



**POOJYA SANE GURUJI VIDYA
PRASARAK MANDAL,
SHAHADA, DIST. NANDURBAR.**

Registration No. E-180 (Dhulia) 29/12/1969

Rules & Regulations

***New Rules and Regulations
(with amendments)***



POOJYA SANE GURUJI VIDYA PRASARAK MANDAL,

SHAHADA (Dist. Nandurbar) (M.S.)

Registration No. E-180 (Dhulia) 29/12/1969

RULES AND REGULATIONS

(New Rules and Regulations) (with amendments)

1. Name :

The Society will be called "Poojya Sane Guruji Vidya Prasarak Mandal, Shahada, Dist. Nandurbar."

2. Aims and Objects :

To impart to the younger generation of our country efficient pre-primary, primary, secondary and college education embodying a Literary, Scientific, Legal, Social, Technical, Commercial Medical, Agricultural and Industrial Training and the training of Teachers in any or all the stages, by the establishments of the Mandal.

The Mandal shall establish and run a PUBLIC SCHOOL within its premises and shall construct work-shop and install machinery therein for Industrial Training to young generation and to provide technical assistance to the industries for their maintenance and expansion and manufacture complete units and / or parts thereof, at a reasonable cost. And for achieving this purpose, the society shall purchase land, construct building, work-shops, play-grounds and purchase machinery and shall accomplish all the requirements necessary in that behalf. The society shall raise funds to finance achievement by accepting permissible donations, fees, loans, private and public.

3. Registered Office :

The Mandal shall have its Registered Office at Shahada.

4. Official Year :

The official year of the Mandal shall begin with the first day of April each year and shall end on the 31st March of the following year.

5. Definition :

In end for the purpose of this constitution and the Bye-Laws made thereunder the Mandal means the "Poojya Sane Guruji Vidya Prasarak Mandal, Shahada."

6. Members of the Mandal :

A member of the Mandal is a person who -

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- 1) accepts in writing the aims and objects of the Mandal.
 - 2) agrees to abide by the rules and regulations of the Mandal.
 - 3) pays in full the amount of subscription, of any, of the class of which he wishes to become a member and
 - 4) who has completed the age of 21st at the time of becoming a member of this Mandal.

7. The following shall be classes of the members of the Mandal.

a) Founder Members :

Founder Members who are members of the Mandal as on 31st December 1984, in any of the categories in the Mandal's Rules and Regulations.

b) New Members :

i) Any person who has completed the age of 21 years on the date of application for the membership and is admitted by the Governing Council to the membership of the Mandal and enrolled as such on the payment of Rs. 10,000/- (say Rupees ten thousand only) on or after 1st January 1985.

AND

ii) The Registered Co-operative society except the Co-operative Sugar Factory, Co-operative Sale and Purchase Society, Co-operative Spinning Mill and Agricultural Produce Market Committee, or the Registered Public or Private Trust as admitted by the Governing Council of the Mandal to the membership of the Mandal and enrolled as such on the payment of the sum of Rs. 25,000/- (say Rupees twenty five thousand only) on or after 1st January 1985.

AND

iii) The Registered Co-operative Society not included in 7(ii) and any public body constituted under any state or central legislature, admitted by the Governing Council of the Mandal to the membership of the Mandal and enrolled as such on payment of the sum of Rs. 1,00,000/- (say Rupees one lac only) on or after 1st January 1985, shall be the NEW MEMBER OF THE MANDAL.

Provided that the NEW MEMBER shall automatically become the founder member immediately on the expiry of the period of seven years from the date of his or its enrollment.

Provided further that no New Member shall be eligible to contest any election to any of the office or Governing Council of the Mandal.

7.a. The application for membership as New Member shall be in the prescribed form appended to these Rules.

7.b. The decision of the Governing Council of Mandal in respect of granting or refusing membership shall be final.

8. Twenty five members shall form a quorum at the meeting of the General Body.

9. General Body :

A) General body of the Mandal shall consist of the following members of the Mandal.

