



महात्मा गांधी अंतरराष्ट्रीय हिंदी विश्वविद्यालय
Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya
(संसद द्वारा पारित अधिनियम 1997, क्रमांक 3 के अंतर्गत स्थापित केंद्रीय विश्वविद्यालय)
(A Central University Established by Parliament by Act No.3 of 1997)

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F.No. : 006/University Regulations/2016/14/1878

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NOTIFICATION

In terms of Statute 37 (1) (i) of MGAHV Act 1996 (No. 3 of 1997), the Executive Council at its 55th meeting held on 19.12.2015 vide item no. 8 has approved the following Regulations:

1. Regulation No. 02 (regarding conduct of the meetings of the Court)
2. Regulation No. 03 (regarding conduct of the meetings of the Executive Council)
3. Regulation No. 04 (regarding conduct of the meetings of the Academic Council)
4. Regulation No. 05 (regarding conduct of the meetings of the Finance Committee)

(Rajendra Prasad Mishra)

Copy to :-

1. Deputy Secretary, Central University, MHRD, New Delhi
2. Secretary, University Grants Commissions, New Delhi
3. Director, President Secretarial, President House, New Delhi
4. The Assistant Controller, Publication Division, Govt. of India, Ministry of Urban Development Poverty Alleviation, Civil Lines, New Delhi-110054- the oforesaid Regulations may please be published in the official gazette and the same may be sent to the MGAHV, Wardha (copy of the Regulations of the MGAHV, Wardha is enclosed).
5. Office of the Hon'ble Vice-Chancellor, MGAHV, Wardha
6. Office of the Hon'ble Pro-Vice-Chancellor, MGAHV, Wardha
7. Office of the Registrar, MGAHV, Wardha
8. Office of the Finance Officer, MGAHV, Wardha
9. All Deans/HoD's/Directors/Section Head/Section In Charge, MGAHV, Wardha
10. Incharge- LILA, for upload on University website
11. Guard File.



Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya

REGULATION NO.

02

REGULATIONS CONCERNING THE CONDUCT OF THE MEETINGS OF THE COURT

{See Statute 37(1)(i)}

1. **SHORT TITLE:**

These regulations shall be called the Regulations for the conduct of the meetings of the Court.

2. **CHAIRPERSON :**

The Chancellor shall preside at the meeting of the Court and in his absence the Vice-Chancellor shall be the Chairperson.

3. **MEETINGS :**

- (i) The Court may meet as often as necessary, but meet at least once in a year. It will be held on a date fixed by the Vice-Chancellor.
- (ii) The Registrar shall circulate a written notice of the meeting of the COURT at least 30 days in advance to every member of the Court.

4. **BUSINESS TO BE CONDUCTED AT THE ANNUAL MEETING :[Statute12(3)]**

- (i) Review the broad policies and programmes of the university and suggest measures for the improvement and development of the University;
- (ii) Advise the Visitor in respect of any matter which may have been referred to if for advice;
- (iii) To see the Annual Report of the University including the annual accounts showing the statement of receipts & expenditure, the balance sheet, the current year's budget & revised estimates and the next year's budget proposals (both recurring and non-recurring, separately);
- (iv) Any other item with the permission of the Chair.

5. **QUORUM FOR A MEETING :**

- (i) Ten members of the Court, shall form a quorum for a meeting of the Court.
[Statute-11]
- (ii) If a quorum is not present 15 minutes after the appointed time of the meeting, the Chairperson may adjourn the meeting. The adjourned meeting may be held on any subsequent date when a quorum is likely to be present.
- (iii) During the course of a meeting, no member should be allowed to leave the meeting if it results in a lack of quorum, or if he/she has to leave due to unavoidable reason(s), the meeting shall be dissolved or adjourned forthwith.

6. AGENDA ITEMS :

- (i) Items for the agenda along-with annexures shall be circulated to the members of the Court atleast 14 days in advance of the date of the meeting.
- (ii) Item from the members of the Court for being considered for inclusion in the agenda may be forwarded to the Registrar (Member Secretary) at least 21 days in advance of the date of the meeting.
- (iii) Supplementary Agenda of the meeting shall be circulated as decided by the Chairperson.
- (iv) The Chairperson of the Court may, however, permit inclusion of any item, even during the meeting for which due notice could not be given.

7. TA/DA ETC. TO MEMBERS :

- (i) Irrespective of his/her status in life, an outside member (i.e. one not otherwise connected with the University) attending a meeting of the COURT or any of its Sub-Committees shall be paid TA/DA as per rules.
- (ii) In addition, an outside member shall be paid an honorarium of Rs.2,000/- per session of any of the meetings under sub-Clause 7(i). It may change time-to-time, subject to direction of the competent authority.
- (iii) All members attending a meeting of the Court shall be given meals and refreshments during the meeting.



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REGULATION NO.

