



6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

- **Board of Management:** - The Board of Management is the principal executive body of the Institution and, as such, shall have all powers necessary to administer the Institution. The Board of Management is the apex body which is involved in framing the strategic plans, policies and decision making body in consultation with the Governing Body of the Institution. The Board of Management of a college shall be responsible for the proper management of the affairs of the college and may exercise all such powers and discharge all such functions as may be necessary for the purpose.
- **Governing Body:** The Governing Body is responsible for the operation of all aspects of the institution including its finance, human resource, educational and research functions and infrastructure arrangements. It can develop the policies and deliberates on the Academic, financial and administrative initiatives for the future, which guides the institution to serve its stakeholders as per the mission statements of the institution.
- **Finance Committee:** The finance committee is entrusted with protecting and renewing the Institution's resources and assisting the board fulfilling its financial responsibilities. The committee ensures that the resources (human, material, information and financial) are secured, appropriately allocated and adequately protected and it is also responsible for supervision of the financial resources for academic & infrastructural facilities, student support, administrative and welfare activities. The committee reviews and prepares budget proposal under the direction of the Head of the institution which is forwarded to the Governing body for approval.
- **Chairman:** -The role of chairman is recognized as a primary leadership position. In performing the duties of the position, it is assumed that chairman will exercise considerable

discretion while complying with college policies and procedures and operating within the limitations imposed by the availability of resources. The principal to look into the day to day academic and administrative functioning of the institution

- **Principal:** -The role of a principal is to provide strategic direction in the college. Principal looks into the standardization of curricula, assess teaching methods, monitor student progress and achievement, encourage parent involvement, revise policies and procedures, Administer the budget, hire and evaluate staff and oversee facilities with the help of the senior faculty who are delegated with roles and responsibilities.

- **Curriculum Review Committee:** The committee is involved in collecting feedback from stakeholders in consultation with the IQAC of the college, prepare recommendations for review and prepare proposals for adding, expanding, deleting or modifying courses offered by the college. The committee plays an important role in introducing new programs.

- **Student Support Services:** Assist students by facilitating and engaging them for enhanced learning that support in achieving the potential in educational and overall development. Support services also build partnerships with community services to meet the needs of students and society for their health, wellbeing and learning goals.

- **Counseling Cell:** -The cell encourages the students to understand themselves and the issues that trouble them and guides them to resolve their problems. In the changing scenario, counseling cell plays a vital role in an educational institution. Education stands for an overall development of a student. In this connection, as per UGC guidelines, college established a Counseling Cell in the campus to support staff and students for their psychological well-being. The Department of Counseling works with a vision to provide students with holistic knowledge on values, self-care, and interpersonal skills and nurture self-efficacy. The genial environment created at the counseling cell, enables students to freely express and resolve their problems.

- **ST/SC/OBC Cell:** -The College is committed to the welfare of students and provides an environment that promotes diversity and respect for everyone regardless of community and culture. While maintaining the diversity - SC/ST/OBC cell ensures the equal opportunities as per the provisions of constitution of India.

- **Alumni Committee:** - The Alumni Committee was formed to strengthen the bond between alumni and the Alma Mater, which includes developing an active network of alumni across countries.

- **Website Committee:** The main objective of the website committee is to ensure that the college website is regularly updated, improved and well maintained. The members of this committee

collect information about the latest events in the college, achievements etc. and get them posted on the website by way of write-ups and pictures etc. Updated communications, notices, announcements are placed on the website for easy and wide access to all the stakeholders.

- **Library Committee:** The main function of Library Committee is to act as a channel between the library and its users. It looks after general maintenance of the library in terms of reading material and infrastructure. This committee effectively involve in seeking the requisition from departments for purchase of books & journals, fostering the reading habit of staff and students. The college library has a vast collection of texts and general books,

- International and National journals, online databases to cater to the needs of both UG and PG students. Separate sections for General, Reference books, Journals and Periodicals, Magazines are provided along with free Net browsing facility to access the online databases and academic information.

