

41

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NOTIFICATION

Maharashtra Admissions
Regulating Authority,
9th Floor, New Excelsior
Building, A.K. Nayak Marg,
Fort,
Mumbai - 400 001.
Dated the 20 May 2025.

ARA 2025/CR 398/Regulations-001

Maharashtra
Unaided Private
Professional
Educational
Institutions
(Regulation of
Admissions and
Fees) Act, 2015.

No. 01.- In exercise of the powers conferred by
sub-section (7) of section 7 read with section 24 of the
Maharashtra Unaided Private Professional Educational
Institutions (Regulation of Admissions and Fees) Act, 2015
(Mah. XXVIII of 2015), the Maharashtra Admissions
Regulating Authority hereby makes the Regulations
regarding Conduct of Meetings of the Admissions
Regulating Authority as follows:-

1. Short title and commencement -

- (1) These Regulations may be called the Maharashtra Admissions Regulating Authority (Conduct of Meetings) Regulations, 2025.
- (2) They shall come into force at once.

2. Definitions -

(1) In these regulations, unless the context requires otherwise, -

(a) "Act" means the Maharashtra Unaided Private Professional Educational Institutions (Regulation of Admissions and Fees) Act, 2015 (Mah. XXVIII of 2015);

(b) "Agenda of the meeting" means the matters to be discussed as decided by the Authority in its meeting;

(c) "Authority" means the Admissions Regulating Authority;

(d) "Chairperson" means the Chairperson of the Authority;

(e) "Member" means Member of the Authority and includes,-

- i) non-official Members as mentioned in clauses (b)&(c) of sub section (3) and appointed under sub section (4) of section 7 and,
- ii) official Members as mentioned in clauses (d),(e),(f) and (g) of the said sub section (3) of section 7 of the Act.

(f) "Member Secretary" means the Member Secretary of the Authority.

(g) "Meeting" means the Meeting of the Authority.

(h) "Officer" means an Officer of the Authority;

(i) "Regulations" means the regulations framed by the Authority;

(j) "Rules" means rules made by the Government of Maharashtra under the Act 2015.

(k) "Year" means the period of twelve months commencing on the 1st April and ending on the ensuing 31st March;

(2) Words and expressions used but not defined herein shall have the respective meaning as assigned to them in the Act and the Rules made under the Act.

3. Meeting -

(1) All decisions of the Authority under the provisions of the Act shall be taken in the manner as laid down in these Regulations unless any particular power has been delegated to any other sub-committee or any officer in a specific case by order of the Authority.

(2) The Authority shall meet not less than once in every month and three months shall not intervene between two successive Meetings.

(3) The Chairperson may at any time if the exigencies so demand, and upon a written request made by not less than one-third of the total number of Members shall call a special Meeting, on a date not later than fifteen days after the receipt of such request by the Chairperson.

(4) The time, date, venue and mode (either physical or through in Video conferencing or through hybrid mode) of the Meeting shall be such as may be determined by the Chairperson.

- (5) The Agenda of the Meeting shall be prepared by the Member Secretary of the Authority with the approval of the Chairperson. If any Member desiring to incorporate any matter to be taken in the Agenda, he may by writing in advance addressed to the Chairperson request for the same and decision thereon by the Chairperson shall be final.
- (6) The notice along with Agenda of the Meeting shall be given to every Member at least seven days in advance.
- (7) The documents relevant to the Agenda shall be given at least three days prior to the date of Meeting.
- (8) The notice of the Meeting, Agenda and the documents referred in clause (7) may be given either in physical form or through the electronic mode.
-  (9) The quorum for the Meeting shall be the Chairperson, the Member Secretary and a minimum of two Members.
- (10) If no quorum is assembled within thirty minutes of the time appointed, the Chairperson may continue the Meeting at the same place.
- (11) If for any reason the Chairperson is unable to attend the scheduled Meeting the Meeting may be adjourned for a subsequent date.
- (12) The Chairperson shall preside over the Meeting and as the presiding officer shall have plenary power.
- (13) The Authority may invite any person who in its opinion is an expert in the field of education or any officer of the Government, to attend its Meeting or of its Committee, if the subject with which the expert or

officer is concerned is likely to come up for discussion or consideration at such Meeting.

(14) All the Members including the Chairperson shall have right to vote and the decision shall be taken by the majority. In case of equality of votes, the Chairperson shall have a second and casting vote. In the Meeting, a record of proceedings and notes of dissent, if any shall be kept.

(15) The invitees shall be entitled to be present at the Meetings, take part in the deliberations thereof, but shall not have right to vote.

(16) The Member Secretary shall maintain a register which will, amongst other things, contain the names and designation of Members and invitees present at the meeting.

