

**G.H. RAISONI COLLEGE OF ENGINEERING**  
(An Autonomous Institute under UGC Act 1956 &  
Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur)  
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**STATUTE NO. – 01 of 2014**  
**“GRADUATION DAY CEREMONY”**

Whereas the College has been covered under Autonomous Status by University Grants Commission (UGC) vide Letter No. F.22-1/2010(AC) dated 25/5/2010, Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur Notification No.BCUD/2010/1687 dated 4/6/2010, State Government vide its Letter No. Mantralaya 2010/(96)/10/TE-6 Higher & Technical Education Department dated 3/6/2012 and whereas students undertake various higher courses and seek official note of passing certificate and whereas Board of Governance and Academic Council have considered it as desirable to accept this suggestion that Academic Council hereby pleased to make the following statute:

1. This statute may be called the **“Statute No.1 of 2014 for Graduation Ceremony”**.

**Definitions:**

**Board of Governance (BoG)** means Board of Governance of G.H. Raisoni College of Engineering, Nagpur.

**Chairman** means Chairman of Board of Governance of G.H. Raisoni College of Engineering, Nagpur.

**Secretary** means secretary of the sponsoring society

**Vice Chancellor (VC)** means Vice Chancellor of Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur.

**Pro Vice Chancellor (Pro VC)** means Pro Vice Chancellor of Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur.

**Chief Guest** means eminent personality from Industry / Academics / R & D called for function as a Chief Guest.

**Guest of Honour** means eminent personality from Industry / Academics / R & D called for function as a Guest of Honour.

**Deans** means Deans of relevant faculties of Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur.

**Director** means Director of G.H. Raisoni College of Engineering, Nagpur.

**Deputy Directors** means Deputy Directors of G.H. Raisoni College of Engineering, Nagpur.

**Dean, Academics** means Dean, Academics of G.H. Raisoni College of Engineering, Nagpur.

**Dean, R & D** means Dean, R & D of G.H. Raisoni College of Engineering, Nagpur.

**Dean, Post Graduate Studies** means Dean of Post Graduate Studies of G.H. Raisoni College of Engineering, Nagpur.

**Dean, III** means Dean, Industry and Institute interactions

**Dean, Students** means Dean, student's activities and counseling

**Members of Board of Governance** means Members of Board of Governance of G.H. Raisoni College of Engineering, Nagpur.

**Academic Council (AC)** means Academic Council of G.H. Raisoni College of Engineering, Nagpur.

**Controller of Examinations (CoE)** means Controller of Examinations of G.H. Raisoni College of Engineering, Nagpur.

**Heads of Departments (HoD)** means Heads of Departments of G.H. Raisoni College of Engineering, Nagpur.

2. Purpose

The purpose of this statute is to set out the details for Graduation Ceremony requirement for G.H.Raisoni College of Engineering, Nagpur, (An Autonomous Institution under UGC Act 1956 and affiliated to Rashtrasant Tukadoji Maharaj Nagpur University.)

