

**MAHARASHTRA STATE SKILLS UNIVERSITY**



**Circular No.        of 2023**

**ORDER**

WHEREAS the Government of Maharashtra has enacted the Maharashtra State Skills University Act, 2021 (hereinafter referred to as “the Act”) to establish and incorporate the Maharashtra State Skills University in the State Government, which has come into force w.e.f. 23<sup>rd</sup> March 2021;

AND WHEREAS Section 57 (1) of the Act prescribes the Committees and Councils of the University;

AND WHEREAS Section 57 (2) of the Act, the constitution, powers and functions of the Council and Committees specified in Section 57(1) of the Act, shall be such as may be prescribed by Statutes;

AND WHEREAS the Governing Council, in its meeting held on 9<sup>th</sup> December, 2022, have approved the draft of Statute relating to constitution, powers and functions of the Council and Committees specified in Section 57(1) of the Act;

AND WHEREAS it will take some time to complete the process of framing Statutes as per Section 46 of the Act;

AND WHEREAS the matter relating to constitution, powers and functions of the Council and Committees specified in Section 57(1) of the Act, is required to be regulated by the Statutes and no Statutes are made in that behalf;

THEREFORE, I, Prof. (Dr.) Apoorva Palkar, Vice-Chancellor of the Maharashtra State Skills University, by and under the powers vested in me under Sub-Section (8) of Section 13 of the Maharashtra State Skills University Act, 2021, hereby issue the following directives:

- (1) Constitution, powers and functions of the Council and Committees specified in Section 57(1) of the Act shall be as prescribed in the Annexure to this Order;
- (2) This Order shall come into force with immediate effect.

*Apoorva Palkar*

**Ref.:** MSSU/Admin/VC order/2022-23/489 Prof. (Dr.) Apoorva Palkar

**Date:** 3 / 2 / 2023

Vice- Chancellor

CONSTITUTION, POWERS AND FUNCTIONS OF COUNCIL AND  
COMMITTEES

**1. Advisory Council:**

- (1) The Advisory Council shall consist of following members, namely:-
- (a) the Vice-Chancellor- Chairperson;
  - (b) an eminent industrialist who has proven wide experience in the changing scenario of opportunities for youth and global trends in academy-industry interaction, to be nominated by the Vice-Chancellor;
  - (c) an eminent expert with experience in skill education or training, to be nominated by the Vice-Chancellor;
  - (a) an eminent scientist of repute with experience of working with national and global entities that deal with policy and approaches in research and development, to be nominated by the Vice-Chancellor;
  - (b) an eminent social leader who has experience of working with the masses and understands the linkages between education and social transformation, to be nominated by the Vice-Chancellor;
  - (c) an eminent educationist who is conversant with new trends in the world of higher education to be nominated by the Vice-Chancellor;
  - (d) An Information Communication Technology (ICT) expert who has wide experience at the national and international level in the higher and professional education, to be nominated by the Vice-Chancellor;
  - (e) the Registrar -Member- Secretary.
- (2) The powers and functions of the Advisory Council shall be as follows:-
- (a) to advise to the authorities of the University through generation of reports and action plans in academic, research and development, administration, generation of financial resources and governance so as

to make a University academically vibrant, administratively efficient and financially a strong system;

- (b) to devise a mechanism and approach for monitoring of the working of the University system as a whole and to keep track of the activities and provide information and critical analysis and comments on the progress and impact of the activities on the working of Universities and its identity in the Society;
- (c) to advise the University regarding strategic perspective planning;
- (d) to submit periodic report on the development, progress, working of University to the Governing Council of the University;
- (e) to keep track of various reforms and policies thereon as devised by the Commission;
- (f) to take up any other task that the Chairperson of the Council shall find of importance for the growth of the University;
- (g) to carry out any other function of advisory nature required for fulfilment of objects of the University.

(3) The Advisory Council shall meet at least two times in a year.

(4) All members of the Council, other than *ex-officio* members shall hold office for a term of three years.