(17) The decisions taken in a Meeting shall be recorded in the minutes in a clear and concise manner, along with reasons. In case the minutes record any statement / submission made by an invitee, a copy or the part of minutes shall be sent to such invitee by the Member Secretary containing his statement or submissions.

4. Minutes of Meeting -

(1) The Member Secretary shall record the minutes of the meeting. The minutes of the Meeting shall be recorded in Marathi. However, the Chairperson may allow it to be recorded in English also.

(2) After the Meeting is concluded the draft minutes thereof shall be prepared and submitted by the Member Secretary within four working

days to the Chairperson for his approval and signature. The minutes after such approval shall be circulated by the Member Secretary to all Members and the invitees present in the Meeting through electronic mode.

(3) Any Member may raise any point regarding the matters deliberated and discussed in the Meeting, which he wishes to be incorporated in the minutes, by writing to the Member Secretary at least four days before the next Meeting in which the draft minutes are being confirmed.

(4) The draft minutes so circulated shall be confirmed, after having regard to the points raised by the members under clause (3), in the next Meeting. The Minutes of the meeting may also be confirmed by circulation method before the next meeting.

(5) All final orders and decisions issued or communicated by the Authority shall be certified under the signature of the Member Secretary or an officer empowered in this behalf by the Chairperson and bear the official seal of the Authority

5. Meeting by circulation -

(1) If the Chairperson is of the opinion of that the decision in respect of any particular matter or class of particular matters may be held by circulation, he may direct to hold such Meeting for decision by circulation. In such case, the Member Secretary shall arrange to circulate a note along with all the relevant documents to all Members,

with request to indicate their approval or disapproval within the time specified thereon.

- (2) The Member to whom the circulation papers have been addressed may record his view thereon and remit his approval or disapproval to the Member Secretary within the period specified in the circulation note. Thereafter the Member Secretary shall cause to be placed, the decisions received from the Members and all other relevant papers before the Chairperson who shall after having regard to the majority of the views, take decision in the matter. The decision so arrived at shall be placed before the next immediate Meeting for information.

6. Video conferencing -

- (1) The Chairperson on the motion made by the Member Secretary shall also call the Meeting by video conferencing. In such case all the reasonable facilities for attending the Meeting through video conferencing shall be made available to the Members as well as to the invitees.
- (2) Any Member whether official or non-official may request the Chairperson to allow him to participate in the Meeting (including any Meeting under regulation 3) through electronic mode and when he participates through video conferencing his presence shall be recorded.
- (3) If a non-official Member of the Authority attends the Meeting in electronic modes he shall be entitled to receive the Meeting allowance, but not the travelling and convenience allowance.

7. Leave of absence -

If any Member is unable to attend the Meeting, he may either in writing or by electronic mode intimate to the Member Secretary his inability. The Member Secretary shall place such intimation before the Meeting.

8. Decision of Authority in case of urgent matters -

(1) In an emergency which requires immediate action to be taken under the Act, the Chairperson, may after recording the reasons in that regard, take such action consistent with the Act and rules made thereunder, which the Chairperson deems necessary without holding the Meeting.

(2) The Member Secretary shall place a report relating to such action and all other relevant papers in the next immediate Meeting for post-facto confirmation.

9. Other provisions as to Meeting and decisions taken therein -

 (1) The officers and staff of the Authority who are permitted by the Chairperson shall attend the Meeting and assist the Member Secretary in the conduct of the Meeting.

(2) No Member of the Authority as well as the Officers and staff and the Member Secretary shall disclose the deliberations in the Meeting until the minutes of the Meeting is confirmed and is signed by the Chairperson.

(3) If it is decided in the Meeting that the immediate action may be taken in respect of any particular matter, the Authority or the Member

Secretary with approval of the Chairperson, notwithstanding anything in these regulations may convey the decision to the concerned even before the confirmation of the minutes.

10. Allowances to the Members and invitees -

- (1) The non-official Members shall be entitled to receive such allowances, as may be determined by the State Government, for Meeting the personal expenditure in attending the Meetings or in performing any other functions as Members.
- (2) The person invited under clause (13) of regulation 3, shall be entitled to receive such honorarium and allowances as determined by the Authority.

11. Miscellaneous -

The decisions in the Meeting shall be given effect by the Member Secretary and the Head of State Common Entrance Test Cell and the conclusive/effective implementation of the decisions of the Authority shall be put forth before the Chairperson time to time in a format including date of the Meeting, Meeting No, item no. & brief decision of the Authority, conclusive implementation done or not and remark, as the case may be.

By order of the Authority,

Commissioner and Member Secretary.

