

6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc



*[Signature]*  
**IC Principal**  
Shri Chhatrapati Shikshan and  
Arogya Prasarak Mandal's  
Shri Sant Gajanan Mahavidyalaya, Kharda  
Tal. Jamkhedi, Dist. Ahmednagar

## Constitution of institute

Annexure - IV

### Memorandum of Society

1) **Name of Institute :** Shri Chhatrapati Shikshan And Arogya Prasarak Mandal, Kharda

2) **Address :** At.post.Kharda, Tal.Jamkhed, Dist.Ahmednagar

3) **Goals of the Institute :**

- 1) Social Service.
- 2) Open and run schools, Colleges for the purpose of providing Primary, Secondary, Technical and Health Education to the people.
- 3) To provide health related knowledge to the people and to make available medical facilities through hospital.
- 4) To make kids cultured and courteous.
- 5) To Provide opportunities of education as well as other facilities and services and allround development of the students.
- 6) To provide the hostel facility to the student.
- 7) To Conduct Old Age Home.
- 8) To conduct Sewing Classes.
- 9) Try to implement all Government Education and Health.

4) **Membership:-**

- 1) Any Literate Person can become the member of institute, for it annually Eleven rupees fees is requied to pay.
- 2) Any member who complete his/her successive three years membership, he/ she may contest general body election.

5) **Cancellation of Membership:-**

- 1) As per the resolution of managing board a member who remains absent for successive three meetings his membership may be can celled or his/her act proves harmful to the institute his/her member ship will get cancelled.


6) List of the Members will be provide according to Society Registration Act. 1960 (15) Schedule No. 6.

7) **Body of executive:-**

**Selection of executive:-** General body meeting will be held once a year in this body meeting Executives will be selected.

8) **Executive body Consists folloing executives:-**

Executive body consist President, Vice President, Treasurer, Secratary along with four members.

  
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**9) Tenure of Executive:-**

Tenure of Executive will be of three years, after three years election will takes place and elected will be formed.

**10) Right and functions of executive:-**

- 1) Executive meeting will be held every quarter yearly or meeting may be called as per the demand of situation.
- 2) To prepare annual report and estimate.
- 3) To appoint an employee of the institute as an honorary for the different activities of institute.
- 4) To keep the audit of each stream of the institute.
- 5) To sanction or cancel the funds.
- 6) Approve the membership or to cancel the membership of standing members.
- 7) To accept or reject donation.
- 8) To open the new accounts on behalf of institute.
- 9) To fill the reserved members for the remaining tenure of executive body.
- 10) Managing board will work for methodology, service rule, resignation and suspension of the executive.
- 11) To decide terms and condition of the service of the employees of institute.
- 12) To keep servillance on differnt faculties of the institute as well as on its functioning and its economy.
- 13) To form new policies and implement form propogating of education and health service.
- 14) Executive will keep control on functioning of institute, in this case secreatary posseses following rights
  - a) To keep documents of institute and to do communication.
  - b) To do contracts on behalf of institute.
  - c) To see court related works.
  - d) To implement resolution made by executive


**11) Meeting:-**

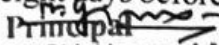
**Annual and other**

- 1) General body meeting will takes place once a year.
- 2) Executive body meeting will takes place every quarter yearly or may be called as per the demand of situation.

**12) Working of the body meeting:-**

- 1) Selection of executive in general body meeting.
- 2) Acceptance of the annual accounts audioted by C.A. and granting budget of next year.
- 3) Ratio of the coram to entire body members will be 1/4.
- 4) Executive board meeting coram will be of five members.
- 5) Meeting notice is required to give at least eight days before meeting.

  
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**13) Financial working:-**

- 1) Financial issues of institute will be discussed in executive body meeting and all its right will be given to secretary of institute.
- 2) Accounts of the institute employees will be opened in any bank as per the will of executive
- 3) These accounts will be carried on the name of the secretary.

**14) Audit :-**

In the general body meeting the audit passed by chartered accountant will approved and consent will be given to the estimate of the next year.


**15) Audit Year :** Financial year start from 1<sup>st</sup> april and will conclude on 31<sup>st</sup> march.


**16) Change in Rules :**

While changing the name or the goal of the institute or dissolving two institutes into one implementation should be done as per the enactment artical 12 or 12(A) of institute registration rule 1860.

**17) Provision of Dissolution :**

Dissolution of the institute Shri Chhatrapati Shikshan and Arogya Prasarak Mandal, Kharda will be takes place as per the provision of enactment act 13 and 14 of the registration rule 1860.

  
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Prasarak Mandal, Kharda  
Shri Sant Gajanan Mahavidyalaya,  
Kharda Tal.Jamkhed, Dist.Ahmednagar

  
**Secretary**  
Shri Chhatrapati Shikshan &  
Arogya Prasarak Mandal, Kharda  
Tal.Jamkhed, Dist.Ahmednagar

  
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