- a) All Individuals
 - b) One representative from each Donar-Institution.
 - c) All Benifactors
 - d) All confirmed teachers.
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10. The General Body shall have the following powers -

- a) to elect the categorial members of the General Council for the period of 5 years.
- b) to review the working and the financial position of the Mandal.
- c) to consider and adopt the Annual Reports.
- d) to consider the extension of any additional educational or other activities.

11. General Body shall meet within 3 months from close of the financial year after every five years.

12. General Council :

The General Council shall consist of 35 (thirty five) members as detailed below -

- a) Representatives from Individual members 5 (five)
- b) Representatives of primary credit societies registered 2 (two) educational societies or any other societies.
- c) Representative of Taluka purchase and sale Union 1 (one)
- d) Representatives of Co-operative Sugar Factories 6 (six) (Including Chairman)
- e) Representative of any private Co-operative, public etc Association, Company or Factory 1 (one)
- f) Representative of the Agricultural Produce Market Committee 1 (one).
- g) Representatives of Gram Panchayat 2 (two).
- h) Representatives of Nagar Parishad 6(six) (including President)
- i) Representative of Merchant Association 1 (one)
- j) Representatives of the Benifactors 2 (two) (one from Benifactors contributing below Rs. 20,000/- and one from benifactors contributing above Rs. 20,000/-)
- k) Principals of the colleges of the Mandal.
- l) Representatives of teachers 2 (two)
- m) Secretary appointed by the Mandal
- n) To be co-opted 2 (two)
- o) Representatives of the New members 2 (two)

N.B. :- General Council shall have a right to co-opt the members from such institutions as included in B to J above which have not paid their contribution, due to certain circumstances.

13. The General Council shall have the powers -

- i) to co-opt the members in vacancy of the members of the General Council.
- ii) to elect President and Vice-President of the Mandal from among the Founder Members of the Mandal.

However, the President of the Mandal, Annasaheb Shri Purushottam Kalu Patil of Lonkheda, Taluka - Shahada shall continue to be the President of the Mandal till his life and shall continue to nominate the entire Governing Council during his life time, notwithstanding the provisions contained.

