- (e) to consider, approve and adopt the financial estimates and balance sheet, audited statements, etc.;
- (f) to make, amend and repeal rules and regulations pertaining to the internal functioning of the Governing Body;
- (g) to receive on the recommendations of the Academic Council, the report of the working of the autonomous college/ recognized institution/ university department/ university institution;
- (h) to consider the reports of the internal and external review committee of the autonomous college / recognized institution/ university department/ university institution, on the recommendations of its Academic Council;
- (i) to consider the academic calendar of the autonomous college/ recognized institution/ university department/ university institution prepared by the Academic Council ;
- (j) to assess the feasibility and approve the proposals from its Academic Council for academic programs;

- (k) to perform such other functions and constitute such other committees, as may be necessary for the proper development of the autonomous college / recognized institution/ university department/ university institution and to fulfil the objectives and obligations of authority;
- (l) to perform such other duties, as may be conferred or as prescribed by or under the Act and Statutes, Ordinances, Rules and Regulations made thereunder and those of autonomous college/ recognized institution/ university department/ university institution;
- (m) to perform such other duties, as may be necessary for proper functioning of the autonomous college/ recognized institution/ university department/ university institution.
- (n) to send names of students to the University for the award of degree, diploma etc.

Statute 157: Academic Council

- (1) The autonomous college/ recognized institution shall constitute the Academic Council which shall consist of the following members, namely:-
 - (a) Principal of the autonomous college/ Director of the recognized institution, as the case may be, Chairperson;
 - (b) all the heads of department in the autonomous college/ recognized institution;
 - (c) four teachers of the autonomous college/ recognized institution, as the case may be, out of which two shall be from general category, one shall be a person belonging to Scheduled Castes or Scheduled Tribes or Denotified Tribes/ Nomadic tribes or Other Backward Classes, by rotation, and one shall be a woman, on the basis of seniority of service in the college/recognized institution, nominated by the Principal of the autonomous college/Director of the recognized institution, as the case may be;
 - (d) a nominee of the State Government not below the rank of the Joint Director nominated by the Director of Higher Education/Technical Education, as the case may be;
 - (e) not less than four experts from outside the autonomous college/ recognized institution, as the case may be, representing areas such as industry, commerce, law, education, medicine, engineering etc., to be nominated by the Governing Body;
 - (f) three nominees nominated by the Vice-Chancellor of the University, not below the rank of associate professor;
 - (g) a teacher from the autonomous college/ recognized institution nominated by the Principal of the autonomous college/Director of therecognized institution, as the case may be, Member Secretary.
- (2) The autonomous university department/ university institution shall constitute the Academic Council which shall consist of the following members, namely:-

- (a) Director/Head of the autonomous university department/ university institution, as the case may be, Chairperson;
- (b) four professors (or associate professors, if there are no professors, or assistant professors, if there are no professors and associate professors), of the autonomous university department/ university institution, as the case may be, out of which two shall be from general category, one shall be a person belonging to Scheduled Castes or Scheduled Tribes or Denotified Tribes/ Nomadic tribes or Other Backward Classes, by rotation, and one shall be a woman, on the basis of seniority of service in the university department/university institution, nominated by the Director/Head of the autonomous university department/ university institution, as the case may be;
- (c) a nominee of the State Government not below the rank of the Joint Director nominated by the Director of Higher Education/Technical Education, as the case may be;
- (d) four experts from outside the autonomous university department/ university institution, as the case may be, representing areas such as industry, commerce, law, education, medicine, engineering etc., to be nominated by the Governing Body;
- (e) three persons nominated by the Vice-Chancellor of the University of whom at least one should be the Dean of Faculty concerned and others should not be below the rank of Associate Professor;
- (f) a teacher from the autonomous university department/ university institution nominated by the Director/Head of the autonomous university department/ university institution, as the case may be, Member Secretary.

(3) Tenure of Members:

The tenure of the nominated members shall be two years. Nominated members shall be eligible for reappointment.

(4) Meetings:

- (a) The Principal/Director/Head of the autonomous college/ recognized institution/ university department/ university institution, as the case may be, shall convene a meeting of the Academic Council at least once a year.
- (b) One-third members of the Academic Council shall constitute the quorum. In case meeting is adjourned for want of quorum, no quorum is required for such adjourned meeting.
- (c) The decision of the Academic Council shall be recorded in the form of resolution.
- (d) The Secretary shall draw the minutes of the proceeding of the Governing Body within eight days from the date of the meeting and shall submit the same to the chairperson of the Academic Council for its approval. The minutes of the meeting shall be circulated to the members of the Academic Council along with the agenda of the succeeding meeting.

