

TILAK MAHARASHTRA UNIVERSITY
(Declared as Deemed University u/s 3 of UGC Act, 1956
vide Notification No. F.9-19/85-U.3
dated 24th April 1987 by the Government of India)
PUNE - 411037



RULES

[As per the guidelines of the University Grants Commission
Ref.: their letter No.F.3-8/90(CPP-I) dated 12-4-2000]

(with effect from 16-02-2007)

TILAK MAHARASHTRA UNIVERSITY
(established under Section 3 of the UGC Act 1956, vide Notification No. F.9-19/85.U-3
dated 24 April 1987 by the Government of India)
PUNE - 411037

1. ESTABLISHMENT

The delegates to the First Maharashtra Provincial Conference, held at Bassein (now Vasai, Dist. Thane) on 6th May 1921 under the Presidentship of Shrimat Shankaracharya of Karveer Peeth, decided that a National University be founded in Maharashtra to commemorate the ever inspiring leadership of the late Lokmanya Bal Gangadhar Tilak, his prodigious powers of intellect, deep learning and the unstained selfless and lifelong efforts made by him for the attainment of freedom and progress of India. Consequently, this University came into being. It was registered under the Societies Registration Act XXI of 1860 - Regd.No. 1029 of 1940-41 dated 30 September 1940. It was also registered under the Bombay Public Trust Act 1950 (Bombay XXIX of 1950) Regd.No. F-42 dated 3 November 1952.

The University was conferred the status of “Deemed to be University” by the Government of India on the recommendations of the University Grants Commission, vide Notification No. F.9-19/85-U.3 dated 24th April 1987.

2. NAME

The name of the University is “{Q>iH\$ _hmami>’ {dÜmnR” “Tilak Maharashtra University” (established under Section 3 of the UGC Act, 1956 vide Notification No.F.9-19/85-U.3 dated 24 April 1987 by the Government of India).

3. OFFICE

The registered office of the Tilak Maharashtra University (established under Section 3 of the UGC Act, 1956 vide Notification No.F.9-19/85-U.3 dated 24 April 1987 by the Government of India) is situate at Tilak Maharashtra University, University Campus, Gultekdi, Pune 411037.

4. OBJECTS

The objects for which the Tilak Maharashtra University is established, are :

- (i) to provide for instruction and training in such branches of learning as it may deem fit.
- (ii) to provide for research and for the advancement of and dissemination of knowledge.
- (iii) to undertake extra mural studies, extension programmes and field outreach activities, to contribute to the development of society.

- (iv) to do all such other acts and things as may be necessary or desirable to further the objects of the Tilak Maharashtra University.

5. POWERS AND FUNCTIONS OF THE UNIVERSITY

To carry out the above objects and for the management of properties of the University, the University shall have the following powers and functions :

- (i) to establish courses of study and research and to provide for instruction in such branches of study as the University deems appropriate for the advancement of learning and dissemination of knowledge in such branches.
- (ii) to establish faculties, institutions, departments, centres etc. as per the Bye-laws.
- (iii) to confer degrees and to grant diplomas and/or certificates to persons who have satisfactorily completed the approved courses of study and/or research as may be prescribed and shall have passed the prescribed examinations.
- (iv) to conduct the examinations for the students who have completed the courses of study prescribed by the University as Open and Distance Learning Courses through Faculty of Distance Education.
- (v) to institute and award visitorship, fellowship, exhibits, prizes and medals.
- (vi) to recommend or to discontinue faculties, institutions, departments and centres for reasons deemed sufficient to the Board of Management / Board of Trustees.

6. INTERPRETATION OF THE OBJECTS

The University is established for public benefit and accordingly the objects of the University as set forth above will be interpreted and restricted to mean such objects and purposes as are regarded in law to be public charitable in nature.

7. UNIVERSITY OPEN TO ALL

- (i) The University shall be open to all persons of whatever race, religion, creed, caste, sex, class and geographical area of the country. No test or condition shall be imposed as to religious belief or occupation in admitting or appointing members, students, teachers, workers or in any other connection whatsoever.
- (ii) No capitation fee shall be charged in any form in consideration for admission.
- (iii) In the case of self-financing institutions, fees to be prescribed shall be as per regulations prescribed under the UGC Act, Section 26(1)(i).
- (iv) No benefaction that involves conditions and obligations opposed to the spirit and objects of the University shall be accepted by the University.

8. ADMISSIONS

Admissions for various courses of the University shall be made on an national and international basis.

9. INCOME AND PROPERTY

I) The income and property of the University, howsoever derived, shall be applied towards the promotion of the objects as set forth in this Memorandum of Association.

II) No portion of the income and property of the University shall be paid or transferred directly or indirectly, by way of dividend, bonus or otherwise, howsoever, by way of profit to the persons who were or are at any time, members of the University or to any of them or any persons claiming through them or any of them, provided that, nothing contained herein shall prevent the payment in good faith of remuneration to any member thereof or other person as consideration for any service rendered to the University or for travelling or other allowances and such other charges.

10. REVIEW AND INSPECTION

The Central Government / UGC shall have the right to cause an inspection to be made of the University, its buildings, laboratories, its examinations, teaching and other work conducted or done by the University, and to cause an enquiry to be made, if considered necessary by the Central Government / UGC, in respect of any matter of the University.

Following the inspection, the Central Government / UGC may issue directions to the University which shall be binding on the University.

In case, the University fails to comply with the direction(s) of the Central Government / UGC and/or fail to perform as per expectations of the Central Government / UGC, the deemed to be University status conferred on the University can be withdrawn by the Central Government on the recommendation of the UGC.

RULES OF THE UNIVERSITY

Rule 1.SHORT TITLE

These rules shall be called the Rules of the “Tilak Maharashtra University.

Rule 2.ADDRESS

The registered office of the “Tilak Maharashtra University” is situate at Tilak Maharashtra University, University Campus, Gultekdi, Pune-411037.

Rule 3. DEFINITIONS

In these Rules, unless the context otherwise requires :

- (i) “Academic Council” means the Academic Council of the University.
- (ii) “Board of Management” means the Board of Management of the University.
- (iii) “Central Government” means the Government of India.
- (iv) “Chancellor” means the Chancellor of the University.
- (v) “Deans” means the Deans of the Faculties of the University.
- (vi) “Registrar” means the Registrar of the University.
- (vii) “Rules” means the Rules laid down in the Memorandum of Association of the University.
- (viii) “State Government” means the Government of Maharashtra.
- (ix) “Trust” means the Holding Trust of the Tilak Maharashtra University.
- (x) “University” means the Tilak Maharashtra University (T.M.U.).
- (xi) “Vice-Chancellor” means the Vice-Chancellor of the University.
- (xii) “University” means the Tilak Maharashtra University.
- (xiii) Tilak Maharashtra University means the Holding Trust.
- (xiv) Adjunct Professor, adjunct Reader or adjunct Lecturer means a person from industry, trade, agriculture, commerce or any other allied field who is so designated during the period of collaboration or association with the University.
- (xv) Collaboration means collaborative academic activity of the University with other universities, academic institutions / study centers (local, regional, national or international), research institutions and organizations (research, agriculture, industry, trade and commerce).
- (xvi) Department means a department teaching a particular subject or a group of subjects as prescribed in the statutes.
- (xvii) Hostel means a place of residence for the students of the university provided, maintained or recognized by the university.
- (xviii) Institution means an academic institution / study centers of higher learning, not being a college, associated with and admitted to the privileges of the university.