## **2. Finance and Accounts Committee;**

(1) Finance and Accounts Committee shall consist of following members, namely:-

- (a) the Vice-Chancellor- Chairperson;
- (b) the Director of Accounts and Treasuries or his representative, not below the rank of Deputy Director of Accounts and Treasuries;
- (c) two experts nominated by the Governing Council, one of whom shall be a Chartered Accountant who is an expert in the field of accounting and auditing and the other shall be an expert in the area of finance;



- (d) two members of the Governing Council, nominated by the Vice-Chancellor;
  - (e) one member of the Academic Council, nominated by the Vice-Chancellor;
  - (f) two Heads of Skill Departments to be nominated by the Vice-Chancellor for the tenure of one year, by rotation
  - (g) the Registrar;
  - (h) the Finance and Accounts Officer - Member-Secretary.
- (2) The Director of Board of Assessment and Evaluation, the Director of Board of Innovation, Incubation and Enterprise and the Director of Board of Counselling and Placement, shall be the permanent invitees of the Finance and Accounts Committee.
- (3) The powers and functions of the Finance and Accounts Committee shall be as follows:-
- (a) to plan, coordinate and oversee the financial operations of the University. It shall examine the accounts, the progress of expenditure and all new proposals involving fresh expenditure in the light of the provisions available;
  - (b) to examine and consider Annual Statement of Accounts, Audited final statement of accounts and Audit Report and its compliance report, and the annual financial estimates to be presented by the Finance and Accounts Officer and recommend the same to the Governing Council for approval;
  - (c) to examine the progress of expenditure and all new proposals involving fresh expenditure in the light of the provisions available;
  - (d) to recommend to the Governing Council the limits for the total recurring and non-recurring expenditure for the year, based on the income and resources of the University, including the proceeds of loans for productive work;

- (e) to recommend to the Governing Council productive investment and management of University assets and resources;
- (f) to explore the possibilities of, augmenting further the resources for the development of the University;
- (g) to take necessary steps to have the university accounts audited by auditors appointed by the Governing Council;
- (h) to advise the Governing Council on matters related to the administration of the property and the funds of the University;
- (i) to ensure proper implementation of the orders issued by the State Government from time to time, in respect of funds, assets, and other resources received from the State Government;
- (j) to advise on financial matters referred to it by the Governing Council, Academic Council or any other authority, body or committee or any officer of the University;
- (k) to report to the Vice-Chancellor any lapse or irregularity in financial matters which comes to its notice so that he may take suitable prompt actions after assessing the seriousness of the matter or refer it to the Governing Council;
- (l) to ensure that the annual accounts of the University, colleges and institutions are open for audit by the auditors appointed by the State Government;
- (m) to study various reforms for management of financial resources, maintenance of accounts and use of modern technologies to enhance the efficiency in accounts maintenance and audit procedures;
- (n) to carry out any other functions and tasks as may be assigned by the University authorities.

- (4) The Committee shall meet at least four times in a year.
- (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.

### **3. Internal Quality Assurance Committee;**

- (1) The Internal Quality Assurance Committee in the University shall be constituted as per the guidelines of the University Grants Commission and State Government issued, from time to time.
- (2) The Internal Quality Assurance Committee in the University shall plan, guide and monitor quality assurance and quality enhancement in all the academic activities of the University and shall function per the guidelines of the University Grants Commission and State Government issued, from time to time.
- (3) The Annual Quality Assurance Report shall be approved by the Governing Council of the University for the follow up action for the necessary quality enhancement measures. The University shall regularly submit the Annual Quality Assurance Report to the National Assessment and Accreditation Council or other accreditation bodies concerned.
- (4) There shall be an Internal Quality Assurance Committee in each college, recognized institution and skill centre that shall be constituted and function as per the guidelines of the University Grants Commission and State Government issued, from time to time.
- (5) The colleges, recognized institutions and skill centre shall regularly submit their Annual Quality Assurance Reports to the University, State level quality assurance bodies and national accreditation bodies concerned.
- (6) The Internal Quality Assurance Committee of the University shall monitor the functioning of Internal Quality Assurance Committees in the affiliated colleges and recognized institutions.



(7) The Internal Quality Assurance Committee shall meet at least four times in a year.

(8) All members of the Committee, other than *ex-officio* members shall hold office for a term of three years.

#### **4. Innovation, Incubation and Enterprise Committee:**

(1) The Innovation, Incubation and Enterprise Committee shall consist of the following members, namely:-

(a) the Vice-Chancellor - Chairperson;

(b) five members to be nominated by the Vice-Chancellor from Skill Departments, colleges, recognized institutions, schools, campuses, regional centres, skill centres, study centres;

(c) the Director, Board of Innovation, Incubation and Enterprise- Member-Secretary.

(2) The powers and functions of the Innovation, Incubation and Enterprise Committee shall be as follows:-

(a) to carry out the objectives of the Board for Innovation, Incubation and Enterprise of the University;

(b) to exercise the powers and perform the duties as may be assigned by the Board for Innovation, Incubation and Enterprise, from time to time.

(3) The Internal Quality Assurance Committee shall meet at least four times in a year.