- **Career Development Cell:** The Career development cell is an integral part of the student support facility. The committee plans for the pre-placement activities, career counselling, conducting lecture for competitive exams etc.

- **Physical Education and Sports:** The College has a good set of indoor and outdoor sports equipment's. The facilities in the campus include Volley Ball and Basket Ball courts and Indoor games like Caroms', Chess and Table Tennis. As the ground for playing outdoor games is limited.

- **Extra-Curricular Activities Committee:** The main objective of committee is to promote and arrange extracurricular activities to bring out the talents of students in the performing arts. The members of the committee are involved and are responsible for all intra and inter collegiate cultural events in the college. They plan and schedule cultural events for the academic year. It involves in arranging events/programs for staff and students in coordination with Student coordinators.

- **Students Grievance and Redresses Cell:** The Grievance and Redresses Cell desires to promote and maintain a conducive and unprejudiced environment for its stakeholders. It attends to the grievances and complaints registered by anyone with regard to the activities of the Institution and in particular, those made by students. The cell ensures effective solution to the grievances, using a fair approach. The Grievance and Redresses Cell enables the students to express their grievances by initiating and following the grievance procedure in accordance with the rules and regulations of the college. The cell meets periodically, examines the nature and pattern of the grievances and redresses it accordingly.

- **Academic Department:** The academic department is the basic unit within the college organized to carry on all the academic, research, co-curricular and extra-curricular activities for the overall development of the students.

- **Head of the Department:** The primary role of the Head of department is to provide strong academic leadership. The Head of the department is required to lead, manage and develop the department to ensure it achieves the highest possible standards of excellence in all its activities. Planning all the overall activities of the department, monitoring the progress in academic matters and appraising the same to the head of the institution. The department head is responsible for preparing an annual budget in consultation with other members of the department and responsible for the authorization of expenditures from budgeted departmental funds.

- **Program Coordinator:** Program Coordinators supervise the execution of the program and ensure team members have everything they need to complete their tasks. They are involved in curriculum review/redesign, administering feedback on curriculum, organize events or meetings related to the program.

- **Teaching Staff:** Teaching staff include professional personnel directly involved in teaching students including classroom teachers and other teachers who engage with students' development. Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Head of the department and Principal.

- **Examination Branch Staff:** Examination Branch is a well-established and maintained branch with committed staff members. Main duty of exam branch staff is to accept examination forms, to issue the hall tickets, record maintenance and administration etc.

- **Examination Committee:** The Examination committee shall conduct the internal and external examinations. They are responsible for preparing invigilation duties chart, seating arrangement, Question paper distribution and smooth conduction of the examinations. Any decisions concerning the smooth conduction of examinations are done in consultation with the Principal.

- **Result Review Committee:** The fundamental role of the result review is to verify the results of the examinations conducted.

- **Unfair Means Committee:** The Unfair Means Committee is authorized to take disciplinary action against a student for misconduct during examination conducted by college. They can decide quantum of punishment after reviewing nature of malpractices at theory, practical

/project report examination

- **IQAC:** Vasantnao Naik College aims at continuous enhancement and sustenance of quality in education. The Internal Quality Assurance Cell (IQAC) was constituted under the chairmanship of the Head of the Institution monitoring the quality parameters in the college. Every year, the college submits an Annual Quality Assurance Report to NAAC. The committee was formulated on the basis of their commendations given by the National Assessment & Accreditation Council. The quality assurance provides confidence to the stakeholders for developing competent graduates in an efficient and effective way. The IQAC Coordinator takes the responsibility of developing a system for conscious and consistent improvement in the overall performance of institute. She/he is responsible for development, application and monitoring of quality benchmarks for various academic and administrative activities of the institution.

