



RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY
(Established by Government of Central Provinces Education Department by Notification No. 513 dated the 1st of August, 1923 & presently a State University governed by Maharashtra Public Universities Act, 2016) (Mah. Act No. VI of 2017)

DIRECTION NO 49 of 2022.

**RULES OF PROCEDURE FOR CONDUCT OF BUSINESS AT THE MEETINGS
OF THE BOARD OF STUDIES, DIRECTION 2022.**

(Issued under section 12(8) of the Maharashtra Public Universities Act, 2016)

Whereas, the Maharashtra Public Universities Act, 2016 (Maharashtra Act No. VI of 2017) (hereinafter the 'Act') has come into force in the State of Maharashtra, with effect from 1st March 2017, repealing the Maharashtra Universities Act, 1994;

AND

Whereas, as per section 40 of the Act, there shall be Board of Studies for every subject or a group of the subjects and by virtue of the provisions of Direction No. 27 of 2022 issued by the University on 20/07/2022, the university has constituted Boards of Studies for various subjects or groups of subjects; comprised in each faculty in the university;

AND

Whereas, as per provisions of section 26 of the Act, the Boards of Studies are Authorities of the University and as per provisions of section 69 (1) and 71 (5) of the Act a Statute is required to be framed for all the matters with regard to the conduct of business at the meetings of the Boards of Studies of the University;

AND

Whereas, as per section 40 of the Act, in the very first meeting of the Board of Studies, election of its Chairperson and co-option of certain members are required to be made but the Uniform Statute No. 1 of 2017 framed by the Government of Maharashtra, vide its Notification No. Misc-2016/C.R. 347/Desk-Vishi-3 dt 17th May 2017, is silent on the procedure to be followed for co-option of members on the Board of Studies;

AND

Whereas, making of the Statute is a time consuming process and there is an urgent need to frame the rules of procedure for conduct of business at the meetings of the Boards of studies/Adhoc Committees in each faculty;

AND

Whereas, Direction No.3 of 2019 was issued replacing Direction 13 of 2018 in respect of Rules of procedure for conduct of business at the meetings of the Board of Studies, said Direction has automatically lapsed after completion of six months from the date of its issuance i.e. from 25-1-2019 under the provision made in the proviso of sub-section (8) of section 12 of the Maharashtra Public Universities Act, 2016; necessitating the issuance of a new Direction incorporating the provisions of Direction No. 3 of 2019, since lapsed;

Now, therefore, I, **Dr. Subhash R. Chaudhari, Vice-Chancellor**, Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur, in exercise of the powers conferred upon me under provision of section 12(8) of the Maharashtra Public Universities Act, 2016, do hereby issue following Directions :-

1. This Direction May be Called "Rules of Procedure For Conduct of Business at The Meetings of The Board of Studies, Direction 2022".
2. This Direction shall come into force from the date of its issuance.
3. In this Direction, unless the context otherwise requires:-
 - (i) "Act" means the Maharashtra Public Universities Act, 2016.
 - (ii) "Board of Studies" means the Board of Studies for a subject or a group of subjects duly constituted as per Section 40(2) of the Act.
 - (iii) "Chairperson, Board of Studies" means a person so elected as per Section 40(2)(d)(i) of the Act by the Board of Studies from amongst its members.
 - (iv) "Recognized Post-Graduate Teacher" means a teacher in an affiliated or a conducted college or department who has been accorded the status of recognized Post Graduated Teacher as per the governing norms of the university and includes a full time teacher who is appointed either in the University Post-graduate Teaching Department or for the post-graduate program in an affiliated college or Government institution or a Recognised post graduate teacher as declared under a Direction issued by the University
 - (v) "Registrar" means a person who is appointed as a Registrar as per Section 14(3) of the Act.
 - (vi) "Vice-Chancellor" means a person who is appointed as the Vice-Chancellor of the University as per Section 11(4) of the Act.
 - (vii) "Clear days" means all days in a schedule with exclusion of both the first and the last day (Ex. From Monday to Monday, there are six clear days)
4. The Board of Studies for any subject or group of subjects in the faculties of the university shall be constituted only if there are more than one member whether as ex-officio or nominated or elected one.

