



Shri Amolak Jain Vidya Prasarak Mandal's

**Smt. S. K. Gandhi Arts, Amolak Science & P.
H. Gandhi Commerce College, Kada,
Tal-Ashti, Dist-Beed (M.S.) 414202
NAAC Accredited "B" Grade**



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Est. 1996

Jain Minority Institution

Principal :- Dr. Rathi N. S.
(M. Com., Ph.D.)

English Translation of Management Constitution

SHRI AMOLAK JAIN VIDYA PRASARAK MANDAL

At. /Post – Kada Tal. –Ashti, Dist – Beed. (Maharashtra State)

Act No. 1 – Name: This institute is named as 'Shri Amolak Jain Vidya Prasarak Mandal'

Act No. 2 – Main Office of Institute at – Kada, Tal – Ashti, Dist – Beed, Maharashtra.

Act No. 3 – Working Location of the Institute will be Maharashtra Only.

Act No. 4 – Annual Year of the Institute will be from 1st April to 31st March.

Act No. 5 - Aims and Objectives:

1. To develop the society in all aspects i.e. intellectual, physical, cultural, industrial, religious and moral.
2. To educate them with special Jainism as well as good ethics of other religions also.
3. To train the students with various skills i.e. technical, agricultural, industrial, commercial through primary, secondary, higher education. As well as to provide education with the developed of physical, religious, cultural and nationalism to create an ideal citizen and the nation.
4. To make availability of traditional Indian languages i.e. Ardhamagdhi and Sanskrit.

Act No. 6 – Special objectives: -

1. To open, run and develop various educational sectors i.e. primary school, high School, higher education sector, technical school.

2. To avail various facilities for students i.e., hostels, lunch room, gyms, playground, garden, hospital, cultural hall, library with educational facilities.
3. To make economically independent, moral as well cultural citizen to needy and poor students with institutional support. Moreover, to help them to continue their education with the help of various educational loans for long term education. As well as if needs, provide those facilities of scholarship and fulfil other economic needs.
4. To achieve the above all objectives, to make the institute economically strengthen with purchasing land and building, keep it on rent basis, lease basis., As well as make arrangement of maintenance.
5. As per situation / requirement avail the loan from govt. semi govt. or private sectors on the property of the institute and utilize it for fulfilling the objectives of the institution.
6. 6.To strengthen the institute economically by accepting donations, prices, funds from various people andinstitution increase the debentures and utilize it properly for the welfare of the saidinstitute.
7. To make institute financially strong, avail of various economic sources and utilize it properly for the welfare of the Institute.
8. With having any trouble for the regular running of institute if it is possible to merge any other institute with this, it can be merged with the permission of all trustee / members of the institute by following the norms of the institute.
9. Institute will take care of all wealth properly and utilize it as per necessity.
10. The excessive amount of the institute will be deposited or given on the loan basis to other sectors for the regular economical growth of the institute, with strictly following the norms laid down by the government.
11. The salary of the employees (except schools / colleges) should be paid as per the institute norms and if their behavior is good institute will help them economically after the retirement also.
12. Institute will pay the sufficient amount to voluntary / non payable employees for their voluntary work in various types i.e. economic help, price credit, long-life memorable name as well as if after his death also payment will be given to those family members who are completely dependent on him / her.
13. To avail the religious places for prayer, take care of it as per traditional norms as well create the religious awareness in the people for the welfare of society.
14. Considering the economical status of the institute help poor, need, backward, students of the society. Help them economically as well as for the various required needs.

Act No. 7 – Anyone belonging to the Jain Community and have age of 21 years or more is eligiblefor the membership of the institute. Following are the various types of membership.

- 1 Backbone membership, base membership: The person who paid Rs. 11,000/- in one time or three instalments only.
- 2 Total amount Rs. 5000/- continuous three instalments only.
- 3 Total amount Rs. 2,500/- in three instalments only.
- 4 Well – wishers: Total amount Rs. 1000/- in two instalment only.
- 5 Special member: Rs. 500/- one time.
- 6 Honorary: Those who work voluntarily without expectations of any remunerations work well-fare for the institute as well as on prestigious members of society honorary members. Their membership can be canceled any time by the working body of the institute.
- 7 Annual Membership: Anyone who will pay Rs. 11 only six month before the annual year can be selected as an annual member.
Note: There are changes in the act No. 1 to 5 yet previous but eligible members for act No 1 to 5 can have permanent member-ship.
- 8 Any one employer of the institute (paid, non-paid) can have membership of the institute. But can't be a part of working body. For the post of working body, he has to face election and before he needs to submit the resignation.