Rule 4. AUTHORITIES

The following shall be the authorities of the University :

1. Chancellor
2. Vice-Chancellor
3. Board of Management
4. Academic Council
5. Planning and Monitoring Board
6. Finance Committee
7. Faculties
8. Registrar
9. Such other authorities as may be declared by the bye-laws to be authorities of the University

Rule 5. POWERS AND COMPOSITION OF THE BOARD OF MANAGEMENT

(a) Powers

The Board of Management in accordance to the policy of the Board of Trustees shall be the principal executive body of the University and shall, in addition to all powers vested in it, have the following powers, namely :

- i) to manage and administer the revenues and properties of the University and to conduct all administrative affairs of the University not otherwise specifically provided for.
- ii) to create teaching and academic posts, to determine number, qualifications and cadres thereof, and to seek approval for emoluments of such posts from the Board of Trustees.
- iii) to appoint such Professors, Readers, Lecturers and other academic staff, as may be necessary, on the recommendation of the Selection Committee.
- iv) to lay down the duties and conditions of service of the Professors, Readers, Lecturers and other academic staff maintained by the University.
- v) to provide for appointment of Visiting Fellows and Visiting Professors.
- vi) to create administrative, ministerial and other necessary posts in terms of the cadres laid down or otherwise and to make appointments thereof and on the recommendations of the Board of Trustees.
- vii) to manage and regulate the finance, accounts, investments, property and all other administrative affairs of the University and, for that purpose, to appoint such agent or agents as it may deem fit.
- viii) to entertain and adjudicate upon and, if thought fit, to redress any grievances of the employees and students of the University.
- ix) to select an emblem and to have a common seal for the University and to provide for the custody and use of such seal.
- x) to institute Fellowships, including Travelling Fellowships, Scholarships, Studentships, Medals and Prizes on the recommendations of the Academic Council, in accordance with the bye-laws to be framed for the purpose.

xi) to amend the regulations in respect of fees and receive payment of fees and other charges.

xii) to appoint such committees for such purposes and with such powers as the Board of Management may think fit and to co-opt such persons on these committees as it thinks fit.

xiii) to open account or accounts of the University with any one or more Nationalised banks / scheduled banks and/or co-operative banks and to lay-down the procedure for operating the same.

xiv) to manage the finances, accounts, investments, moveable properties, immoveable properties and all other administrative affairs of the University in co-ordination with the Board of Trustees.

xv) to issue appeals for funds for carrying out the objects of the university consistent with the provisions of the objects of the university, to receive grants, donations, contributions, gifts, prizes, scholarships, fees and other funds, to award prizes, scholarships, etc.

xvi) to purchase, take on lease or on rent or accept as gift or otherwise any land or buildings or works which may be necessary or convenient for the purpose of the university, and on such terms and conditions as it may deem fit and proper and to construct or alter and maintain any such buildings or works in consultation with Board of Trustees.

xvii) to draw and accept and make and endorse discount and negotiate Government of India's and other promissory notes, bills of exchange, cheques or other negotiable instruments.

xviii) to transfer or accept transfers of any moveable property on behalf of the University.

xix) to advise the Trustees on matters regarding acquisition, management and disposal of any immovable property on behalf of the University.

xx) to provide building or buildings, premises, furniture, fittings, equipments, appliances and other facilities required for carrying on the work of the University with the approval of Board of Trustees.

xxi) to execute in consultation with the Trust, conveyance, transfer, Government Securities, re-conveyances, mortgages, leases, bonds, licenses and agreements in respect of property, moveable or immovable belonging to the University or to be acquired for the purposes of the University.

xxii) to appoint, in order to execute an instrument or transact any business of the University, any person as attorney of the University with such powers as it may deem fit.

xxiii) to invest the funds of the University or money entrusted to the University in or upon such securities and in such manner as it may deem fit and from time to time transpose any investment.

xxiv) to maintain a fund to which shall be credited :

a) All moneys provided by the Central or State Governments
University Grants Commission

b) All fees and other charges received by the University

- c) All moneys received by the University as grants, gifts, donations, benefactions, bequests or transfers and
- d) All moneys received by the University in any other manner or from any other source.

xxv) to deposit all moneys credited to the fund in Nationalised bank / scheduled bank and/or co-operative banks or to invest them on the recommendation of the Finance Committee.

xxvi) to maintain proper accounts and other relevant records and approve the Budget Estimates, the Annual Reports and the Audited Statement of Accounts including the Balance-sheet for every previous financial year, in such form as may be prescribed by the Bye-laws and submit the same to the Board of Trustees for information.

xxvii) to constitute, for the benefit of the teaching, academic, technical, administrative and other staff, in such manner and subject to such conditions as may be prescribed by the Bye-laws, such pension, insurance, contributory provident fund, general provident fund, and gratuity as it may deem fit of the employees of the University and to aid in the establishment and support of Association, Institutions, Funds, Trusts, and conveyances calculated to benefit the staff and the students of the University.

xxviii) to delegate, all or any of its powers to any committee or sub-committee constituted by it or the Vice-Chancellor of the University.

xxix) to establish, on the advice of the Academic Council, institutions, departments or centres for the academic work and functions of the University and to allocate areas of study, teaching and research to them.

xxx) to conduct all types of examinations or tests, through the Registrar for Degrees, Diplomas, Certificates and to declare the results of such examinations and tests.

xxxi) to confer, grant or award Degrees, Diplomas, Certificates and other academic titles and distinctions.

xxxii) to establish, maintain and manage hostels for the students of the University.

xxxiii) to establish control and supervise the quarters of the employees of the University.

xxxiv) to fix the emoluments and travelling and other allowances of examiners, moderators, tabulators and such other personnel appointed for examinations and any other business of the University.

xxxv) to take measures for improvement of standards of teaching, training and research on the recommendations of the Academic Council.

xxxvi) to amend the Rules, Bye-laws and Regulations of the University.

xxxvii) The Board of Management shall be the principal executive body of the University and shall have the powers to take all necessary decisions for the smooth and efficient functioning of the University.

xxxviii) The Board of Management shall be the principal executive body of the university and shall have the powers in accordance to the policies of Holding Trust.

(b) Composition of the Board of Management

The Board of Management shall consist of :-

1. Vice-Chancellor *Ex.officio* Chairman
2. Deans of Faculties *Ex.officio*
3. Two nominees of the Chancellor of the University
4. One nominee of the Chairman, University Grants Commission
5. One nominee of the Government of India
6. Director of Education (Higher Education), Maharashtra State or his nominee, not below the rank of Joint Director of Education
7. One Professor and One Reader either working on Grantable or Non-grantable post nominated by Vice-Chancellor by rotation every year
8. One nominee of the Vice-Chancellor of Tilak Maharashtra University
9. Registrar Non-Member Secretary

(c) Terms of Membership

All the members of the Board of Management shall hold office for a term of five years.

Members of the teaching staff in the Board of Management shall hold office for a period of one year or till such time as they continue to be members of the teaching staff, whichever is less.

(d) Meetings of the Board of Management

(i) The Board of Management shall meet ordinarily once in a month, but atleast once in two months, not less than ten days' notice shall be given of a meeting of the Board of Management. A copy of the proceedings of each meeting shall be furnished to the Chancellor of the University immediately after the meeting.

(ii) Ordinarily all decisions shall be taken unanimously or by majority. In case of a tie, the Chairman shall have a casting vote.

(iii) Every meeting of the Board of Management shall be presided over by its Chairman. In his absence, the Chairman for that meeting shall be elected by the members present from amongst themselves.

(iv) Any business which it may be necessary for the Board of Management to perform may be carried out by circulating among its members the appropriate resolution, with sufficient reason. The resolution so circulated and approved by a simple majority shall be as effective and binding as if

such resolution had been passed at the meeting of the Board. The report to that effect shall be made at the next meeting.

(v) One-third of the total members of the Board of Management shall constitute the quorum for the meeting of the Board of Management.

If a member, other than the Vice-Chancellor does not attend three consecutive meetings of the without proper leave of absence, he / she shall cease to be a member of the above Body.

**Rule 6. CONSTITUTION OF STANDING COMMITTEE AND
APPOINTMENT OF AD-HOC COMMITTEE(S) BY THE
BOARD OF MANAGEMENT**

(i) Subject to the provision of the Rules/Bye-laws of the University, the Board of Management may by a resolution constitute such Standing Committee or Ad-hoc Committee(s) for such purposes and with such powers as the Board may think fit for exercising any power or powers or discharging any functions of the University or for inquiring into, reporting and advising upon any matter of the University.

(ii) The Board of Management may co-opt such persons on the Standing Committee or *ad-hoc* committee as it may consider necessary.

**Rule 7. DELEGATION OF POWERS OF THE BOARD OF
MANAGEMENT**

The Board of Management may, by a resolution, delegate to the Chancellor, the Vice-Chancellor or any other officer or the Standing Committee or the *Ad-hoc* Committee such of its powers as it may deem fit, subject to the condition that the action taken by the Vice-Chancellor or the officer concerned or the Standing Committee or the *Ad-hoc* Committee concerned in the exercise of the powers so delegated shall be reported at the next meeting of the Board of Management.

Rule 8. ACADEMIC COUNCIL

The Academic Council shall be the principal academic body of the University and shall, subject to the provisions of the Memorandum of Association and the Rules and Bye-laws, have the control over and be responsible for the maintenance of standards of education, teaching and training, inter-departmental co-ordination, research, examinations and tests within the University and shall exercise such other powers and perform such other duties and functions as may be prescribed or conferred upon it by the Rules and Bye-laws.

(a) Composition of the Academic Council

The Academic Council shall consist of the following persons, namely :

1. Vice-Chancellor Chairman
2. Deans of Faculties

3. Heads of Departments
4. If required, Experts to be invited by the Vice-Chancellor on the recommendations of the Dean / Head of the Department for particular meeting.
5. Registrar Non-Member Secretary

All the members of the Academic Council shall hold the office for a term of two and half years.