5. (a) There shall be minimum three meetings of the Board of Studies in every academic year of the University and the interval between the two meetings shall not be more than five months.
- (b) The meetings of the Boards of Studies shall be convened by the Registrar or a person not below the rank of Deputy Registrar nominated by him. With the prior approval of the Vice-Chancellor
- (c) If any particular matter(s) is required to be dealt with by the Board of Studies belonging either to the same faculty or different faculties, as the case may be, the Registrar shall with prior approval of the Vice-Chancellor convene a joint meeting of the concerned Boards of Studies.
- (d) The Chairperson of the Board of Studies shall have the power to convene an emergent meeting of his/her Board of Studies, if required, with the prior permission of the Vice-Chancellor.
- (e) The Chairperson shall, upon requisition in writing signed by not less than one half of the total number of members of the Board of Studies, request the Registrar to convene a requisitioned meeting of the Board.

Provided that every requisition for a requisitioned meeting shall clearly and precisely specify the matter to be discussed and it shall be in the form of a resolution.

6. The Board in its first meeting, shall transact the following business, in the order in which it appears:-
- (a) Nomination of a working Chairperson from amongst its members to conduct the first meeting.
- (b) Election of the Chairperson, from amongst its members, who:-
- (i) Possess Ph.D. Degree,
- (ii) Has at least fifteen years teaching experience in aggregate,
- (iii) Is a post graduate recognized teacher imparting teaching to post graduate students,
- (iv) Is a recognized Ph.D. Guide under whose supervision, at least two students have been awarded Ph.D. Degree,
- (v) Has authored / co-authored at least two text books / reference books or has published at least three research papers in peer reviewed journals as first / corresponding author,
- (vi) Has undertaken university examinations related work for at least five years in aggregate.
- (c) Co-option of the following persons:-
- i) Where there is no university department in the subject, a teacher who is Head of the Department in an affiliated college or a recognized institution, having post-graduate teaching in that subject, and who is recognized for imparting teaching to postgraduate students.
- (ii) One professor from other universities possessing following qualifications:-
- (A) Is an approved Professor from other statutory public university,

(B) Has atleast ten years teaching experience in aggregate.

(iii) Four experts as below:-

(A) An expert from national laboratories/institutions/industries possessing following qualifications:-

(a) Is a person holding a rank not lower than that of Assistant Director in national laboratories or institutions or recognized institutions or industries or is an expert in the related field,

(b) Has published atleast one reference book in the subject or has published atleast three research papers in peer reviewed national or international journals.

(B) An eminent scholar in the subject possessing following qualifications:-

(a) is an eminent scholar in the subject,

(b) has published atleast one reference book in the subject or has published atleast three research papers in peer reviewed national or international journals.

(C) An eminent person from the subject related industries or association or professional body;

(D) An experienced person who is having atleast ten years working or ownership or advisory or consultancy experience in the field relevant to the subject.

7. At the meeting, if it is a part of the business to be transacted, it shall be taken in the following order, unless the meeting, by a special resolution decides otherwise:-

(i) Nomination of working Chairperson: Where no member of the Board is elected as its Chairperson, the members of the Board shall nominate any member of the Board as its working Chairperson to conduct the business of that meeting.

(ii) Election of Chairperson of the Board of Studies possessing qualifications prescribed in clause 6 (b) above.

(iii) Co-option of the members, possessing qualifications prescribed in clause 6(c) above, as per the provisions of section 40 of the Act.

(iv) Confirmation of minutes.

(v) Consideration of the changes in the syllabi.

(vi) Recommendation of the names of persons suitable for appointments as paper setters, examiners and moderators for the University examinations in the concerned subject(s).

