

SANT GADGE BABA  AMRAVATI UNIVERSITY

**Election : Time limit**

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No.SGBAU/1/121/A-1009/2012  
Date :31st May, 2012

To,  
The Principals of all  
Colleges affiliated to  
Sant Gadge Baba Amravati University.

**Subject : Quinquennial elections of Six Heads of Departments in Colleges to Boards of Studies as provided u/s 37(2)(b) of the Maharashtra Universities Act, 1994 read with Direction No.4/2011, dt.25.1.2011.**

Ref'nce : Notification No.64/2012, dt.31/5/2012 (Election Programme)

Sir/Madam,

1) I am to inform you that the quinquennial elections of **Six Heads of Departments in Colleges** elected by the Heads of the Departments from amongst themselves, in the light of provision made under clause (b) of Sub-section (2) of Section 37 of the Maharashtra Universities Act, 1994 alongwith following eligibility conditions specified in respect of Six Heads of Departments in Colleges vide Direction No.4/2011, dt.25.1.2011, to the Boards of Studies comprised in different Faculties in the University, are scheduled to be held on **Sunday, the 23rd September, 2012.**

Section 37(2)(b)  
Head of Department  
in Colleges (Six)

Elected by - Heads of the Departments from amongst themselves-  
1. Shall be an approved teacher having not less than 10 years teaching experience.  
2. Minimum 3 years experience as HOD.  
3. Shall posses Ph.D. Degree.  
4. Having worked for at least 5 times as Chairman/Paper Setter/ Moderator/Exam.Co-ordinator/ Examiner at University level appointed by University.

2) **“Programme of elections”** to the Boards of Studies as provided under Original Statute-44 is fixed and notified vide Notification No.64/2012 dated 31/5/2012 and published in Sant Gadge Baba Amravati University Gazette-2012-PART TWO-119 which is annexed herewith as **‘Annexure-A’**. **(Page No.G-5271)**

3) The **Original Statute-23** in respect of **‘Boards of Studies’** read with **Direction No.27/2007**, dated 24.5.2007 enumerates Boards of Studies comprised in each faculty in the University.

4) The terms **“Head of Department”, “College”, and “Department”** are defined under para 3 of **Statute No.11 of 2000** in respect of **‘Six Heads of Departments in Colleges on Board of Studies’**.

5) Copies of **Original Statute-23, Statute No.11 of 2000, Direction No.27/2007 and Direction No.4/2011** are annexed herewith as **‘Annexures-B, C, D, and E’ respectively. (Vide Page Nos.G-5272-5287)**

6) **Annexure-F** (Page Nos.G-5288-5289) annexed herewith is the facultywise list of Boards of Studies for which Heads of Departments are to be designated.

7) **Annexure-G** (Page No.G-5290) annexed herewith is for **designating Heads of Departments** by you for inclusion of their names in the electoral roll for the quinquennial elections to the Boards of Studies.

(P.T.O.)

(2)

- 8) **Annexure-H** (Page No.G-5291) annexed herewith regarding declaration is **to be filled in by the teacher** who is to be designated by you as Head of the Department for inclusion of his/her name in the electoral roll for quinquennial elections to the Boards of Studies.
- 9) **Annexure-I** (Page No.G-5292) annexed herewith is for designating the teacher by you as Head of the Department if he/she is not senior most teacher in the department.
- 10) **Annexure-J** (Page No.G-5293) annexed herewith is for designating yourself as Head of the Department, if you are senior most teacher in the department.
- 11) **What is to be done by yourself ?**
- (a) Get Annexure-H, duly filled in, with reference to Annexure-F, from the teachers to be designated by you as Head of the Department & submit them to the University.
- (b) Fill in Annexure-G, with reference to Annexure-F., for designating Heads of Departments and submit it /them to the University.
- (c) Fill in Annexure-I, if necessary, with reference to Annexure-F, and submit it/them to the University.
- (d) Fill in Annexure-J, if necessary, with reference to Annexure-F, and submit it to the University.
- (e) Before submitting Annexures-G & H and Annexures I & J, if necessary, to the University on or before **Monday, the 16th July, 2012 before 5.00 p.m.**, please ensure that other members of the teaching staff in the concerned subject are informed about the name of designated Head of the Department. For this purpose, Annexure-G, and if necessary,. Annexures-I & J prepared for their submission to the University **be circulated amongst the teachers of the concerned subject and the acknowledgment be obtained from them as an evidence that they have no objection to the name of the designated Head of the Department.**
- (f) **Annexures-G, H**, and if necessary, **Annexures-I & J** be sent to the undersigned through messenger only.

For all matters relating to elections, correspondence be made on the following address.

“Registrar & Returning Officer,  
Sant Gadge Baba Amravati University,  
Amravati-444 602(M.S.)”

Yours faithfully,

Encls: Annexures A to J  
(Pg.Nos.G.-5271-5293)

(Dineshkumar Joshi)  
Registrar & Returning Officer

## NOTIFICATION

No.64/2012

Date : 31.5.2012

**SUBJECT : QUINQUENNIAL ELECTIONS OF MEMBERS TO THE BOARDS OF STUDIES.**

It is notified for general information of all concerned that the quinquennial elections of **Six Heads of Departments in Colleges** to all the Boards of Studies under Section 37(2)(b) of Maharashtra Universities Act, 1994 & Direction No.4/2011 dated 25/1/2011 will be held on **Sunday, the 23rd September, 2012**. The Registrar & Returning Officer has, under the provision of original Statute-44, fixed the programme of elections as under, which is approved by the Hon'ble Vice-Chancellor as provided under section 17(9) of the Maharashtra Universities Act, 1994 :

- |   |  |
|---|--|
| 1) Last date for receipt of lists of names of Heads of Departments in various subjects from the colleges;   | : Monday, 16.7.2012<br>before 5.00 p.m.          |
| 2) Date of Publication of Preliminary Electoral Rolls;  | : Monday, 30.7.2012                              |
| 3) Last date for submitting objections to the Preliminary Electoral Rolls;  | : Friday, 10.8.2012<br>before 4.00 p.m.          |
| 4) Date of publication of Final Electoral Rolls;  | : Friday, 24.8.2012                              |
| 5) Last date for submission of an appeal to the Vice-Chancellor by person aggrieved by the decision of the Registrar or the person/s, appointed by the Vice-Chancellor, disposing the objection to the Preliminary Electoral Rolls; | : Wednesday, 29.8.2012<br>before 4.00 p.m.       |
| 6) Last date for nomination of candidates;  | : Tuesday, 4.9.2012<br>before 5.00 p.m.          |
| 7) Date for scrutiny of nominations;  | : Wednesday, 5.9.2012<br>from 12.00 noon onwards |
| 8) Date for publication of lists of validly nominated candidates;   | : Friday, 7.9.2012<br>after scrutiny.            |
| 9) Last date for submission of any appeal to the Vice-Chancellor against the decision of the Registrar regarding objection to the nomination;   | : Thursday, 13.9.2012<br>before 4.00 p.m.        |
| 10) Last date for withdrawal of nominations;  | : Saturday, 15.9.2012<br>before 4.00 p.m.        |
| 11) Date for publication of lists of contesting candidates;   | : Saturday, 15.9.2012<br>after withdrawal        |
| 12) Date on which a Poll shall, if necessary, be taken;   | : Sunday, 23.9.2012<br>10.00 a.m. to 4.00 p.m.   |
| 13) Date for counting of votes & declaration of results.  | : Tuesday, 25.9.2012<br>from 12.00 noon onwards  |