3. This statute shall apply to all the students of G.H.Raisoni College of Engineering, Nagpur (An Autonomous Institution under UGC Act 1956 and affiliated to Rashtrasant Tukadoji Maharaj Nagpur University.)
4. The BoG may approve the date of Graduation Ceremony in the last week of June preferably on 30<sup>th</sup> June under intimation to Hon'ble Vice Chancellor.
5. The Controller of Examinations shall notify the date of the "Graduation Ceremony" to the members of the "BoG", "Academic Council", Students and shall issue appropriate Press Release and on website and also through e-mail to all concerning.
6. The notification as specified in paragraph 6 above shall be of not less than three weeks provided that the BoG may, by resolution reduce the period of notification.
7. The BOG shall have the powers of approving the procedure to be followed at the Graduation Ceremony and a copy of programme specifying such procedure shall be sent by the Controller of Examinations along with notification.
- 8a. The costume to be worn by the Chairman-BoG, Hon'ble Vice Chancellor, Hon'ble Pro-Vice Chancellor, Deans of relevant faculties of affiliating university, Chief Guest, Guest of Honour, Secretary, Director, Deputy Directors, Dean Academics, Dean R & D, Dean Post Graduate Studies, Dean III, Dean SAC, Members of Board of Governance, Controller of Examinations, Heads of Departments and the graduands eligible to attend the ceremony shall be such as the BoG may decide from time to time.
- 8b. Every graduands shall pay such fees, which will be prescribed time to time.
9. The passing certificate and Medals shall, be conferred by the Chief Guest/Hon'ble Vice Chancellor of Rashtrasant Tukadoji Maharaj Nagpur University/Authorities of the University, if present at the ceremony
10. The award of the passing certificate and medals at the Graduation Day Ceremony shall be made in such manner as may be determined by the BoG from time to time.
11. The parchment of the passing certificate shall be signed by the Director and Controller of Examinations of G.H. Raisoni College of Engineering, Nagpur.
12. Only eligible candidates for the award of passing certificates/Awards/Medals/prizes and such other distinction as may be specified by the BoG from time to time and approved by Academic Council shall be invited to attend the ceremony in person.
13. Graduates will be issued with only one original passing certificate parchment course wise. In the event of this original parchment being lost, damage or stolen, application can be made to the Director of G.H. Raisoni College of Engineering, Nagpur for the duplicate passing certificate with a copy of FIR and affidavit with appropriate fee.
14. At Graduation Ceremony and on such other ceremonial occasions, the appropriate Dress Code shall be followed by all graduands.

**References:**

1. Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur Statute-62 (under Section 82 of the Act of 1974) "CONVOCATION STATUTE".
2. Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur Ordinance No.16 Academical Costumes.

**Annexure: Form of Procedure for Graduation Day Ceromany at GH Raisoni College of Engineering Nagpur**

**STATUTE NO. 2 OF 2014**

**STATUTE TO PROVIDE FOR THE PROCEDURE TO BE**

**FOLLOWED AT THE MEETING OF THE BOARD OF STUDIES**

1. This Statute may be called, “statute providing for the procedure to be followed at the meeting(s) of the Board of Studies” of G. H. Raison College of Engineering Nagpur, an Autonomous institute under U.G.C. act 1956 and affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur.
2. This Statute shall come into force with effect from the date of its approval by the Governing Body of G. H. Raison College of Engineering, Nagpur.
3. In this Statute, unless the context otherwise requires:-
  - i) “Institute” means G. H. Raison College of Engineering Nagpur, an autonomous institute under U.G.C. act 1956 and affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur.
  - ii) “Governing Body” (i.e. Board of Governance/ Board of Management) means the “Governing Body” (i.e. Board of Governance/ Board of Management) of the Institute.
  - iii) “Academic Council” (i.e. Academic Board) means the Academic Council (i.e. Academic Board) of the Institute.
  - iv) “Board of Studies” (i.e. Subject Board) means the Board of Studies (i.e. Subject Board) for a subject or a group of subjects of the Institute.
  - v) “Director” means the Director of the Institute.
  - vi) “Dean, Academics” means the Dean, Academic of the Institute.
  - vii) “Chairman, Board of Studies” means the Chairman Board of studies (i.e. Head of the Department of concerning Board) of the Institute.
4. (a) The Director of the institute shall draw the schedule for meeting of the Board of Studies for different departments. The meeting may be scheduled as and when necessary, **but at least once in a year.**  
  
(b) The meeting of the Board of Studies shall be convened by the Dean, Academics in the beginning of the academic session every year and it shall be the Annual Meeting of the Board.  
  
(c) If any particular matter(s) is required to be dealt with by the Board of Studies belonging either to the same Board or Different Boards as the case may be, the Dean, Academics shall convene a joint meeting of the concerned Boards of Studies.

(d) The Chairman of the Board of Studies shall have the power to convene an Emergent Meeting of his/her Board, if required, with the prior permission of the Director.