(vii) Recommendation of books, including text books, supplementary reading, reference books, and other material for the courses of studies in the concerned subject(s).

(viii) Consideration of previous reports regarding the conduct of examinations by the examiners in the subject(s) and appointment of examiners at the preceding examinations.

(ix) Consideration of the report(s) of the Sub-Committee(s), appointed by the Board.

(x) Any business and motion(s)/resolution(s) moved by the members.

(xi) Consideration of any matter(s) referred to it by any authority/Body as prescribed in the Act.

- (xii) Consideration of any other matter which is required to be dealt with by the Board of Studies under the Act/Statute(s)/Ordinance(s)/Regulation(s).

8. (i) In case of first meeting of the Board a minimum of twenty one clear days notice of the date, time and venue of the first meeting shall be given by the Registrar, or a person not below the rank of Deputy Registrar nominated by him, to each member.
- (ii) In case of other meetings of the Board a minimum of fifteen days notice of the date, time and venue of the meeting shall be given by the Registrar, or a person not below the rank of Deputy Registrar nominated by him, to each member. In the case of an emergent meeting, however, such a previous notice shall be given as the circumstances in each case may permit.

Provided that where election of Chairperson of the Board of Studies is to be made in the meeting which is not its first meeting, in terms of the provisions of section 70(2) of the Act, the period of notice of the notice of the meeting shall be twenty one clear days. The information regarding any member(s) having acquired the qualifications prescribed for the Chairperson of the Board of Studies shall be given by any member to the Registrar of the University who shall then take the steps necessary for conduct of election of the Chairperson in the meeting of the Board of Studies.

9. Proposition(s)/Resolution(s) to be laid before the meeting for its consideration by any member(s) must be received in the Registrar's Office Ten clear days before the date of the meeting.
10. In case of the meeting which is not the first meeting or emergent meeting of the Board, the agenda paper(s) along with all relevant enclosure(s) shall be dispatched at least seven clear days before the date of the meeting.

Provided that in case of the first and emergent meeting of the Board the agenda paper(s) and relevant enclosure(s) shall be dispatched to each member along with the notice of the meeting.

11. Not less than one third of the sitting members of the Board of Studies or in case of joint meeting of the Boards of Studies one third of the sitting members of all the concerned Boards of Studies shall constitute the quorum.
12. (a) If the quorum is not present after fifteen minutes of the advertised time of the meeting, then the meeting shall be adjourned for half an hour and the adjourned meeting shall be held at the same place.
- (b) No quorum shall be necessary for an adjourned meeting.
13. The Chairperson of the Board of Studies shall preside over every meeting of the Board.

Provided that, if the Chairperson of Board of Studies is absent or the post of the Chairperson is vacant, the members present shall nominate the working Chairperson

from amongst themselves. The working Chairperson so nominated, shall be limited to that meeting only.

Provided further that in case of a joint meeting of the Boards of Studies, the members present in the meeting, shall nominate one of the Chairperson of the Boards of Studies present in the meeting as the Chairperson for that meeting. If the Chairperson of Boards of Studies are absent or the posts of Chairperson of all the Boards are vacant, then the members present shall nominate the Chairperson from amongst themselves for that meeting.