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- iii) to appoint Auditor(s) and Secretary of the Mandal.
 - iv) to consider and pass the annual report and the statement of audited accounts of the Mandal and its institutions.
 - v) to consider, accept or refer back to the Governing Council proposals submitted by it and to add, alter, amend, cancel or revoke any rules of the constitution of the Mandal by majority of 2/3 members present at the meeting.
 - vi) to elect representatives on the Governing Council from the General Council members.
14. If the post of the President falls vacant by death or by registration or other-wise, the Vice-President shall act as President until a new President is elected.
 15. In the absence of President of the Mandal, the Vice-President of the Mandal shall preside over the meeting of the General Council of the Mandal. In the absence of the President and the Vice-president, the members present shall elect a chairman for the meeting.
 16. The meeting of the General Council shall ordinarily be held once in a year.
 17. The Governing Council of the Mandal may call a special meeting of the General Council whenever necessary.
 18. A special meeting of the General Council shall be held on written requisition received by the President of the Mandal stating the purpose clearly and signed by not less than 1/3 members of the General Council.
 19. Ten members shall form a quorum at the meeting of the General Council.
 20. All questions before the General Council shall be decided by a majority of votes.
 21. The Secretary of the Mandal shall be the Ex-officio Secretary of the General Council. He shall convene in consultation with the President, all the meetings of the General Council by giving 15 days clear notice to all the members of the General Council.
 22. Members of the General Council shall have the following special rights -
 - a) of access with the approval of the President of the Mandal to enquire about the records of the Mandal during the office hours.
 - b) of visiting the institutions of the Mandal after due intimation through the Secretary of the Mandal and making suggestions to the Secretary.
 - c) of contesting the elections of the Governing Council.
 23. The Governing Council of the Mandal shall consist of the following members from among the FOUNDER MEMBERS of the Mandal excepting the representatives from the staff as detailed below, subject to the provisions contained in the provision to rule 13, during the life time of Shri. Annasaheb Purushottam Kalu Patil.
 1. President
 2. Vice-President
 3. The Principals of the Institutions of the Mandal.
 4. Engineer-in-chief of the workshop of the Mandal.
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5. Two representatives of the teaching staff who have put in continuous service of not less than five years.
 6. Four representatives of Co-operative Sugar Factory which is the Founder Member.
 7. Two representatives of the Municipal Council which is a Founder Member.
 8. One representative of the Founder Member Societies, Trusts and Associated Bodies.
 9. One representative of the Founder Member- Taluka Sale Purchase Union and Agricultural Produce Market Committee.
 10. One representative of the Founder Member benefactors.
 11. Three representatives of the Founder Members other than those included in the above 1 to 10 categories.
 12. A Secretary nominated by the Governing Council without Voting Right.
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24. Governing Council shall be elected at the end of every fifth year. The outgoing members shall be eligible for re-election. Any vacancy among members elected during the period of five years shall be filled up by the Governing Council among the members of General Council.
 25. The Governing Council shall continue in office till the newly elected council is formed.
 26. The Secretary of the Mandal will be responsible for the management of the affairs of the Mandal and for holding the meetings of the Governing Council, General Council and General Body. The Secretary will work under the guidance, supervision and direction of the Governing Council, and shall be responsible to the General Body, General Council and Governing Council.
 27. The Secretary of the Mandal shall -
 - a) call meeting of the General Council, Governing Council and General Body, issue circulars and correspond on behalf of the General Council, Governing Council and General Body and give effect to the resolutions of the Governing Council, General Council and General Body.
 - b) sign all documents to be executed by or on behalf of the Mandal in all the proceeding by or against Mandal.
 - c) perform such other duties as may be assigned to him by the General Council, Governing Council and General Body.
 28. The Governing Council shall have the power -
 - a) to control the permanent funds and property of the Mandal and its institutions.
 - b) to publish annual reports and accounts of the Mandal and its institutions.
 - c) to accept donations, endowments, gifts, scholarships etc.
 - d) to take such legal steps as may be necessary in the interest of the Mandal.
 - e) to purchase, take on lease or in exchange or by transfer, hire or otherwise acquire, any movable property, to build thereon, sell, land, mortgage or otherwise deal with the same.
 - f) to purchase, take on lease or in exchange or by transfer, hire or otherwise acquire, any immovable property, to build thereon, sell, mortgage or otherwise deal with the same.
 - g) to raise money by such manner as may be thought fit, by loans with or without mortgage of property or promissory notes, by the issue of debentures or by any other means charged
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- upon all or any of the Mandal's property. (excepting the pension fund and the Provident fund.)
- h) to sanction any appropriation of permanent funds to current purpose.
 - i) to put into practice the aims and objects of the Mandal as defined in the Memorandum of Association.
 - j) to call the annual meeting of the General Council and special meeting of the General Body whenever necessary and to fix the agenda of such meetings.
 - k) to prepare and submit to the General Council the audited statements of accounts and annual reports of the Mandal and its institutions.
 - l) to submit to the Genetal Council proposal to add, amend, cancel or revoke any rules of the constitution of the Mandal.
 - m) to represent the Mandal through correspondence with Government or any public authority.
 - n) to start, affiliate or incorporate institutions and to take over other institutions.
 - o) to sanction the rates of fees and other charges in the various institutions of the Mandal.
 - p) to approve the annual reports and statements of different institutions of the Mandal for the previous year and sanction their budget for the ensuing year.
 - q) to approve the Bye-Laws for the conduct of the Mandal's institutions.
 - r) to approve the selection of Teachers and sanction their scales of pay, salaries, allowances, pension and other benefits.
 - s) to grant promotions and approve transfer and retrenchments and awards, punishment including compulsory retirement, suspension, removal and dismissal of teacher.
 - t) to grant leave and extension of services to teachers.
 - u) to approve the appointments of the Heads of the institutions.
 - v) to make appointments of permanent teaching staff, clerks, peons and servants, sanction their scale of pay, salaries and allowances, grant promotions, leave, gratuities, extension of service tec. and award, punishments including suspension removal and dismissal, direct transfer and retrenchments and resignation and determine other terms and conditions of services.
 - w) to close down, to transfer or hand over by exchange or sale of the assests of any institution of the Mandal as the occassion may arise, subject to previous approval of the General Body.
 - x) to allow and disallow persons or institutions eligible as members of the Mandal as on full payment of contribution.