- (5) The Academic Council shall have the following powers and perform the following duties, namely:-
- (a) to scrutinize and approve the proposals with or without modifications made by the Board of Studies with regard to courses of studies, academic regulations, curricula, syllabi and modifications thereof, any instructional and valuation methods, procedures relevant thereto, etc. Such courses shall fulfil the minimum standards and norms prescribed by the University /University Grants Commission in terms of number of hours, curricular contents and standards, intake capacity, etc., and the University shall be duly informed of such courses at least sixty days before the date of commencement of terms of such courses;
 - (b) to fix and modify course-wise intake:
Provided that, the intake shall not be more than the intake prescribed by the University for such courses;
 - (c) to rename an existing course after restructuring/ redesigning it. Such restructured/ redesigned courses shall fulfil the minimum standards and norms prescribed by the University /University Grants Commission in terms of number of hours, curricular contents and standards, intake capacity, etc., and the University shall be duly informed of such courses at least sixty days before the date of commencement of terms of such courses;
 - (d) to refer the matter for reconsideration to the Board of Studies or to reject the same after giving reasons therefore. After the matter is re-submitted by the Board of Studies, the Academic Council may decide the matter on merit and the decision of the Academic Council shall be final;
 - (e) to make regulations regarding the admission of students to different programmes of study in the autonomous college/ recognized institution/ university department/ university institution in consonance with the reservation policy of the State Government;
 - (f) to initiate measures for improving the quality of teaching, frame rules for conduct of examinations, rules of students' evaluation and develop student advisory programs;
 - (g) to make rules for sports, extra-curricular activities, for proper functioning and maintenance of the building, libraries, laboratories, playgrounds and hostels;
 - (h) to recommend to the Governing Body proposals to institute new courses/ programs of studies;
 - (i) to recommend to the Governing Body, institution of scholarship, studentships, fellowships prizes and medals and frame rules for the award of the same;
 - (j) to advise the Governing Body on matters pertaining to the academic affairs of the autonomous college/recognised institution/ university department/ university institution, as the case may be;
 - (k) to prescribe norms for recognition and to grant recognition to any member of

the staff of the autonomous college/ recognized institution/ university department/ university institution, as teacher of the autonomous college/ recognized institution/ university department/ university institution, as the case may be;

- (l) to perform such other functions and duties as may be assigned by the Governing Body and the University pertaining to the academic programmes and development.

Statute 158: Board of Studies

- (1) There shall be Board of Studies for each subject for the autonomous college/recognized institution which shall consist of the following members, namely:-

- (a) Head of the Department concerned, Chairperson;
- (b) all teachers of the subject concerned;
- (c) two experts in the subject from outside the autonomous college/ recognized institution concerned, to be nominated by the Academic Council of the autonomous college/ recognized institution;
- (d) one representative from industry/corporate sector/ allied area relating to placement, to be nominated by the Chairperson;
- (e) one postgraduate meritorious alumnus, to be nominated by the Chairperson;
- (f) The Chairperson, Board of Studies may invite experts from outside the autonomous college/ recognized institution, as the case may be, whenever special courses of studies are to be formulated.

- (2) There shall be Board of Studies for each subject for the autonomous university department/ university institution which shall consist of the following members, namely:-

- (a) Head of the department concerned, Chairperson;
- (b) all professors of the subject concerned;
- (c) one associate professor, (or assistant professor if there is no associate professor) from each specialization by seniority having five years teaching experience nominated by the Head of the Department concerned, by rotation.
- (d) two experts in the subject from outside the university departments/university institution concerned, to be nominated by the Academic Council of the University;
- (e) one representative from industry/corporate sector/ allied area relating to placement, to be nominated by the Vice-Chancellor of the University;
- (f) one post-graduate meritorious alumnus, to be nominated by the Vice-Chancellor of the University;

The Chairperson, Board of Studies may, with the approval of the Vice-Chancellor of the University, invite expert from outside the university

department/university institution whenever special courses of studies are to be formulated.

(3) Tenure of the Members:

The tenure of the members shall be two years.

(4) Meetings:

(a) One third members shall constitute the quorum. In case, meeting is adjourned for want of quorum, no quorum is required for such adjourned meeting.

(b) The board shall meet at least once in an academic year or as and when required.

(5) The Board of Studies shall have the following powers and duties, namely:-

(a) to prepare syllabi for various courses/programmes of study, keeping in view the objectives of the autonomy and the requirements of the region and the State and submit to the Academic Council for its approval;

(b) to suggest methodology for innovative teaching and evaluation techniques;

(c) to suggest panels of Examiners to the Examination Committee for appointment of examiners and paper-setters;

(d) to coordinate research, extension and other academic activities;

(e) to deliberate and advise the Academic Council on the matter referred to it;

(f) to undertake such other measures as may be necessary to provide academic program of the autonomous college/ recognized institution/ university department/ university institution of the meaningful direction.

Statute 159: Examination Committee

(1) The autonomous college/ recognized institution shall constitute the Examination Committee, which shall consist of the following members, namely:-

(a) Principal/Director of the autonomous college/ recognized institution, as the case may be, Chairperson;

(b) three teachers with minimum ten years teaching experience nominated by the Chairperson by rotation, according to seniority;

(c) one evaluation expert nominated by the Chairperson;

(d) Office Superintendent/ Registrar / Member of teaching staff nominated by the Chairperson, as Member Secretary.