14. (a) Unless otherwise provided all the issues in the meeting shall be decided by the majority of the members present and voting thereon at the meeting.
(b) The elected Chairperson shall have a vote and a casting vote.(except in the case of election and co-option by the Board).
15. The meeting may be adjourned to any day and time in order to complete the unfinished business/agenda. Notice of such adjourned meeting shall be sent only to the absent members.
16. The recommendations made by the Board of Studies regarding changes in syllabi of the courses in the university shall be implemented prospectively in a phasic manner. The Board shall make the recommendations for changes in the syllabus preferably in its February meeting. However, no change in the syllabus or its parts shall be introduced in the middle of the Academic Session.
17. The proceedings of the Board of Studies shall be faithfully recorded and shall be signed by the Chairperson/working Chairperson and the members present at the meeting who shall maintain its confidentiality pending its notification by the Registrar.
18. All proceedings of the Board of Studies, except such as are printed in its minutes, shall be confidential, pending its notification by the Registrar.
19. Copies of the minutes shall be circulated to all the members, within a month from the date of the meeting.
20. The Registrar shall make arrangement for the secretarial assistance required during the meeting of the Board by nominating a person not below the rank of Superintendent as a Secretary for the meeting.
21. **Election of Chairperson of the Board of Studies:-**
 - a) Whenever election of Chairperson of the Board of Studies is to be conducted by the Registrar and the Returning Officer either in terms of the provisions of section 40(2) (d) or section 70(2) of the Act, the Registrar and the Returning Officer shall follow the schedule of election programme as given in Appendix-A herein.
 - b) The meeting notice shall contain the date, time and venue of the meeting with a mention of election of the Chairperson.
 - c) Alongwith the meeting notice the Registrar and the Returning Officer shall send to all members of the Board, the following enclosures:-
 - (i) List of the members of the Board;

- (ii) The schedule of election (**Appendix-A**);
 - (iii) Nomination form (**Appendix-B**);
 - (iv) Notice of withdrawal (**Appendix-C**).
- d) There shall be a nomination paper for nominating the candidate to the election of the Chairperson of the Board of Studies. The nomination paper shall be in the form prescribed in **Appendix-B** herein.
- e) No candidate shall either propose or second his/her own nomination paper. Provided that, in case there are less than three voters in the list, a candidate himself/ herself may propose and second his/her own nomination paper.
- f) Where more than one nomination papers are signed by the proposer and/or seconder for the same candidate they shall be treated as one.
- g) Where the same proposer and/or seconder has nominated more than one candidate all such nominations shall be held to be invalid.
- h) A nomination paper which is incomplete or which does not comply with the requirements specified in the nomination paper shall be invalid and it shall be rejected.
- i) Each candidate shall be nominated by a separate nomination paper.
- j) Every nomination paper shall be submitted by the candidate in person or through a person authorized by him/her in writing to the Registrar so as to reach him not later than the time and the last date fixed for receiving nomination papers of candidate(s). The nomination paper shall be accompanied by the receipt of Rs.100/- (One Hundred Rupees only) issued by the designated office of the university **and the profile of the candidate in the form given in Appendix-F.**
- k) Nomination paper received by the Registrar later than the time on the last date fixed shall be rejected.
- l) The Registrar shall issue the receipt of nomination paper(s) mentioning the date and time.
- m) On the date and time appointed for scrutiny of nomination papers, a candidate his/her proposer and / or seconder may attend the office of the Registrar who shall allow them to inspect the nomination papers of all the candidates so received for the concerned Board of Studies.
- n) The Registrar or a person nominated by him shall scrutinize the nomination paper and shall decide all objections, if any, to the nomination papers. The Registrar shall reject either suo-motu or on such objections, any nomination paper which does not comply with the provisions of this Directions and attracts the provisions of the Act. While considering the rejection of nomination paper under the provision of section 64 of the Act, there shall be written proof duly

authenticated by the competent legal authority in that behalf. The decision of the Registrar shall be endorsed on the nomination paper.