5. At every meeting if it is part of the business to be transacted, it shall be taken in the following order, unless the meeting, by special vote, otherwise determines:-

- (i) Working Chairman, if required.
- (ii) Confirmation of minutes
- (iii) Co-option of members if any on the Board of Studies.
- (iv) Consideration of the changes in the syllabi, keeping in view the objectives of the Autonomy and the requirements of the region and the State and recommend to the Academic Council of the Institute for consideration.
- (v) To recommend the names of suitable persons in the panels for appointments of paper setters, examiners and moderators to the Examination Committee for appointment of examiners and paper-setters.
- (vi) To recommend the names of persons suitable for appointments of referees for evaluation of thesis and dissertation and for conduct of viva-voce examination.
- (vii) To recommend books, including text books supplementary reading reference books, and other material for such courses of study.
- (viii) Consideration of previous reports regarding the conduct of examination by the examiners in the subject or group of subjects and appointment of examiners at the preceding examination.
- (ix) To suggest methodology for innovative teaching and evaluation techniques.
- (x) To coordinate research, extension and other academic activities.
- (xi) Consideration of proposal of new courses to start and recommend to the Academic Council of the Institute for its consideration.
- (xii) Consideration of the report(s) of the Sub-Committee(s), appointed by the Board.
- (xiii) Any business and motion(s)/regulation(s) moved by the members.
- (xiv) Consideration of any matter(s) referred to it by any authority(s) Body(s) as prescribed.
- (xv) Consideration of any other matter required to be dealt with by the Board of Studies.

6. The Chairman of the Board of Studies of concerning board shall preside over every meeting of the Board of Studies.

Provided that if the Chairman of board of Studies is absent, the member present shall elect the Chairman form amongst themselves. The Chairman so elected, shall be limited to that meeting.

Provided further that in case of a joint meeting of the Boards of Studies, the members

present in the meeting, shall elect one of the Chairman of the Boards of Studies present in the meeting as the Chairman for that meeting.

7. The Chairman of the Board of Studies shall faithfully record and draw the minutes of the proceedings of the Board of Studies as soon as the meeting is concluded duly signed by the Chairman and other members of the concerning Board of Studies. All proceedings of the Board of Studies meeting shall be **confidential** and the Chairman and the members present at the meeting shall maintain its confidentiality. The Chairman shall also ensure the further proper action to be taken on every resolution of the Board of Studies and discharge such other functions and duties as are required to be performed.

In order to ensure the proper reporting, the chairman of the concerning Board of Studies may adopt suitable administrative measure such as maintaining the register of the agenda items, the resolutions, thereon and the nature of the action taken.

8. The \*term of the nominated members shall be of two years.
9. Two Third members of the concerning Board of studies shall constitute the quorum. In case if meeting is adjourned for want of quorum, no quorum shall be required for such meeting.
10. A minimum of Fifteen days notice of the date, time and venue of the meeting shall be given by the Dean, Academics or by the Chairman of concerning Board of Studies. Provided that in the case of an Emergent Meeting such previous meeting notice shall be given as the circumstances in each case may permit.

(\*As per direction 4/1999:- (The tenure of the members other than that of ex-officio members and the two students member shall be of three years and that of two students member nominated by the Director of the college shall be one academic year).

11. Proposition(s) /Resolution(s) to be laid before the Annual Meeting for its consideration by any member(s) must be received in the office of the Dean, Academic ten clear days before the date of the meeting.
12. The Agenda paper(s) along with all relevant enclosure(s) shall be sent atleast seven clear days before the date of the meeting other than an Emergent Meeting.  
Provided that in case of an Emergent Meeting, Agenda paper(s) and relevant enclosure(s) shall be dispatched to each member alongwith the notice of an Emergent meeting.
13. (a) All actions of authority done and all questions arising before the meeting shall be decided by the majority of the members present and voting thereon at the meeting.  
(b) The Chairman shall have a vote and a casting vote.
14. The meeting may be adjourned to any day and time in order to complete unfinished business/agenda. Notice of such adjoined meeting shall be sent only to the absent members.
15. The recommendations made by the Board of Studies regarding the changes in syllabi to be implemented prospectively in a phasic fashion and shall be recommended exclusively at the Annual

meeting.