Act No. 8 The membership as per act No. 7, rule No 7, will be for one person only.

Act No. 9. There will be one special entry register for the nomination of the membership. And these members have to attend the general meeting and pass the various decisions of the institute.

Act No. 10. The general member of the institute has to pay his fees after 180 days of Annual year only, to continue his membership in the institute for the next year.

Act No. 11. Before the six months of the general meeting, the working body will maintain the register of general members and only these members will be called for the general meetings.

Act No. 12. The general member who will pay his fees in above mentioned time and behave in good manner will be continuing directly as the general member of the institute.

Act No. 13. The list of eligible member for general meeting as well as eligible for voting will be displayed with his full name 30 days before the 1st meeting of annual year and one can check it also. But after that no change will be considered.

Act No. 14.

1. As per act No. 07 all members will be a part of general meeting.

2. As per recommendation of the institute the president should at least call one general meeting in one academic year.
3. Whenever trustee body requires any special task to be completed, can any time call an emergency meeting of the general body.
4. If the attendance for general body will be less than 1/5 or 25 members of general members, the written report should be submitted to working body and within 15 days, this body will send notice to all members and call the second meeting and explain all points.
5. The forum of member will be either 1/5 or 25 members, whichever ever will be less in number.
6. General decision of the institute will be taken on the law of majority.
7. If at least 1/3 no of member's present meeting will demand for secret voting for any resolution, it will be taken for consideration.
8. All the facilities for point No. 7 will be provided by the presidents and decision will be finalised on basis of the majority.
9. If equal position is there president can add his own decision in favour or against and declared the result on the majority basis.
10. If doubt has been explained by 2/3 members on the result, any two members in front of the president can verify the voting and declare the result. But this will be final one. No complain will be tolerated later on.
11. The President of the institute will be the president of general or special general meeting and in the absence of the president vice president of the institute will be president of the meeting.
12. For general meetings, notice should be given before 15 days and for special meeting before 07 days.
13. In annual general meetings, the following nature and the work will be there :
 - a) Permission for annual report, financial transaction, look out, profit or loss etc.
 - b) President, secretary, vice president, prime minister (secretary), minister, treasurer, working body member and trustee will be elected for three years only.
 - c) (To check the financial matters) selection of an Accountant.
 - d) Resignation of any member or vacancy by any other reason to be fulfilled by eligible person.
 - e) Control on all branches, sub-branches of the institute.
 - f) All decisions will be taken on the majority basis in general meeting.
 - g) The new topic (not mentioned in the notice) will be considered with the permission or more than it.
 - h) Topic with the permission of president.
 - i) To sanction the prepared budget of the institute for the next year.

Act No. 15 Working Body:

- a. One President, one secretary, two vice-presidents and two honorary ministers will be elected after every three years by the members in general meeting. Instead of Principal, Head Master and Chief Administrator will be the member of working body. As well as two members can be declared by the working body. Thus, there will be maximum 25 members in the working body.
- b. Any one member can be eligible. But he should be one year member of any other committee of the institute.
- c. Meeting of working body should be arranged at least after every two months.
- d. The Prime minister (secretary) of the working body will read the notice of meeting at least seven days before.
- e. The forum of meeting will be of 7 members.
- f. Only half an hour waiting will be there for forum.
- g. Incomplete forum can discuss only on the point of Agenda.
- h. If $\frac{3}{4}$ members are present in the meeting, can discuss on the points which are not declared in Agenda.
- i. With the presence of $\frac{3}{4}$ members, if firm decision cannot be taken, it will be discussed in the agenda of next meeting and majority base decision can be taken.
- j. If necessary, President can add his own opinion for majority.
- k. The President of working body with the help of Prime Minister (secretary) will maintain the record of all points in the register, discussed in the meeting and will revise in the next meeting and will take permission of all members.

Act No. 16: Designation of working Body:

1. Decision of all work and its nature of working to be taken with the consideration of aims and objectives as well as economical capacity of the institute and implement accordingly.
2. As per need of spreading the area of institute, open new branches or take any required new task and implement accordingly.
3. To run daily routine of the institute, they can form any organizing committee under their observation.
4. To control the organizing committee as well as give necessary decisions.
5. They have rights to the enquiry of organizing committee.
6. To take care of all financial matters of organizing committee. If unnecessary expenses are found, they can ask for the submission of details.
7. To run all the functions of institute smoothly, they can appoint head, sub-heads or any other officers, even they can add organizing committee to work with them for the same purpose.
8. "Authority and Responsibility" can follow by organizing or other committee as per their limits and needs. And details of all tasks and matters should be submitted to working body committee. And they can have right to take the decision on it.