(b) Powers and Functions of the Academic Council

The Academic Council shall be the principal academic body of the University and shall, in addition to all other powers and duties vested in it, have the following powers and duties, namely :

- a) to exercise general supervision over the academic work of the University and to give direction regarding methods of instruction, evaluation or research or improvements in academic standards.
- b) to promote research within the University, acquire reports on such researches periodically.
- c) to consider matters of academic interest either on its own initiative or at the instance of the Board of Management and to take proper action thereon.
- d) to recommend to the Board of Management regarding arrangements for the conduct of examinations in conformity with the bye-laws.
- e) to maintain proper standards of the examinations.
- f) to recognise diplomas and degrees of Statutory Universities including Deemed to be Universities and to determine equivalence with the diplomas and degrees of the University, on the recommendations of the equivalence committee.
- g) to recommend to the Board of Management the institution of various courses of study, fixing of their syllabi, prescribing of the text-books, procedure for evaluating students and to suggest changes, modifications and improvements in the nature of their evaluation.
- h) to recommend to the Board of Management to appoint examiners, paper setters, moderators, tabulators and such other personnel for different examinations on the recommendation of concerned faculties.
- i) to appoint examiners, paper setters, moderators, tabulators and such other personnel for different examinations on the recommendation of concerned faculties.
- j) to suggest to the Board of Management measures for inter-departmental co-ordination.
- k) to make recommendations to the Board of Management on -

- (i) Measures for improvement of standards of teaching, training and research
- (ii) Institution of Fellowships, Endowments, Travelling Fellowships, Scholarships, Medals, Prizes, etc.
- (iii) Establishment or abolition of Faculties, departments, centres

l) to appoint sub-committees to advise on such specific matters as may be referred to it by the Board of Management to consider their recommendations and to take such action (including making of recommendations to the Board of Management) as the circumstances in each case may require.

m) to take periodical review of the activities of the Departments/Centres and to take appropriate action (including making of recommendations to the Board of Management) with a view to maintaining and improving the standards of instruction.

n) to exercise such other powers and perform such other duties as may be conferred or imposed upon it by the rules and bye-laws.

(c) Meetings of the Academic Council

i) The Academic Council shall meet as often as may be necessary but not less than two times during an academic year.

ii) Not less than 10 days' notice shall be given of a meeting of the Academic Council.

iii) One third of the total members of the Academic Council shall constitute the quorum for the meeting of the Academic Council.

iv) Any business which it may be necessary for the Academic Council to perform, except such as may be placed before its meeting, may be carried out by circulation of the resolution among all its members and the resolution so circulated and approved by a simple majority of the total membership of the Academic Council shall be effective and binding as if such resolution had been passed in the meeting of the Academic Council.

Rule 9. FINANCE COMMITTEE

The Finance Committee shall consist of the following members :-

1. Vice-Chancellor Chairman
2. A person expert in financial matters nominated by the Chancellor of the University
3. Two nominees of the Board of Management and another from the Board of Trustees
4. One nominee expert in financial matters nominated by the Vice-Chancellor

5. A representative of the University Grants Commission, New Delhi
6. Director of Education (Higher Education), Maharashtra State or his nominee not below the rank of Joint Director
7. Registrar Non-Member Secretary

(a) **Term of office of the Members of the Finance Committee**

All members of the Finance Committee shall hold the office for a term of five years. However, other than *Ex-officio* members shall hold the office for a term of two and half years.

(b) **Powers and Functions of the Finance Committee**

(i) The Finance Committee shall meet atleast twice a year to examine the accounts and to scrutinise proposals for expenditure.

(ii) The Annual Accounts and Financial Estimates of the University shall be placed before the Finance Committee for consideration and thereafter submitted to the Board of Management together with the comments of the Finance Committee for approval.

(iii) The Finance Committee shall recommend to the Board of Management and Board of Trustees regarding fixation of limits for the total recurring and non-recurring expenditure of the year based on the income and resources of the University.

(iv) To take into consideration the remarks and observations of the Auditors and recommend to the Board of Management for suitable explanations and actions to be taken thereon.

Rule 10. PLANNING AND MONITORING BOARD

The Planning and Monitoring Board shall be the principal Planning Body of the University and shall also be responsible for the monitoring of the development programmes of the University.

(a) **Composition of the Planning and Monitoring Board**

The Planning and Monitoring Board shall consist of :-

- i) Vice-Chancellor Chairman
- ii) A nominee of the University Grants Commission
- iii) Director of Education (Higher Education), Maharashtra State or his nominee, not below the rank of Joint Director of Education
- iv) Deans of Faculties
- v) Heads of Departments
- vi) One academican from each Faculty to be co-opted by the Vice-Chancellor if required
- vii) Registrar Non-Member Secretary

(b) **Terms of Membership of the Planning and Monitoring Board**

All members of the Planning and Monitoring Board, other than ex-officio members, shall hold office for a term of two and half years.

(c) **Tenure of the Planning and Monitoring Board**

The tenure of the Planning and Monitoring Board shall be five years. However, the Board shall continue to function until the new Board is formed.

(d) **Meetings of the Planning and Monitoring Board**

There shall be at least one meeting in a year.

(e) **Powers and Functions of the Planning and Monitoring Board**

To advise the Board of Management and the Academic Council on any matter which it considers necessary for the fulfilment of the objects of the University.

Rule 11. SELECTION COMMITTEE

A) There shall be a Selection Committee for making recommendations to the Board of Management for appointment to the posts of Professors, Readers, Lecturers and such other posts in the University as may be prescribed by the Bye-laws.

B) Composition of the Selection Committee : Every Selection Committee shall consist of the following members :-

(a) **For Appointment of Professors**

- (i) Vice-Chancellor Chairman
- (ii) A person nominated by the Chancellor
- (iii) Dean of the Faculty concerned
- (iv) Head of the Department concerned, provided he is a Professor
- (v) Three outside experts nominated by the Vice-Chancellor from a panel of six names recommended by the Dean and approved by the Board of Management
- (vi) Registrar Non-Member Secretary

(b) **For Appointment of Readers and Lecturers**

- (i) Vice-Chancellor Chairman
- (ii) A person nominated by the Chancellor
- (iii) Dean of the Faculty concerned
- (iv) Head of the Department concerned, provided he is a Professor or a Reader

- (v) Three outside experts nominated by the Vice-Chancellor from a panel of six names recommended by the Dean and approved by the Board of Management
- (vi) Registrar Non-Member Secretary

C) MEETINGS :

(a) The meetings of the Selection Committee will be convened by the Chairman of the Selection Committee as and when necessary.

(b) Four members of the Selection Committee shall form the quorum consisting of atleast two experts.

(c) The Selection Committee shall make its recommendations to the Board of Management. If the Board of Management is unable to accept the recommendations of the Selection Committee, it shall record its reasons about it and submit the case to the Vice-Chancellor whose decision shall be final in the matter

Rule 12. FACULTIES

(A) There shall be the following Faculties of the University :

1. Faculty of Arts and Fine Arts
2. Faculty of Moral and Social Sciences
3. Faculty of Ayurveda
4. Faculty of Distance Education
5. Faculty of Modern Science and Professional Skills
6. Faculty of Education
7. Faculty of Law
8. Such other Faculty / Faculties as may be prescribed by the University

(B) Each Faculty shall consist of the following members :-

1. Dean of the Faculty Chairman
2. Head of the Department of the Faculty concerned
3. One Professor of each Department of the Faculty concerned
4. One Reader of each Department of the Faculty concerned by rotation for the period of one year

5. One Lecturer of each Department of the Faculty concerned by rotation for the period of one year
6. Not more than two persons for each Department of the Faculty concerned, their expertise including those belonging to the profession concerned to be co-opted by Vice-Chancellor for the period of two and half years
7. Registrar Non-Member Secretary

(C) TENURE OF THE FACULTY :

The tenure of Faculty shall be two and half years. However, retiring Faculty shall continue in office till the new Faculty is formed.

(D) MEETINGS :

There shall be at least one meeting of the Faculty in each term of the academic year.

(E) POWERS AND FUNCTIONS OF FACULTY :

The powers and functions of Faculty shall be as follows.

- i) To recommend to the Academic Council the institution of degrees, diplomas, certificates and the introduction of courses, their syllabi, text-books, and procedure of evaluating students.
- ii) To recommend to the Academic Council panels of examiners, of examining bodies, paper setters, moderators, etc. for various examinations conducted by the University.
- iii) To bring to the notice of the Academic Council matters relating to the revision of courses of study and evaluation reforms.