Sd./-

Dineshkumar Joshi  
Registrar & Returning Officer  
Sant Gadge Baba Amravati University

**ORIGINAL STATUTE-23**

Under-Section 37(1) (As per Act,94)

**Boards of Studies.**

(Received assent of the Chancellor vide his office letter No. G.S.147 & 405 both dated 15.1.1975 and to the further amendments vide letter No.CS/NU/STT/43/420/dated May, 1978

As Amendment by Statute No. 5 of 1978

As Amendment by Statute No. 1 of 1980

As Amendment by Statute No. 1 of 1981

As Amendment by Statute No. 2 of 1990

As Amended by Statute No.1 of 2001

As Amended by Statute No. 4 of 2001

There shall be a Board of Studies for every subject or group of subjects comprised in each Faculty as indicated below :-

**I. Faculty of Arts**

- |                     |                            |
|---------------------|----------------------------|
| 1. English          | 7. Persian and Arabic      |
| 2. Marathi          | 8. Other Foreign Languages |
| 3. Hindi            | 9. Other Indian Languages  |
| 4. Urdu             | 10. Music                  |
| 5. Sanskrit         | 11. Fine Arts              |
| 6. Pali and Prakrit | 12. Linguistics            |

**II. Faculty of Science**

- |   |   |
|---|---|
| 1. Mathematics  | 2. Physics including Electronics (Instrumentation)                                |
| 3. Chemistry including Applied and Analytical Chemistry | 4. Geology including Applied Geology, Exploration, Geochemistry and Hydrogeology, |
| 5. Botany   | 6. Zoology  |
| 7. Biochemistry including Microbiology                  | 8. Statistics   |
| 9. Languages including English and Indian Languages.    |   |

**III. Faculty of Law**

1. Law

**IV. Faculty of Medicine**

(including Pharmaceutical Sciences, Dentistry and Homoeopathy)

1. Modern Medicine-Pre-Clinical :- Comprising of subjects Physiology, Anatomy and Biochemistry.
2. Modern Medicine-Para Clinical :- Comprising of subjects Pathology, Pharmacology, Microbiology and Forensic Medicine.
3. Modern Medicine-Surgery :- Comprising of Surgery and E.N.T.,Plastic Surgery Orthopaedics, Anaesthesiology, Radiology & Ophthalmology.
4. Modern Medicine-Clinical-I :- Comprising of Medicine, Paediatrics, T.B. and Chest Diseases.
5. Modern Medicine-Clinical-II:- Comprising of Social and Preventive Medicine, Community Medicine, Midwifery and Gynaecology.
6. Modern Medicine :- Occupational Therapy and Physio-therapy.
7. Pharmaceutical Sciences.
8. Dentistry Pre-Clinical :- Comprising the following Subjects :-
 

1. Human Anatomy	5. Pharmacology and Therapeutics
2. Physiology & Biochemistry	6. Dental Anatomy, and
3. Dental Materials	7. Oral & Dental Pathology
4. Pathology & Bacteriology	
9. Dentistry (Clinical) :- Comprising the following Subjects :-
 

1. Operative Dentistry	6. Pedodontia
2. Prosthetics	7. Oral Diagnosis, Oral Medicine including Radiology,

- |                 |                  |
|-----------------|------------------|
| 3. Oral Surgery | 8. Medicine, and |
| 4. Periodontia  | 9. Surgery       |
| 5. Orthodontia  |                  |
| 10. Homoeopathy |                  |

### V. Faculty of Commerce

#### I. Accounts and Statistics

- |   |   |
|---|---|
| 1. Accountancy                            | 2. Advanced Accountancy   |
| 3. Mathematics and Statistical Techniques | 4. Advance Accounting & Auditing                                  |
| 5. Cost and Management Account            | 6. Cost System & Management Accounting                            |
| 7. Cost Accounting                        | 8. Applied Statistics   |
| 9. Management Accounting                  | 10. Advanced Financial Accounting, Accounts of Holding Companies. |

#### II. Business Management

- |  |  |
|--|--|
| 1. Business Administration                         | 2. Marketing Management                          |
| 3. Corporation Finance                             | 4. Organisation of Markets                       |
| 5. Management Process                              | 6. Human Factor in Management                    |
| 7. Managerial Economics                            | 8. Principles of Business Management             |
| 9. Business Planning & Policies                    | 10. Agricultural Marketing                       |
| 11. Management of Cottage & Small Scale Industries | 12. Transport Management                         |
| 13. Office Management                              | 14. Financial Management                         |
| 15. Principles of Management                       | 16. Marketing & Sales Management                 |
| 17. Personnel Management                           | 18. Principles & Practice of Management          |
| 19. Production Management                          | 20. Organisational Behaviour                     |
| 21. Project Management                             | 22. Marketing Planning & Control                 |
| 23. Advertising & Sales Management Research        | 24. Consumer Behaviour & Marketing               |
| 25. Financial Planning & Policy                    | 26. Investment Analysis & Financial Institutions |
| 27. Human Relations in Management                  | 28. Principles of Marketing                      |
| 29. Marketing Research & Planning                  | 30. Advertising Management                       |
| 31. Marketing in Special Fields                    | 32. Sales & Distribution Management              |
| 33. Marketing Management/ Organisation of Market   |  |

#### III. Business Economics

- |  |                                       |
|--|---------------------------------------|
| 1. Economics of Development  | 2. Co-operation                       |
| 3. Advanced Banking  | 4. Farm Management                    |
| 5. Home Economics  | 6. Community Development              |
| 7. Industrial Structure of India   | 8. Money Market and Exchange          |
| 9. Labour and Urban Problems   | 10. Economic Planning                 |
| 11. Rural Economics  | 12. Public Finance                    |
| 13. Modern Industrial and Commercial Development of great powers         | 14. Economic System and Welfare State |
| 15. International Trade  | 16. Economic policy and Planning      |
| 17. Agricultural Development and Planning Economics of Indian Industries | 18. Economics of Labour               |
| 19. Co-operative Management  | 20. Indian Statistics                 |
| 21. Principles of Economics  | 22. Wage Administration               |
| 23. Money Markets & Foreign Exchange                                     | 24. Economic Planning                 |
| 25. Money Income International Trade and Public Finance                  | 26. Agricultural Financing            |