9. Account of annual finance should be taken into consideration and checked by the accountant under the observation of working body.
10. Note down all the worth of Institute as well as take care of its proper utilization.
11. To keep the record of all members is the responsibility of working body.
12. Appointment of Honorary members.
13. To act with law for the welfare of Institute.
14. Necessary appointment, transfer, promotion, termination, extension, educational, non – educational matter should be deal by the working body.
15. Members of organizing committee, working body will be continuously absent in the terminated from the committee will be chance to him to clear his points. Even he can apply to general body against the decision of working body and the decision should follow all the norms of Govt. or Semi Govt. for the employees.
16. If there is case of punishment or termination of any staff, after the proper enquiry working body will take the decision. If has doubt, he can claim about it to the general body and the decision of general body will be final one.

Act No. 17 Organizing Committee

1. There will be minimum 07 or maximum 09 members in the organizing committee.
2. Secretary of the Institute will be the President of organizing committee.
3. Remaining minimum 05 or maximum 07 members can be appointed by the working body.
4. Principal, Head Master, Chief Manager of the Education sector of the Institute will be compulsory member of organizing committee.
5. Nature of Working (Organizing Committee) Organizing committee will call meeting as per requirement with the permission of prime minister (Secretary) and his signature.
6. At cost minimum three days before, Notice of meeting will be sent to members of organizing committee. Agenda will be attached to the Notice.
7. Three members will be there in forum.
8. Inadequate forum will wait for half an hour only in the meeting.
9. Inadequate forum will work discuss on the points given in the agenda.
10. Organizing committee will follow the general rule of majority.
11. President should have rights of final decision.
12. Organizing committee will divide the task and from the sub – committees, among the member.
13. Rights of organizing committee.
14. To take care of all branches and co – committees of the institute as well as to keep watch on all employeef of institute which start from low level to top level.
15. Scrap material or unused purchased material or dead stock should be managed with the prior permission of higher authorities of the institute.

16. To appoint the Class IV grade employees, to give promotion to them, or if guilt is there by anyone among this should be punished, etc rights are given to organizing committee and inform to working body of institute, they will be the final authority.
17. Appointment of any employee or head of the dept. will be as per norms given by working body.
18. As per guided by the working body, every year the rules should be followed to run the hostel, school, high school, college i.e. admission of students, their fees structure, etc. take decision and implement accordingly.
19. Proper food arrangement, medicine required for the students, needs of praying hall, religious needs, ground, garden , library, etc. and to solve the difficulties, regulation of food charges are controlled by the organizing committee should be maintained proper by the organizing committee.
20. To make cultural and religious awareness among the students reflecting the amid and objectives of the institution. All these rules and regulation with the said matter are given to the planning committee.
21. Routing of the student's should be strictly followed as per Jainism and aims and objective of the institute.
22. All financial transition will be controlled by the organizing committee i.e. donation, gift, fess of students, fees of members etc.
23. The record of account of the institute, input / output of the finance will be maintained properly by the organizing committee.
24. All the expenses given by general body should be checked, maintain the record of voucher, accounting checking etc. details should be submitted to the working body. Its duty of organizing committee.
25. The record of the account of institutional wealth should be checked, and keep the details of it and submit details of the working body.
26. To run the institute smoothly, scalar – chain should be following and the nature and committees of the scalar – chain will be defined by the organizing committee. To collect fund for building and its maintenance. The financial matter is finalized with the decision of working body.
27. The sub-committees defined by the organizing committee will submit all the record of their work as well as financial transition to the organizing committee.

Act No. 18. Internal Management:

1. To run the routine of institute smoothly as well as taking care of the studies, working body will appoint the various employees as well as their remuneration will be also decide by the working body.