- o) Immediately after the nomination papers for an election have been scrutinized and decision accepting or rejecting them has been recorded, the Registrar shall prepare a provisional list of validly nominated candidate(s) and publish it on the election portal of the university and on the designated notice board of his office.
- p) The candidate who is aggrieved by the decision of the Registrar, rejecting the nomination paper, may prepare an appeal to the Vice-Chancellor whose decision shall be final.
- q) Where an appeal against the decision of the Registrar rejecting nomination paper has been preferred successfully the Registrar shall publish the final list of the validly nominated candidates on the election portal and also on the designated notice board.
- r) Any candidate may withdraw his/her candidature by notice in writing signed by him/her in person or through person authorized by him/her in writing and shall deliver it to the Registrar in the proforma provided under **Appendix-C**, before the time and last date fixed for submitting the notice of withdrawal of the candidature.
- s) No person who has submitted a notice of withdrawal for his/her candidature shall be allowed to cancel the said notice of withdrawal.
- t) Immediately after the expiry of the time and date for withdrawal of the candidature, the Registrar shall publish name(s) of contesting candidate.
- u) If there is only one candidate in the list of the contesting candidates, such candidate shall be declared elected by the Registrar and Returning Officer or the person authorized by him.
- v) If there are more than one candidate in the list of the contesting candidates, voting shall take place in the manner prescribed under, the Maharashtra Public Universities (Procedure for conduct of elections to various authorities and bodies of the university) Uniform Statute 1 of 2017.
- w) The Secretary of the meeting shall request the members present in the meeting for nominating a person amongst themselves to work as a working Chairperson for the meeting and shall distribute voting papers in the form prescribed under **Appendix-D** to the members present in the meeting.
- x) The counting of votes shall be conducted by the Registrar and Returning Officer or a person authorized by him.

- y) Where two or more candidates secured equal number of votes, lots shall be drawn and the candidate(s) whose lot(s) are drawn be treated as eliminated from the poll.
- z) The result of the election shall be declared in the meeting by the Registrar and the Returning Officer or a person authorized by him.
- za) A voting paper shall be held to be invalid on the following grounds :
 - (i) the digit 1 standing alone, indicating a first preference, is not placed, **or**
 - (ii) the digit 1 standing alone, indicating a first preference, is placed opposite the names of more than one candidates; **or**
 - (iii) the digit 1 standing alone, indicating a first preference, and some other digits are placed opposite the name of the same candidate, **or**
 - (iv) the first preference or subsequent preference are indicated in words or roman numbers or in digits of any other language except English or Marathi; **or**
 - v) it cannot be determined for which candidate the first preference of the vote is recorded, **or**
 - vi) in an election by ballot any mark is placed by the voter by which he/she may afterwards be identified, **or**
 - vii) preference is indicated in any ink other than blue ink **or**
 - viii) there is any scratching, overwriting or alteration in the digits indicating the voter's preference.

Explanation:-

A valid voting paper with next preference given to more than one candidate shall become invalid for such immediately subsequent preference.

- 22. (i) Whenever co-option on Board of Studies are to be done either in terms of the provisions of section 40 or section 70 of the Act, the same shall be done by following the procedure mentioned below.
- (ii) After the election of Chairperson of the Board of Studies, as per para 21 above, the members of the Board of Studies shall make co-option of the persons specified in para 6 (c) above, if it is the first meeting of the Board.
- (iii) The proceedings for co-option shall be presided over by the Chairman elected by the members of the Board. Where, however, no Chairperson is elected or he/she is absent in the meeting, the proceedings shall be presided over by the member who has been nominated as working Chairperson of the Board for that meeting. If working Chairperson of the Board also is not available the Dean of the concerned faculty shall chair the proceedings. Therefore, if necessary, to ensure attendance of the Dean of the concerned faculty the meeting may be adjourned for some time. The Registrar and Returning Officer or his deputy and where the meeting of the Board is not the first meeting the head of the Academic Section (Deputy Registrar) shall give advance intimation to the concerned Deans of the faculty about the eventual necessity to chair the proceeding of the Board of Studies.

(iv) The Registrar and Returning Officer or his deputy, where the meeting is the first meeting of the Board and Secretary of the Board where the meeting is not the first meeting in which co-option on the Board are to be done shall inform to all the members of the Board the names of the persons, whose consent letters have been received in Appendix-E for being co-opted on the Board. The consent letter shall always be accompanied by profile of the person to be nominated on the Board, in the form prescribed by the Registrar of the university.