#### IV Commerce

- |  |  |
|--|--|
| 1. Insurance                                       | 2. Company Law Administration              |
| 3. Taxation  | 4. Public Enterprises in India             |
| 5. Indian Banking and Finance                      | 6. Business Communication                  |
| 7. The Company Management and Secretarial Practice | 8. Insurance and Allied Financial Services |

- |  |   |
|--|---|
| 9. Regulation of Trade Practices and Consumer Protection | 10. Business and Industrial Law                   |
| 11. Entrepreneurship                                     | 12. Industrial Relations & Labour Legislation     |
| 13. Personnel Management & Industrial Relations          | 14. Labour Management Relations                   |
| 15. Managerial Principles and Administrative Practices   | 16. Labour Legislation & Policy                   |
| 17. Law and Practice Relating to Central Sales Tax Act   | 18. Elements of Commerce                          |
| 19. Teaching & Evaluation Techniques                     | 20. Current Trends and Issues in Higher Education |
| 21. Industrial Structure of India                        | 22. Advanced Insurance                            |
| 23. Investment & Tax Planning                            | 24. Taxation in India-Income Tax Law & Practice   |
| 25. Law & Practice of Wealth Tax and Gift Tax            | 26. Advertising & Salesmanship                    |
| 27. Computer Applications                                |   |
- V. Languages comprising of :
- |            |   |
|------------|---|
| 1. Marathi | 2. Hindi  |
| 3. English | 4. Other Indian Languages including Urdu, Pali Prakrit, Supplementary English & Sanskrit. |

#### VI. Faculty of Education.

- |              |                                    |
|--------------|------------------------------------|
| 1. Education | 2. Physical Education & Recreation |
|--------------|------------------------------------|

#### VII. Faculty of Engineering and Technology.

1. Civil Engineering (including Applied Mechanics) :- Comprising of the following Subjects :-
 

(a) Hydraulic Engineering	(d) Applied Mechanics
(b) Public Health Engineering	(e) Construction, Organisation Engineering
(c) Structural Engineering	
2. Mechanical Engineering :- Comprising of the following Subjects :
 

(a) Engineering & Machine Drawing	(d) Workshop Technology and Production Engineering
(b) Theory of Machines and Machine Drawing	(e) Industrial Engineering and Management
(c) Thermodynamics & Heat Power	
3. Electrical Engineering :- Comprising of the following subjects :-
 

(a) Electrical Machines including Electrical Engineering	(d) Power System Engineering
(b) Measurement Instrumentation and Control Systems	(e) Communication Engineering
(c) Electronics	
4. Metallurgical Engineering :- Comprising of the following Subjects :-
 

(a) Extractive Metallurgy	(d) Ferrology Technology
(b) Mechanical Metallurgy	(e) Furnace Technology
(c) Physical Metallurgy	
5. General Engineering, Applied Sciences and Humanities :- Comprising of the following subjects :-
 

(a) Applied Physics	(d) Applied Geology
(b) Applied Mathematics	(e) Social Sciences and Humanities
(c) General Engineering	
6. Architecture.
7. Chemical Technology.
8. Oil Technology.
9. Chemical Engineering.
10. Applied Art.

**VIII. Faculty of Social Sciences.**

- |   |   |
|---|---|
| 1. History  | 9. Ancient Indian History,<br>Culture and Archaeology   |
| 2. Economics  | 10. Anthropology  |
| 3. Political Science                                | 11. Library and Information Science   |
| 4. Sociology  | 12. Social Work comprising of subjects :-<br>a) English, b) Language<br>c) Social Work, d) Sociology,<br>e) Psychology and f) Economics |
| 5. Public Administration<br>& Local Self-Government | 13. Geography   |
| 6. Philosophy                                       | 14. Home Economics  |
| 7. Psychology                                       | 15. Rural Services  |
| 8. Mass Communication                               |   |

**IX. Faculty of Home Science.**

Home Science :- Comprising of the following Subjects :-

1. Languages comprising of the following subjects :
 

a) English	b) Marathi
c) Hindi	d) Sanskrit
e) Urdu.	
2. Group of Social Sciences subjects
 

a) General Sociology	b) Elementary Economics
c) Elementary Statistics	d) General Psychology
e) Geography	f) Civics
3. Physics
4. Chemistry
5. Biology
6. Biochemistry
7. Home management
8. Textile and Clothing
9. Food and Nutrition
10. Child Development and Family Relations
11. Home Science Education and Extension
12. Medical Group of subjects
 

a) Anatomy and Physiology	
b) Hygiene and Social and Preventive Medicine.	

**X. Faculty of Ayurvedic Medicine  
(including Yoga and Naturopathy)**

1. Ayurvedic Medicine in para-clinical subjects :
 

i) Sanskrit, Samhita and Siddhanta	ii) Sharir Rachana
iii) Sharir Kriya Vidhaya	
2. Ayurvedic Medicine in Pre-Clinical Subjects :
 

i) Rogvidnyan and Vikruti Vidnyan	ii) Swasthavritta
iii) Agadtantra and Vyavaharayurved.	
3. Ayurvedic Medicine in Clinical Subjects :
 

i) Kayachikitsa	ii) Prasutitantra and Strirogavidnyan
iii) Kaumarbhurutta Tantra	iv) Shalya Tantra
v) Shalakyata Tantra	
4. Ayurvedic Pharmaceutical Sciences
 

i) Dravyagun	ii) Rasashastra and Aushadhi Nirman Shastra
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5. Yoga
6. Naturopathy.

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**Six Heads of Departments in Colleges on Board of Studies.**

*\*(Assented on 2nd Feb., 2000)*

Whereas, it is expedient to make Statute prescribing the procedure for election of Six Heads of Departments in Colleges on Board of studies, the Senate is hereby pleased to make the following Statute.

1. This Statute may be called "a Statute prescribing the procedure for elections of Six Heads of Departments in colleges on Board of studies statute 2000"
2. The Statute shall come into force with effect from the date of Chancellor's assent to it.
3. In this Statute, unless the context otherwise requires;

(a) "Head of Department" means the senior most teacher in the department designated as such by the Principal.

*Provided firstly* that, if the Principal wants to designate any teacher other than the senior most teacher, he may do so after recording reasons in writing and with the approval of the Management Council.

*Provided Secondly* that, no person shall be designated as the Head of the Department of more than one subject.

*Provided thirdly* that, the Principal may designate himself as Head of the Department if he is senior most teacher in the department.

(b) "College" means a college conducted by the University, or affiliated to the University for the subject/s and the courses of study approved for affiliation and which has sent candidates for the Final Examination of the first degree in the Faculty.

(c) "Department" means a department teaching a particular subject or a group of subject in a college which comprised in a Board assigned to the Faculty.