(4) All members of the Committee, other than *ex-officio* members shall hold office for a term of three years.

#### **5. Affiliation and Recognition Committee:**

(1) The Affiliation and Recognition Committee shall consist of the five members of the Academic Council to be nominated by the Academic Council, of whom one shall be a Chairperson. The Officer in charge of



Academic Section of the University shall act as the Secretary of the Committee.

- (2) The powers and functions of the Affiliation and Recognition Committee shall be as follows:-
- (a) to scrutinize applications submitted by the management of colleges and institutions for grant of affiliation and recognition and forward the same to the Governing Council for approval within the time limit prescribed by Statutes;
  - (b) to perform the tasks relating to withdrawal of affiliation or recognition as per the provisions of Statutes;
  - (c) to carry out tasks as may be assigned by the Academic Council, from time to time.
- (5) The Affiliation and Recognition Committee shall meet at least four times in a year.
- (6) 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.

#### **6. Purchase Committee:**

- (1) The Purchase Committee shall consist of the following members, namely:
- - (a) The Vice-Chancellor- Chairperson;
  - (b) Chancellor's nominee on the Governing Council;
  - (c) One Head of the Skill Department to be nominated by the Vice-Chancellor - Member;
  - (d) The Registrar;
  - (e) The Finance and Accounts Officer – Member Secretary;
- (2) The Purchase Committee shall invite the head of the Skill Department, for which the purchases are to be made.

- (3) During the absence of the Finance and Accounts Officer, the Registrar shall act as the Member Secretary of the Purchase Committee.
- (4) The powers and functions of the Purchase Committee shall be as follows:-
- (a) to approve the purchases of items where individual cost of each item exceeds Rs. 10,00,000/-at a time;
  - (b) to inspect the items to be purchased and approve the same;
  - (c) to negotiate with the lowest tenderer in case of purchases of items, if necessary and for the reasons to be recorded in writing;
  - (d) to invite the concerned Head of the Skills Department, for which the purchases are made.
  - (e) to constitute a sub-committee consisting of a minimum of three members, as and when required:  
Provided that the decision of the sub-committee shall be placed before the Purchase Committee for its approval;
  - (f) to deal with the matters relating to purchases of the University as per the procedure and general principles as prescribed by the Government of Maharashtra.
- (5) The Purchase Committee shall meet at least four times in a year.
- (6) 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.

## **7. Buildings and Works Committee;**

- (1) The Buildings and Works Committee shall consist of the following members, namely: -
- (a) the Vice-Chancellor - Chairperson;
  - (b) Chancellor's nominee on the Governing Council;

- (c) Chief Engineer of the Public Works Department in charge of the region in which the University is situated, or his nominee not below the rank of Executive Engineer from that region;
  - (d) one eminent engineer, nominated by the Vice-Chancellor from the private sector;
  - (e) an eminent Architect, nominated by the Vice-Chancellor from the private sector;
  - (f) the Registrar;
  - (g) the Finance and Accounts Officer;
  - (h) the Executive Engineer of the University-Member-Secretary.
- (2) The powers and functions of the Buildings and Works Committee shall be as follows:-
- (a) to carry out minor and major infrastructure development activities of the university efficiently and in a time bound manner and shall be responsible for the execution of all types of works, including major works to be executed through the agency of the Public Works Department;
  - (b) to accord administrative approval and financial sanction, subject to availability of funds in the budget, to the maintenance work;
  - (c) to recommend and obtain administrative approval and expenditure sanction of the Governing Council in respect of all minor and major works;
  - (d) to recommend to the Governing Council through the Finance and Accounts Committee, a 'Programme of Works' to be executed in the ensuing year, specifying maintenance works, minor works and major works, separately;
  - (e) to prepare a panel of ten to twelve Architects and other specialized consultants of proven experience and merit for the university works and get the same approved by Governing Council. Such panel shall be



subject to the approval of the Chancellor who may make such modifications in it as he deems fit;

- (f) on getting administrative approval and expenditure sanction of the Governing Council to minor and major works, to get the plans and estimates of such works prepared from the Executive Engineer of the university or the Architect selected for a project, borne on the panel of approved Architects of the university;
- (g) to maintain a list of approved contractors on the basis of their technical experience and financial capability for execution of maintenance works and minor works;
- (h) be responsible for making technical scrutiny as may be considered necessary by it;
- (i) be responsible, after careful scrutiny, for the acceptance of tenders received for maintenance works and major works;
- (j) exercise general supervision over the work of the technical staff of the university, and in particular, ensure that essential records and data are maintained up-to-date and that the rejected tenders are retained for a reasonable period;
- (k) to ensure that the Executive Engineer of the university certifies the completion of works in accordance with the designs finally approved by the architect, if appointed, in respect of maintenance works and minor works;
- (l) to associate and deliberate with the consulting Architects, as and when necessary;
- (m) to settle rates not covered by the tender and settle claims and disputes with contractors in respect of maintenance works and minor works :