- **Staff Welfare Committee:** Welfare Committee aims for overall development of staff members by applying different welfare schemes. This committee works for the benefit and welfare of the all staff and provides a channel to interact with each other. The main responsibility of committee is to build a healthy working environment and foster good relationships among the staff, Collection and compile database of faculty and staff working in the campus, to provide opportunities for attending various workshops, seminars, symposiums and conferences conducted by various institutions and agencies in and outside the state and to plan and organize regular programs and activities for the development of faculty and administrative staff.

- **Administrative Department:** The admin department is a branch of the college employees responsible for the maintenance of the institution. The admin office is fully computerized with 24 hours' broadband access. Students and parents have access to the office for their admission, fees payment, student's scholarship, student registration and all other educational needs. The office also offers services to staff members. **Office Assistant:** Office assistants handle organizational and clerical support tasks. This includes organizing files, scheduling appointments, writing copy, typing, filing, taking inventory, keeping records and sorting checks etc.

- **Fee Counter:** College has an in-campus fee counter open for the students in all working days from 09.30 am to 4.30 p.m.

- **Accounts Office:** The College has accounts office which helps in billing statements, answer questions on different charges; assist with payments and to help with any other questions related to student account



कोकण उन्नती मित्र मंडळाचे
वसंतराव नाईक कला व वाणिज्य महाविद्यालय

KOKAN UNNATI MITRA MANDAL'S

VASANTRAO NAIK COLLEGE OF ARTS & COMMERCE

• Affiliated to University of Mumbai • NAAC Re-accredited college • UGC-2(f) & 12(B) status

Founder President
Late Barrister A.R. Antulay
Ex. Chief Minister, Maharashtra
Ex. Central Cabinet Minister
Govt. of India

President
Mushtaq Antulay

Barrister A. R. Antulay Campus, Murud Janjira, Dist. Raigad 402401. Ph. 02144-276484
• Email : vrnaikcollege@gmail.com • Website : www.vncmj.edu.in

2022-23

GOVERNING BODY

Sr. No	Name of the Person	Designation
1	Hon.Mr. Mushtaq Antulay	President
2	Mr. Ashok Talwatkar	Trustee-Secretary
3	Smt. Vandana Kamalakar Vichare	Trustee-Tresurer
4	Mrs.Neelam M. Antulay	Member
5	Mr.Rajendra Desai	Member
6	Mr.Obaid Fakh	Member
7	Mr. Dilip Deherkar	Member
8	Mr.Navid Antulay	Member
9	Mr. Deepak J. Patil	Member
10	Mr.Muhammad M. Antulay	Member
11	Mr. Ali M. Antulay	Member

COLLEGE DEVELOPMENT COMMITTEE

Sr.No	Name of the Person	Designation
1	Hon. Mr. Mushtaq Antulay	Chairman
2	Adv.Ismail M. Ghole	Representative of Trustee Secretary
3	Dr. Vishwas B. Chavan	HOD Nominated by Principal
4	Dr. Shrishail S. Bhairgunde	Teacher Representative
5	Dr. Narayan N. Bagul	Teacher Representative
6	Dr. Mrs. Seema Nahid M.E. Ansari	Teacher Representative
7	Mr.Muhit P. Hasware	Non- Teaching Representative
8	Mr. subhash D. Mahadik	Management Representative
9	Mrs. Vasanti P. Umrotkar	Management Representative
10	Adv. Ali M. Antulay	Management Representative
11	Miss Aarti S. Gurav	Management Representative (Ex. Student)
12	Dr. Janardan Kamble	Co-Ordinator (Internal Quality Assurance Cell)
13	Miss. Sneha P. Chavan	Secretary, Student Council
14	Dr. M.A. Nagarbawdi	Principal (Member Secretary)



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PRINCIPAL
KUMN'S VASANTRAO NAIK
COLLEGE OF ARTS & COMMERCE
MURUD-JANJIRA