*Provided* that in the faculty of Medicine, the department means a department with reference to each subject comprised in a board assigned to the faculty.

4. Six Heads of Departments in Colleges, having not less than 10 years teaching experience, shall be elected by the Heads of Departments in Colleges from amongst themselves.
5. There shall be separate ballot for each Board of Studies.
6. On a request made in this behalf by a letter and/or public notification, the Principal shall furnish to the Registrar within such time as may be specified in the request, the list of names of Heads of Departments eligible to vote in the election under section 37(2)(b) of the Act, giving such particulars as the Registrar may specify, with subject and faculty in which he is appointed and enrolled as an elector.
7. On receipt of this information, the Registrar shall prepare separate electoral roll for the Boards named in Original Statute No. 23.
8. The Registrar shall publish the electoral rolls on the notice board of his office. A copy of the electoral roll shall be made available for the knowledge of elector and clarification of doubts, if any, in his office during office hours.



**DIRECTION**

No. 27/2007

Dated : 24 May, 2007

**Subject : Boards of Studies**

Whereas, sub-section (1) of Section 37 of the Maharashtra Universities Act, 1994 provides that there shall be a Board of Studies for every subject or group of subjects, as prescribed by the Statutes;

AND

Whereas, original Statute-18 in respect of 'Faculties in the university' provides total ten faculties in the university;

AND

Whereas, the original Statute 19 in respect of " list of subjects comprised in each Faculty in the University" provides the subjects comprised in each Faculty in the University;

AND

Whereas, original Statute-23 in respect of 'Boards of Studies' provides that there shall be a Board of Studies for every subject or group of subjects comprised in each faculty;

AND

Whereas, the Executive Council meeting dated 21.1.1993, vide Item No. 19 had accepted for reconstitution of the existing Boards of Studies and allotment of subjects thereto under the Faculty of Engineering and Technology. Direction No. 5/1994, dated 30/11/1994 was issued by the Hon'ble Vice-Chancellor, under provision of Sub-section (8) of Section 14 of the Maharashtra Universities Act, 1994, for substituting the Boards of Studies provided under original Statute-23 in the Faculty of Engineering and Technology;

AND

Whereas, the Boards of Studies provided under the Faculty of Science in original Statute-23 were substituted by the Boards of Studies shown under Direction No.5/1994, dated 30.11.1994.

AND

Whereas, the Management Council vide Item No.95 in its meeting held on 8.3.2002 on considering resolutions of the Academic Council regarding Item No.136, resolved to refer the said recommendations alongwith Draft Statute to the Statute and Ordinance Committee for finalisation;

AND

Whereas, Six Heads of the Departments in Colleges having not less than ten year's teaching experience, are to be elected by the Heads of the Departments from amongst themselves as provided under clause (b) of Sub-section (2) of Section 37 of the Maharashtra Universities Act, 1994;

AND

Whereas, provisions of original Statute-23 in respect of 'Boards of Studies' are yet to be amended in view of the provisions made under Direction No.5/1994, dated 30/11/1994;

AND

Whereas, provisions of original Statute-23 are yet to be amended in view of the decision taken by the Management Council in its meeting held on 8/3/2002 vide Item No.95;

AND

Whereas, the other details relating to the elections not specified in the Act are to be prescribed by the Statutes as provided under Sub-section (2) of Section 47 of the Maharashtra Universities Act, 1994;

AND

Whereas, the quinquennial election to the Boards of Studies comprised in the faculties in the university are to be conducted in view to commence the term of each Board of Studies from 1/9/2007 as provided under Sub-section (1) of Section 42 of the Maharashtra Universities Act 1994;

AND

Whereas, Sub-section (17) of Section 2 of the Maharashtra University of Health Sciences Act, 1998 provides that, "Health Sciences" means modern scientific medicine in all its branches concerning preventive, promotive, curative and rehabilitative services and includes surgery, obstetrics and gynaecology, pharmacy, dental science, nursing and other allied subjects including the Indian Systems of Medicine in all their branches;

AND

Whereas, Sub-section (3) of Section 6 of the Maharashtra University of Health Sciences Act, 1998 provides that, on and from the date of commencement of this Act, all colleges and autonomous Institutions of Health Sciences previously admitted to the privileges of or affiliated to the Universities specified in the Schedule appended to this Act, shall be deemed to be admitted to the privileges of or affiliated to, the Maharashtra University of Health Sciences established under section 3 of this Act.;

AND

Whereas, Maharashtra University of Health Sciences (Amendment) Act, 2000 has provided that the Pharmacy Colleges and Institutions shall, from the very inception of the Maharashtra University of Health Sciences Act, 1998, be treated as never to have been transferred or affiliated to the Maharashtra University of Health Sciences and for all purposes these Pharmacy Colleges and Institutions shall always be treated as having remained as a Colleges and Institutions affiliated to their respective Universities;

AND

Whereas, Boards of Studies in the Faculty of Medicine (including Pharmaceutical Sciences, Dentistry and Homoeopathy) namely, (1) Modern Medicine - Pre-Clinical, (2) Modern Medicine- Para Clinical, (3) Modern Medicine- Surgery, (4) Modern Medicine- Clinical-I, (5) Modern Medicine- Clinical-II, (6) Dentistry Pre-Clinical, (7) Dentistry (Clinical), and (8) Homoeopathy, notified vide Notification No.37/1997, dated 2.4.1997 were treated as an Ad-hoc by the Maharashtra Government vide Govt.Circular No. 1099/Gò.26/99/(16/99) 3, 26.2.2002.

AND

Whereas, Boards of Studies in the Faculty of Ayurvedic Medicine ( including Yoga and Naturopathy) namely, (1) Ayurvedic Medicine in Pre-Clinical Subjects, (2) Ayurvedic Medicine in Para-Clinical Subjects, (3) Ayurvedic Medicine in Clinical Subjects, and (4) Ayurvedic Pharmaceutical Sciences, notified vide Notification No.37/1997, dated 2.4.1997 were treated as an Ad-hoc by the Maharashtra Government vide Govt.Circular No. 1099/Gò.26/99/(16/99) 3, 26.2.2002.

AND

Whereas, Board of Studies is a matter which is required to be regulated by the Statute;

AND

Whereas, the process for making amendments in original Statute-23 is time consuming.

Now, therefore, I, Dr. Kamal Singh, Vice-Chancellor, Sant Gadge Baba Amravati University, in exercise of powers conferred upon me under Sub-section (8) of Section 14 of the Maharashtra Universities Act, 1994, issue following directions :

- 1) These directions may be called "Boards of Studies Direction, 2007".
- 2) These directions shall come into force from the date of its issuance.
- 3) a] Names of the Boards of Studies under the Faculty of Arts as provided under Original Statute-23 and are mentioned in column No.2 of the following Table be now renamed as mentioned in column No.3 of the said Table.

