

### **Code of Conduct**

- The Maharashtra Public Universities Act, 2016
- The Maharashtra Universities Act, 1994
- Statute of Shivaji University, Kolhapur
- Bylaws of Palus Shikshan Prasarak Mandal, Palus
- Student charter
- Disciplinary Rules for Students

PALUS.

[Rules and Regulations]

Applied on 9.3.95  
Ready on 9.3.95  
Delivered on 9.3.95  
In Charges Received 9.3.95

Amended constitution  
Amended vide order  
12-3-95

Superintendent  
Public Trust Registration Office  
Sangli Region, Sangli

*[Signature]*  
12-3-95

PALUS SHIKSHAN PRASAR MANDAL, PALUS,  
INSTITUTION (RULES & REGULATIONS) OF MANDAL.

*[Signature]*  
College

**PALUS SHIKSHAN PRASARAK MANDAL, PALUS.  
CONSTITUTION (RULES & REGULATIONS) OF MANDAL.**

**1. NAME OF THE INSTITUTION :**

- a. The name of the Sanstha shall be "PALUS SHIKSHAN PRASARAK MANDAL, PALUS.", Tal :- Tasgaon, Dist :- Sangli which is hereinafter to be called 'MANDAL.'
- b. Office of the Mandal shall be at Palus, Tal : Tasgaon, Dist :- Sangli

**2. AIMS AND OBJECTS :**

- a. To start Educational Institutions and make available Academic, Vocational, Agricultural, Technical, Engineering, Chemical and Petrochemical Education etc.
- b. To start I.T.I. Courses, Diploma, Graduate and Post Graduate Courses in all faculties.
- c. To start Research Centre, Library Courses, Physical Education Courses by starting necessary training centres.
- d. To establish Gymnasium, Sports Complex and such other facilities.
- e. To make available library facilities, reading room facilities and residential hostel facilities for boys and girls
- f. To undertake manufacturing and servicing and other similar productive activities necessary for providing training and practical education to students of Technical, Engineering, Vocational, Agricultural faculties and to utilise the income so accrued their from for the educational purposes of the Mandal.
- g. To start training centre for competitive examination and scholarships.

**3. (A) RULES AND REGULATIONS :**

1. To acquire by purchase, grant, concession, lands and buildings, plant and machinery and hold property to enable to carry out its above objects.
2. To open a book and stationary shop in the school premises for the convenience of students.
3. To sell, lease, mortgage and otherwise dispose of its property.
4. To accept grants, donations, deposits with interest or without interest and to borrow and raise money on the security of its property.
5. To undertake construction of building activities on the landed property of the Mandal and to utilise the building so constructed preferably on the Tasgaon State land.



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Secretary  
Palus Shikshan Prasarak Mandal  
Tasgaon, Sangli District

3. (B) THE MANDAL CONSISTS OF THE FOLLOWING MEMBERS :

1. Patrons.
2. Benefactors .
3. Fellows.
4. Founder Members.
5. Life Members.
- 6- Ordinary Members.
7. Nominated Members.

- a. Patron is one who contributes Rs.10,000/- or more.
- b. Benefactors is one who contributes Rs.5,000/- or more.
- c. The Fellow is one who contributes Rs.3,000/- or more. The council shall however have the power of nominating any distinguished person as the Fellow / Patron of the Mandal without receiving any contribution from him.
- d. The Founder is one who has paid at the beginning of the registration of the Mandal. No person can be Founder Member after the registration of the Mandal.
- e. The Ordinary Member is one who contributes Rs.1,000/- or more.
- f. The Life Member is one who agrees in writing to work in connection with the institutions of the Mandal for at least 20 years and who is selected as such by the council of the Mandal. The Life Member is one who contributes Rs.2,000/- or more.
- g. The member by contributing additional amount may change his classification of membership. However this will be subject to the approval of the council.
- h. A member means and includes Patron, Benefactor, Fellow, Founder, Life Member and Nominated member who shall all form a general body of the Mandal.
- i. In any grade of the membership, member can not have a voting power unless he has completed all the installments required for the membership of class he wishes to belong to within the financial year of the Mandal.
- j. All members except Patrons and Benefactors will contribute Rs.25/- as the annual subscription of the Mandal before the last date of financial year of the Mandal. Defaulters will loose their membership automatically.
- k. If any members dose not observe the rules of the Mandal, commits wrong behavior causes dishonour to Mandal, acts in a manner which is detrimental and injurious to the interest of the Mandal & which hampers the progress of Mandal and destroys the unity and co-operation in the Mandal, his membership shall be dropped without refunding the amount of the subscription of membership by the council of the Mandal if he is found guilty.