(2) There shall be an Examination Committee for the autonomous university department/ university institution/ conducted college which shall consist of:

(a) Head of the Department/Director of University Institutions/Principal of the conducted College, as the case may be, Chairperson;

(b) one Professor by rotation, to be nominated by the Chairperson;

(c) one Associate Professor by rotation, to be nominated by the Chairperson;

(d) one Assistant Professor by rotation, to be nominated by the Chairperson -

Member Secretary;

- (e) Controller of Examinations of the University or his nominee, not below the rank of the Deputy Registrar;
- (f) one evaluation Expert to be nominated by the Head/Director/Principal, as the case may be.

(3) Powers and duties of the Examination committee:

- (a) The Examination committee shall have the following powers and duties, namely:-
 - (i) to ensure proper organization of examinations, tutorials and tests including evaluation, moderation, tabulation and declaration of the results;
 - (ii) to appoint examiners, moderators, and paper-setters from amongst the persons included in the panels prepared by the respective Board of Studies and approved by the Academic Council;
 - (iii) to undertake, exercise and experiment in examination reforms;
 - (iv) to obtain three sets of question papers in sealed covers in the respective subject. The Chairperson shall draw at random one of such sealed covers with seal intact, which shall then be sent to the press or be sent online;
 - (v) to carry out examination reforms by use of modern technology and update the same from time to time;
 - (vi) to prepare the time schedule of examination and dates of declaration of their result at the beginning of the term and notify the same.
 - (vii) to carry out any other function as may be assigned by the Governing Body.
- (b) The assessment of answer-books for all examinations shall be done centrally through Central Assessment Process. All answer-books of an examination shall be bar coded and the result sheet shall be prepared by the Examination Committee.
- (c) In order to investigate and take disciplinary action for malpractice and lapses on the part of candidates, paper setters, examiners, moderators, teachers or any other person connected with the conduct of examinations, the Committee shall constitute a sub-Committee consisting of three members, of whom one shall be Chairperson.
- (d) The recommendations of the Sub-Committee shall be placed before the Examination Committee, which shall take the disciplinary action in the matter, as it deems fit.
- (e) The Committee shall arrange for strict vigilance during the conduct of the examination so as to avoid use of unfair means by the students, teachers, invigilators, supervisors, etc.
- (f) The Committee shall perform such other duties and responsibilities which are assigned to it, from time to time, by the Governing Body and the University.

- (4) Tenure of the Examination Committee shall be of two years.
- (5) One third members shall constitute a quorum. If the meeting is adjourned for want of quorum, no quorum shall be required for such adjourned meeting.
- (6) The Committee shall meet at least twice during the academic year and such other times, as may be required.
- (7) In case of any emergency which require immediate action to be taken, the Chairperson of the Committee or any other officer or person authorized by him in that behalf, shall take such action as he thinks fit and necessary, and shall report at the next meeting of the Committee, of action taken by him.

Statute 160: Finance Committee

- (1) The autonomous college/ recognized institution/ university department/ university institution shall constitute a Finance Committee which shall consist of the following members, namely:-
 - (a) The Principal /Director/Head of the autonomous college/ recognized institution/ university department/ university institution, as the case may be, Chairperson;
 - (b) one person to be nominated by the Governing Body of the autonomous college/ recognized institution/ university department/ university institution, as the case may be;
 - (c) one senior-most teacher of the autonomous college/ recognized institution/ university department/ university institution by rotation, to be nominated by the Chairperson;
 - (d) in case of autonomous university department / autonomous university institution, Finance and Accounts Officer of the University or his nominee not below the rank of the Deputy Finance and Accounts Officer from the same department.
- (2) Finance Committee shall be an advisory body to the Governing Body in respect of financial matters of the autonomous college/ recognized institution/ university department/ university institution, and shall meet at least twice a year.
- (3) The Finance Committee shall have following powers and functions, namely:-
 - (a) to consider the financial estimates (budget) relating to the grants received/ receivable from University Grants Commission, other funding agencies and income from fees, etc. collected for the activities to undertake the scheme of autonomy;
 - (b) to consider audited accounts;
 - (c) to recommend to the Governing Body fees including tuition fees and other charges payable by students.
 - (d) to prepare various proposals for getting funding from the University Grants Commission and from other funding agencies, under the guidance of the Academic Council of the autonomous college/ recognized institution/

university department/ university institution, as the case may be.

- (e) to carry out any other function as may be assigned by the Governing Body
- (4) Tenure of the Finance Committee shall be of three years.
- (5) One third members shall constitute the quorum. If the meeting is adjourned for want of quorum, no quorum is required for such adjourned meeting.

Statute 161: Evaluation Committee

- (1) The autonomous college/ recognized institution/ university department/ university institution shall, with the approval of the Academic Council, constitute as many Evaluation Committees as necessary as an appropriate mechanism to evaluate its academic developments to improve standards and to assess how best it has used the autonomous status. There shall be such self-evaluation, each year, conducted by the autonomous college/ recognized institution/ university department/ university institution.
- (2) The autonomous college/recognized institution/university department/university institution shall submit a progress report for each academic year to the University and the University Grants Commission within a period of 30 days after the end of that academic year, in the prescribed format.
- (3) The autonomous college/recognized institution/university department/university institution shall submit a utilization certificate towards utilization of grants received by the University Grants Commission, to the University Grants Commission, with a copy of the same to the University, in the prescribed format.
- (4) The autonomous college/recognized institution/university department/university institution shall constitute an External Peer Review Committee for reviewing annual progress of the institution.