TABLE

1.	2.	3.
1]	1.English	1.English (including Functional English,Compulsory English & Supplementary English of B.P.A.)
2]	2.Marathi	2. Marathi (including Marathi Compulsory Language of B.P.A.)
3]	3. Hindi	3. Hindi ( including Translation Functional Hindi & Hindi Compulsory Language of B.P.A.)
4]	4. Urdu	4. Urdu ( including Urdu Compulsory Language of B.P.A.)
5]	5. Sanskrit	5. Sanskrit (including Sanskrit Compulsory Language of B.P.A.)
6]	6. Pali and Prakrit	6. Pali and Prakrit ( including Pali and Prakrit Compulsory Language of B.P.A.)

- b] Following shall be the additional Board of Studies under 'I. Faculty of Arts' in Original Statute-23.

"13.Performing Arts"

- 4) Boards of Studies provided under “II.Faculty of Science” in Original Statute-23 which were substituted by the Boards of Studies shown under Direction No.5/1994, dt. 30.11.1994 be now substituted by the following Boards of Studies.

“1. Mathematics 2. Physics 3. Chemistry (including Applied Chemistry, Analytical Chemistry, Industrial Chemistry & Petrochemical Science) 4. Geology including Applied Geology, Exploration, Geochemistry and Hydrogeology 5. Botany (including Environmental Science & Seed Technology) 6. Zoology (including Biological Techniques & Specimen Preparation and Industrial Fish & Fisheries) 7. Biochemistry (including Microbiology & Food Science) 8. Statistics (including Mathematics & Statistics (Computational Techniques)) 9. Computer Science (including Computer Application & Computer Science (Computer Software)) 10. Electronics (including Instrumentation, Computer Maintenance & Electronics (Computer Hardware)) 11. Biotechnology 12. Languages including English and Indian Languages.”

- 5) Under Board of Studies “IV.Commerce” in ‘V.Faculty of Commerce’ in Original Statute-23, following subjects with their Sr.Nos. be added.

“28. Tax Procedure and Practices  
29. Computer Fundamentals and Operating System  
30. Business Data Processing  
31. Computer Management”.

- 6) Boards of Studies provided under the “VII. Faculty of Engineering and Technology” in Original Statute-23 which were substituted by the Boards of Studies shown under Direction No.5/1994, dt. 30.11.1994 be now substituted by the following Boards of Studies.

“1. CIVIL ENGINEERING INCLUDING CONSTRUCTION TECHNOLOGY comprising of the following subjects :-

1. Hydraulic Engineering
2. Geo-Tech. Engineering
3. Environmental Engineering
4. Construction Engineering
5. Transportation Engineering
6. Surveying & Geology
7. Applied Mechanics & Strength of Materials
8. Theory & Analysis of Structure
9. Design of Structure
10. Computer Method

2. MECHANICAL ENGINEERING comprising of the following subjects :-

1. Thermal Power Engineering
2. Fluid Power Engineering
3. Drawing & Design
4. General
5. Machine Design & Theory of Machine
6. Metallurgy
7. Refrigeration & Air Conditioning

3. PRODUCTION ENGINEERING comprising of the following subjects.

1. Production Engineering
2. Tool Engineering & Tool Design
3. Workshop Practice & Mechanical Technology
4. Industrial Engineering
5. Production Metallurgy

4. ELECTRONICS, INDUSTRIAL ELECTRONICS & APPLIED ELECTRONICS comprising of the following subjects.

1. Electronics Devices & Circuits
2. Communication Electronics
3. Microprocessors
4. Industrial & Power Electronics
5. Instrumentation

5. COMPUTER SCIENCE & ENGINEERING comprising of the following subjects.
  1. Computer Languages & Organisation
  2. Computer Architecture
  3. Computer Oriented Numerical, Statistical & Optimisation Method
  4. Data File Structure & Management
  5. Artificial Intelligence
  6. Computer Applications
  7. Computer Hardware
  8. Data Base Management Systems
  9. Operating Systems
  10. Business Data Processing
6. ELECTRICAL ENGINEERING INCLUDING ELECTRICAL POWER SYSTEM comprising of the following subjects.
  1. Electrical Engineering & Technology
  2. Electrical Machines & Machine Design
  3. Power System Engineering
  4. Control System
  5. General Electrical Engineering
  6. Electrical Networks
  7. High Voltage Engineering
7. HUMANITIES & APPLIED SCIENCES, GENERAL ENGINEERING comprising of the following subjects.
  1. Applied Physics
  2. Applied Mathematics
  3. Applied Geology
  4. Social Sciences
  5. Economics
  6. Chemistry & Environmental Chemistry
  7. Communication Skills
8. ARCHITECTURE comprising of the following subjects.
  1. History of Culture & Architecture
  2. Architectural Design
  3. Interior Design, Building Services & Byelaws
9. TEXTILE TECHNOLOGY comprising of the following subjects
  1. Textile Engineering
  2. Spinning
  3. Weaving
  4. Textile Fiber
  5. Manmade Fiber Technology
10. CHEMICAL AND POLYMER TECHNOLOGY comprising of the following subjects.
  1. Chemical Engineering
  2. Chemical Technology
  3. Heat & Mass Transfer
  4. Chemical Operation
  5. Chemical Reaction
  6. General Chemical Engineering
  7. Polymer Technology
  8. Chemical Reaction Engineering
  9. Unit Operations
  10. Unit Processes
  11. Process Dynamics & Control
  12. Industrial Waste Treatment
  13. Food Technology
  14. Pulp & Paper Technology

15. Oil & Paint Technology
16. Petrochemical Technology

11. INFORMATION TECHNOLOGY comprising of the following subjects.

1. Web Technology
2. Information Technology
3. Internet Technology
4. Data Base Management
5. Computer Applications
6. E-Commerce
7. Software Engineering”

7) Board of Studies in ‘Rural Services’ provided against Sr.No.’15’ under “VIII. Faculty of Social Sciences” in original Statute-23 be now renamed as follows:-

“15. Rural Services ( including Dry-land Agriculture)”

8) a] Board of Studies namely, “Home Science :- Comprising of the following subjects” under “IX. Faculty of Home Science” in original Statute-23 be numbered as “I”.

b] Following subject with its Sr.No.be added at the end in the Board of Studies namely ‘Home Science:- Comprising of the following subjects’ under “IX. Faculty of Home Science” in original Statute-23.

“13. Clinical Nutrition and Dietetics”.

c] Following shall be the additional Board of Studies under “IX. Faculty of Home Science” in Original Statute-23.

“ II. Cosmetic Technology”.