कोकण उन्नती मित्र मंडळाचे
वसंतराव नाईक कला व वाणिज्य महाविद्यालय
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1 MAR 2022

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Sr. No	Name	Designation
1	Dr. M.A. Nagarbawadi	Chairman / Principal
2	Adv. Ismail Ghole	Member, Governing body
3	Dr. V.B. Chavan	Teacher Member & Vice Principal
4	Smt. Vasanti Umrotkar	Stakeholder
5	Shri. Shubhash Mahadik	Nominee - Employers
6	Dr. M.R. Vedpathak	Teacher Member
7	Dr. D.R. Raundal	Teacher Member
8	Dr. M.P. Gaikwad,	Teacher Member
9	Dr. N.N. Bagul, -	Teacher Member
10	Dr. S.L. Mhatre,-	Teacher Member
11	Dr. S.S. Bahirgunde	Teacher Member
12	Dr. Seema Nahid	Teacher Member
13	Kum. Arti Shrikank Gurav	Alumni Representative
14	Shri. Dandekar Sandesh	Administration Officer
15	Dr. J.K. Kamble	IQAC coordinator



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PRINCIPAL
KUMM'S VASANTRAO NAIK
COLLEGE OF ARTS & COMMERCE
MURUD-JANJIRA

Vasant Rao Naik College of Arts & Commerce

Barrister A. R. Aunzulay Educational campus

Murud - Janjira, Dist. - Raigad, Pin- 402 401.

Various Committees for the Academic year (2022-23)

	<u>Budget</u>	<u>Discipline Committee</u>	<u>Women Development Cell</u>	<u>NSS Committee</u>	<u>Time Table Committee</u>
1	1. Dr. Nagarbawdi 2. Dr. Chavan 3. Dr. Kamble 4. Dr. Vedpathak 5. Dr. Bhairgunde 6. Dr. Mhatre 7. Dr. Muneswar 8. Mr. Dandekar	1. Dr. Chavan 2. Dr. Gaikwad 3. Dr. Bagul	1. Dr. Seema 2. Dr. Bagul 3. Mrs. Virkud 4. Mr. Saldurkar	1. Dr. Bhairgunde 2. Dr. Muneswar 3. Mr. Potdar 4. Mrs. Virkud	Plan of Remedial & Extra Lectures 1. Dr. Gaikwad 2. Dr. Mhatre
2	<u>Prospectus, Website - Update & Digital Committee</u> 1. Dr. Nagarbawdi 2. Dr. Vedpathak 3. Dr. Vedpathak 4. Dr. Bagul 5. Mr. Dandekar	<u>Maintains & Infrastructure</u> 1. Dr. Chavan 2. Dr. Muneswar 3. Mr. Gaikwad	<u>Attendance Academic Calendar monitoring Committee</u> 1. Dr. Gaikwad 2. Dr. Vedpathak 3. Dr. Bagul 4. Dr. Bhairgunde 5. Dr. Seema Nahid	<u>Cell Against Women Harassment</u> 1. Dr. Seema Nahid 2. Dr. Vedpathak	<u>Carrier Guidance Placement Committee</u> 1. Dr. Gaikwad 2. Dr. Muneswar
3	<u>Purchase Committee</u> 1. Dr. Nagarbawdi 2. Dr. Vedpathak 3. Dr. Bagul 4. Mr. Hasware	<u>Hygiene, Wellness & Canteen Committee</u> 1. Dr. Bagul 2. Dr. Seema Nahid	<u>Students Welfare & Educational Tours Committee</u> 1. Dr. Bagul 2. Dr. Vedpathak 3. Dr. Mhatre 4. Dr. Bhairgunde	<u>Examination Committee</u> 1. Dr. Mhatre 2. Dr. Vedpathak 3. Dr. Seema Nahid	<u>NSS Committee</u> 1. Dr. Bhairgunde 2. Dr. Muneswar 3. Mr. Potdar