Statute 162: Other Committees

- (1) The Governing Body and other Statutory Bodies of the autonomous college/ recognized institution/ university department/ university institution may, in addition have other committees such as the Purchase Committee, Planning and Evaluation Committee, Grievance Redressal Committee, Admission Committee, Library Committee, Student Welfare Committee, Extra-curricular Activities Committee and Academic Audit Committee, IQAC, etc. with suitable terms and reference for any specific task and such committee shall consist of members of the Governing Body or the same statutory body, as the case may be, constituting such committee and also of such other persons as the Governing Body or that statutory body may nominate. Tenure of these Committees shall be two years. Duties and responsibilities and the procedure at their meetings shall be such as may be prescribed by the Governing Body of autonomous college/recognized institution/ university department/university institution.

Statute 163: Casual Vacancy

When any vacancy occurs in the office of a member of any body or committee, other than an ex-officio member of the Governing Body before the expiry of his normal term, the vacancy shall be filled in, as soon as may be, by nomination of a person by the respective authority. The person so nominated shall hold office only so long as the member in whose place he has been nominated would have held it, if the vacancy had not occurred.

Statute 164: Question regarding Interpretation and Disputes regarding Constitution of Bodies/Committees

If any question arises regarding interpretation of provision of any rule or regulations or whether a person who has been duly appointed/ nominated/ co-opted is entitled to be a member of the authority or body or committee of the autonomous college/ recognized institution/ university department/ university institution, the matter may be referred to the Vice-Chancellor of the University who shall, after taking such advice as he thinks necessary, decide the question and his decision shall be final.

Statute 165: Examinations and Declaration of Results

- (1) The autonomous college/ recognized institution/ university department/ university institution shall conduct the examinations at specified periods as it may determine and notify. The examinations and evaluation system shall be as may be determined by the Examination Committee of the autonomous college/ recognized institution/ university department/ university institution, as the case may be. The examination and evaluation shall be carried out in such a manner as to enhance the trust and the credibility in the minds of the students and the society by being fair and rational.
- (2) The students passing the examinations conducted according to the standard set by the autonomous college/ recognized institution/ university department/ university institution shall be awarded degree/ diploma/ certificate by the University as the case may be, as per the provisions of the Act and the Statutes made under this Chapter.
- (3) The autonomous college/ recognized institution/ university department/ university institution shall strive to declare results of every examination conducted by it within thirty days from the last date of the examination for that particular course and shall, in any case declare the results latest within forty-five days thereof:

Provided that if for any reasons whatsoever, the autonomous college/ recognized institution/ university department/ university institution is unable to finally declare the results of any examination within the aforesaid period of 45 days, it shall submit a report incorporating the detailed reasons for such delay to the Vice-Chancellor of the University.

Statute 166: Raising and Utilization of Funds

- (1) The autonomous college/ recognized institution/ university department/ university institution shall be competent to raise its own resources by-
 - (a) introducing the new courses and increase in the intake in respect of the courses started on self-financing basis as per norms of the University, respective bodies, AICTE, etc.;
 - (b) accepting endowment and/or donations in concurrence with the relevant Act/Rules, which are not linked with the admissions;
 - (c) instituting new degrees / diplomas /certificates;
 - (d) revising fees of the unaided courses instituted by them with the permission of its Academic Council and Governing Body;
 - (e) grant-in-aid;
 - (f) other assistance from funding agencies in different fields of Science Technology, Education, Management etc.;
 - (g) other assistance from funding agencies;
 - (h) such other sources which are legally permissible in consonance with the objectives of the University/ college/recognized institution/university department/university institution and of grant-in aid;
- (2) The resources raised by the autonomous college/ recognized institution/ university department/ university institution shall be utilized solely for the purpose of conduct and development of the autonomous college/ recognized institution/ university department/ university institution and as provided for, by the annual financial estimates (Budget) approved by the Governing Body.

Statute 167: Inspection Committee

- (1) The University on receiving the complaint or the report of the expert committee constituted for external evaluation under Statute 178 (3) to the effect that any autonomous college/ recognized institution/ university department/ university institution has violated any of the provisions of the Act, Statutes, Ordinances and Regulations there under and the standing orders, directions and guidelines of the University or guidelines of the University Grants commission or of the State Government or has acted in such a manner which has adversely affected or jeopardized the objectives of autonomy, may appoint an inspection committee and obtain a report thereof.
- (2) The inspection committee shall consist of the following members, namely:-
 - (a) Pro-Vice-Chancellor of the University, Chairperson;
 - (b) one expert not below the rank of professor/principal, nominated by the Management Council of the University;
 - (c) one person nominated by the Vice-Chancellor of the University, who shall include distinguished educationist, industrialist, professional, etc.;

- (d) one Nominee of the Government of Maharashtra, not below the rank of the Joint Director nominated by the Director, Higher Education/Technical Education, as the case may be;
 - (e) Dean of the Faculty concerned (Member Secretary).
- (3) The inspection committee shall -
- (a) inspect the functioning of the autonomous college/ recognized institution/ university department/ university institution;
 - (b) ensure that the minimum standards and norms prescribed by the University/ University Grants Commission/ Government of Maharashtra are fulfilled;
 - (c) evaluate the academic standards and standards of academic administration of the autonomous college/ recognized institution/ university department/ university institution;
 - (d) perform such other duties and responsibilities as may be assigned to it by the Academic Council and the Management Council of the University, from time to time.
- (4) The report of the inspection committee shall be submitted to the Vice-Chancellor of University within thirty days from the date of its constitution. The Pro-Vice-Chancellor of the University shall call for the compliance of the report of the inspection committee, from the autonomous college/ recognized institution/ university department/ university institution concerned, within a period of sixty days.