Amravati  
Date : 24.5.2007

Sd/-  
(Kamal Singh)  
Vice-Chancellor

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**SANT GADGE BABA AMRAVATI UNIVERSITY****DIRECTION**

No.04/2011

Dt : 25th January, 2011

**Subject : Eligibility conditions for being elected or nominated or Co-opted as a member of Authority(ies)/ Committee(s) of the University.**

**Whereas,** the Government of Maharashtra has amended the Maharashtra Universities Act, 1994, (hereinafter referred to as the Act) for the purposes hereinafter appearing ; and promulgated the Maharashtra Universities (Amendment) Ordinance, 2009 on 24<sup>th</sup> March, 2009 to add following Section 24-A, after Section 24 of the Act.

“24-A. Notwithstanding anything contained in any other provisions of this Act, in consultation with the Chancellor, the State Government may, by an order published in the Official Gazette, specify the eligibility conditions for being elected or nominated as a member of any authority of the university.”

**AND**

**Whereas,** the Govt.of Maharashtra in Higher & Technical Education Department, Mantralaya, Mumbai, vide Order No.USG-2009/(85/09)/UNI-4, dt.14<sup>th</sup> Sept., 2009 and corrigendum to said order issued on 1st December, 2010, has specified the eligibility conditions for being elected or nominated or co-opted as a member of the authorities of the University.

**AND**

**Whereas,** the Statutes pertaining to the mode of constitution of Authorities of the university are in existence. The Statute Nos.7 of 2000, 11 of 2000, 12 of 2000 and 13 of 2000 were assented by the Hon'ble Chancellor vide letter No.CS/A/STT/43/991/B/(3471)/398, dt.4<sup>th</sup> Feb.,2000.

**AND**

**Whereas,** the Statute No.7 of 2000 has been amended by Statute No.3 of 2006 which has been assented by Hon'ble Chancellor vide letter No.CS/AU/STT/43/05/(6146)/1918, dt.26<sup>th</sup> June, 2006.

**AND**

**Whereas,** taking into consideration the eligibility conditions prescribed by the Governemnt vide order dt.14<sup>th</sup> Sept., 2009, the constitution of university Authority(ies)/Committee(s) is/are to be undertaken.

**AND**

**Whereas,** amending Statutes, as specified above, is time consuming process, hence the Direction is required to be issued.

Now, therefore, I, Praveensingh Pardesi, Vice-Chancellor, Sant Gadge Baba Amravati University, under the powers conferred upon me by sub- section (8) of Section 14 of the Maharashtra Universities Act, 1994, is hereby issuing following Directions.

1. This Direction may be called “Eligibility conditions for being elected or nominated or co-opted as a member of the Authority(ies)/Committee(s) of the University Direction, 2011”.
2. This Direction shall come into force from the date of its issuance.

(P.T.O.)

3. In this Direction, unless the context otherwise required :-
- i) 'Act' means the Maharashtra Universities Act, 1994.
  - ii) 'Appendix' means an Appendix-I appended to this Direction.
  - iii) 'Eligibility conditions' means the conditions as specified vide Govt.order No.USG-2009/(85)/09/UNI-4, dt.14th Sept.,2009 issued by the Govt.of Maharashtra in Higher & Technical Education Department, Mantralaya, Mumbai.
4. Provisions of Statutes mentioned under column No.1 of the Appendix-I appended with this Direction are hereby ammended to the extent and in the manner mentioned under coloumn No.4 of the said Appendix.

Sd/-  
(PRAVEENSINGH PARDESI)  
Vice-Chancellor

## SANT GADGE BABA AMRAVATI UNIVERSITY

Statute No. & Title of the Statute	Provisions of M.U.Act.,1994	Amendment Number	Extent and manner of the amendment
1	2	3	4
Statute No.7 of 2000 Nomination as member/s by the Authorities	U/s 27(1)(h) One Head or Director on Management Council	1	After para 4 (i), the following proviso be added :- "Provided that, One Head or Director as mentioned in para 4(i) above, shall satisfy the following conditions alongwith the conditions prescribed in the respective provisions of the M.U.Act.,1994. i) Shall possess Ph.D.Degree. ii)Having evidence as aknowledged Expert in subject/ field/ as an Educationist/ as Scientist. iii) Total experience of 15 years of teaching. iv) Published minimum three Research Papers in Peer reviewed/ referred National/ International Research Journals."
	U/s 31(3)(e) One Principal other than Dean on Board of Exam.	2	After para 4(ii) the following provisions alongwith proviso be read as under :- "(e) One Principal other than Dean nominated by the Management Council. "Provided that the Principal other than Dean as mentioned above shall satisfy the following conditions alongwith the conditions prescribed in the respective provisions of M.U.Act.,1994. i) Shall possess Ph.D.degree, unless appointed before 13.10.2000. ii)Minimum 5 years experience as Principal. iii)Minimum 15 years experience of teaching. iv) Having worked for atleast 5 times as Paper Setter / Examiner/ Moderator / Chairman / Co-ordinator of CAP at University exams."
	U/s 31(3)(f)	3	After the above para the following provisions alongwith proviso be read as under :- "(f) One Principal other than heads of university departments or Principals nominated by the Management Council." "Provided that the teacher other than head mentioned above shall satisfy the following conditions alongwith the conditions prescribed in the respective provisions of M.U.Act.,1994. i) From University Department/ University Insitution. ii) With 10 years P.G. teaching experience. iii) Who is not a Head/Director of University Department/Institution. iv) If not available then at least 5 years P.G. teaching experience.



1	2	3	4
			<p>v) Shall possess Ph.D. degree.</p> <p>vi) Having worked as a Paper Setter/Examiner/Co-ordinator/ Moderator at University Examination.</p> <p>vii) Published minimum 3 Research Papers in peer reviewed/ referred National/International research Journals.</p> <p>viii) Shall be a Ph.D. guide.</p>
	<p><b>U/s 35(2)(d)</b> One Head or Director on B.C.U.D.</p>	4	<p>After para 4(iii) the following provisions alongwith proviso be read as under :- :-</p> <p>“One Head or Director from amongst the Heads or Directors of the university, institutions or departments, not below the rank of professor and who is not a Dean nominated by the Academic Council.”</p> <p>“Provided that the Head/Director mentioned above shall satisfy the following conditions alongwith the conditions prescribed in the respective provisions of M.U.Act.,1994.</p> <p>i) Having qualification of Professor as prescribed by UGC from time to time.</p> <p>ii) Having worked for atleast 5 times as Chairman/ Paper Setter/ Moderator/ Exam Co-ordinator/Examiner at University level appointed by University.</p>
	<p><b>U/s 35(2)(f)</b> One teacher on B.C.U.D.</p>	5	<p>After para 4(iv) the following proviso be added :-</p> <p>“Provided that the Teacher mentioned above shall satisfy the following conditions alongwith the conditions prescribed in the respective provisions of M.U.Act.,1994.</p> <p>i) Shall possess Ph.D.Degree.</p> <p>ii) Having worked for at least 5 times as Chairman/ Paper Setter/ Moderator/ Exam Co-ordinator at University level appointed by University.”</p>
	<p><b>U/s 35(2)(g)</b> One Principal on B.C.U.D.</p>	6	<p>After para 4(v) the following proviso be added :-</p> <p>“Provided that the Principal mentioned above shall satisfy the following conditions alongwith the conditions prescribed in the respective provisions of M.U.Act.,1994.</p> <p>i) Shall possess Ph.D.degree, unless appointed before 13.10.2000.</p> <p>ii) Minimum 5 years experience as Principal.</p> <p>iii) Minimum 15 years experience of teaching.</p> <p>iv) Having worked for at least 5 times as Paper Setter/ Examiner/ Moderator/ Chairman/ Co-ordinator of CAP at University exams.”</p>
	<p><b>U/s 35(2)(ja)</b> Two members on B.C.U.D.</p>	7	<p>After para 4(vii) added by the Statute 3 of 2006, the following proviso be added :-</p> <p>“Provided that the Member mentioned above shall satisfy the following conditions alongwith the conditions prescribed in the respective provisions of M.U.Act.,1994.</p> <p>i) Shall be office bearer of Educational Institution of 10 years standing at degree level.</p> <p>ii) Minimum 5 years experience as Chairman/ Secretary of Institution.</p>