03

REGULATIONS CONCERNING THE CONDUCT OF THE MEETINGS OF THE EXECUTIVE COUNCIL

{ See Statute 37(1)(i) }

1. SHORT TITLE:

These regulations shall be called the Regulations for the conduct of the meetings of the Executive Council.

2. CHAIRPERSON:

The Vice-Chancellor, being the ex-officio Chairperson of the Executive Council, shall preside at every meeting of the Executive Council. In his absence, the Pro-Vice-Chancellor shall be the Chairperson.

In the absence of both Vice-Chancellor and Pro-Vice-Chancellor, the members present shall choose the Chairperson amongst the members present for that particular meeting.

3. CONVENING OF MEETINGS :

- (i) The Registrar shall circulate a written notice of every meeting of the Executive Council at least 21 days in advance to every member of the Executive Council:

Provided that, in the case of an emergency meeting, the Vice-Chancellor may modify or suspend the operation of this Clause as also Clause 5(ii).

- (ii) The Vice-Chancellor may authorise the convening of an emergency meeting of the Executive Council at short notice to consider issues of special importance or urgency.

- (iii) On a requisition signed by any seven members of the Executive Council requesting for a special meeting to consider a particular matter(s), the Vice-Chancellor shall convene a special meeting on a suitable date within 7 days of receipt of the requisition. The special meeting shall consider only the special matter(s) concerned.

- (iv) The Executive Council may meet as often as necessary, but not less than twice a year.

4. QUORUM FOR A MEETING :

- (i) Six members of the Executive Council shall form the quorum for a regular meeting of the Executive Council. [Statute 12(3)]
- (ii) In the case of a special/emergency meeting, it shall be adjourned for half an hour if it lacks the quorum. The adjourned meeting shall not require any quorum.

5. AGENDA ITEMS :

- (i) The Registrar shall get the agenda items approved by the Vice-Chancellor and prepare the note on each item as directed.

NOTE: If necessary, the Registrar may, in the first place, call for agenda items (with notes) from the various authorities of the University and/or the members of the Executive Council.

- (ii) The approved agenda items, together with the agenda notes, shall be circulated by the Registrar at least 14 days in advance to every member of the Executive Council and concerned authorities.
- (iii) Supplementary agenda items with notes may, with the permission of the Chairperson, be distributed to members any time before the commencement of the meeting.

6. PROCEDURE :

- (i) Except as otherwise provided hereunder, the Chairperson shall decide about the procedure for the meeting and explain the same at the commencement of the meeting.
- (ii) Proposals such as messages of congratulations or condolences, vote of thanks, etc. may be moved without prior notice, either by the Chairperson or by any member with the permission of the Chair.
- (iii) The Chairperson of the Executive Council may, however, permit inclusion of any item, even during the meeting for which due notice could not be given.

7. TA/DA ETC. TO MEMBERS :

- (i) Irrespective of his/her station in life, an outside member attending a meeting of the Executive Council or any of its Sub-Committees shall be paid TA/DA as per rules.
- (ii) In addition, an outside member shall be paid an honorarium of Rs.2,000/- per day of any of the meetings under sub-Clause 7(i). It may change subject to direction of the competent authority.



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REGULATION NO.

04

REGULATIONS CONCERNING THE CONDUCT OF THE MEETINGS OF THE ACADEMIC COUNCIL

{ See Statute 37(1)(i) }

1. SHORT TITLE:

These regulations shall be called the Regulations for the conduct of the meetings of the Academic Council.

2. CHAIRPERSON:

The Vice-Chancellor, being the ex-officio Chairperson of the Academic Council, shall preside at every meeting of the Academic Council. In his absence, the Pro-Vice-Chancellor shall be the Chairperson.

In the absence of both Vice-Chancellor and Pro-Vice-Chancellor, the members present shall choose the Chairperson amongst the members present for that particular meeting.

3. MEETINGS :

- (i) The Registrar shall circulate a written notice of every meeting of the Academic Council at least 21 days in advance to every member of the Academic Council:

Provided that, in the case of an emergency meeting, the Vice-Chancellor may modify or suspend the operation of this Clause as also Clause 5(ii).

- (ii) The Vice-Chancellor may authorise the convening of an emergency meeting of the Academic Council at short notice to consider issues of special importance or urgency.

- (iii) On a requisition signed by any seven members of the Academic Council requesting for a special meeting to consider a particular matter(s), the Vice-Chancellor shall convene a special meeting on a suitable date within 7 days of receipt of the requisition. The special meeting shall consider only the special matter(s) concerned.

- (iv) The Academic Council may meet as often as necessary, but not less than twice a year.

4. **QUORUM FOR A MEETING :**

- (i) Sixteen members of the Academic Council shall form the quorum for a regular meeting of the Academic Council. [Statute 14(3)].