Provided that, the rates or claims or disputes shall be settled by the Public Works Department in respect of major works entrusted to that Department, subject to the condition that if the decision in respect of

any such claims or disputes is likely to cause excess over the approved estimated cost of the project, prior sanction of the Governing Council shall be obtained to such an excess amount;

- (7) The Buildings and Works Committee shall meet at least four times in a year.
- (8) 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.
- (9) Procedure for the execution of all types of works in the University shall be as prescribed by the Regulations.

#### **8. Fee Fixation Committee**

- (1) The Fee Fixation Committee shall consist of the following members, namely: -
  - (a) a retired Vice-Chancellor or an eminent educationist having wide experience in the field of education, who shall not be connected with the university or any college or institution under its jurisdiction as the Chairperson;
  - (b) the Head of the Skill Department concerned;
  - (c) Chancellor's nominee on the Governing Council;
  - (d) one finance expert nominated by the Vice-Chancellor, preferably a Chartered Accountant, not connected with the university or college or institution or skill centre under its jurisdiction;
  - (e) one legal expert nominated by the Vice-Chancellor, not connected with the university or college or institution under its jurisdiction;
  - (f) Registrar or his nominee not below the rank of Deputy Registrar – Member Secretary.
- (2) The powers and functions of the Fee Fixation Committee shall be as follows:-

- (a) to work out the real cost of delivery of each and every under-graduate and post-graduate courses or programmes run by the university, colleges, recognized institutions, other than autonomous colleges and autonomous institutions and those managed and maintained by the State Government, Central Government and local authorities and skill centres;
  - (b) to decide the tuition fees, other fees and charges for various courses or programmes as recommended by the board of Deans, and recommend it to the academic Council for approval.
- (3) All members of the committee, other than *ex-officio* members shall hold office for a term of five years and shall not be eligible for a second consecutive term.
- (4) Notwithstanding anything contained above, the State Government may evolve the Statutory Mechanism of fixation and regulation of fees which shall be binding on the University, colleges, recognized institutions and skill centres, as specified by the State Government in this regard.
- (5) The tuition fees, other fees, and charges for various courses or programmes as recommended by the Board of Studies through the fee fixation committee, shall be finally approved by the Academic Council and shall be applicable in general:

Provided that, any college or recognized institution other than autonomous college and autonomous institution and those managed and maintained by the State Government, Central Government and Local Authorities or skill centres, which intends to charge different fees other than those approved by Academic Council may submit the proposal to the Fee Fixation Committee and the Fee Fixation Committee shall decide the tuition fee, other fees and charges for the specific course or programme for such college or institution or skill centre, on the basis of assessment and evaluation of different additional facilities provided by such applicant



college or recognized institutions or skill centre. The decision of the Fee Fixation Committee in this regard shall be final and binding on the applicant college or institution or skill centre.

- (6) The Fee Fixation Committee shall meet at least twice a year to examine and consider the fee fixation proposals. The committee shall decide tuition fees, other fees and charges for various courses or programmes, at least six months before the commencement of an academic year.

#### **9. Internal Complaint Committee for Redressal of Complaints of Women Employees in regard to Sexual Harassment:**

- (1) Internal Complaint Committee for redressal of complaints of women employees in regard to sexual harassment shall be constituted as per the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, amended from time to time.
- (2) Powers and functions of the Internal Complaint Committee shall be as prescribed by the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and rules made thereunder, amended from time to time.

#### **10. Meetings of Council and Committees**

- (1) A meeting of the Council or Committees shall be convened on the date determined by the Chairperson by a notice issued by its Secretary.
- (2) The quorum for a meeting of the Council or Committees shall ordinarily be one-third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson to a specific time on the same day, or on a later date and no quorum shall be necessary for such adjourned meeting. No quorum shall be necessary on the following day of the continued meeting.

(3) When the Chairperson of the Council or Committees is absent, the members present shall elect a person from amongst themselves to preside at that specific meeting.



**Ref.:** MSSU/Admin/vcoorder/2022-23/489

**Date:** 3/2/2023

Prof. (Dr.) Apoorva Palkar  
Vice- Chancellor