Statute 168: Action on the Inquiry Report

- (1) The Academic Council of the University, on the basis of the report of the External Peer Review committee constituted by the Academic Council of the autonomous college/ recognized institution/ university department/ university institution and the compliance thereof submitted by the autonomous college/ recognized institution/ university department/ university institution, may recommend to the Management Council to take appropriate action or revoke the autonomous status conferred on the autonomous college/ recognized institution/ university department/ university institution.
- (2) The Management Council of the University shall cause to issue a notice through the Pro-Vice-Chancellor to the autonomous college/recognized institution/ university department/university institution to show cause as to why the autonomous status conferred on the college/ recognized institution/ university department/ university institution should not be withdrawn. The Management Council shall mention the grounds on which it proposes to take same action and shall also specify in the notice, the period which shall not be more than thirty days within which the autonomous college/recognized institution/university department/ university institutions shall file its written statement in reply to the notice.

- (3) On receipt of the written statement or on expiry of the period specified in the show cause notice and after hearing the autonomous college/recognised institution/university department/ university institutions concerned, the Management Council shall decide whether the autonomous status shall be revoked or not, recording the reasons therefor.
- (4) The Pro-Vice-Chancellor shall send the proposal for revocation of the autonomous status along with the show cause notice, written statement, if any, submitted by autonomous college/recognised institution/university department/ university institution concerned, the decision of the Management Council and other relevant documents to the State Government and the University Grants Commission for concurrence.
- (5) On receipt of the concurrence of the State Government and the University Grants Commission, the Pro-Vice-Chancellor shall communicate to the autonomous college/recognised institution/university department/ university institution concerned, the decision of revocation of autonomous status conferred on it.
- (6) The revocation of the autonomy conferred on the autonomous college/ recognized institution/ university department/ university institution shall be in phases. The students admitted prior to the revocation of autonomous status shall continue to be treated as students of the autonomous college/ recognized institution/ university department/ university institution and shall be allowed to complete their respective courses to which they are admitted, within the prescribed period.

Statute 169: Surrender of the Autonomous Status

- (1) In case the autonomous college/ recognized institution/ university department/ university institution desires to surrender the autonomous status, it shall apply to the Pro-Vice-Chancellor in writing with the reasons therefor. The Management Council, on the recommendation of the Academic Council may grant of permission to surrender such autonomous status and send the recommendation to the University Grants Commission and the same shall take place in phases.
- (2) The autonomous college/ recognized institution/ university department/ university institution of which autonomous status is revoked or surrendered, shall resume the status which it had prior to grant of autonomous status, subject to the conditions as may be prescribed by the Management Council.

Statute 170: Recruitment of the Teaching and Non-Teaching Staff

The autonomous college and recognized institution will have the privilege of appointing their own administrative staff and teaching faculty including Principal/Director. The recruitment of teaching staff and their qualifications, and service conditions shall be as per the Regulations prescribed by the University Grants Commission and adopted by the State Government, from time to time, and as per the reservation policy prescribed by the State Government, from time to time. The autonomous college and recognized institution shall also seek approval from the

University. The recruitment of non-teaching staff and their qualifications, and service conditions shall be as per the Standard Code prescribed by the State Government and as per the reservation policy prescribed by the State Government, from time to time.

Statute 171: Grant of Autonomous Status without Inspection by the Expert Committee

- (1) A college or recognized institution which-
 - (i) is accredited with 3.25 and above in a 4-point scale of NAAC in two consecutive cycles and also gets a similar grade in the third cycle;
 - (ii) also adheres to University Grants Commission's Regulations like (a) curbing the menace of ragging in Higher Education Institutions Regulations 2012; (b) UGC (Promotion of Equity in Higher Education Institutions Regulations 2012; (c) UGC (Grievance Redressal) Regulations 2012; etc. in letter and spirit. The applications of such colleges will be considered as reports of the Expert Committee to be presented before the Standing Committee for consideration; and
 - (iii) obtains a 'no objection certificate' from the affiliating University,
- shall be entitled for grant of autonomous status, without on-the-spot inspection by the Expert Committee of the University Grants Commission.
- (2) Such college or recognized institution shall apply to the Pro-Vice-Chancellor of the University in the prescribed format accompanied by the fees of Rs.25,000/-, which will increase by 50% after every six years. The college /recognized institution shall apply before the last day of the September of the year preceding the year from which the autonomy is sought.
- (3) The Board of Deans of the University shall scrutinize all such applications and submit a report on the applications with specific recommendations as to their eligibility, to the Vice-Chancellor.
- (4) The Vice Chancellor of the University, after considering such report, shall issue a 'no objection certificate' to the applicant college/recognized institution.
- (5) The University shall forward the proposal of the college/recognized institution for grant of autonomous status without on-the-spot inspection by the expert committee along with other relevant documents submitted by the applicant and the 'no objection certificate' issued by the University, to the University Grants Commission..