16. All proceedings of the Boards of Studies except such as are printed in its minutes, shall be confidential pending, its notification by the Institute.
17. Copies of the minutes shall be circulated to all the members, within a month from the date of the meeting.
18. The COE office shall make arrangement for the secretarial assistance required during the meeting including nominating a person as a Secretary for the meeting.

**STATUTE NO. 3 OF 2014**

**STATUTE TO PROVIDE FOR THE PROCEDURE TO BE FOLLOWED AT THE**

**MEETING OF THE ACADEMIC COUNCIL**

1. This Statute may be called “Statute providing for the procedure to be followed at the meeting(s) of the Academic Council” of G. H. Raisoni College of Engineering Nagpur, an Autonomous institute under U.G.C. act 1956 and affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur.
2. This Statute shall come into force with effect from the date of its approval by the Governing Body of G. H. Raisoni College of Engineering, Nagpur.
3. In this Statute, unless the context otherwise requires:-
  - i) “Institute” means G. H. Raisoni College of Engineering Nagpur, an autonomous institute under U.G.C. act 1956 and affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur.
  - ii) “Governing Body” (i.e. Board of Governance/ Board of Management) means the “Governing Body” (i.e. Board of Governance/ Board of Management) of the Institute.
  - iii) “Academic Council” (i.e. Academic Board) means the Academic Council (i.e. Academic Board) of the Institute.
  - iv) “Chairman, Academic Council” means the chairman (i.e. Director, Ex-officio, chairman) of Academic council of the Institute.
  - v) “Member Secretary” means the member secretary (i.e. Dean, Academics- Ex officio ) of the Institute.
  - vi) “Director” means the Director of the Institute.
  - vii) “Authority” means an authority of the Institute.
  - viii) “Regular Meeting” means regularly convened meeting under the directions from the Chairman of the Academic Council.
  - ix) “Emergent Meeting” means an Emergent Meeting convened under the directions from the Chairman, for consideration of such matter(s) as have been construed emergent by giving such previous notice as the circumstances in each case may permit.
4. (a) The meeting of the Academic Council shall be convened under the orders and on the date(s) as determined by the Chairman of the Academic Council.  
Provided that the Chairman may convene an Emergent meeting of the Academic Council to Consider any matter(s) within its purview.

Provided that in case of an Emergent Meeting such previous notice shall be given as circumstances in each case may permit.

The Dean, Academics shall act as the Member Secretary of the Academic Council. The Secretary of the Academic Council of the Institute shall issue a notice with agenda of meeting.

i) The Agenda paper(s) alongwith all relevant enclosure(s) shall be sent to each member ten days before the meeting other than an Emergent Meeting.

ii) In case of an Emergent meeting agenda paper(s) and relevant enclosure(s) shall be sent to each member alongwith the notice of the Emergent meeting.

iii) No business shall be transacted at a meeting other than that specified in the Agenda.

iv) Vote of thanks, messages of congratulations/condolences/addresses and other matters of like nature may be moved from the Chair or by a member with the permission of the chair without previous notice.

Provided that any business, not specified in the Agenda of the Regular Meeting may be brought forward by any member with the permission of the Chair and the majority of members present at the meeting.

In case of any emergency, the item may be taken up for consideration with the approval of the Chairman, even if the item is not included in the agenda.

(b) The Chairman shall convene a meeting of the Academic Council at least **\*once** in a year.

(As per direction 4/1999, There shall be not less than two meetings of the Academic Council in academic year)

(c) Academic Council meeting(s) shall be held before the meetings of the Governing Body of the Institute.

5.

- Agenda of the regular meeting convened shall be subject to provisions of direction 4 of 1999 and Xi plan guidelines of ugc be settled by the Chairman and his/her decision in respect of inclusion of any matter in the agenda of the meeting shall be final
- Wherein an emergent meeting is convened by the dean academics, the agenda shall be settled by the Chairman and his/her decision shall be final

6. The Chairman of the Academic Council shall preside over every meeting of the Academic Council.

- If he is absent then Members present shall elect chairman amongst them but that will be limited to same meeting.
- The chairman may temporarily vacate the Chair if he/she so desires during the meeting. The chairman shall nominate member present to be the chairman during his/her absence as working chairman.

