



MAHATMA GANDHI CENTRAL UNIVERSITY, BIHAR

[A Central University established by an Act of Parliament]

Camp Office, Motihari - 845 401, District - East Champaran, Bihar

Email: osdadmin@mgcub.ac.in

F. No. 11-3/MGCUB/GA/2016 / 3483

Dated: 23rd May 2019

NOTIFICATION

1. Pursuant to provision contained under Clause 12 of Ordinance No. 30 of the University dealing with "Powers and Functions of the Planning and Monitoring Board" read with provision contained under Section 29 and Statute 38 of Central Universities Act 2009 and further approval accorded by the (i) Planning and Monitoring Board vide Item No. PMB (2019):01:08 in its 1st Meeting held on 14th May 2019; (ii) Academic Council vide Item No. AC (2019):03:06 in its 3rd Meeting held on 17th May 2019 and (iii) Executive Council vide Item No. EC (2019):14:06 in its 14th Meeting held on 21st May 2019, the Hon'ble Vice-Chancellor has been pleased to notify **Regulation No. 4** of the University dealing with "**Regulation for Conduct of Business of Planning and Monitoring Board**".
2. The said Regulation comes into force with immediate effect. The copy of Regulation No. 4 is attached at **ANNEXURE - 1**.
3. This is issued with the approval of the Vice-Chancellor.

(Dr Padmakar Mishra)

OSD (Administration)

MAHATMA GANDHI CENTRAL UNIVERSITY

Camp Office, Near OP Thana

Raghuathpur, Motihari - 845 401

District - East Champaran, Bihar (INDIA)



Encl: As stated above

Copy of the above forwarded to the following for information please:

1. The Joint Secretary (CU), MHRD, Department of Higher Education, New Delhi
2. The Joint Secretary (CU), University Grants Commission, New Delhi
3. Shri Subhodh Kumar Ghildiyal, Director (CU), MHRD, Department of Higher Education, New Delhi
4. Shri Sunil Kumar Biswas, Under Secretary, MHRD, Department of Higher Education, New Delhi
5. The Pro-Vice-Chancellor, MGCUB
6. The OSD (Finance), MGCUB
7. The CoE/DSW/Proctor/Provost, MGCUB
8. Dr Vikas Pareek, Dean, School of CS & IT - with the request to upload the same on University Website for information of all concerned.
9. All Deans of different Schools, MGCUB
10. All Heads of different Departments, MGCUB - with the request to bring the same to the knowledge of all staff under their respective Department.
11. PS to the Vice-Chancellor - for kind information of the Hon'ble Vice-Chancellor please.
12. Personal File of the individual concerned
13. Guard File

OSD (ADMINISTRATION)

MAHATMA GANDHI CENTRAL UNIVERSITY

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Raghuathpur, Motihari - 845 401

District - East Champaran, Bihar (INDIA)



23/05/2019

REGULATION NO. 4

**REGULATION FOR CONDUCT OF BUSINESS OF
PLANNING AND MONITORING BOARD**

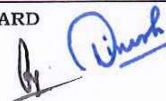
(Section 29 of the Central Universities Act 2009, Statute 38 of First Statutes and Clause 12 of Ordinance No. 30)