(v) Co-option on the Board of Studies shall be done by the consensus of members of the Board. Every effort shall be made by the members to arrive at the consensus.

(vi) Where, the members of the Board fail to arrive at the consensus for co-option of any person on the Board, and there are more than one person for consideration in any category, the co-option shall be done by following the below mentioned procedure.

The members of the Board shall write the name of the candidate, whom he/she supports for co-option on the Board of Studies, on a piece of paper (chit) supplied by the Registrar and Returning Officer or a person deputed by him/Secretary of the Board. The member shall then fold the chit, as per the instructions given by the Registrar and Returning Officer or his deputy/Secretary of the Board, and put the folded chit in a bowl provided for this purpose. When all the chits are deposited, in the bowl, by the members the Registrar and Returning Officer or his deputy/Secretary of the Board shall unfold the chits and note the choices of the members. The candidate who has been preferred by majority of the members shall be declared to have been co-opted on the Board of Studies. If any chit contains name of more than one candidate then that chit shall be ignored, being invalid, for ascertaining the choice of the majority of members of the Board of Studies. The Registrar and Returning Officer or his deputy/Secretary of the Board shall obtain signature of all the members, including Chairperson, whenever available, on the record of the opinion of the members expressed through chits and also minutes of the proceeding.

When two or more number of candidates have been preferred by equal number of members the Registrar and Returning Officer or his deputy/Secretary of the Board shall resort to the process of draw of lots. For this purpose chits, writing, the names of the candidates for co-option in a particular category, shall be prepared. The Registrar and Returning Officer or deputy/Secretary of the Board shall cause to pick up one of the chit by an independent person. The candidate whose name is picked up shall be declared to have been co-opted.

In the entire above mentioned process names of the candidates on the chit shall be written in English language in capital letters only and the Registrar and Returning Officer or his deputy/Secretary of the Board shall give instructions to all the members in this regard.

23. The Deputy Registrar (Academic) shall obtain the names of top rankers of the final year graduate and post-graduate examinations of previous year in the concerned subject or group of subjects from the Director, Board of Examinations & Evaluation of the University, for inviting them as invitee members on the Board of Studies in the subject or a group of subjects, for discussion on framing or revision of syllabus of that subject or a group of subjects for one year.
24. In case any difficulty arises in implementing the provisions of this Direction, the Vice-Chancellor's opinion shall be sought in writing who shall give the advice/decision in consultation with Dean(s) of the concerned faculty(ies), and the advice/decision of the Vice-Chancellor, rendered in writing, shall be final and binding on all the concerned parties.
25. Notwithstanding the lapse of Direction No. 3 of 2019 any action taken by the University in pursuance of the said Direction shall be valid and binding on all the concerned persons.

Nagpur.
Date :- 21 / 12 / 2022


(Dr. Subhash R. Chaudhari)
Vice-Chancellor



**Appendix – A****RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY, NAGPUR**

(Established by Government of Central Provinces Education Department by Notification No. 513 dated the 1st of August, 1923 & presently a State University governed by Maharashtra Public Universities Act, 2016) (Mah. Act No. VI of 2017)

(Refer para 21 (a) of Direction No. of 20)

**ELECTION OF THE CHAIRPERSON AT THE MEETING OF THE BOARD OF STUDIES.
SCHEDULE OF THE PROGRAMME**

(To be published on official website of the university, under "Election Portal" and on the designated notice board).