7. The Academic Council may refer any of subjects within its purview to the relevant Committee/ Body of the College. The report of such committee / Body shall be considered by the Academic Council.



8. **(A)** At every meeting if it is a part of the business to be transacted, it shall be taken in the following order:-
- i) The election of the chairman/ working Chairman if required.
  - ii) Confirmation of the Minutes of the previous meeting(s) including adjourned if any counter sign by the Chairman.
  - iii) Action taken report on the minutes of the previous meeting.
  - iv) Deferred and postponed items of the previous meeting(s), if any
  - v) Nomination by the Academic Council on any Authority/ Body/ Committee of the Institute as per the provisions.

\*(As per direction 4/1999:- The tenure of the **nominated members** other than that of **one student member** shall be of **three years** and that of a **student member** nominated by the Director of the college shall be of **one academic year**)

- vii) Consideration of proposals for making and amending ordinance(s) on the issue(s) related to all academic matter(s) concerning the maintenance of standard of teaching and examination and to recommend them to the Governing Body.
- viii) To consider and give opinion on a draft Statute pertains to academic matters referred to it by the Governing Body.
- ix) Consideration of proposals for making and amending the rules & regulations, if any.
- x) To recommended the management council a panel of not less than 4 names of experts not connected with the Institute from different discipline
- xi) Consider and recommend the proposal to start new programmes of studies to the Governing Body.
- xii) Appoint Committees to review the utility and practicability of existing courses of studies and desirability or necessity or reviewing or modifying them in the light of new knowledge and changing social requirements.
- xiii) Consideration of remaining item(s) if any.
- xiv) Consideration of the recommendations if any.
- xv) Consideration of the Report(s) of the Committee(S) appointed by the Academic Council, if any.
- xvi) Consideration of the resolution(s) moved by the member(s) of the Academic Council with a due notice.
- xvii) Consideration of any matter referred to it by any Authority(s) /Body(s) / Committee(s) /various subject boards of the Institute.

- xviii) Consideration of any other matter required to be dealt with by the Academic Council under rule(s) and regulations.
- xix) Recommend the proposal to fix the tuitions fees and other charges payable by the students for consideration of the Governing Body.
- xx) Consider the measures for improving the quality of teaching, frame rules for conduct of examinations, rules of students evaluation and develop student advisory programmes.
- xxi) To make rules for sports, extra-curricular activities, for proper maintenance and functioning of the building, libraries, laboratories, play-grounds and hostels etc.
- xxii) To recommend the report on the working of the Institute and proposals for academic programmes for consideration of the Governing Body.
- xxiii) To recommend to the Governing Body, proposals for institution of scholarships, studentships, fellowships, prizes and medals including framed rules for the award of the same.
- xxiv) To recommend the reports of the internal and external Review Committee of the Institute for consideration of the Governing Body.
- xxv) Consideration of the items/minutes/reports recommended by various committees, and any other matter referred to the Academic Council by any Authority(s) / Body(s) / Committee(s) of the Institute and the reports of the Committee(s), if any, appointed by the Academic Council.
- xxvi) Consideration of such other functions and such other duties as may be necessary and as may be assigned by the Governing Body pertaining to the academic programmes and development and any other matter required to be dealt with by the Academic Council.
- xxvii) Consideration of the report along with the findings submitted by deans/ BOS chairman /committees regarding any malpractices related any academic program concerning his/her faculty
- xxviii) Consideration of the proposals submitted by chairman subject board/faculties for award of fellowship/scholarship and other distinctions concerning his/her faculty.

**(B)** Resolution(s) to be laid before the meeting for its consideration by any member(s) must be received in the office of the Dean, Academic, fifteen days before the date of regular meeting.

9. A meeting may be adjourned to any date and time in order to complete unfinished business/agenda. Notice of such adjourned meeting shall be sent to the only absent members
10. i) All actions of authority done and all question arising before the meeting shall be decided by the majority of the members present and voting thereon at the meeting.  
ii) The Chairman shall have a vote and a casting vote.
11. The decision of the Academic Council shall be recorded in the resolution form. The minutes of the meeting shall be circulated to the members of the Academic Council along with the agenda of the succeeding meeting.