Rule 13. GRIEVANCE REDRESSAL COMMITTEE

For individual grievances and complaints, there shall be a Grievance Redressal Committee as may be prescribed in the Bye-laws.

Rule 14. OFFICERS OF THE UNIVERSITY

The following shall be the officers of the University :

1. Chancellor
2. Vice-Chancellor
3. Deans of Faculties
4. Heads of Departments
5. Registrar
6. Such other officers as may be prescribed by the Bye-laws

1. CHANCELLOR

A) The President of the Tilak Maharashtra University shall, by virtue of his office, be the Chancellor of the University (President / Chancellor is the Honorary post, hence is the office of NO PROFIT) and shall, when present, preside over the Convocations of the University. He shall be appointed according to the following procedure :

- (i) The Regulating Council of the Tilak Maharashtra University, the Board of Trustees and the Board of Management of the Tilak Maharashtra University shall nominate one member each amongst themselves to constitute a panel to nominate the President / Chancellor.
- (ii) The nominee of the Regulating Council shall preside over the meeting to constitute a panel for nominating the President / Chancellor.
- (iii) The panel shall nominate a suitable person other than any of its members from the panel to be the President / Chancellor of the Tilak Maharashtra University. Immediately on receipt of this information from the panel, the Secretary of the Board of Trustees shall communicate the same to the members of the Regulating Council, the Board of Trustees, Board of Management and the Vice-Chancellor.
- (iv) The tenure of the office of the President shall be five years and he shall be eligible for reappointment. In case the office of the President falls vacant before the expiry of his tenure for any reason, the President will be appointed according to the procedure laid down above and the new President will hold office for a period of five years.
- (v) The President / Chancellor can delegate his authority to the Vice-Chancellor to represent the various interests of the objects of the University.

2. VICE-CHANCELLOR

A) The Vice-Chancellor shall be a full time salaried officer of the University and shall be appointed by the Chancellor from a panel of three names suggested by a Search Committee. The composition of the Search Committee shall be as under :

- i) A nominee of the Chancellor of the University Chairman (with casting vote)
- ii) A nominee of the State Government if the salary component for the post of Vice-Chancellor is sanctioned and reimbursed by the State Government
- iii) A nominee of the Chairman, University Grants Commission
- iv) A nominee of the Board of Management amongst themselves
- v) A nominee of the Board of Trustees amongst themselves

Provided that, if the Chancellor does not approve of any of the persons in the panel so recommended, he shall call for a fresh panel.

B) The Vice-Chancellor shall hold office for a term of five years. He/She shall be eligible for reappointment provided the Chancellor recommends the reappointment of Vice-Chancellor to the Board of Management for the term of 5 years however till he/she completes the age of 65 years whichever is earlier.

Provided that, notwithstanding the expiry of the said period of five years, he/she can continue in office till his/her successor is appointed and assumes office, but not beyond six months.

Provided further that, a person appointed as Vice-Chancellor shall retire from office during the tenure of his/her office or extension upto six months thereof, if any, when he /she completes the age of 65 years.

C) If the office of the Vice-Chancellor becomes vacant due to death, resignation or otherwise and/or the Chancellor will appoint the Dean or any member of the Board of Management of the Tilak Maharashtra University or any member of the Board of Trustees to perform the duties of the Vice-Chancellor until a new Vice-Chancellor is appointed or, as the case may be, the existing Vice-Chancellor resumes duties.

D) POWERS AND FUNCTIONS OF THE VICE-CHANCELLOR

i) The Vice-Chancellor shall be the principal executive officer of the University and shall exercise general supervision and control over the affairs of the University, and shall ensure that decisions of all the authorities are faithfully implemented.

ii) The Vice-Chancellor may, if he/she is of the opinion that immediate action is called for on any matter, exercise any power conferred upon any authority of the University under the Memorandum of Association and the Rules and Regulations/Bye-laws, take such action or proceed to take such action and shall report to the concerned authority of the action taken by him/her on such matters immediately at its next meeting.

Provided that, if the authority concerned as mentioned in clause (ii) above is of the opinion that such action ought not to have been taken, it may refer the matter to the Chancellor whose decision thereon shall be final.

Provided further that, any person in the service of the University is aggrieved by the action taken by the Vice-Chancellor under the said clause he/she shall have the right to appeal against such action to the Board of Management within 30 days from the date on which such action is communicated to him/her and thereupon the Board of Management may confirm, modify or reverse the action taken by the Vice-Chancellor.

iii) The Vice-Chancellor, unless otherwise provided, shall be the ex-officio Chairman of the Board of Management, the Academic Council, the Finance Committee, the Planning and Monitoring Board, and the Selection Committee.

iv) The Vice-Chancellor shall have the power of making contractual appointments of administrative staff and faculty for not more than 2 years and such appointments will be reported to the Board of Management.

v) It shall be the duty of the Vice-Chancellor to ensure that the Memorandum of Association, the Rules, Bye-Laws and Regulations of the University are duly observed and implemented and shall have all the necessary powers in this regard.

vi) All powers relating to the proper maintenance and discipline of the University shall be vested in the Vice-Chancellor.

vii) The Vice-Chancellor shall exercise all other powers as may be delegated to him/her by the Board of Management.

viii) The Vice-Chancellor shall have the power to re-delegate some of his/her powers to any of his subordinate officers with the concurrence and approval of the Board of Management.

ix) The Vice-Chancellor shall have the power to convene or cause to be convened meetings of the various bodies or committees of the University as and when necessary.

x) The Vice-Chancellor shall exercise such other powers and perform such other functions as may be prescribed by the Rules and Bye-laws and Regulations.

3. DEAN OF THE FACULTY

i) There shall be a Dean for each Faculty who shall preside over the meetings of the respective Faculty.

ii) The Vice-Chancellor shall nominate one expert in each Faculty as its Dean. The term of office of the Dean shall be two and half years.

4. HEAD OF THE DEPARTMENT

i) There shall be a Head of the Department for each of the Departments in the University who shall be nominated by the Vice-Chancellor from amongst the Faculty of the Department.

Provided further that, if there is no full-time Teacher in the Department, the Vice-Chancellor may nominate a suitable person to perform the functions of the Head of the Department.

ii) The term of nomination of the Head of the Department shall normally be two and half years and he/she shall be eligible for re-nomination.

iii) The powers and functions of the Head of the Department shall be prescribed by the Bye-laws of the University

5. REGISTRAR

(a) The Registrar shall be a full-time salaried officer of the University and shall be appointed by the Board of Management on the recommendations of the Selection Committee consisting of the following

- i) Vice-Chancellor Chairman
- ii) One nominee of the Chancellor of the University
- iii) One nominee of the Board of Management
- iv) One expert nominated by the Board of Management who is not an employee of the University
- v) One member of the Board of Trustees

(b) The emoluments and other terms and conditions of service of the Registrar shall be as may be prescribed by the Bye-laws.

(c) When the office of the Registrar falls vacant or when the Registrar is absent by reason of illness or any other reasons, the duties and functions of the Registrar shall be performed by such other person as the Vice-Chancellor may appoint for the purpose.

(d) The Registrar shall be ex-officio Secretary of the Board of Management, the Academic Council, the Finance Committee, the Faculties, the Planning and Monitoring Board, and such other committees as may be constituted from time to time. He/She shall not be deemed to be a member of any of these authorities.

(e) The Registrar shall be directly responsible to the Vice-Chancellor of the University.

(f) The following shall be the duties of the Registrar :

i) To be the custodian of the records, the funds of the University and such other property of the University as the Board of Management may commit to his charge.

ii) To conduct the official correspondence on behalf of the authorities of the University.

iii) To issue notices convening meetings of the authorities of the University and all Committees and Sub-Committees appointed by any of these authorities.

iv) To keep the minutes of the meetings of all the authorities of the University and of all the committees and sub-committees appointed by any of these authorities.

v) To make arrangements for and supervise the examinations conducted by the University.

vi) To represent the University in suits or proceedings by or against the University, sign powers of attorney and perform pleadings or depute his/her representatives for this purpose.

vii) To enter into agreement, sign documents and authenticate records on behalf of the University.

viii) To hold in special custody books and documents and common seal of the University.

ix) To safeguard and maintain the buildings, garden, office, canteen, cars and other vehicles, laboratories, libraries, reading rooms, equipment and other properties of the University.

x) To perform such other duties as may be specified in the Rules and Bye-laws or as may be specified by the Board of Management or the Vice-Chancellor from time to time.