Sr.No.	Particulars	Day
1	2	3
1	Publication of the list of members of the Board of Studies (Electoral Roll).	Before the date of issuance of the notice of the election.
2	Notice of the election.	21 clear days before the date of the meeting.
3	Last date and time for receiving nomination papers.	10 th Day after the date of notice. Till 05-00 P.M
4	Scrutiny of nomination papers.	11 th Day
5	Publication of Provisional List of validly nominated candidates.	12 th Day
6	Submission of an appeal to the Vice-Chancellor against the scrutiny of Nomination papers.	13 th Day Till 05:00 P. M.
7	Decision of the Vice-Chancellor on the appeal(s)	16 th Day
8	Publication of final list, validly nominated candidates	17 th Day
9	Last date for withdrawal of nomination for the candidature.	18 th Day
10	Declaration of the name(s) of contesting candidate(s).	19 th Day
11	Date of election.	23 rd Day
12	Counting of votes and declaration of result.	23 rd Day

Note :1. Days mentioned in Column No.3 of the Schedule are inclusive of all holidays and Sundays.



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(Refer paras 21(d) of Direction No. of 20) NOMINATION PAPER

Election of the Chairperson of the Board of Studies in _____
(Name of the subject)
in the faculty of _____
(Name of the Faculty)
from amongst the members of the Board of Studies in _____
(Name of the subject)
in the faculty of _____
(Name of the Faculty)

I nominate as a candidate for the above election

Name of the Candidate: _____

His/Her Postal Address : _____

His/Her name is entered at Sr. No. _____ in the electoral roll of the above mentioned constituency.

My name is _____ and it is entered at Sr. No. _____ in the said electoral roll.

Date:

(Signature of the Proposer)

I second the above proposal.

My name is _____ and it is entered at Sr. No. _____ in the said electoral roll.

Date :

(Signature of the Seconder)

(Declaration by the Candidate for the post of Chairperson of the Board of Studies.)

I declare that I fulfill all the qualifications which are prescribed for the post of Chairperson, Board of Studies, under para 6(b) of the Direction No. of 20 and that I am not disqualified by the provisions of section 64 and 65 of the Maharashtra Public Universities Act, 2016.

Date :

(Signature of the Candidate)

Note: The nomination paper shall be accompanied by profile of the candidate, in the form prescribed by the University, alongwith the supporting documents.



Appendix –C

RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY, NAGPUR

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(Refer para 21 (d) and 21 (r) of Direction No. of 20)

NOTICE OF WITHDRAWAL OF CANDIDATURE

To,

The Registrar and Returning Officer,
Rashtrasant Tukadoji Maharaj Nagpur University,
Nagpur.

Subject :- Notice for Withdrawal of Candidature for the election to the post of
Chairperson of the Board of Studies in _____

(Name of the subject)

in the faculty of _____
(Name of the faculty)

Sir,

I, _____, member of the above
(Name as per the electoral roll)

mentioned Board of Studies and a candidate at the election of the chairperson of the
Board of studies in _____

(Name of the Subject)

in the faculty of _____,
(Name of the Faculty)

do hereby give notice that I withdraw my candidature from contesting the election of the
Chairperson of the said Board of Studies.

Date :

(Signature of the Candidate)



Appendix – D

RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY, NAGPUR

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**(Refer para 21 (w) of Direction No. of 20)
Voting Paper**

Election of the Chairperson of the Board of Studies in * _____ in the
faculty of ** _____ in the
under provision of section 40 (2)(d) (i) of the Maharashtra Public Universities Act, 2016.

Note : An elector in recording his vote, -----

- shall place all preferences on his voting paper in **Blue ink** only;
- shall place on his voting paper the **digit 1** opposite the name of the candidate for whom he votes in the column of "order of preference";
- may in addition indicate the order of his choice or preference for as many the **digit 2,3,4** and so on, in consecutive numerical order;
- shall place all preferences on his voting paper either in **English or in Marathi**;
- shall not indicate the preference/s in **words or in roman numbers**.

Sr. No.	Name of Candidate	Order of Preference
1	2	3
01		
02		
03		
04		
05		

(Sd/-)
Registrar & Returning officer

* Here computerize the name of the 'subject' of the Board of studies.