2. All the details of Institutional account, communication appointment of accountant, norms for work, Authority, responsibility of whole institutional matters will be decided by the working body.
3. Regular needs of the institute i.e. furniture, tools, grains etc., will be maintaining by prime – minister or the employees appointed by the Prime – minister.
4. Chief Manager / administrative officer of the institute will personally take care of students, teaching learning process, routine of school / collage, religious awareness among student, their routine of the study etc.
5. To accept letters, money – orders of the students is the responsibility of the administrative officer.
6. In – house care will be the responsibility of administrative officer i.e. maintenance of building, furniture, other all equipment etc.
7. Working regarding the agriculture sector: i.e. to appoint employee, to purchase agriculture equipments and to make production of agriculture and proceed it to the godown will be the responsibility of the organizing committee.
8. All the requirement regarding to the lunch of the student should be purchased by the permission of organizing committee and Prime Minister (Secretary). The administrative officer will purchase it.

Act No. 19 Post – To run smoothly the function of institute following will be the post

1) President	- One
2) Executive President	- One
3) Vice – President	- Two
4) Honorary Prime Minister (Secretary)	- One
5) Honorary Minister	- Two
6) Treasurer	- One
Total	- Eight

1. President: - The President of the institute will work as the president of general meetings. In the absences of president, vice – President will work as the president of general meeting. In the absences of president, Vice – President will work as the president of general meeting. In the absence of both, the members of the general body will select the President of the general meeting among themselves on the spot.
2. Vice – President: - All the responsibility of the president will be followed by the Vice – Present in the absence of president.
3. Treasurer – All financial matter will be handled by the treasurer. Any one of the working body can be selected as a treasurer. Bank account will be the joint - account, among which one will be compulsory of a treasurer. All the financial transition of school and colleges will be submitted to the treasurer through the organizing committee and treasurer will deal all the financial matters.

4. Honorary Prime Minister (Secretary) : - This post will be decided by working body .all the records of work of working body and organizing committee will be maintain by thehonorary Prime Minister (Secretary). To run all the functions of institute smoothly, Ho. Prime minister (Secretary) can appoint the eligible employee with the permission of president. He can observe as well as inform / instruct to all the main or sub sectors of all the branches of institute. He can ask any information in written or orally to each sector or the department of the institute.
 - a. In case of the trouble in running the smooth function of the department, any head can take help of Hon. Prime minister (Secretary) for it. Or Ho. Prime minister (Secretary) can recommend the matter to solve to the higher management.
5. Honorary Minister: - Honorary Minister will help to Ho. Prime Minister (Secretary) in all functions of the institute to run smoothly.
6. Treasure: - Treasurer will be the president of the organizing committee. Taking care of regular activities of institute, treasurer will help and guide to Ho. Prime Minister (Secretary).
7. Any vacant post i.e. President, treasurer, Vice – President, Ho. President, Ho. Minister, through resignation or any other way within three month it will be filled by the general member through general meetings.
8. The vacancy of the member or working body will be filled by working body only. (Vacant through Resignation / any other reason)

Act No. 20: Trustee

1. The committee group of members who is having ownership caretaker of the wealth of the institute as well as dewing them self for the welfare of the institute will following all Govt. Norm and compulsory binding of the institute's constitution and elected by the members of general body in general meeting will be called as Trustee group.
2. Maximum No. of Trustee members will be 05 only
3. Eligibility of trustee member – Minimum three years of general membership / any other membership of general body.

Nature of work (Trustee):

1. As per elected by general trustee most senior trustee will be the president of trust and Prime Minister (Secretary) will be the minister of trust.
2. The vice – President of trustee can call the trustee meeting by giving notice before 15 days.
3. President / Vice – President of trustee can call the trustee meeting by giving notice before 15 days.
4. The forum of such meeting will be of minimum 03 members.
5. Trustees should call at least one meeting per year.
6. If trustee feel need, they can call all the heads of departments and can ask the details of their dept. and its work. They have to explain it.

7. In trustees meeting If need is there, trustee members can call for the help to working body.

Authority of Trustees:

1. Trustee should have rights of ownership on the wealth of institute.
2. All wealth / Property will be registered on the name of 'President ', Trustee, Shri. Amolak Jain Vidya Prasarak Mandal, Kada. After leaving the president post, the name of the account will be automatically removed. Even the any property of Institute is on his name, it will be transferred automatically on the other member's name.
3. Trustee will take care of all wealth / property of the institute.
4. All the wealth, property, funds, permanent, temporary fund collection, care and utilization will be owned by the trustee only and all their rights will be utilized by the appointed person of the trustees by his signature
5. To fulfill the objectives of the institute to accepts various funds, charity, donations, local funds to preserve and maintain the property of the institutes, renovation, to utilize the fund for the proper development of the institute or to take a long loan to purchase/ sell property to deposit amount, to help safe deposit under liable person of the institute or agency. To utilize the gain/emergency amount for the further development of the institute. Also to gain the donation of the institute and to proceed with all the legal matters related to the institutes and look forward with the court matter positively or make compromise if required or to make appointment of legal adviser for the protection of the property of the institute. The trustees of the institutes have all the rights and they should take the working committee under consideration.
6. To preserve all the documents of the institutes related to the property, its utilization, documents, if required include the name of institute where necessary. To fulfill the necessary documentation of current law, registration, change document etc. the trustees have all the above rights.
7. There will the right to general meeting to appoint any member on the place of vacant place among trustee. General meeting should be call before six months when there is any vacant post.