12. The Secretary of the Academic Council shall issue notice(s) of the meeting(s), record and draw faithfully the minutes of the proceedings of the Academic Council as soon as the meeting is concluded and submit the same to the Chairman of the said meeting for approval and signature. The Secretary shall ensure the further proper action to be taken on every resolution of the Academic Council and discharge such other functions and duties as are required to be performed.

In order to ensure the proper reporting, the Secretary may adopt suitable administrative measure such as maintaining the register of the items, the resolutions thereon and the nature of action taken.

13. The \*term of the **nominated members** shall be of **two years**.

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

(b) A meeting may be adjourned to any day in order to complete unfinished business/agenda. Notice of such Adjourned meeting shall be sent to all the members.

**STATUTE NO. 4 OF 2014**

**STATUTE TO PROVIDE FOR THE PROCEDURE TO BE**

**FOLLOWED AT THE MEETING OF "GOVERNING BODY" (i.e. BOARD OF GOVERNANCE) as per**

**Direction 4 of 1999 of RTMNU and XI plan guidelines of UGC**

1. This Statute may be called "Statute providing for the procedure to be followed at the meeting(s) of the "Governing Body" (i.e. Board of Governance) of G. H. Raisoni College of Engineering Nagpur, an Autonomous institute and affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur.
2. This Statute shall come into force with effect from the date of its approval by the Governing Body of G. H. Raisoni College of Engineering, Nagpur.
3. In this Statute, unless the context otherwise requires:-
  - i) "Institute" means G. H. Raisoni College of Engineering Nagpur, an autonomous institute under U.G.C. act 1956 and affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur.
  - ii) "Governing Body" (i.e. Board of Governance/ Board of Management) means the "Governing Body" (i.e. Board of Governance/ Board of Management) of the Institute.
  - iii) "Academic Council" (i.e. Academic Board) means the Academic Council (i.e. Academic Board) of the Institute.
  - iv) "Finance Committee" (i.e. Finance Board) means the Finance Committee (i.e. Finance Board) of the Institute.
  - v) "Chairman" means the Chairman of the Governing Body (i.e. Board of Governance) of the Institute.
  - vi) "Member Secretary" means the Member Secretary (i.e. Director) of the Governing Body
  - vii) "Director" means the Director of the Institute.
  - viii) "Controller of Examination" means a person appointed as a controller of examination of the Institute.
  - ix) "Regular Meeting" means regularly convened meeting by the Secretary under the directions from the Chairman of the Governing Body.
  - x) "Emergent Meeting" means an Emergent Meeting convened by the Secretary under

the directions from the chairman for consideration of such matters as have been construed emergent by giving such previous notice as the circumstances in each case may permit.

4. (a) The meeting of the Governing Body shall be convened under the orders and on the date(s) as determined by the Chairman.

The Secretary of the Governing Body of the institute shall issue a notice of meeting at least fifteen days before the date of meeting. The Secretary shall issue an agenda of the meeting of the members at least seven clear days prior to the date of the meeting.

Provided, however, in case of emergency meeting the period of notice of agenda shall be waived.

Provided further that in case of any emergency, the item may be taken up for consideration with the approval of the Chairman, even if the item is not included in the agenda.

(b) There shall be not less than \*two meetings of the Governing Body in academic year.

(c) Governing Body meeting(s) shall be followed the meetings of Academic Council of the Institute.

(d) In the month of August the Governing Body shall pass the budget of the autonomous fund including the autonomy grant received from U.G.C.

5. No business shall be transacted at a meeting other than that specified in the Agenda.

Provided that only at the Regular Meeting any business, not specified in the Agenda may be brought forwarded by any member with the permission of the chair and majority of members present at the meeting.

6. The Chairman shall preside over every meeting of the Governing Body.

If the chairman is absent the member shall elect chairman amongst themselves limited to that meeting only.