#### 4. MANAGEMENT OF MANDAL

For the management of all the matters concerning the Mandal, there shall be following bodies.

- a. The General Bodies.
- b. The Council of the Mandal.
- c. The Managing Committee.
- d. Administrative Office.
- e. The School Committee.
- f. The Local Managing Committee for Senior College prescribed by the University.
- g. The Council of the Mandal may form some more Committees as and when necessary for carry out the activities of the Mandal, viz. College Committee, Staff Recruitment Committee, Sports Committee, Building Committee, Hostel Committee etc.

#### 5. THE GENERAL BODY CONSISTS OF :

1. Patrons
2. Benefactors
3. Fellows
4. Founder Members.
5. Life Members.
6. Ordinary Members.
7. Nominated Members.

- a. The General Secretary shall issue fifteen days notice of the meeting of the General Body to all the members individually in writing. notice issued under certificate of posting will be presumed that it is properly served. No complaint can be entertained for non receipt of the notice.
- b. Each member present shall have one vote. In case of equal division, the president shall have casting vote.
- c. The resolution will be passed by simple majority.
- d. The General Body shall once in five years select the members of the council.
- e. The General Body may if necessary call Special General Meeting by giving five days notice.
- f. The General Body may approve & sanction the changes if any in these rules. if they are so recommended by the council or the General Body of its own motion may alter or amend any of these rules.
- g. The President, in absence of the President the Vice-President shall preside over the meeting of the General Body. In the absence of both the members present may elect the president from amongst them.
- h. The General Body has all controlling power to approve the decisions & resolutions of the council as well as managing committee and other committees.



1. The quorum required for the meeting shall be Eleven members. If the meeting is adjourned for want of quorum it will be held on the same day at the same place after one hour. No quorum will be required for adjourned meeting.

The Subject of the amendment in the constitution of the Mandal shall not be discussed in the adjourned meeting even though the same subject is already in the notice of the meeting issued for.

#### 6. FUNCTION OF THE GENERAL BODY :

1. To note the minutes of the last Annual General / Special General Meeting confirmed by the president.
2. To approve the Annual Accounts for the financial year.
3. To consider the appropriation of the permanent funds of the Mandal that may be recommended by the council.
4. To appoint an auditor or auditors to audit the accounts also to appoint the local auditors to check the accounts.
5. To exercise all the powers of a supervising body in the affairs of the Mandal.
6. To recommend all the matters to the council & managing committee / subject committee which are necessary in the interest & in furtherance of the Aims & objects of the Mandal.
7. Voting by proxy shall not be allowed.

#### 7. THE COUNCIL OF THE MANDAL :

- a. The maximum number of members of the council shall be twenty five.

Patrons.	1
Benefactors .	4
Fellows.	7
Founder .	7✓
Life Members.	1 -
Ordinary .	3
Nominated.	2
<hr/>	
Total	25
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- b. The Patrons shall elect the member from them.
- c. The Benefactors shall elect four members amongst them.
- d. The Fellows shall elect seven members from amongst them. If the number of founder members from the category of founder members is not sufficient to which number of founder member is found less.



*[Signature]*  
Principal  
A-15, Commerce & Science College  
Bikaner, Rajasthan

- f. The Life Members shall elect one member from amongst them.
- g. The Ordinary members shall elect three members from amongst them.
- h. The Council shall nominate two members either from the member of the Mandal or nominate any outsider.

8. FUNCTION OF THE COUNCIL OF THE MANDAL :

- a. To publish the annual report of the account of the Mandal.
- b. To form the Managing Committee and other subject committee as & when necessary.
- c. To manage the elections of the bodies of the Mandal & to frame necessary rules for conduction of the election
- d. To select the President & Vice-Presidents (two posts) & the General Secretary from the members of the council of the Mandal. General Secretary will work as the mandal & the managing committee & subject committee.
- e. To call the Annual General Meeting of the General Body within the four months of the end of the financial year.
- f. To approve the membership of new applicants, no person will become the member of the Mandal unless he is so approved by the council.
- g. To control the permanent funds & the property of the Mandal.
- h. To provide for the Annual Inspection of the institutions of the Mandal.
- i. To make rules & bye-laws for the working of the Managing Committee, Subject Committee & other centres, activities under its control.
- j. To acquire purchases, grant, concession, lease or otherwise any lands & buildings, plants hold the property of the Mandal.
- k. To sell, to lease mortgage or otherwise dispose of its property subject to prior approval of the General Body.
- l. Council shall full access to the record of the Mandal.
- m. The council shall supervise sanction approve all decisions taken by managing committee & other subject committees. The council is to supervise all the activities of the different bodies/committees of the Mandal & call for any information if necessary from the different subject committee including the managing committee.