	Fun Fair Annual function Committee 1. Dr. Chavan 2. Dr. Seema Nahid 3. Dr. Gaikwad 4. Dr. Bhairgunde 5. Dr. Muneshwar	Alumini Association 1. Dr. Chavan 2. Dr. Kamble 3. Dr. Vedpathak 4. Dr. Seema Nahid	Press & Publicity Committee 1. Dr. Muneshwar 2. Dr. Bhairgunde 3. Dr. Vedphatak	Dead Stock Register 1. Dr. Muneshwar 2. Mr. Hasware 3. Mr. Shrikant	Sports Committee 1. Dr. Mhatre 2. Dr. Gaikwad 3. Dr. Seema Nahid 5. Mr. Hawaldar 6. Mrs. Saldurkar
	College Unfair Means Inquiry Committee 1. Dr. Bagul 2. Dr. Mhatre 3. Dr. Kamble	Magazine Committee 1. Dr. Bagul 2. Dr. Bhairgunde 3. Dr. Seema Nahid	P. T. A. 1. Dr. Gaikwad 2. Dr. Kable	DILE Coordinator 1. Dr. Bagul 2. Dr. Seema	Cultural Committee 1. Dr. Vedpathak 2. Dr. Bhairgunde 3. Dr. Gaikwad 4. Dr. Seema Nahid
5					
	Library Advisory Committee 1. Dr. Vedpathak 2. Dr. Gaikwad 3. Dr. Bagul	Press and Publicity Committee 1. Dr. Muneshwar 2. Dr. Bhairgunde 3. Dr. Seema Nahid			
6					



NAAC Criteria In charge

- | | Class co-ordinators |
|-----------------------------------|--|
| 1. Criteria I – Dr. Bagul | F.Y.B.Com. - Dr. Gaikwad M.Com. Part I & II - Dr. Chavan |
| 2. Criteria II – Dr. Vedpathak | S.Y.B.Com. - Dr. Vedphatak Language Course co-ordinator – Dr. Bagu |
| 3. Criteria III – Dr. Seema Nahid | T.Y.B.Com. - Dr. Bhaingunde |
| 4. Criteria IV – Dr. Bhaingunde | F.Y. B. A. - Dr. Seema Nahid |
| 5. Criteria V – Dr. Mhatre | S.Y. B. A. - Dr. Mhatre |
| 6. Criteria VI – Dr. Gaikwad | T.Y. B. A. - Dr. Kamble |
| 7. Criteria VII – Dr. Muneshwar | M.A. Part I & II- Dr. Bagul |

WOW
Principal
KUMH'S VAJANTHAD NAIK
COLLEGE OF ARTS & COMMERCE
MURUD-JANJIRA





GOVERNMENT OF MAHARASHTRA
LAW AND JUDICIARY DEPARTMENT

MAHARASHTRA ACT No. VI OF 2017

THE MAHARASHTRA PUBLIC
UNIVERSITIES ACT 2016

(As modified upto the 6th September, 2018)



PRINTED IN INDIA BY THE MANAGER, GOVERNMENT PRESS AND STATIONERY
STORES, KOLHAPUR AND PUBLISHED BY THE DIRECTOR, GOVERNMENT
PRINTING, STATIONERY AND PUBLICATIONS, MAHARASHTRA STATE,
MUMBAI-400 004.

2018

[Price : Rs. 86]

(g) hold the information pertaining to all administrative, governance, academic and other documents and information and data pertaining to the working of colleges, university departments or institutions and administrative offices of the university and related to assessment and accreditation of colleges, recognized institutions and the university;

(h) undertake any other task as may be assigned by the university authorities so as to carry out objectives of the Knowledge Resource Centre.

College
Development
Committee.