1	2	3	4
<p>Statute No.11 of 2000 U/s 37(2)(b) Six Heads of Deptts. in Colleges on Board of Studies</p>	8	<p>iii) Shall represent an institution having certification by recognized accrediting bodies established by apex bodies in the country eg. NAAC, NBA etc. or recognition from UGC under 2(f) &amp; 12(b).</p> <p>After the para 4 of the Statute, the following proviso be added :-</p> <p>“Provided that the Heads of the Departments mentioned above shall satisfy the following conditions alongwith the conditions prescribed in the respective provisions of M.U.Act.,1994.</p> <p>i) Shall be an approved teacher having not less than 10 years of teaching experience.</p> <p>ii) Minimum 3 years experience as HOD.</p> <p>iii) Shall possess Ph.D.degree.</p> <p>iv) Having worked for at least 5 times as Chairman/ Paper Setter/Moderator/Exam Co-ordinator/Examiner at University level appointed by University.</p>	
<p>Statute No.12 of 2000 U/s 37(3) Co-option of members by Board of Studies</p>	9	<p>After para 5, the following proviso be added:-</p> <p>“Provided that the Post-graduate Teacher falling under the clause (a) shall satisfy the following conditions alongwith the conditions prescribed in the respective provisions of M.U.Act.,1994.</p> <p>i) Shall possess Ph.D.degree.</p> <p>ii) Having worked for atleast 5 times as a Paper Setter/ Examiner/ Co-ordinator/ Moderator at University examinations.</p> <p>iii) Published minimum 3 Research papers in Peer reviewed/ referred National/ International Research Journals.</p> <p>iv) Shall be a Ph.D.guide.</p> <p>“Provided that the Teacher falling under the clause (b) shall satisfy the following conditions alongwith the conditions prescribed in the respective provisions of M.U.Act.,1994.</p> <p>i) Shall possess Ph.D.degree.</p> <p>ii) Having worked for atleast 5 times as Chairman/ Paper Setter/ Moderator/ Exam.Co-ordinator/ Examiner at University level appointed by University.</p>	
<p>Statute No.13 of 2000 U/s 33(5)(c) Three members from U/s 15(2) each Board of Studies on the Faculties</p>	10	<p>After 2nd proviso of para 5), the following proviso be added :-</p> <p>“Provided that the Deans of Faculties shall satisfy the following conditions alongwith the</p>	

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conditions prescribed in the respective provisions of M.U.Act.,1994.

- i) Having not less than 10 years of teaching experience.
  - ii) Minimum 3 years experience as Head of the Department.
  - iii) Shall possess Ph.D.degree.
  - iv) Published minimum 3 Research Papers in Peer reviewed/ Refereed National/ Internation Resarch Journals.
  - v) Shall be a Ph.D.guide.
  - vi)Having worked for atleast 5 times as Chairman/ Paper Setter/ Moderator/ Exam.Co-ordinator/Examiner at University level appointed by University.
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**Sant Gadge Baba Amravati University**

**Facultywise list of Boards of Studies for which Heads of Departments are to be designated.**

**I. Faculty of Arts (incl. Fine Art)**

- \*1. Board of Studies in English (including Functional English, Compulsory English & Supplementary English of B.P.A.)
- \*2. Board of Studies in Marathi (including Marathi compulsory language of B.P.A.)
- \*3. Board of Studies in Hindi (including Translation Functional Hindi & Hindi compulsory language of B.P.A.)
- \*4. Board of Studies in Urdu (including Urdu compulsory language of B.P.A.)
- \*5. Board of Studies in Sanskrit (including Sanskrit compulsory language of B.P.A.)
- \*6. Board of Studies in Pali and Prakrit (including Pali and Prakrit compulsory languages of B.P.A.)
- #7. Board of Studies in Persian and Arabic
- #10. Board of Studies in Music
- #11. Board of Studies in Fine Arts
- \*13. Board of Studies in Performing Arts

**II. Faculty of Science**

- \*1. Board of Studies in Mathematics
- \*2. Board of Studies in Physics
- \*3. Board of Studies in Chemistry (including Applied Chemistry, Analytical Chemistry, Industrial Chemistry & Petrochemical Science)
- \*4. Board of Studies in Geology (including Applied Geology, Exploration Geochemistry, and Hydrogeology)
- \*5. Board of Studies in Botany (including Environmental Science & Seed Technology)
- \*6. Board of Studies in Zoology (including Biological Techniques & Specimen Preparation and Industrial Fish & Fisheries)
- \*7. Board of Studies in Bio-chemistry (including Micro-biology & Food Science)
- \*8. Board of Studies in Statistics (including Mathematics & Statistics (Computational Techniques))
- \*9. Board of Studies in Computer Science (including Computer Application & Computer Science (Computer Software))
- \*10. Board of Studies in Electronics (including Instrumentation, Computer Maintenance & Electronics (Computer Hardware))
- \*11. Board of Studies in Biotechnology
- \*12. Board of Studies in Languages including English and Indian languages

**III. Faculty of Law**

- #1 Board of Studies in Law

**IV. Faculty of Medicine (including Pharmaceutical Science, Dentistry & Homoeopathy)**

- #7. Board of Studies in Pharmaceutical Sciences

**V. Faculty of Commerce**

- #I. Board of Studies in Accounts and Statistics
- #II. Board of Studies in Business Management
- #III. Board of Studies in Business Economics
- @IV. Board of Studies in Commerce
- #V. Board of Studies in Languages

**VI. Faculty of Education**

- #1. Board of Studies in Education
- # 2. Board of Studies in Physical Education & Recreation