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- n. All decisions of the committees including those of the managing committee are subject to the approval of the council. There shall be minimum one meeting of the council in two months. The council may appoint some more subject committees for speedy working of the different activities & subject committees.
- o. Seven days notice is required for the meeting of the council. In urgent case the meeting of the council will be called by giving twenty four hours notice.
- p. Seven members will form the quorum. If the meeting is adjourned for want of quorum it will be held on the same day at the same place after one hour.

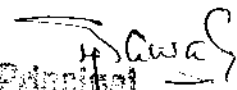
#### 9. FUNCTIONS OF THE GENERAL SECRETARY :

- a. It will be the duty of the Secretary to hold complete charge of the office of the Mandal, to keep all the necessary records, to keep all the books of accounts and supervise the account of Mandal, to maintain proper record and generally responsible for the efficient working of the administrative office of the Mandal.
- b. The General Secretary will called meeting of the General Body, the council of the Mandal, the managing committee / other subject committee in circulation with president, Vice-president and the Chairman. He shall keep the proceedings of the meetings of the General Bodies, the council & the managing committee / subject committee.
- c. The General secretary shall work as the secretary of the General Body, the secretary of council of the Mandal and the secretary of the managing committees / subject committees.
- d. The secretary shall work as per the instructions & the orders of the President & the Chairman.

#### 10. THE MANAGING COMMITTEE :

- a. The managing committee shall consist of nine members.
- b. The member of the managing committee will be selected by the council from amongst its members.
- c. The General Secretary selected by the council of the Mandal will work the secretary of the managing committee.
- d. The member of the managing committee will select Chairman & Vice-Chairman from amongst its members.
- e. The quorum required for the meeting shall be five members. If the meeting is adjourned for want of quorum it will be held on the same day at the same place after one hour. No quorum will be required for adjourned meeting.



  
 P. A. Awar  
 Principal  
 Arts, Commerce & Science College  
 P. A. Awar

f. In the urgent case, twenty four hours notice is required for the calling the meeting of Managing Committee and Subject Committees.

g. - The tenure of council of the Mandal, the managing committee, subject committees will be five years.

#### 11. THE BUSINESS OF THE MANAGING COMMITTEES :

a. To present accounts of the financial year to the council and the General Body for their approval & the budget for the next year also present for the approval of the council.

b. To execute all the decisions & the resolutions of the General Body & the council of the Mandal & to supervise day to day activities of the institutions and to supervise day to day activities of the institutions and to recommend proposal to the council for the efficient management & working of the Mandal.

c. To recommend to the council of the Mandal the proposal of the appointment of the Heads of the institutions and the proposal of appointment of the teachers and servants of the Mandal for the final approval of the council of the Mandal. In which case decisions of the council of the Mandal will be final. All the decisions of the Managing Committee / Subject Committee must come before the council meeting for approval.

mp ✓ All the resolutions of the Managing Committee / Subject Committee will be decided by simple majority. Chairmen will have casting vote.

✓ Minimum one meeting of the Managing Committee / Subject Committee must be held in each month.

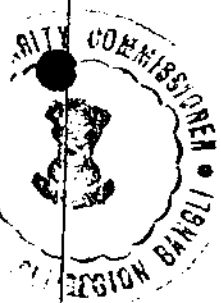
Seven days notice is required for the meeting of the Managing Committee. In urgent case, twenty four hours notice for the meeting is sufficient for the meeting.

#### 12. FUNDS :

The Mandal shall raise the funds required as below.

1. Grants, Deposits with interest or without interest.
2. Donations with special purpose & General Donations.
3. Fees.
4. Annual Member Subscriptions.
5. Contributions from patrons, fellows & founder members.
6. Income from other activities of Mandal & Building rents.

13. All the property & funds of the Mandal shall belongs to PALUS SHIKSHAN PRASARAK MANDAL, PALUS. No individual member shall have any property right over them.



*[Signature]*  
Principal  
Arts, Commerce & Science College  
Palus, Bangalore

Nothing here in laid down shall invalidate any action taken under above rules in good faith merely on account of any technical irregularities of the procedure.