97. (1) There shall be a separate College Development Committee for every affiliated, autonomous, empowered autonomous college or recognized institution, consisting of the following members, namely :-

- (a) Chairperson of the management or his nominee *ex-officio* Chairperson;
- (b) Secretary of the management or his nominee;
- (c) one head of department, to be nominated by the principal or the head of the institution;
- (d) three teachers in the college or recognized institution, elected by the full-time amongst themselves out of whom at least one shall be woman;
- (e) one non-teaching employee, elected by regular non-teaching staff from amongst themselves;
- (f) four local members, nominated by the management in consultation with the principal, from the fields of education, industry, research and social service of whom at least one shall be alumnus;
- (g) Co-ordinator, Internal Quality Assurance Committee of the college;
- (h) President and Secretary of the College Students' Council;
- (i) Principal of the college or head of the institution-Member-Secretary.

(2) For a college or institution managed and maintained by the State Government, the College Development Committee shall consist of the following members, namely:-

- (a) Principal of the college or head of the institution - Chairman.
- (b) Joint Director designated by the Director of Higher Education, *ex-officio* Member;
- (c) three teachers in the college or recognized institutions, elected by the full-time approved teachers from amongst themselves;
- (d) one non-teaching employee, elected by the regular non-teaching staff from amongst themselves;
- (e) four local members, nominated by the Director of Higher Education in consultation with the principal, from the fields of education, industry, research and social service and having minimum post-graduate degree of whom at least one shall be alumnus;
- (f) Co-ordinator, Internal Quality Assurance Committee of the college, *ex-officio*;
- (g) President and Secretary of the College Students' Council ; and

(q) recommend the distribution of different prizes, medals and awards to the students;

(r) prepare the annual report on the work done by committee for the year ending on the 30th June and submit the same to the management of such college and the university;

(s) perform such other duties and exercise such other powers as may be entrusted by the management and the university.

Purchase
Committee

98. (1) There shall be a Purchase Committee for dealing with all matters pertaining to all purchases of the university, in respect of such items where individual cost of each item exceeds rupees ten lakhs at a time.

(2) The committee shall consist of the following members, namely:-

(a) the Vice-Chancellor - Chairperson;

(b) the Pro-Vice-Chancellor;

(c) Chancellor's nominee on Management Council;

(d) two heads of university departments or university institutions nominated by the Management Council;

(e) one member of the Management Council nominated by the Council from amongst the elected members of the Council;

(f) one expert, nominated by the Vice-Chancellor preferably in the area of Material Management from the Industry;

(g) the Registrar ; and

(h) the Finance and Accounts Officer-Member-Secretary.

(3) During the absence of the Finance and Accounts Officer, the Registrar shall act as the Secretary of the Committee.

(4) The Purchase Committee shall invite the head of the university department or university institution, for which the purchases are to be made.

(5) All members of the committee, other than *ex-officio* members shall hold office for a term of three years and shall not be eligible for a second consecutive term in the same university.

(6) All matters pertaining to all purchases of the University in respect of such items where individual cost of each item is not more than rupees ten lakhs at a time, shall be as prescribed by the Statutes.

(7) The powers and duties of the Purchase Committee and the procedure for its meetings shall be as prescribed by the Statutes.

Students
Council.

99. (1) There shall be a University Students Council as specified in clause (b) of sub-section (4), a university department Students Council for the departments of the university and a college Students Council for each conducted college or institution of the University and each affiliated college, to look after the welfare of the students and to promote and co-ordinate the extra-curricular activities of different student's associations for better corporate life. The Councils shall not engage in political activities.

(2) The University Department Students Council shall consist of the following members, namely :-

(a) President, elected by an electoral college consisting of students who are engaged in full time studies in all university departments;

(b) Secretary, elected by an electoral college consisting of students who are engaged in full time studies in all university departments;

(c) one lady representative, elected by an electoral college consisting of students who are engaged in full time studies in all university departments;

(d) one representative belonging to Scheduled Castes or Scheduled Tribes or De-notified Tribes (*Vimukta Jatis*) or Nomadic Tribes or Other Backward Classes, elected by an electoral college consisting of students who are engaged in full time studies in all university departments;

(e) one student from each department, elected by an electoral college consisting of students who are engaged in full time studies in that department;

(f) one student each from (a) National Service Scheme, (b) National Cadet Corps, (c) Sports and (d) Cultural activities, nominated by the Vice-Chancellor from the students who are engaged in National Service Scheme, National Cadet Corps, Sports and Cultural activities, respectively, on the basis of prescribed criteria;

(g) Director, Students Development shall be an *ex-officio* member.