1. These regulations may be called “Regulations for Conduct of Business of Planning and Monitoring Board” and shall come into force from the date of its notification.
2. **Ex-Officio Chairman:** The Vice-Chancellor shall preside over every meeting of the Planning and Monitoring Board, in his/her absence the Pro-Vice-Chancellor shall preside and in absence of both the Vice-Chancellor and Pro-Vice-Chancellor, the person performing his duties in terms of Statute 2(7) of Central Universities Act 2009/member elected by Planning and Monitoring Board amongst the members present shall preside the meeting.
3. **Member Secretary:** The person designated by the Vice-Chancellor as the Planning & Development Officer or the Officer on Special Duty (Planning & Development) shall be the *Member Secretary*.
4. **Convening of Meetings:**
 - 4.1 The Date, Time and Place for holding the meeting of the Planning and Monitoring Board shall be as fixed by the Chairman.
 - 4.2 The Member Secretary, under the direction of the Vice-Chancellor, shall send the written notice of every meeting to all the members of the Planning and Monitoring Board at least 10 days before the date fixed for the meeting.
 - 4.3 The Vice-Chancellor may authorise the convening of an emergency meeting of the Planning and Monitoring Board at short notice but not less than 03 day, to consider issues of special importance or urgency or on written requisition signed by at least half of the members of the Board.
 - 4.4 A regular meeting of the Planning and Monitoring Board shall be held at least twice a year at such time, date and place, as the Vice-Chancellor may decide. Out of which one meeting should be held prior to the publication of University Prospectus for the following Academic Session.
 - 4.4 An emergent item of business for the Planning and Monitoring Board, if any, may, at the discretion of the Vice-Chancellor, be disposed off by correspondence or circulation. Such item together with the decision and action taken thereupon shall be reported to the Planning and Monitoring Board in its next regular meeting.



5. **Agenda Items:**
 - 5.1 The Items for the Agenda and Notes on the Agenda shall be circulated by the Member Secretary to the members of the Board, MHRD and UGC at least 07 (seven) days before the meeting.
 - 5.2 Items for being considered for including in the Agenda may be forwarded to the Member Secretary at least fifteen (15) days before the meeting.
 - 5.3 The supplementary agenda of the meeting shall be sent at least three (03) days before the date of meeting.
 - 5.4 The Chairman of the Board may, however, permit inclusion of any item (as table item) for which due notice could not be given.
 - 5.5 No item shall be included in the agenda without the approval of the Vice-Chancellor.
 - 5.6 An agenda item shall be considered as confidential record.
 - 5.7 An item proposed by any member(s) and included in the agenda may be withdrawn by the member with the permission of the Chairman.
6. **Ruling of the Chair:** The ruling of the Chairman of the Board in regard to all questions on procedure shall be final.
7. **Quorum of the Meeting:** The quorum for the meeting of the Board shall be one-third of its total members including at least **two members from outside the University**.

Provided that if a meeting of the Planning and Monitoring Board is adjourned for want of quorum, no quorum shall be necessary at the next meeting for transacting the business which was listed for the adjourned meeting.
8. The conduct of business and order of speaking shall be controlled by the Chairman.
9. The Chairman at his own instance or at the instance of any member may call or order any member to participate in the discussion.
10. Ordinarily no business other than that is brought forward in the agenda or supplementary agenda shall be transacted in the meeting. The Chairman may, however, may introduce or permit to introduce any other item for discussion provided that such an item could satisfactorily be dealt with in the meeting without any prior notice.



11. **Decisions:** On matter where consensus is not arrived, members have the right to dissent which shall be recorded and decided by a majority of votes of the members present. In case of equality of votes, the Vice-Chancellor, or the member presiding as the case may be, shall have the right to exercise a casting vote.
12. A matter once decided by the Planning and Monitoring Board shall not be reopened within next six (06) months except with the consent of the Chairman.
13. **Special Invitees:** The Chairman may for the purpose of consultation invite any person having special knowledge or practical experience, to the meeting when the relevant matter is being considered, such person may speak or otherwise take part in the proceedings of the meeting, but shall not be entitled to vote.
14. An officer not below the rank of Section Officer may be allowed by the Chairman to be present in the meeting of the Planning and Monitoring Board. The members of the staff may be called in for assistance as and when required by the Chairman.
15. **Minutes of the Meeting:**
 - 15.1 The minutes of the meetings of the Planning and Monitoring Board shall be recorded in writing and signed by the Member Secretary and countersigned by the Chairman in confirmation and approval.
 - 15.2 The Member Secretary, within ten (10) days after the meeting of the Planning and Monitoring Board, shall circulate the copy of the minutes to each member of the Planning and Monitoring Board for comments, if any.
16. The decisions recorded in the proceedings shall be implemented by the University and action so taken shall be reported to the Planning and Monitoring Board in its next meeting.
17. Formal confirmation of the minutes will be the first item on the agenda of the following meeting of the Planning and Monitoring Board.

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