14. The council of the Mandal would fix the date on which the new constitution will come into force.

15. ELECTION RULES

1. A list of voters shall be prepared as on closing day of the every financial year. Members admitted after that date shall not participate in the next election.
2. Nomination forms can be obtained from the office of the Mandal on any working day.
3. No member is authorized to nominate candidates more than the number that is to be elected in the council or of the Mandal.
4. The nomination must be in writing showing clearly the full name and occupation of the nominee and shall be signed by the proposer and seconder and also be the nominee signifying his willingness to serve on the committee or council.
5. The nominations shall be received by the Chairman or in his absence by the officer who carries on the Chairman's duties for the time being during the working hours of the Mandal on any working day. An acknowledgment shall be passed for every nomination received.
6. The Chairman shall handover all the nomination papers received up to last date of the hour closing of the Mandal's business, to the president or in his absence to the Vice-president or in his absence to the Chairman who shall pass a receipt of the same.
7. a) A managing committee shall scrutinize all the nominations. If any nomination is rejected the fact shall be communicated to the member and the nominee together with grounds of rejection.  
b) Any special appeal in regard to the rejection of the nomination should be made within five days of the issue of the intimation of rejection to the charity commissioner who shall treat it as a dispute under the act.  
c) The date of announcing the result of the scrutiny shall be fixed.
8. The list of valid nominations shall be hand up on the notice board of the Mandal on the fixed date. It shall also be sent to all the members along with notice of the Annual General Meeting the date, time and place of the election shall be put on the notice board.



9. Voting shall be by ballot. No voter shall record more than one vote for any candidate, the total of votes each member is entitled to record shall not be more than the number of the members that are to be elected.

10. One or more polling rooms will be arranged for by the committee which shall appoint one or more polling officer for each. If the voter is unknown to the polling officer he can make inquiries in the matter. In case of doubt the question of identify shall be referred to the Presiding Authority. The decision of the Presiding Authority shall be final.

N.B.: Presiding Authority shall be President / Vice-president of the Mandal or a person appointed for the election by the Mandal.

11. A printed voting paper shall be supplied by the polling officer to each voter on his signing the counterfoil. The voter shall go to the polling room to record his vote and put the folded paper in the ballot box on the polling table.

12. The voting paper shall be printed in vernacular character. Any voter who cannot owing to a bodily infirmity or other defect record his vote shall be helped by a person deputed by the polling officer in each case.

13. Before the commencement of the poll, the Presiding Authority shall satisfy the candidates present that the ballot box is empty and shall then lock and seal it up.

14. Counting of votes will be done in the presence of the members of the managing committee and on the same day and the result of the voting will be announced by the Presiding Authority. Those who get large number of votes will be declared elected.

15. Any Member disputing the result of election will have a right to appeal to the charity commissioner within five days after the result is declared. The charity commissioner shall hear his dispute.

16. After the results is declared voting papers and the results of the election will be kept in the box locked and sealed and kept in the Mandal's Office for a month, after which they may be destroyed.

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LKVP.T/T [26.01.95]

CHAIRMAN;

Shikha Prasad Mandal, Patna

Copy prepared by

Copy compared by



Certified to be a True Copy

Superintendent

Public Trust Registration Office

Patna Region, Bihar

#### 4. Students Charater

- 4.1. The students are entitled to access to appropriate resources including classrooms, libraries, laboratories and other academic facilities necessary for quality education. [UGC rules and regulations for fitness of universities and colleges for Grants under section 12 B of the UGC Act 1956, Private University Regulation, Deemed University Regulation].
- 4.2. The students are entitled to reasonable access to sports and recreation facilities, avenues for literary, aesthetic and other extra-curricular pursuits.
- 4.3. The student are entitled to reasonable attention to medical and heath requirements including free and periodic health check-up and treatment/hospitalization in case of medical emergencies.
- 4.4. The students are entitled to a reasonable access to adequate, clean and hygienic hostel/residence accommodation that provides basic amenities including recreational facilities.  
Such accommodation should be affordable and must not be utilized by the institution for profit making. Accommodation meant for students must not be encroached upon by the institution for any other purpose.
- 4.5. Student with disability are entitled to access to all schemes, facilities and services in the university without discrimination. The college/university shall strive towards a universal design of learning based curriculum that can address the needs of the broadest possible range of students by minimizing barriers and maximizing learning for all students. The college/university shall provide barrier free access, special library resources (including Braille and ICT resources), provisions for sign language interpreter/transcriber, the required equipments and electronic resources and the required relaxation in examination to all students with disability. [Person with Disabilities (Equal Opportunity, Protection of Rights and Full Participation) Act, 1995; UGC D.O.No.F-6-1/2006(CPII), F.No.6-1/2012(SCT)]
5. The students are entitled to non-discriminatory treatment (in the sense of absence of harassment, victimization or exclusion) in every aspect of institutional functioning. Any discrimination based on caste, gender, creed, colour, race, religion, place of birth, political conviction, language and disability shall be prohibited.
  - 5.1. In particular, institutions shall not discriminate against students belonging to Scheduled Caste and Scheduled Tribes and racial profiling of students from any region or ethnic group. [UGC (Promotion of Equity in Higher Educational Institutions) Regulations, 2012]
  - 5.2. The students are entitled to protection from sexual harassment by complaining to the Gender Sensitization Committees against Sexual Harassment. It is mandatory for each college/university to constitute and publicize this committee as per the Guidelines and norms laid down by the Hon'ble Supreme Court [Vishaka and Others Vs. State of Rajasthan and Others(JT 1997 (7) SC 384)]
  - 5.3. All students are entitled to protection from ragging in any form [UGC (Curbing the Menace of Ragging) Regulation, 2009]