(3) The College Students Council for each institution, conducted college or affiliated college shall consist of the following members, namely :-

(a) President, elected by an electoral college consisting of students who are engaged in full time studies in that college;

(b) Secretary, elected by an electoral college consisting of students who are engaged in full time studies in that college;

(c) one lady representative, elected by an electoral college consisting of students who are engaged in full time studies in that college;

(d) one representative belonging to Scheduled Castes or Scheduled Tribes or De-notified Tribes (*Vimukta-Jatis*) or Nomadic Tribes or Other Backward Classes, by rotation, elected by an electoral college consisting of students who are engaged in full time studies in that college;

Provided that the University shall decide the category of reservation for each college for the purpose of this clause by drawing lots;

(e) one student from each class, elected by an electoral college consisting of students who are engaged in full time studies in that class;

(f) one student each from (a) National Service Scheme, (b) National Cadet Corps, (c) Sports and (d) Cultural activities, nominated by the Principal from the students who are engaged in National Service Scheme, National Cadet Corps, Sports and Cultural activities, respectively, on the basis of prescribed criteria;

(g) one senior teacher as coordinator of the Students Council appointed by the principal of the college and Director, Sports and Physical Education, NSS Programme Officer and NCC Officer as permanent invitees.

(4) (a) There shall be University Students Association consisting of the following members, namely :-

(i) Presidents of the University Department Students Council and each College Students Council;

(ii) Secretaries of the University Department Students Council and each College Students Council;

(iii) Lady representatives of the University Department Students Council and each College Students Council;

(iv) Student representatives, belonging to Scheduled Castes or Scheduled Tribes or De-notified Tribes (*Vimukta Jatis*) or Nomadic Tribes or Other Backward Classes of the University Department Students Council and each College Students Council.

(b) The University Students Council shall consist of the following members, namely :-

(i) President, elected by the members of University Students Association from amongst themselves;

(ii) Secretary, elected by the members of University Students Association from amongst themselves;

(iii) one Lady Representative, elected by the members of University Students Association from amongst themselves;

(iv) one Representative belonging to Scheduled Castes or Scheduled Tribes or Denotified Tribes (*Vimukta Jatis*) or Nomadic Tribes or Other Backward Classes or Special Backward Category, by rotation, elected by the members of University Students Association from amongst themselves;

(v) one student each from (a) National Service Scheme, (b) National Cadet Corps (c) Sports and (d) Cultural activities nominated by the President of the University Students' Council in consultation with the Director, Students Development from amongst the students of the University Departments and affiliated colleges who are engaged in National Service Scheme, National Cadet Corps, Sports and Cultural activities respectively on the basis of prescribed criteria;

(vi) Director Board of Student Development, Director Sports and Physical Education, Director Board of Lifelong Learning and extension shall be permanent invitees.

(5) The first meeting of the University Students Council shall be presided over by the Vice-Chancellor and shall be attended by such other officers as he may deem fit.

(6) A student shall be eligible to be, or continue to be, a member of any of the Students Councils, only if he is enrolled as a full time student.

(7) During the period of election no person, other than a student on the rolls of college or institutions of University, shall be permitted to take part in the election process in any capacity. Any student or a candidate violating this condition shall be liable for disciplinary action against him in addition to the revocation of his candidature.

(8) The budget, frequency of meeting of the University Department Students Council, Students Council for each institution, conducted college or affiliated college and University Students Council shall be as may be prescribed by the Statutes.