Rule 15. SENIORITY LIST

a) Whenever in accordance with these Rules, any person working on grantable and/or non-grantable post is to hold an office or to be a member of an authority of the University by rotation according to seniority, such seniority shall be determined according to the length of the continuous service of such person in the grade and in accordance with such other principles as the Board of Management may from time to time prescribe.

b) It shall be the duty of the Registrar to prepare and maintain in respect of each class of persons to whom the provisions of these rules apply, a complete and up-to-date seniority list in accordance with the provisions of the foregoing clause.

c) If two or more persons have equal length of continuous service in a particular grade or the relative seniority of any person or persons is in doubt, the Registrar may on his own notion and shall at the request of any such person, submit the matter to the Board of Management, whose decision shall be final.

Rule 16. DELEGATION OF POWERS

Subject to the provisions of these Rules and Bye-laws, any officer or authority of the University may delegate his or its power to any other officer or authority or person under their respective control and subject to the conditions that the overall responsibility for exercise of the powers so delegated shall continue to rest in the officer or authority delegating such powers.

Rule 17. DISPUTE AS TO MEMBERSHIP

If any question arises, whether any person has been duly elected or appointed as or is entitled to be a member of any authority or any committee of the University, the matter shall be referred to the Chancellor of the University, whose decision thereon shall be final.

Rule 18. RIGHT OF CENTRAL GOVERNMENT

I) The Government of India shall have the right to cause an inspection to be made by such person or persons, as it may direct, of the University, its buildings, fixtures and fittings, laboratories and equipment as also examinations, teaching and other work carried on or done by the University and, if necessary, to cause an inquiry to be made in respect of any matter connected with the administration or finances of the University.

II) The Government of India shall, in every case, give notice to the University of its intention to cause an inspection or inquiry to be made and on receipt of such a notice the University shall have the right to make such representations to the Government of India as it may consider necessary.

III) Where an inspection or inquiry has been caused to be made by the Government of India, the University shall be entitled to appoint a representative who shall have the right to be present and to be heard at such inspection or inquiry.

IV) The Government of India may communicate the result of such inspection or inquiry together with such advice as it may be pleased to offer as to the action to be taken by the University to the Vice-Chancellor of the University who shall communicate the same to the Board of Management.

V) The Board of Management shall give proper consideration to the said communication regarding the result of inspection or inquiry and the proposals for action by the University and communicate to the Government of India the action, if any, which it proposes to take or has taken upon the result of such inspection or inquiry.

VI) Where the Board of Management does not, within a reasonable time, take any action to the satisfaction of the Government of India, the Government of India may after giving due consideration to the explanation furnished or representation made by the Board of Management to it, issue such directions as it may think fit and the Board of Management shall comply with such directions.

Rule 19. REVIEW OF THE ACADEMIC ACTIVITIES OF THE UNIVERSITY

i) The functions of the University shall be reviewed after a period of every five years or even earlier, if necessary, by a committee appointed by the University Grants Commission.

ii) The report of the Committee shall be considered by the Commission. In the event of an adverse appraisal of the University, the Commission shall direct the University to take immediate remedial measures. In the event of non-compliance of the Commission's directions within the specified period, as determined by the University Grants Commission in this respect, the Commission shall have the right to recommend to the Government of India for the revocation of the Notification issued earlier declaring University as deemed to be University.

Rule 20. RESIGNATION

Any member (other than an *Ex-officio* member) of any authority may resign by a letter addressed to the Registrar and the resignation shall take effect as soon as it is accepted by the Vice-Chancellor.

Rule 21. ACTING CHAIRMAN OF THE MEETING

Where no provision is made for a Chairman to preside over a meeting of an authority of the University or any Committee of such authority, or if the Chairman so provided is absent, the members shall select one from amongst themselves to preside at such meeting.

Rule 22. VALIDATION OF CERTAIN ACTS, DECISIONS

No Act or proceedings of any authority or any body or any committee of the University shall be invalid merely by reason of :

- a) any vacancy therein or any defect in the constitution thereof, or
- b) any defect in the nomination or appointment of a person acting as a member thereof, or
- c) any irregularity in its procedure not affecting the merits of the case.

Rule 23. DISQUALIFICATION

- a) A person shall be disqualified for having chosen as and for being a member of any of the authorities of the University
 - i) if he/she is of unsound mind or is deaf, mute or blind
 - ii) if he/she is an undischarged insolvent
 - iii) if he/she has been convicted by a court of law of an offence involving moral turpitude or criminal charges
- b) If any question arises as to whether a person is or has been subjected to any disqualifications mentioned above, the question shall be referred by the Vice-Chancellor for decision to the Chancellor and his decision shall be final and no suit or proceeding shall lie in any civil court against such decision.

Rule 24. FILLING OF CASUAL VACANCIES

Casual vacancies among the members (other than *Ex-officio* members) of any authority or any other Committee of the University shall be filled as soon as it may be convenient by the person or the authority who appointed or co-opted the member whose place has become vacant and the person appointed or co-opted to a casual vacancy shall be the member of such authority or Committee for the residual term for which the person whose place he fills would have been a member.

Rule 25. BYE-LAWS

Subject to the provisions of the Memorandum of Association and the Rules and Bye-laws, the Board of Management shall, in addition to all other powers vested in it, have the power to frame Bye-laws which may provide for all or any of the following matters :

- a) establishment of Departments of teaching and halls of residence;
- b) the admission of students to the University and their enrolment as such;
- c) the courses of study to be laid down for all degrees, diplomas and certificates of the University;
- d) the grant of academic awards (such as degrees and diplomas) and distinctions;
- e) the fees to be charged for courses of study in the University and for admission to the examination, degrees, diplomas and certificates of the University;
- f) the institution of and prescription of the conditions of the award of fellowships, scholarships, studentships, medals, and prizes;

- g) the conduct of examinations, appointment of examiners & approval and declaration of results thereof;
- h) the maintenance of discipline among the students;
- i) the maintenance of discipline among the employees of the University;
- j) the conditions of residence and health of students of the University;
- k) the classification, emoluments, method of appointment, and the determination of the terms and conditions of service of the teaching and non-teaching staff of the University;
- l) the provision of pension, provident fund, insurance, etc. for the benefit of the teaching and non-teaching staff of the University;
- m) the establishment of special centres;
- n) the creation, composition, and functions of any committee or body, which is considered necessary for the work of the University;
- o) the preparation and submission of budget estimates;
- p) the procedure for convening of meeting of any authority or committee;
- q) the laying down of procedures to be observed at any meeting of any authority or any committee;
- r) to constitute any other body as an authority of the University;
- s) all other matters which by this Memorandum or the Rules may be provided by the Bye-laws, provided that, no Bye-laws shall be made affecting the condition of residence, health and discipline of student, admission or enrolment of students, conditions, mode of appointment or duties of examiners or the conduct or standard of examinations or any course of study without consulting the Academic Council.

Rule 26. INTERPRETATION CLAUSE

In the event of conflict of opinion with regard to interpretation of Memorandum of Association or the Rules and Bye-laws, the opinion of the UGC shall be final.

Rule 27. DISSOLUTION OF THE UNIVERSITY

On the winding up or dissolution of the University there shall remain after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid or distributed among the members of the University or any of them but shall be transferred to the Trust, or other bodies in consultation with the agencies concerned who have helped in creation of those assets.

Rule 28. LEGAL PROCEEDINGS

- i) For the purpose of Section 6 of the Societies Registration Act, 1860, the person in whose name the University may sue or be sued shall be the Registrar.
- ii) No suit or legal proceedings shall lie against the Central Government or UGC or the University or an Officer of the University or a member of the authority of the University in respect of anything done or purported or intended to be done in pursuance of any article of Memorandum of Association or the Rules or Bye-laws made there under.

Rule 29. ALTERATIONS, AMENDMENTS, ADDITIONS OR DELETIONS IN THE RULES

The Rules, Bye-laws and Regulations of the University may be altered, amended, added to or deleted by the Board of Management in accordance with the provision of the Societies Registration Act, 1860, as in force for the time being, and the procedure laid down in the Bye-laws of the University in that behalf; provided that, any such alterations, amendments, additions or deletions in the Rules of the University shall become effective only after the receipt of concurrence of the Government of India.

Provided further that the concurrence of the Government of India in respect of any such alterations, amendments, additions or deletions in the Rules of the University is not received within a period of 60 days from the date on which the proposal was submitted to the Government of India, such alterations, amendments, additions or deletions shall come into effect immediately.