** Here computerize the name of the 'faculty in the university' comprising of the said Board of Studies.



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ASSENT FOR CO-OPTION ON THE BOARD OF STUDIES

(See para 22 (iv) of Direction No. of 20)

Proforma for granting assent by the candidate for the proposal of Co-option on the Board of Studies in _____ in the faculty of _____.

I, Shri./Shrimati/Ku. _____, hereby declare to grant assent for the proposal of my candidature for Co-option under the following category(ies).*

1. _____
2. _____
3. _____
4. _____
5. _____

I further declare that I am not attracted by the provision of section 64 of the Maharashtra Public Universities Act, 2016.

(Name
Date : / /20____

(_____
(Signature and Name of the Proposed Candidate)

* Refer to section 40 (2) (d) (ii) and (iii) of the Act.

Note: The consent letter shall be accompanied by profile of the candidate, in the form prescribed by Registrar of the university, alongwith the supporting documents.



RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY, NAGPUR

(Established by Government of Central Provinces Education Department by Notification No. 513 dated the 1st of August, 1923 & presently a State University governed by Maharashtra Public Universities Act, 2016) (Mah. Act No. VI of 2017)

INFORMATION IN RESPECT OF ELIGIBILITY CONDITIONS FOR BEING ELECTED AS A
CHAIRPERSON OF THE BOARD OF STUDIES UNDER SECTION 40(2)(c) OF THE
MAHARASHTRA PUBLIC UNIFERSITIES ACT, 2016.
(TO BE SUBMITTED BY THE CANDIDATE ALONGWITH THE NOMINATION PAPER)
(See para 21 (j) of Direction No. of 20)

1. Full Name of he Candidate:
(Block letters) (As appears in the Electoral Roll)
2. e-mail address: Mobile No.:
3. Name of the Department/College/Institution:
4. e-mail address of the College: Phone No. of the College:
5. Educational Qualifications:
6. Details of electoral roll in which the name of the candidate appears:

Sr.No	Faculty		Board of Studies		Subject Code
	Code	Name of Faculty	Code	Name of BOS	

7. *Date of appointment Department/College/Institution:

8. *Total teaching experience as an approved full time teacher as on date:

Name of the Department/College/Institution	Designation	From	To	Total teaching experience

9. *Date of award of Ph.D. Degree or notification for award of Ph.D. Degree, (where degree has not been received):
10. Details of recognition as Post-graduate teacher:
11. Total teaching experience as a post-graduate teacher:
12. Details of successful guidance to the students awarded with Ph.D. Degree
.....
.....

(P.T.O.)

13. Details of the publication of text books/reference books/research papers in peer reviewed journals:
14. *Total experience of University examination related work and its details:
15. Details of deposit of the prescribed nomination fee of Rs.100/-(One Hundred Rupees only) in University Account:

Receipt No.	Date

DECLARATION

I, hereby, declare that I am not disqualified for being a member of any authority of the University under the provisions of sections 64 and 65 of the Maharashtra Public Universities Act, 2016. Further, I, declare that all information submitted in this profile and in its accompaniments is true, complete and correct to the best of my knowledge and belief. I accept that in the event of any information is found to be false, incomplete or incorrect, I shall be solely responsible for the same.

Place:

Date:

(Signature of the Candidate)

Note: *Following compulsory documents are to be submitted along with this proforma:

- (1) Self attested or attested copy of teaching experience certificate from the Principal/Head of the Department/Institution along with self attested or attested copy of university approval letter and appointment order as the teacher.
- (2) Self attested or attested copy of candidate's Ph.D. Degree/Notification and Ph.D. Degree/Notification of his/her students.
- (3) Self attested or attested copy of experience certificate regarding University examination related work undertaken, issued by Director of Board of Examination and Evaluation of the University.
- (4) Self attested or attested copy of recognition as post-graduate teacher.
- (5) Self attested or attested copy of teaching experience as post-graduate teacher.
- (6) Self attested or attested copy of front page of the published book/research paper and journal.
- (7) Receipt of payment of nomination fee.