6. As democratic citizens, the students are entitled to freedom of thought and expression within and outside their institution. The college/university must allow space for free exchange of ideas and public debate so as to foster a culture of critical reasoning and questioning. College/university authorities must not impose unreasonable, partisan or arbitrary restrictions on organizing seminars, lecture and debates that do not otherwise violate any law.
7. The students are entitled to forming associations and unions, directly electing their representatives to Students Unions and having their representatives on the college/university decision making bodies including internal quality assessment, grievance committees, Gender Sensitization Committees against Sexual Harassment and the Academic/Executive council. University/colleges shall evolve mechanisms for adequate consultations with students' representatives before taking any major decision affecting the students.
8. The students are entitled to full and correct information about any institution of higher education in which they study or propose to study. Therefore, every college/university must disclose the following information on its website and Prospectus: status of the institution, its affiliation, accreditation rating, physical assets and amenities, membership of governing bodies and minutes of the meetings of bodies like Academic/Executive council, sources of income and the financial situation and any other information about its functioning necessary for a student to make a fully informed choice. [Section 4 (1) of Right to Information Act 2005]
9. The students are entitled to redressal of their grievance by the Grievance Redressal Committee of the institution within 10 days of making a representation. If they are not satisfied, they are also entitled to an appeal to the Ombudsman of the University concerned for redressal within 30 days. [UGC (Grievance Redressal) Regulations, 2012]
10. The UGC may issue instructions for proper implementation of these Guidelines.

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### - DISCIPLINARY RULES -

For the purpose of Section 95 (6) of the Maharashtra Universities" Act, 1994 the rules of discipline and proper conduct for the students of the University Department, affiliated colleges, recognized institutions, autonomous colleges/ institutions shall be as follows:

- i) As part of discipline, students are required to attend functions that is celebrate Days of National Importance.
- ii)
  - a) The students shall attend the classes, practical s and seminars etc. Wherever prescribed regularly so that the requirements of minimum attendance as prescribed under the Act, the statutes, the ordinances and rules/ regulations made in that behalf are fulfilled.
  - b) The students shall not remain absent for more than 3 days without permission of the Head of the concerned institution,
- iii) It shall be binding on the part of the students to see that no damage is done to the property of the concerned institution in any manner.
- iv)
  - 1) The students shall behave with their classmates, teachers authorities and the non-teaching employees of the concerned institutions in a responsible manner.
  - 2) The students shall behave in a fair and friendly manner in all extra and co-curricular activities.
- iii) The students shall participate in educational tours, Youth Festivals and other collective activities wherever prescribed, in a constructive manner-ensuring fulfillment of the objectives of the said activity under strict supervision and guidance of the teachers/officers/authorities of the concerned institutions.
- iv) It shall be obligatory on the part of the students to make proper use of the Laboratory Library/Study Room and other common facilities without causing inconvenience or damage to the other users, and the property.
- v) The resident students shall be governed by the rules and regulations in respect of hostel accommodation/official premises as prescribed by the concerned institutions.
- vi) The students involved in any attempts of common-offs, vulgarism, gundaism manhandling, eve-teasing, malpractice or participation in criminal act- shall be liable for punishment.
- vii) The students shall be governed by the provisions of Anti-ragging Legislation of the State-Government, and/or rules made in this regard from time to time by the concerned institution.
- viii) Any breach of the aforesaid rules to any misbehavior on the part of the student shall be liable to severe punishment in accordance with the Provisions contained in Section 93 (3) (4) of the Maharashtra Universities Act, 1994.