**VII. Faculty of Engineering and Technology**

- \*1. Board of Studies in Civil Engineering including Construction Technology
- \*2. Board of Studies in Mechanical Engineering
- \*3. Board of Studies in Production Engineering
- \*4. Board of Studies in Electronics, Industrial Electronics & Applied Electronics
- \*5. Board of Studies in Computer Science & Engineering

- \*6. Board of Studies in Electrical Engineering including Electrical Power System
- \*7. Board of Studies in Humanities & Applied Sciences, General Engineering
- \*8. Board of Studies in Architecture
- \*9. Board of Studies in Textile Technology
- \*10. Board of Studies in Chemical and Polymer Technology
- \*11. Board of Studies in Information Technology

**VIII. Faculty of Social Sciences**

- #1. Board of Studies in History
- #2. Board of Studies in Economics
- #3. Board of Studies in Political Science
- #4. Board of Studies in Sociology
- #6. Board of Studies in Philosophy
- #7. Board of Studies in Psychology
- #8. Board of Studies in Mass Communication
- #11. Board of Studies in Library and Information Science
- #12. Board of Studies in Social Work (Please refer original Statute-23)
- #13. Board of Studies in Geography
- #14. Board of Studies in Home Economics
- \*15. Board of Studies in Rural Services (including Dry-land Agriculture)

**IX. Faculty of Home Science**

- @I. Board of Studies in Home Science
- \*II. Board of Studies in Cosmetic Technology

Note-

# Please refer original Statute No.23

\* Please refer Direction No.27/2007

@Please refer original Statute No.23 & Direction No.27/2007.

**(To be used for the purpose of Elections to the Boards of Studies in each Faculty in the University)**

Name of the College : \_\_\_\_\_

College Code No. : \_\_\_\_\_

Designated 'Heads of the Departments' for inclusion of their names in the electoral roll for the quinquennial elections u/s 37(2)(b) of the Maharashtra Universities Act, 1994 read with Direction 4/2011, dt.25.1.2011 to the Boards of Studies concerned.

Name of the Faculty :- \_\_\_\_\_

## TABLE

Sr. No	Name of the Board	Name of H.O.D.(Surname first in block letters)	Teaching Experience as HOD in the Subject
1	2	3	4

CERTIFICATE

Certified that,

- i) 'Heads of the Departments' designated by me as mentioned in column No.3 of the above table from the department in the college teaching a subject or group of subjects comprised in the Board as mentioned in Column No.2 of the said table assigned to the faculty mentioned at above are **Senior Most and full time approved teachers** having teaching experience as mentioned against their names in column No.4 of the said table.(Pl. enclosed a copy of letter No....., dt..... granting approval by the University)
- ii) persons designated as 'Heads of the Departments' mentioned under column No.3 of the above table **are not having any disqualification**, as provided under section 44 of the Maharashtra Universities Act, 1994, for being a member of the authorities of the university.
- iii) candidates in the subject or group of subjects comprising in the respective Board of Studies in the above mentioned faculty have been sent for the **final examination of the first degree in the faculty**.
- iv) persons whose names are mentioned under column No.3 of the above table and are designated by me as Heads of the Departments **are not designated as Head of the Department for any other subject or group of subjects**.

I, hereby, declare that the information provided under columns of the above table is verified by me from the office record and found correct.

Encls: As above.

Signature of the Principal

Seal of the College

Place :

Date :

(Note : This Annexure shall not be applicable for the teacher who is not senior most in the department and the Principal of the college if he/she is the senior most teacher in the department.)

**DECLARATION**

(To be filled individually by the teacher who is to be designated by the Principal as Head of the Department for inclusion of his/her name in the Electoral Roll for quinquennial election to the Board of Studies scheduled to be held on 23rd September,2012)

I, the undersigned, furnish the following information :

- 1) Full Name in BLOCK letters :  
(Surname First)
- 2) Qualifications :
- 3) Date of first appointment in :  
senior college
- 4) Appointment as teacher in the : Board of Studies in \_\_\_\_\_  
subject or group of subjects Faculty \_\_\_\_\_  
comprising in the Board
- 5) Date of present appointment :
- 6) Whether full time approved ? : Yes / No
- 7) Whether possess Ph.D.Degree : Yes/No
- 8) Date of appointment as HOD :

9) Details of service record in the college :

Sr, No.	Name of the college	Date of joining	Total teaching experience	Total experience as a HOD
1	2	3	4	5
			Year/s	Month/s
				Day/s

10) I am not having any disqualification, as mentioned under Section 44 of the Maharashtra Universities Act, 1994, for being a member of the authorities of the university.

I hereby declare that, above mentioned information is true.

Place :

Signature of Teacher

Date :

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**CERTIFICATE**

I, Shri/Smt/Dr. (Principal) \_\_\_\_\_  
(College) \_\_\_\_\_ hereby certify that the information  
provided by the above named teacher in his/her declaration at above has been verified by me from the office  
record and found correct.

Place :

Signature of the Principal

Date :

Seal of the College

**DESIGNATING THE TEACHER BY THE PRINCIPAL AS HEAD OF THE DEPARTMENT WHO IS NOT SENIOR MOST TEACHER IN THE DEPARTMENT**

(Please refer first proviso of Clause (a) of Para 3 of Statute No.11 of 2000)

I, (Principal) \_\_\_\_\_  
(College) \_\_\_\_\_ want to designate  
Prof./Shri/Smt./Dr. \_\_\_\_\_, subject to the approval  
of the Management Council, (in place of Prof./Shri/Smt./Dr. \_\_\_\_\_)  
**who is not a senior most teacher** in the subject / group of subjects comprising in the Board of Studies  
in \_\_\_\_\_ under the Faculty of \_\_\_\_\_ having teaching  
experience in the College for \_\_\_\_\_ year/s, \_\_\_\_\_ month/s, & \_\_\_\_\_ day/s for the reasons mentioned  
below :

1)

2)

3)

4)

5)

Place:

Date :

Signature of the Principal with Seal

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(*Note* : To be filled separately for each Board of Studies in the Faculty in the University)



**DESIGNATION OF THE PRINCIPAL HIMSELF AS HEAD OF THE DEPARTMENT IF HE/SHE IS SENIOR MOST TEACHER IN THE DEPARTMENT.**

( Please refer third proviso of clause (a) of para 3 of Statute No.11/2000)

I, (Principal ) \_\_\_\_\_ (College)  
\_\_\_\_\_ want to designate myself as Head of the  
Department in the subject / group of subjects comprising in the Board of Studies in \_\_\_\_\_  
under the Faculty \_\_\_\_\_ as I am Senior most teacher in the Department having  
teaching experience for \_\_\_\_\_ years, \_\_\_\_\_ month/s & \_\_\_\_\_ day/s.

Place:

Date :

Signature of the Principal with Seal