CHAPTER XII

CONVOCATION

(Under Section 130 of the Act)

Statute 172: Definitions

In this Statute, unless the context otherwise requires:

- (1) “Convocation” means a ceremonial assembly of a University, normally held for conferring degrees, diplomas, certificates, academic distinctions and other awards to its eligible candidates;
- (2) “Graduation Ceremony” means ceremonial assembly of an affiliated college/recognised institution held for distributing degrees, diplomas, certificates and other awards to its eligible students.

Statute 173: Procedure to be Followed

- (1) In the academic calendar published by the University, in addition to the schedules for academic activities, the tentative dates for convocation shall be included.
- (2) The convocation shall be held within 120 days from the date of declaration of results of examinations.
- (3) Convocation shall be held on the dates to be fixed by the Vice-Chancellor in consultation with the Chancellor.
- (4) In the meeting preceding to the convocation, the Academic Council shall recommend to the Management Council, the names of persons who are eligible for award of degrees, diplomas, certificates and academic distinctions. Upon recommendation of the Academic Council, the Management Council shall accord approval to confer such degrees, diplomas, certificates and academic distinctions upon such eligible persons.
- (5) No degree, diploma, certificate and academic distinction shall be conferred unless the same has been specified by the University Grants Commission and instituted by the University in accordance with the provisions of the Act. Such degrees, diplomas, certificates and academic distinctions shall be prescribed by the Ordinance.
- (6) The University shall notify a programme for convocation at least thirty days before the date so fixed.
- (7) Convocation shall include the ceremonial aspects, as per the provisions made for them in the Ordinances.
- (8) The University shall have the power to assign affiliated colleges/recognised institutions to hold graduation ceremony for their students on its behalf, on the date so fixed, for the purpose of distribution of degrees:

Provided that such graduation ceremony shall be held by the affiliated college/recognised institution within one month after the convocation is held by the University.

- (9) Such affiliated colleges/recognised institutions shall be required to abide by the directions of the University and hold the graduation ceremonies as per the schedule fixed.
- (10) The University shall furnish an annual report to the University Grants Commission on the observance of the above provisions, within forty five days after the convocation is held.

CHAPTER XIII

PROCEDURE FOR RECOVERY OF DAMAGE OR LOSS FROM AN AUTHORITY OR BODY OR MEMBERS THEREOF OR FROM AN OFFICER

(Under Section 138 of the Act)

Statute 174: Competent Authority

The Vice-Chancellor shall be the competent authority to take an action of recovery of damage or loss from any authority or body or members thereof or from any officer for causing damage or loss to the University. If the damage or loss to the University is caused by any action of the Vice-Chancellor, the Chancellor shall be the competent authority.

Statute 175: Grounds for Recovery of Damage or Loss

Any damage or loss to the University shall be liable to be recovered from the authority or body or the concerned members thereof, jointly or severally, or from the officer concerned, if it is found that such damage or loss has been caused to the University-

- (1) by any action, wilful or negligent, on the part of the authority or body or officer concerned, which is not in conformity with the provisions of this Act, Statutes, Ordinances or Regulations, except when done in good faith; or
- (2) due to failure to act in conformity with the provisions of this Act, Statutes, Ordinances or Regulations, by wilful neglect or default on its or his part, as the case may be.

Statute 176: Procedure for Recovery of Damage or Loss

- (1) On a complaint being received against the authority or body or the concerned members thereof, or against the officer concerned, of having caused damage or loss to the University, the competent authority shall appoint a committee to determine whether there is a prima facie case for initiating an action of recovery of damage or loss from such authority or body or members thereof, or against such officer.
- (2) In case it is found that a prima facie case for initiating an action of recovery of damage or loss from such authority or body or members thereof, or against such officer concerned exists, the competent authority shall issue a notice in writing to the person/s concerned, to show cause as to why the damage or loss caused to the University shall not be recovered from him/them. The competent authority shall mention in the notice, the grounds on which it proposes to take the action and shall also specify the estimated amount of recovery and the period, being a period which shall not be less than thirty days within which the person/s concerned

should file his written explanation in reply to the notice. Copies of relevant documents which have been relied upon, shall also be supplied to the alleged person/s along with the show cause notice.

- (3) On receipt of such written explanation or on expiry of the period specified in the show cause notice issued under Clause (2), the competent authority shall offer a fair opportunity to the alleged person/s to explain, either on his own or through his representative, why the damage or loss caused to the University be not recovered from him/ them, jointly or severally.
- (4) After taking into consideration the written explanation, if any, to the show cause notice, the statements of the alleged person/s, made and recorded during the course of hearing and the relevant documents, the competent authority shall determine the amount to be recovered from the alleged person/s, jointly or severally, and the period within which such amount shall be paid, which shall not be less than thirty days and more than six months.