Rule 30. FUNDS, ACCOUNTS, AUDITS AND ANNUAL REPORT

- (i) The funds of the University shall be utilised solely for the purpose of the University.
- (ii) The accounts of the University shall be maintained in the name of the University and not in the name of the Holding trust or financing the University. The accounts of the University shall be kept in such forms as may be laid down by the Board of Management and shall conform to the rules, if any, prescribed by the University Grants Commission / the Government of India. The accounts of the University will be open to examination by the Comptroller and Auditor General of the Government of India.
- (iii) All funds belonging to the University or under the control of the Board of Management, shall be shown separately in the accounts of the University.
- (iv) Annual Reports and the Audit Reports shall be submitted to the Government of India within nine months of the closure of the accounting year for the purpose of being laid on the table of the Parliament.
- (v) The accounts of income and expenditure as also the annual financial statement and annual accounts shall be audited by the Comptroller and Auditor General of India through the Accountant General of the State concerned.

**TILAK MAHARASHTRA VIDYAPEETH
(TRUST)**

Vidyapeeth Bhavan ,Gultekdi
PUNE 411037

CONSTITUTION
(APPROVED BY REGULATING COUNCIL ON 24-05-2005)

1. ESTABLISHMENT

The delegates to the First Maharashtra Provincial Conference, held at Bassein (now Vasai, Dist. Thane) on 6th May 1921 under the Presidentship of Shrimat Shankaracharya of Karveer Peeth, decided that a National University be founded in Maharashtra to commemorate the ever inspiring leadership of the late Lokmanya Bal Gangadhar Tilak, his prodigious powers of intellect, deep learning and the unstained selfless and lifelong efforts made by him for the attainment of freedom and progress of India. Consequently, this Vidyapeeth came into being. It was registered under the Societies Registration Act XXI of 1860 - Regd.No. 1029 of 1940-41 dated 30 September 1940. It was also registered under the Bombay Public Trust Act 1950 (Bombay XXIX of 1950) Regd.No. F-42 dated 3 November 1952.

For the activities of the Tilak Maharashtra Vidyapeeth at the Higher Education level, the Government of India, on the recommendations of the University Grants Commission conferred the status of "Deemed to be University" by their Notification No. F.9-19/85-U.3 dated 24 April 1987.

2. NAME

The name of this Society is "Tilak Maharashtra Vidyapeeth".

3. OFFICE

The registered office of the Tilak Maharashtra Vidyapeeth is situate at Tilak Maharashtra Vidyapeeth, Vidyapeeth Bhavan, Gultekdi, Pune 411037.

4. OBJECTS

(i) to strive for an all round development of students and to inculcate in them the spirit of nationality and national integrity and faith in democracy.

(ii) to develop suitable patterns of education for the achievement of the object in (i) above, and to establish institutions and departments for the Higher Education, and conduct teaching and research in various disciplines.

(iii) to make special efforts to introduce the ancient Indian heritage to the common people.

(iv) to impart education through the medium of Marathi, as far as possible.

(v) to initiate schemes for providing access to education at different levels for large segments of the society, consisting of the disadvantaged groups in urban, rural tribal and remote areas.

(vi) to introduce an innovative non-formal system of higher education suited to the needs of the society.

(vii) to conduct examinations for the students studying in various departments of the Vidyapeeth and also for those who have undertaken the courses framed by the Vidyapeeth such as Distance Education and to confer degrees, diplomas, certificates and award prizes and other academic distinctions, etc.

(viii) to undertake the publication of suitable works in the various fields of learning sought to be developed by the Vidyapeeth.

(ix) to confer honorary degrees or other distinctions on eminent persons who have attained high proficiency in any branch of learning or who have made a significant contribution to social progress.

(x) to undertake any other work which may not be inconsistent with the above mentioned objects.

5. DEFINITIONS

In these Rules, unless the context otherwise requires :

(i) “Board of Management” means the Board of Management of the Tilak Maharashtra Vidyapeeth (Deemed to be University).

(ii) “Board of Trustees” means the Board of Trustees of the Tilak Maharashtra Vidyapeeth.

(iii) “Chancellor” means the Chancellor of the Tilak Maharashtra Vidyapeeth (Deemed to be University).

(iv) “Faculty of Distance Education” means the Faculty of Distance Education established by the Tilak Maharashtra Vidyapeeth.

(v) “Executive Committee” means the Executive Committee of the Tilak Maharashtra Vidyapeeth.

(vi) “President” means the President of the Tilak Maharashtra Vidyapeeth Trust.

(vii) “Regulating Council” means the Regulating Council of the Tilak Maharashtra Vidyapeeth.

(viii) “Secretary” means the Secretary of the Trust.

(ix) “Trust” means the Tilak Maharashtra Vidyapeeth Trust.

(x) “University” means the Tilak Maharashtra Vidyapeeth (Deemed to be University).

(xi) “Vice-Chancellor” means the Vice-Chancellor of the Tilak Maharashtra Vidyapeeth (Deemed to be University).

(xii) “Vice-President” means the Vice-President of the Tilak Maharashtra Vidyapeeth Trust.

(xiii) “Vidyapeeth” means the Tilak Maharashtra Vidyapeeth.

(xiv) “School Level Examination Board” means the School Level Examination Board established by the Tilak Maharashtra Vidyapeeth Trust.

6. POWERS AND FUNCTIONS OF THE TILAK MAHARASHTRA VIDYAPEETH (TRUST)

To carry out the above objects and for the management of properties of the Vidyapeeth, the Vidyapeeth shall exercise the following powers :

(i) to conduct the existing Departments such as Tilak Maharashtra Vidyapeeth (Deemed to be University), Distance Education and to establish and conduct School Level Examination Board, and such other Departments as may be necessary from time to time.

(ii) to hold and manage movable and immovable properties created out of the funds of the Vidyapeeth made available to Tilak Maharashtra Vidyapeeth (Deemed to be University), Faculty of Distance Education, School Level Examination Board etc. and to manage the purchases, sales, etc. of the movable and immovable properties of the Trust.

(iii) to consider the recommendations of the Faculty of Distance Education, School Level Examination Board and similar other Departments, made through the Executive Committee of the Trust and to create posts of teaching and non-teaching staff of the Faculty of Distance Education, School Level Examination Board and similar other Departments and to lay down scales of pay, allowances, etc. and other terms and conditions of their services.

(iv) to control and supervise such activities of the Tilak Maharashtra Vidyapeeth as are not covered by the scope of the Tilak Maharashtra Vidyapeeth (Deemed to be University).

(v) to inspect the lands, buildings and any work done by the Tilak Maharashtra Vidyapeeth Trust, Tilak Maharashtra Vidyapeeth (Deemed to be University) and to cause an inquiry to be made, if considered necessary, and take suitable actions.

(vi) to consider and decide to establish new or discontinue the existing Faculties / Departments / Centers / Boards on the recommendation of their respective and appropriate bodies of the Vidyapeeth.

(vii) to frame rules necessary for the exercise of powers and functions mentioned in (i) to (vi) above.

7. INTERPRETATION OF THE OBJECTS

The Vidyapeeth is established for public benefit and accordingly the objects of the Trust as set forth above will be interpreted and restricted to mean such objects and purposes as are regarded in law to be public charitable in nature.

8. INCOME AND PROPERTY

The income and property of the Vidyapeeth, howsoever derived, shall be applied towards the promotion of the objects as set forth in this Constitution.

9. BAR ON PAYMENTS

No portion of the income and property of the Vidyapeeth shall be paid or transferred directly or indirectly or otherwise howsoever by way of profit to the persons who were at any time or are members of the Vidyapeeth or to any of them or any persons claiming through them or any of them, provided that nothing herein contained shall prevent the payment in good faith of remuneration to any member thereof or other person in consideration for any service rendered to the Vidyapeeth or for travelling or other allowances and such other charges.

10. LEGAL PROCEEDINGS

For the legal proceedings the person in whose name the Vidyapeeth may sue or be sued shall be the Secretary.

11. AUTHORITIES OF THE VIDYAPEETH

The following shall be the authorities of the Tilak Maharashtra Vidyapeeth :

1. Regulating Council
2. Board of Trustees
3. Executive Committee of the Tilak Maharashtra Vidyapeeth Trust
4. Faculty of Distance Education
5. School Level Examination Board
6. Authorities of Tilak Maharashtra Vidyapeeth (Deemed to be University) as per guidelines of the UGC.

12. COMPOSITION, POWERS AND FUNCTIONS OF THE AUTHORITIES OF THE VIDYAPEETH

(1) REGULATING COUNCIL

a) Composition of the Regulating Council

The Regulating Council which shall be the General Body of the Tilak Maharashtra Vidyapeeth shall consist of the following :

(i) Permanent Members

[Transitory Provision : The existing permanent members of the Niyamak Mandal nominated as per the provision made in the existing Constitution of the Tilak Maharashtra Vidyapeeth shall continue to be the member of the Regulating Council.

When a vacancy occurs due to resignation, death of the permanent member or any other reason, it shall not be filled in. This category shall be abolished in due course of time.]