Act No. 21 Financial Dealings:

1. If Income of any department of the institute in any financial year is more than the expenditure in that financial year then the above some turns towards current funds of the institute. If there is any loss in the previous year of the institute then turn this amount from this fund to fulfill this loss. Property like building, furniture etc. and its maintenance care and repair, whatever amount needful for that cause, the institute can take out the special amount from the current income of every year for depreciation and repair. From that special amount the institutes will repair the property.

2. From the rent of the institutes own property, whatever the income is available will be used for the renovation of the building and other restructure etc. such work will be granted in advance by the planning committee. Remaining balance amount will be turn to the fundwith the permission of the working committee and the trustees of the institutes.
3. Any head of the institutes department and planning committee will gate permission about the regular expenditure which will include according to the provisional rule. The expenditure will be according to the above rule. Provide the financial budged presented in front o the auditor. According to the instructions of treasurer and Hon. Prime Minister (Secretary) will provide information about the budged.
4. All the institutes amount will be spend for the institutes work only. The working committee has the final authority in this matter for the signature.
5. No one rather than the trustee has the authority to take loan on the institute's property. But in case of some emergency, the trustee may pass a resolution with $\frac{3}{4}$ majority of the working committee for the long term loans or with mortgage with the condition that the loan must not be more than half of all the institutes' property.
6. All rights regarding borrowing amount for the institutions current expenditures are controlled by the planning committee of the institution from time to time. This procedure of borrowing amount does not apply to all heads of school, high school and colleges of the institutions. If this need is required they may do the essential procedure through the planning committee and it is the responsibility of the planning committee to do it accordingly.

Act No.22 Ownership Rights:

The ownership rights of the wealth / property of the institute will be to general body members only. General meetings will be take the decision of it.

Act No. 23: System of changing constitution:

1. Keeping basic principal and structure as it is, normal change can be done in general meeting only.
2. This change is made only with the majority / persecuted by $\frac{2}{3}$ members, the maximum of any two.
3. The time, data, venue of the place to change the constitution will be informed before 21 days of the meeting.

Act No. 24

1. After the change of constitution and permitted by general body, Trustee, Organizing committee or working body will work according to new constitution, till their tenure.

2. As per new constitution working body will define the various status / post and declared it. This will be elected in the first meeting held after the newly edited constitution. The limit of working time will be as per previous members.

(The current constitute is edited on date 26 / 12 / 1976 with the majority permission of all members of general body in general meeting.)

ANNEXURE 2

(See rule 13 (5))

The registration book of general trustees of administration presented details or changes are as follows

Registered Name of the trustmembers details as follow:

Name of Trust: - Shri Amolak Jain Vidya Prasarak Mandal Kada, Tal – Ashti, Dist. Beed

Reg. No. : - F-19

NATURE OF CHANGE	REASON FOR CHANGE	AS PER ANY REASON
Editing or change in the basic rule as per necessity.	Date – 26 / 12 / 1976 General Meeting as per No. 2 sanctioned unanimously.	<ol style="list-style-type: none"> 1. As per changing time and facing official difficulties rules are changed. 2. True copy of general meeting is attached. 3. Both copies previous and newly changed constitution is attached.

We, hereby declared that the above mentioned information is true as pre our knowledge. If any fault, we are responsible for it.

-Sd-

Prime Minister (secretary)

Shri.Amolak Jain VidyaPrasarakMandalShri.Amolak Jain VidyaPrasarakMandal

Kada Dist. Beed Kada Dist. Beed. .

- Sd-

Asst. Charity Commissioner

Aurangabad Region, Aurangabad

- Sd-

President





Principal

Shri Amolak Jain Vidya Prasarak Mandal's
Shrimati Shantala Gandhi Arts,
Amolok Science, Prasad Hirrolal
Gandhi Commerce College
Kada, Tal. Ashti, Dist. Beed