Provided that-

- (a) the total amount to be recovered shall not exceed the actual amount of the loss or damage caused to the University;
 - (b) recovery shall be compensatory and not penal in nature;
 - (c) recovery shall not be made for any remote or indirect loss or damage sustained by the University.
- (5) The decision of the competent authority shall be communicated to the alleged person/s.
 - (6) The procedure prescribed in Clauses (3) and (4) need not be followed when the person alleged admits the alleged act in writing.
 - (7) The amount so recovered shall be deposited in the appropriate fund of the University.

CHAPTER XIV

FUNCTIONS AND DUTIES OF STUDENTS' COUNCIL IN UNIVERSITY, COLLEGES AND RECOGNIZED INSTITUTIONS

(Under Section 71(12) of the Act)

Statute 177: Functions and duties of the Students' Council:

The Students' Council shall have the following functions and duties, namely:-

- 1) to look after the welfare of the students;
- 2) to promote and coordinate the extracurricular activities of different students associations and committees which are constituted at the college and recognized institution /university department and university level, like Art circle, Gymkhana committee, Elocution and Debate committee, Literary committee, etc.;
- 3) to promote democratic outlook, civic sense and spirit of oneness amongst students;
- 4) to inculcate sense of moral values, humanities and nationalism among students;
- 5) to promote sense of belonging and commitment to betterment of society and State;
- 6) to promote and maintain discipline among the students on the campus;
- 7) to organize various activities for promoting cultural, social and personality development of the students;
- 8) to assist proactively in resolving the difficulties and grievances of the students within its jurisdiction;
- 9) to suggest innovative ideas and schemes for students' welfare to the respective competent authorities;
- 10) to contribute in developing goodwill and perception about the University/college/institution in the society;
- 11) to suggest the administration of the University/college/institution about appropriate steps to be taken regarding the discipline, security and safety issues of students;
- 12) to suggest appropriate measures for elevating quality and excellence in education;
- 13) to promote more participation of students in different events of sports, culture and other outreach programmes;
- 14) to strive for provisions of the basic amenities and facilities to the students;
- 15) to assist in the process of framing and implementation of different types of feedback mechanisms;
- 16) to organize various programmes for the welfare of the students;

- 17) to prepare the annual report of the activities of the Students' Council and submit the same to the Principal/Director/Pro-Vice-Chancellor, as the case may be, with a copy to the Board of Students' Development of the University;
- 18) to perform such other functions and duties as may be assigned to it by Principal/Director/Pro-Vice-Chancellor, as the case may be.

**PROCEDURE FOR CONDUCT OF BUSINESS OF MEETINGS OF
STUDENTS' COUNCIL IN UNIVERSITY, COLLEGES AND RECOGNIZED
INSTITUTIONS**

(Under Section 99(10) of the Act)

Statute 178: Procedure for Conduct of Business of Meetings of the Students' Council:

- 1) The Secretary of the College Students' Council shall call a meeting of the College Students' Council with the prior permission of the Principal/Director of the college/institution and the President of the College Students' Council. A notice of the meeting shall be sent to the members at least eight clear days before the date of the meeting, along with the agenda for the meeting. In case of emergency, the notice period shall be of minimum three clear days.
- 2) The Secretary of the College Students' Council shall prepare an agenda for a meeting in consultation with the Principal/Director of the college/institution.
- 3) The Principal/ Director of the college/institution shall preside over the first meeting of the College Students' Council. The Secretary of the College Students' Council shall offer secretarial services to the meeting.
- 4) The Secretary of the University Department Students' Council shall call a meeting of the University Department Students' Council with the prior permission of the Director of Students' Development and the President of the University Department Students' Council.
- 5) The Secretary of the University Department Students' Council shall prepare an agenda for a meeting in consultation with the Director of Students' Development.
- 6) The Director of Students' Development shall preside over the first meeting of the University Department Students' Council. The Secretary of the University Department Students' Council shall offer secretarial services to the meeting.
- 7) The Secretary of the University Students' Council shall call a meeting of the University Students' Council with the prior permission of the Pro-Vice-Chancellor and the President of the University Students' Council.
- 8) The Secretary of the University Students' Council shall prepare an agenda for a meeting in consultation with the Pro-Vice-Chancellor.
- 9) The Vice-Chancellor shall preside over the first meeting of the University Students' Council. The Secretary of the University Students' Council shall

offer secretarial services to the meeting.