(9) The election of the student members of the Students Councils shall be made every year, as soon as possible after the commencement of the academic year, on a date as may be prescribed. The term of office of the elected student members shall begin with effect from the date of election and shall extend up to the last day of the academic year, unless they have, in the meantime, incurred any of the disqualifications specified by or under the Act, and shall then expire.

(10) One third of the members of the Students Council shall constitute the quorum. The procedure for conduct of business of the meetings and such other matters shall be such as may be prescribed by the Statutes. The Council shall meet at least once in every three months.

(11) The procedure for election, the powers and duties, authority for the conduct of election, mechanism for conduct of such elections, code of conduct for the candidates and election administrators and grievances redressal mechanism in respect of such election shall be such as may be specified by the State Government, by orders published in the *Official Gazette*.

(12) The provisions of this sections shall come into effect from such date after issuing the order under sub-section (11), as specified by the State Government in such order.

99A. Notwithstanding anything contained in section 99, for the academic year 2017-18, with regard to the constitution of Students' Council the following provisions shall apply :-

Temporary provisions for Constitution of Students' Council.

(1) There shall be a University Students' Council as specified in sub-section (4), a University Department Students' Council for the departments of the University and a Students' Council for each conducted college or institution of the University and each affiliated college, to look after the welfare of the students and to promote and co-ordinate the extracurricular activities of different students' associations for better corporate life. The Councils shall not engage in political activities.

(2) (a) The University Department Students' Council shall consist of the following members, namely :-

- (i) Vice-Chancellor — President;
- (ii) Director of Students' Development — Chairman;
- (iii) Director of Sports and Physical Education;
- (iv) Director of National Service Scheme;

1. Section 99A was added by Mah. 27 of 2018, s. 4.

(v) One student from each university department who has shown academic merit at the preceding degree examination and is engaged in full time studies in a university, institution or department or conducted college, nominated by the Vice-Chancellor;

(vi) Two lady students nominated by the Pro-Vice-Chancellor and if there is no Pro-Vice-Chancellor, the Vice-Chancellor shall nominate two lady students.

(b) the Students Council for each institution, conducted college or affiliated college shall consist of the following :—

(i) Principal-Chairman;

(ii) One lecturer, nominated by the Principal;

(iii) Teacher in charge of National Cadet Corps;

(iv) National Service Scheme Programme Officer;

(v) One student from each class, who has shown academic merit at the examination held in the preceding year and who is engaged in full-time studies in the college, nominated by the Principal;

(vi) Director of Sports and Physical Education, if any;

(vii) One student from each of the following activities, who has shown outstanding performance, nominated by the Principal, namely :—

(1) Sports;

(2) National Service Scheme and Adult Education;

(3) National Cadet Corps;

(4) Cultural Activities;

(viii) Two lady students nominated by the principal :

Provided that, two of the students from the categories (vii) and (viii) shall be those belonging to the Scheduled Castes or Scheduled Tribes or De-notified Tribes (Vimukta Jatis) or Nomadic Tribes or Other Backward Classes.

(3) The student member's of both these Councils shall elect, from amongst themselves, the Secretary of their respective Council.

(4) (a) There shall be University Students' Council consisting of not more than fifteen persons, nominated through selection, from amongst Secretaries of the respective councils under sub-section (3), as prescribed by the Statutes existing immediately prior to the date of commencement of this Act :

Provided that, at least one seat each be reserved for students belonging to—

(i) Scheduled Castes;

(ii) Scheduled Tribes;

(iii) De-notified Tribes (Vimukta Jatis) or Nomadic Tribes;

(iv) Other Backward Classes; and

(v) One seat for women students,

remaining seats being distributed district-wise :

Provided further that, for the purpose of nomination through selection details based on academic performance, participation in National Cadet Corps, National Service Scheme and Adult Education, Cultural Activities or such other activities