Out of sixteen members, at least one is a co-opted outside member (i.e. not otherwise connected with the University or its Institutions), shall form the quorum for a regular meeting of the Academic Council.

- (ii) In the case of a special/emergency meeting, it shall be adjourned for half an hour if it lacks the quorum. The adjourned meeting shall not require any quorum.

5. **AGENDA ITEMS :**

- (i) The Registrar shall get the agenda items approved by the Vice-Chancellor and prepare the note on each item as directed.

NOTE: If necessary, the Registrar may, in the first place, call for agenda items (with notes) from the various authorities of the University and/or the members of the Academic Council.

- (ii) The approved agenda items, together with the agenda notes, shall be circulated by the Registrar at least 14 days in advance to every member of the Academic Council and concerned authorities.
- (iii) Supplementary agenda items with notes may, with the permission of the Chairperson, be distributed to members any time before the commencement of the meeting.

6. **PROCEDURE :**

- (i) Except as otherwise provided hereunder, the Chairperson shall decide about the procedure for the meeting and explain the same at the commencement of the meeting.
- (ii) Proposals such as messages of congratulations or condolences, vote of thanks, etc. may be moved without prior notice, either by the Chairperson or by any member with the permission of the Chair.
- (iii) The Chairperson of the Academic Council may, however, permit inclusion of any item, even during the meeting for which due notice could not be given.

7. **TA/DA ETC. TO MEMBERS :**

- (i) Irrespective of his/her station in life, an outside member attending a meeting of the Academic Council or any of its Sub-Committees shall be paid TA/DA as per rules.
- (ii) In addition, an outside member shall be paid an honorarium of Rs.2,000/- per day of any of the meetings under sub-Clause 7(i). It may change subject to direction of the competent authority.



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REGULATION NO.

05

REGULATIONS CONCERNING THE CONDUCT OF THE MEETINGS OF THE FINANCE COMMITTEE

{See Statute 37(1)(i)}

1. SHORT TITLE:

These regulations shall be called the Regulations for the conduct of the meetings of the Finance Committee.

2. CHAIRPERSON:

The Vice-Chancellor, being the ex-officio Chairperson of the Finance Committee, shall preside at every meeting of the Finance Committee. In his absence, the Pro-Vice-Chancellor shall be the Chairperson.

In the absence of both Vice-Chancellor and Pro-Vice-Chancellor, the members present shall choose the Chairperson amongst the members present for that particular meeting.

3. MEETINGS :

- (i) The Finance Officer shall circulate a written notice of every meeting of the Finance Committee at least 21 days in advance to every member of the Finance Committee:

Provided that, in the case of an emergency meeting, the Vice-Chancellor may modify or suspend the operation of this Clause as also Clause 5(ii).

- (ii) The Vice-Chancellor may authorise the convening of an emergency meeting of the Finance Committee at short notice to consider issues of special importance or urgency.
- (iii) On a requisition signed by any four members of the Finance Committee requesting for a special meeting to consider a particular matter(s), the Vice-Chancellor shall convene a special meeting on a suitable date inside 7 days of receipt of the requisition. The special meeting shall consider only the special matter(s) thus brought up.
- (iv) The Finance Committee may meet as often as necessary, but must meet at least twice in a year.

4. QUORUM FOR A MEETING :

Five members of the Finance Committee, shall form the quorum for a regular meeting of the Finance Committee.

In the case of a special/emergency meeting, it shall be adjourned for half an hour if it lacks the quorum. The adjourned meeting shall not require any quorum.

5. AGENDA ITEMS :

- (i) The Finance Officer shall get the agenda items approved by the Vice-Chancellor and prepare the note on each item as directed.

NOTE: If necessary, the Finance Officer may, in the first place, call for agenda items (with notes) from the various authorities of the University and/or the members of the Finance Committee.

- (ii) The approved agenda items, together with the agenda notes, shall be circulated by the Finance Officer at least 15 days in advance to every member of the Finance Committee.
- (iii) Supplementary agenda items with notes may, with the permission of the Chairperson, be distributed to members any time before the commencement of the meeting.

6. PROCEDURE :

- (i) Except as otherwise provided hereunder, the Chairperson shall decide about the procedure for the meeting and explain the same at the commencement of the meeting.
- (ii) Proposals such as messages of congratulations or condolences, vote of thanks, etc. may be moved without prior notice, either by the Chairperson or by any member with the permission of the Chair.
- (iii) The Chairperson of the Finance Committee may, however, permit inclusion of any item, even during the meeting for which due notice could not be given.

7. TA/DA ETC. TO MEMBERS :

- (i) Irrespective of his/her station in life, an outside member attending a meeting of the Finance Committee or any of its Sub-Committees shall be paid TA/DA as per rules.
- (ii) In addition, an outside member shall be paid an honorarium of Rs.2,000/- per day of any of the meetings under sub-Clause 7(i). It may change subject to direction of the competent authority.