- 10) The Students' Councils shall meet at least once in every three months.
- 11) The quorum for the meeting of the Students' Council shall be one-third of the total number of members. If there is no quorum, the meeting shall stand adjourned for half an hour and no quorum shall be necessary for such adjourned meeting.
- 12) The President or in his absence, a person elected by the members present from amongst themselves shall preside at the meeting.
- 13) All proposals on the agenda shall be decided by a simple majority of votes of the members present. The President shall have a vote. In case of equality of votes, the President shall have the casting vote.
- 14) Before the preparation of annual financial budget of the college/institution/University, the Principal/Director at college/institution level, the Director of Students' Development at University department level and the Vice-Chancellor at the University level, shall call a meeting of College Students' Council / University Department Students' Council / University Students' Council for inviting their proposals and suggestions. the Students' Council shall prepare its activity-wise budget proposal on the basis of different types of fees collected for the student welfare activities, such as student welfare fee, gymkhana fee, gathering fee, poor students' aid fund, etc.
- 15) The Secretary of the respective Students' Council shall prepare the minutes of the meeting immediately after the meeting is concluded and shall submit the same to the President for his approval.
- 16) Approved minutes of the meeting of the Students' Council shall be sent to the Principal/Director/Director of Students' Development/ Pro-Vice-Chancellor for the needful.
- 17) In the last meeting of the year, the report of the activities of the Students' Council shall be prepared and submitted to the Principal/Director/ Director of Students' Development/Pro-Vice-Chancellor.

CHAPTER XV

EMOLUMENTS, TENURE AND TERMS AND CONDITIONS OF SERVICE OF THE DIRECTOR OF STUDENTS' DEVELOPMENT

(Under Section 23 (2) (a) of the Act)

Statute 179: Emoluments, Tenure and Terms and Conditions of Service of the Director of Students' Development

(1) Procedure for Nomination:

The Vice-Chancellor shall invite applications from the eligible aspiring candidates and shall nominate a suitable person as the Director of Students' Development from amongst them.

(2) Emoluments:

The person nominated as the Director of Students' Development shall continue to draw from the original establishment the same pay-scale which he was drawing in his previous service on the date of nomination as the Director of Students' Development.

(3) Tenure:

Nomination of the of the Director of Students' Development shall be for a term of three years or till he attains the age of superannuation, whichever is earlier and he shall be eligible for continuation for one more term.

(4) Age:

Age of the Director of Students' Development shall not be more than 45 years at the time of nomination.

(5) Terms and Conditions of Service:

- (1) Terms and conditions of service of the Director of Students' Development shall be the same as the terms and conditions of service of his original post and shall not be altered to his disadvantage during his tenure as the Director of Students' Development.
- (2) *On nomination as the Director of Students' Development, the pay last drawn by him on his original substantive post, shall be protected.*
- (3) The person nominated as the Director of Students' Development shall hold a lien on the substantive post held by him prior to the nomination and he shall stand retired from his original post in accordance with the terms and conditions of service of that post.
- (4) The Director of Students' Development shall work directly under the supervision and control of the Vice-Chancellor.
- (5) The Director of Students' Development may, by writing under his signature addressed to the Vice-Chancellor, after giving one month's notice resign from his office and shall cease to hold his office on the acceptance of his resignation

by the Vice-Chancellor or from the date of expiry of the said notice period, whichever is earlier.

- (6) The Director of Students' Development may be relieved from his office by the Vice-Chancellor by giving one month's notice in writing.

In exercise of the powers conferred by sub-section (10) of section 72 read with clause (2) of sub-section (b) of section 23 of the Maharashtra Public Universities Act, 2016 (Maharashtra Act No. VI of 2017), the Government of Maharashtra hereby prescribes the Uniform Statute relating to the emoluments, tenure and terms and conditions of service of the Director of National Service Scheme, namely:-

CHAPTER XVI

EMOLUMENTS, TENURE AND TERMS AND CONDITIONS OF SERVICE OF THE DIRECTOR OF NATIONAL SERVICE SCHEME

(Under Section 23 (2) (b) of the Act)

Statute 180: Emoluments, Tenure and Terms and Conditions of Service of the Director of National Service Scheme

(1) Procedure for Nomination:

The Vice-Chancellor shall invite applications from the eligible aspiring candidates and shall nominate a suitable person as the Director of National Service Scheme from amongst them.

(2) Emoluments:

The person nominated as the Director of National Service Scheme shall continue to draw from the original establishment the same pay-scale which he was drawing in his previous service on the date of nomination as the Director of National Service Scheme.

(3) Tenure:

Nomination of the of the Director of National Service Scheme shall be for a term of three years or till he attains the age of superannuation, whichever is earlier and he shall be eligible for continuation for one more term.

(4) Age:

Age of the Director of National Service Scheme shall not be more than 45 years at the time of nomination.

(5) Terms and Conditions of Service:

- (7) Terms and conditions of service of the Director of National Service Scheme shall be the same as the terms and conditions of service of his original post and shall not be altered to his disadvantage during his tenure as the Director of National Service Scheme.
- (8) *On nomination as the Director of National Service Scheme, the pay last drawn by him on his original substantive post, shall be protected.*
- (9) The person nominated as the Director of National Service Scheme shall hold a lien on the substantive post held by him prior to the nomination and he shall stand retired from his original post in accordance with the terms and conditions of service of that post.
- (10) The Director of National Service Scheme shall work directly under the supervision and control of the Vice-Chancellor.
- (11) The Director of National Service Scheme may, by writing under his signature addressed to the Vice-Chancellor, after giving one month's notice resign from his office and shall cease to hold his office on the acceptance of his resignation

by the Vice-Chancellor or from the date of expiry of the said notice period, whichever is earlier.

(12) The Director of National Service Scheme may be relieved from his office by the Vice-Chancellor by giving one month's notice in writing.