The chairman may temporarily vacate the Chair if he so desires during the meeting. The chairman shall nominate member present to be the chairman during his absence as working chairman.

7. The Governing Body may refer any of subjects within its purview to the relevant Committee/ Body of the College. The report of such committee / Body shall be considered by the Governing Body.

8. At every meeting if it is a part of the business to be transacted, it shall be taken in the following order.

- i) The election of the chairman/ working Chairman if required.
- ii) Confirmation of the Minutes of the previous meeting(s) including adjourned also counter sign by the Chairman.
- iii) Action taken report on the minutes of the previous meeting including adjourned.
- iv) Deferred and postponed items of the previous meeting(s), if any.
- v) Nomination by the Governing Body on any Authority/ Body/ Committee of the Institute as per the provisions.
- vi) Consideration of the Financial Estimate / Balance sheet / Annual Accounts /

audited statement / Annual reports etc. and other items recommended by the Finance committee.

- vii) Consideration of the report recommended by the grievance
- viii) Consideration of proposal for making / amendments / revising statutes / ordinance / regulations committee.
- ix) Consideration of proposal to fix the tuitions fees and other charges payable by the students on the recommendations of the Finance Committee and Academic council.
- x) Consideration of the items including the proposals for to institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council.
- xi) Consideration of the items to approve institution of new programmes of study leading to degrees and or diplomas.
- xii) To make, amend and repeal rules and regulations pertaining to its internal functioning of Governing Body.
- xiii) Consideration of reports of the internal and external Review Committee of the college on the recommendations of the Academic Council.
- xiv) To assess the feasibility and approve the proposals recommend by the Academic Council for academic programmes.
- xv) Consideration of the items/minutes/reports recommended by various committees, and any other matter referred to the Governing Body by any Authority(s) / Body(s) / Committee(s) of the college.
- xvi) Consideration of the reports of the Committee(s), if any, appointed by the Governing Body.
- xvii) Consideration of resolution(S) moved by the Member(s) of the Governing Body and any other matter required to be dealt with by the Governing Body.
- xviii) Consideration of any other matter required to be dealt with by the Governing body under the directions/guidelines/statue/ordinance /regulations/rules.

9. The agenda of the Governing Body along with its enclosure and the minutes of the meeting of the Governing Body shall be treated as Confidential document and shall not be open for persons other than members of the Governing Body.

Provided that, a member of the Governing Body shall not disclose any item on the agenda or any part thereof or the enclosure(s) to any person or the communication media.

10. 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 member(s) for being so recorded. The minutes of the meeting shall be circulated to the members of the Governing Body along with the agenda of the succeeding meeting.

11. The Secretary shall draw the minutes of the proceedings of the Governing Body as soon as the meeting is concluded and submit the same to the Chairman of the said meeting for his approval and signature. On approval of the minutes by the chairman, the Secretary may proceed with implementation of the said resolutions. The action taken on the resolution be reported to the Governing Body in its subsequent meeting(s).
12. The Secretary (i.e. Director) shall ensure that the action taken on every resolution of the Governing Body is duly reported to the Governing Body as soon as the action thereon is completed.  
In order to ensure the proper reporting, the Director may adopt suitable administrative measure such as maintaining the register of the items, the resolutions, thereon and the nature of action taken.
13. The members of the Governing Body shall be under legal obligation to safeguard the interest of the institute and honour the resolutions and shall not take a different stand either in the court of law or otherwise contrary to the decision of Governing Body.
14. The \*term of the members shall be of two years except for the U.G.C. nominee whose term will be a full six years.
15. (a) Two third members shall constitute the quorum. In case if meeting is adjourned for want of quorum, no quorum shall be required for such meeting.  
(b) A meeting may be adjourned to any day in order to complete unfinished business/agenda. Notice of such Adjourned meeting shall be sent to all the members.

\*(\*As per direction 4/1999:- The \*term of the members other than ex-officio members shall be of two years and the same person(s) shall be eligible for re-nomination for another term).

the majority of the members present and voting thereon at the meeting.

ii) The Chairman shall have a vote and a casting vote.