(ii) Co-opted Members : Not more than 10 persons, other than *Ex-officio* Members to be co-opted in accordance with the provisions laid down in the Bye-laws made in that behalf.

(iii) Ex-officio Members :

- a. President Chairman
- b. Vice-President
- c. Former Vice-Chancellors of the Vidyapeeth, who are not permanent members of the Regulating Council
- d. Deans of Faculties of Tilak Maharashtra Vidyapeeth (Deemed to be University)
- e. Chairman of the Executive Committee of the Trust
- f. Chairman of the Door Shikshan Mandal
- g. Chairman of the Vidya Prasarak Mandal

(iv) Nominated Members :

- a) Two representatives of Pune Municipal Corporation.
- b) Not more than five members to be nominated by the President.
- (v) Secretary of the Trust

b) Tenure of the Regulating Council

The tenure of the Regulating Council shall be three years. The retiring Council shall continue to function until the new Council is formed. The tenure of the nominated members other than those nominated by the President shall be two years.

c) Meetings

(i) There shall be at least two meetings of the Regulating Council in a year, not less than 30 days' notice of a meeting shall be given including the date of issue of a notice and the day of the meeting.

(ii) The President whenever present, shall preside over all the meetings of the Regulating Council. In the absence of the President, the Vice-President shall preside, and in the absence of both, the members present shall elect from among themselves a chairperson for that particular meeting only.

(iii) *Quorum* : One third of the members of the Regulating Council shall constitute a quorum for any meeting of the Regulating Council. In the absence of such a quorum, the Chairman shall adjourn the meeting for half an hour and thereafter reconvene the meeting where quorum will not be necessary.

d) Powers and Functions of the Regulating Council

The powers and functions of the Regulating Council shall be as follows

(i) to review from time to time the broad policies and programmes of the Tilak Maharashtra Vidyapeeth (Deemed to be University), Door Shikshan Mandal and Vidya Prasarak Mandal and suggest measures for their improvement and development, if necessary.

(ii) to elect one member from amongst themselves to nominate the President.

(iii) to appoint auditors and to fix their remuneration.

(iv) to approve the Budget Estimates, the Annual Report and the Audited Statement of Accounts of the Tilak Maharashtra Vidyapeeth (Deemed to be University), Door Shikshan Mandal and Vidya Prasarak Mandal, etc..

(v) to amend the Constitution of the Trust in accordance with the bye-laws made in that behalf.

(vi) to exercise such other powers and functions as may be necessary from time to time.

(2) BOARD OF TRUSTEES

a) Composition of the Board of Trustees

There shall be a Board of Trustees consisting of the following members

1. President
2. Vice-President
3. Chairman of the Executive Committee of the Trust
4. Chairman, Door Shikshan Mandal
5. Chairman, Vidya Prasarak Mandal
6. One member to be nominated by the President
7. One member from the Board of Management of the Tilak Maharashtra Vidyapeeth (Deemed to be University), to be nominated by the Vice-Chancellor
8. Secretary of the Trust

b) Tenure of the Board of Trustees

The tenure of the Board of Trustees shall be three years. The retiring Board of Trustees shall continue to function until the new Board is formed.

c) Meetings

(i) There shall be at least two meetings of the Board of Trustees in a year, one meeting every six months, not less than 10 days' notice of a meeting shall be given including the date of issue of a notice and the day of the meeting.

(ii) The President, when present, shall preside over the meetings of the Board of Trustees. In the absence of the President, the Vice-President shall preside. In the absence of both, the members present shall elect from among themselves a Chairperson for that particular meeting only.

(iii) *Quorum* : Four members of the Board shall constitute a quorum for the meeting of the Board. In the absence of the President, the Vice-President shall preside. In the absence of such a quorum, the Chairman shall adjourn the meeting for half an hour and thereafter reconvene the meeting where quorum will not be necessary.

(iv) Whenever the half-yearly meetings are not likely to be held within the reasonable time, matters requiring urgent decisions can be decided by circulation amongst members of the Board; but such decisions shall be reported at its next meeting.

d) Powers and Functions of the Board of Trustees

The powers and functions of the Board of Trustees shall be as follows :

i) to hold movable and immovable properties of the Tilak Maharashtra Vidyapeeth and to purchase, sale, rent, lease, mortgage etc. movable and immovable properties and carry out construction work on the properties of the Trust.

ii) to control and supervise such activities of the Tilak Maharashtra Vidyapeeth as are within the scope of the Tilak Maharashtra Vidyapeeth.

iii) to consider the recommendations of the Executive Committee regarding creation of posts of teaching and non-teaching staff, their pay-scales and service conditions etc. for the institutions conducted by the Trust.

iv) to consider the Budget Estimates, the Annual Reports and the Audited Statement of Accounts of the Trust submitted by the Executive Committee and recommend the same to the Regulating Council for its approval.

v) to consider the Budget Estimates, the Annual Reports and the Audited Statements of Accounts of the Tilak Maharashtra Vidyapeeth (Deemed to be University), submitted by its Board of Management and recommend the same to the Regulating Council for its approval.

vi) to frame and approve the Bye-laws of the Trust.

vii) to exercise such other powers as may be necessary from time to time.

(3) EXECUTIVE COMMITTEE OF THE TRUST

a) **Composition of the Executive Committee of the Trust**

There shall be a Executive Committee of the Trust consisting of the following members :

1. Chairman of the Executive Committee to be nominated by the Vice-President
2. Chairman of Door Shikshan Mandal and the Vidya Prasarak Mandal
3. Two experts to be nominated by the Board of Trustees.
4. Secretary of the Trust

b) **Tenure of the Executive Committee of the Trust**

The tenure of the Executive Committee of the Trust shall be of three years.

c) **Meetings**

1. There shall be atleast four meetings of the Executive Committee of the Trust in a year. One meeting every three months, not less than 7 days' notice of a meeting shall be given including the date of issue of a notice and the day of the meeting.
2. The Chairman shall preside over the meeting. In the absence of the Chairman, the members present shall elect from among themselves a Chairperson for that particular meeting only.
3. *Quorum* : Three members of the Executive Committee shall constitute the quorum out of which one must be one of the experts nominated by the Board of Trustees.

d) **Powers and Functions of the Executive Committee of the Trust**

The powers and functions of the Executive Committee of the Trust shall be as follows :

- i) to control and supervise administration and functioning in regard to such activities of the Vidyapeeth as are within the scope of the Tilak Maharashtra Vidyapeeth.
- ii) to evaluate activities of the Door Shikshan Mandal and Vidya Prasarak Mandal from time to time and make suitable recommendations to the Board of Trustees.
- iii) to consider and recommend to the Board of Trustees, creation of posts of teaching and non-teaching staff, their pay-scales and service conditions etc., on the recommendations of the Door Shikshan Mandal and the Vidya Prasarak Mandal.
- iv) to consider the recommendations of the Door Shikshan Mandal, Vidya Prasarak Mandal and similar other institutions regarding preparation of material for publication of suitable works in the relevant fields of learning within their respective scope.
- v) to prepare the Budget Estimates, the Annual Report and the Audited Statement of Accounts of the Trust and submit the same to the Board of Trustees for its consideration.

vi) to do such other work as may be assigned to it by the Board of Trustees.

(4) DOOR SHIKSHAN MANDAL

There shall be a Door Shikshan Mandal of the Tilak Maharashtra Vidyapeeth Trust which shall be responsible for the conduct of Distance Education Programmes.

a) Composition of the Door Shikshan Mandal

The Door Shikshan Mandal shall be constituted as follows :

1. Chairman to be nominated by the Vice-President
2. One member to be nominated by the Board of Trustees
3. Head of the Centre to be nominated by the Door Shikshan Mandal
4. One member from amongst the Teachers of the Door Shikshan Mandal, by rotation in order of seniority
5. Not more than 3 experts to be co-opted by the Door Shikshan Mandal
6. Secretary of the Trust

b) Tenure of the Door Shikshan Mandal

The tenure of the Door Shikshan Mandal shall be three years. However, the tenure of the member from amongst the teachers of the Door Shikshan Mandal shall be two years. On expiry of the tenure, the existing Door Shikshan Mandal shall continue to function until the new Door Shikshan Mandal is formed.

c) Meetings

(i) There shall be at least one meeting of the Door Shikshan Mandal, every two months not less than 7 days' notice of a meeting shall be given including the day of issue of a notice and the day of the meeting.

(ii) The Chairman of the Door Shikshan Mandal shall preside over all meetings. In the absence of Chairman, the members present shall elect from among themselves a Chairperson for that particular meeting only.