29. Meeting of the Governing Council -

There shall be not less than six meetings of the Governing Council in the year.

30. One week's clear notice of a meeting of the Governing Council shall be given to all the member of the Governing Council by its Secretary. In case of urgency the President however shall have the power to dispense with the required period of previous notice and call a special meeting with intimation to all the members of the Governing Council.

31. Four members shall form a quorum of the meeting of the Governing Council.

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32. In the absence of the president, the vice-president shall take the chair. In the absence of both of them the members present shall elect a Chairman for the meeting.
 33. All the questions before the Governing Council shall be decided by a majority of votes, in case of equal division of votes, the Chairman of the meeting shall have a casting vote in addition to his vote as member.
 34. Every member of the Governing Council shall have full access to the records of the Mandal and its institution in their offices, during office hours, with the prior intimation to the Secretary of the Governing Council.
 35. The President shall call a meeting of the Governing Council, in a requisition signed by not less than three members of the Governing Council, within a period of twenty one days from the receipt of such requisition, which shall state the specific business to be transacted at the meeting.

FINANCE

36. All the property and funds of the Mandal shall belong to the Mandal collectively and no individual members of the Mandal shall have any property right over them.
 37. The financial year of the Mandal shall begin on the first day of April every year and shall end on 31st March of the following year.
 38. The funds of the society shall include -
 - a) Permanent fund -
Permanent fund will be either
 - 1) Permanent General Fund
 - OR
 - 2) Permanent Specific Fund and
 - b) Current fund
 - c) Loan fund
 39. All contributions towards memberships, donations and non-recurring grants made by the public, Government co-operative or public bodies such as University, Municipality etc. for the purpose of a permanent nature shall be treated to the General fund.
 40. Other sums or properties as the Governing Council to transfer to give in charity makes over to the Mandal shall treated as Permanent funds.
 41. The General fund of the Mandal shall be used for the purpose of acquisition of immovable properties, such as lands, buildings, including fixtures, for the use of Mandal or its institutions. The General fund of the Mandal may also be used for the purchase of acquisition of laboratory, Gymkhana, quarters for the staff and libraries (including book) or any other articles of a durable nature for the use of the Mandal or its institution.
 42. Funds of a specific nature held by the Mandal such as pension fund, gratuity fund, depreciations fund, provident fund and such other funds of the Mandal as may be directed by the Governing Council shall be separately invested.
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43. The current funds of the society shall include -
- a) Proceeds of fees and fines received from the students in the institution of the Mandal.
 - b) Interest accruing from the permanent fund.
 - c) Money grants for purpose other than those specified in rules 49 such as proficiency grant, maintenance grants of a current nature from the Government or public bodies such as University Grants Commission, Municipality etc. and also donation from the public for current expenses.
44. The current funds (excluding the tuition fees and current grants) shall be used for the current expenditure of the Mandal and its institutions including purchase and additions to the dead stock such as library books, apparatus etc. as decided by the Governing Council from time to time.
45. The expenditure on account of the salaries of the teaching staff and non-teaching staff and other shall be incurred or met out of the income of tuition fees and current grants made by the Government and public bodies.

GENERAL

46. Nothing here is laid down invalidate any action taken under the above rules and in good faith merely on technical irregularity of procedure.
47. The General Body shall have the power of altering, amending, modifying etc. the rules and also of suspending the operation of any of them for time by majority of the members present at the meeting of the General Body.

President

Poojya Sane Guruji Vidya Prasarak Mandal,
SHAHADA (Dist. Nandurbar),
(M.S.)