(iii) *Quorum* : Four members of the Door Shikshan Mandal present, shall constitute the quorum. In the absence of such a quorum, the Chairman shall adjourn the meeting for half an hour and thereafter reconvene the meeting where quorum will not be necessary.

d) Powers and Functions of the Door Shikshan Mandal

The powers and functions of the Door Shikshan Mandal shall be as follows :

(i) to frame schemes for Distance Education, prepare courses and their syllabi, prepare self-instructional material and schemes of evaluation and draft rules for and conduct of these schemes on the recommendation of the Subject Committees of the concerned courses.

(ii) to prepare courses for degree examinations and their syllabi, self-instructional materials and schemes of evaluation and draft rules for and conduct of these schemes and recommend them to the appropriate body of the Tilak Maharashtra Vidyapeeth (Deemed to be University) for its approval.

(iii) to prepare students for the degree examinations conducted by the Tilak Maharashtra Vidyapeeth subject to the permission granted by the Tilak Maharashtra Vidyapeeth (Deemed to be University).

(iv) to prepare material for publication of suitable works in the relevant fields of learning and forward the same to the Executive Committee of the Tilak Maharashtra Vidyapeeth Trust for its consideration.

(v) to recommend to the Tilak Maharashtra Vidyapeeth Trust creation and/or abolition of posts of teaching and non-teaching staff.

(vi) to submit its annual accounts, annual budget and its annual report for the consideration of the Board of Trustees of the Tilak Maharashtra Vidyapeeth.

(vii) to exercise the power to seek expert opinion on the matters concerning Distance Education.

(viii) to exercise the power to constitute sub-committees for the smooth conduct of the Door Shikshan Mandal.

e) Subject Committee

(i) There shall be a Subject Committee, consisting of not more than three members, constituted by the Door Shikshan Mandal, for each subject for which the Door Shikshan Mandal prepare students for examinations. The Door Shikshan Mandal shall nominate one of the members as Chairman of the Committee. An interim vacancy, if any, shall be filled by nomination by the Door Shikshan Mandal for the remaining period.

(ii) The Subject Committees shall meet atleast once in a six months to review the papers set at the annual examination and the syllabi in the concerned subjects, and subject improvement, if necessary. The Secretary of the Mandal shall work as the Secretary of the Subject Committee.

(5) VIDYA PRASARAK MANDAL

There shall be a Vidya Prasarak Mandal which shall be responsible for the conduct of such examinations as decided by Tilak Maharashtra Vidyapeeth.

a) Composition of the Vidya Prasarak Mandal

The Vidya Prasarak Mandal shall consist of the following :

1. Chairman to be nominated by the Vice-President

2. One member to be nominated by the Board of Trustees
3. Chairman of each Subject Committee
4. Secretary of the Trust

b) Tenure of the Vidya Prasarak Mandal

The tenure of the Vidya Prasarak Mandal shall be three years. It shall continue to function until the new Vidya Prasarak Mandal is formed.

c) Meetings

(i) There shall be atleast one meeting of the Vidya Prasarak Mandal, every six months not less than 7 days' notice of a meeting shall be given including the day of issue of a notice and the day of the meeting.

(ii) The Chairman of the Vidya Prasarak Mandal shall preside over all meetings. In the absence of the Chairman, the members present shall elect from among themselves a Chairperson for that particular meeting only.

(iii) *Quorum* : Four members of the Vidya Prasarak Mandal shall constitute a quorum for any meeting.

d) Powers and Functions of the Vidya Prasarak Mandal

The powers and functions of the Vidya Prasarak Mandal shall be as follows :

(i) to prepare syllabi on the recommendations of subject committees for examinations in such subjects as may be decided from time to time and to recommend them to the Executive Committee of the Tilak Maharashtra Vidyapeeth for its consideration.

(ii) to arrange for the conduct of examinations in such subjects as may be decided from time to time at convenient centres.

(iii) to recommend to the Executive Committee of the Tilak Maharashtra Vidyapeeth Trust, creation of posts of non-teaching staff, its pay-scales and service conditions etc.

e) Subject Committee

(i) There shall be a Subject Committee, consisting of not more than three members, constituted by the Vidya Prasarak Mandal, for each subject for which the Vidya Prasarak Mandal prepare students for examinations. The Vidya Prasarak Mandal shall nominate one of the members as Chairman of the Committee. An interim vacancy, if any, shall be filled by nomination by the Vidya Prasarak Mandal for the remaining period.

(ii) The Subject Committees shall meet atleast once in a six months to review the papers set at the examinations in every six months and the syllabi in the concerned subjects, and subject improvement, if necessary. The Secretary of the Mandal shall work as the Secretary of the Subject Committee.

13. PRESIDENT

a) The President of the Tilak Maharashtra Vidyapeeth shall be appointed according to the following procedure :

(i) The Regulating Council, the Board of Trustees and the Board of Management of the Tilak Maharashtra Vidyapeeth (Deemed to be University) shall nominate one member each to constitute a panel to nominate the President.

(ii) The nominee of the Regulating Council shall preside over the meeting to constitute a panel for nominating the President.

(iii) The panel shall nominate a suitable person other than any of its members to be the President of the Tilak Maharashtra Vidyapeeth. Immediately on receipt of this information from the panel, the Secretary of the Board of Trustees shall communicate the same to the members of the Regulating Council, the Board of Trustees and the Vice-Chancellor of the Tilak Maharashtra Vidyapeeth (Deemed to be University).

(iv) The tenure of the office of the President shall be five years and he shall be eligible for reappointment. In case the office of the President falls vacant before the expiry of his tenure for any reason, the President will be appointed under Section 13.a)(i,ii & iii) above and the new President will hold office for a period of five years.

b) Powers and Functions of the President

The powers and functions of the President shall be as follows :

(i) The President shall function as the Ex-officio Chancellor of the Tilak Maharashtra Vidyapeeth (Deemed to be University).

(ii) The President appointed under 13(a) above, shall nominate persons as members of the Regulating Council, the Vice-Chancellor of the Tilak Maharashtra Vidyapeeth (Deemed to be University), and other authorities in accordance with the provisions made in the respective Memorandum of Association in that behalf.

(iii) The President whenever present shall preside over all the meetings of the Regulating Council and the Board of Trustees.

(iv) In the event of the office of the President falling vacant for one reason or the other, the Vice-President shall perform the functions of the President in addition to his own duties, but for a period of not more than six months. The new President shall be appointed within that period of six months according to the procedure laid down in Section 13(1)(a) above.

14. VICE-PRESIDENT

The Vice-Chancellor of the Tilak Maharashtra Vidyapeeth (Deemed to be University) shall be the Ex-officio Vice-President of the Vidyapeeth. In the absence of the President, the Vice-President shall perform such functions as laid down in Rule 13(b) above.

15. SECRETARY OF THE TRUST

The Secretary of the Trust shall be appointed by the Board of Trustees. His honorarium, if any, and terms and conditions of service shall be decided by the Board of Trustees.

Powers and Functions of the Secretary of the Trust :

The powers and functions of the Secretary shall be as follows :

(i) The Secretary shall be the sole custodian of the records, library, property, seal of the Tilak Maharashtra Vidyapeeth Trust and other things belonging to the Tilak Maharashtra Vidyapeeth Trust.

(ii) The Secretary shall act as the Secretary of the Regulating Council, the Board of Trustees and the Executive Committee, Door Shikshan Mandal and the Vidya Prasarak Mandal. It shall be the duty of the Secretary to keep the proceedings of all meetings and to implement the decisions arrived at, at such meetings.

(iii) The Secretary shall -

(a) carry out all correspondence for and on behalf of the Tilak Maharashtra Vidyapeeth Trust.

(b) assist the President, Vice-President, Chairman of the Door Shikshan Mandal and Chairman of the Vidya Prasarak Mandal.

(c) exercise such other powers and perform such other duties as are prescribed by the rules and bye-laws or are required of him by the Board of Trustees from time to time.

(d) ensure full control of the Board of Trustees.

(iv) If the office of the Secretary falls vacant for a period not exceeding 6 months, for one reason or the other, the duties and functions of the Secretary shall be performed by such other person as the Vice-President may appoint for the purpose from among the staff of the Tilak Maharashtra Vidyapeeth.

16. DISSOLUTION OF THE VIDYAPEETH

On winding up or dissolution of the Vidyapeeth there shall remain after the satisfaction of all its debts and liabilities any property whatsoever the same shall not be paid or distributed among the members of the Vidyapeeth or any of them but shall be adjusted as per the directives of the Charity Commissioner.

TILAK MAHARASHTRA VIDYAPEETH
Vidyapeeth Bhavan, Gultekdi
PUNE - 411037
(Estd. 6-5-1921)



Trust Constitution