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SHREE S.G.PAREEK VIDYALAYA, JAIPUR

THE MANAGING COMMITTEE, ITS CONSTITUTION AND RULES OF BUSINESS

The S.G.Pareek Vidyalaya, Jaipur, now transformed into an Intermediate College, will be under the control of Managing Committee, which in accordance with the desire of the Pareek Panchayat of Jaipur and the Rajputana Board, is to be registered under the Jaipur Societies Registration Act of 1943.

1. The Managing Committee, which is invested with full powers relating to the proper conduct, management and supervision of the institution, will consist of life members, the Principal (Ex officio member) one ^{non-vote} of the education department of the Jaipur Govt. and nine ordinary members to be elected for five years by the Jaipur Pareek Panchayat in the General meeting.

Life members will be those who have donated rupees ten thousand or more to the institution.

2. There will be five office bearers - the President, the Vice-President, the Koshadhyakash (Treasurer), the Secretary and the Joint Secretary who will be elected by the Committee from among its members for five years.
3. The elected members and the office - bearers are eligible for an election at the end of each time.
4. Five members will form a quorum.
5. Any member except the life members who is absent from four consecutive meetings will cease ipso facto to be member of the committee.
6. In case an elected member resigns his membership or forfeits under rule 5, the committee will fill up the vacancy by electing for the remainder of the term one of the existing list drawn up by the Pareek Panchayat on July 17, 1945.
7. All cases of resignation or forfeiture of the membership will be duly communicated by the Secretary of the Committee to the Education Department of the Jaipur Govt. and also to the Secretary Pareek Panchayat.
8. In the absence of both the President and Vice - President in meeting the members present will elect one from themselves to preside over the scheduled meeting.
9. In case there is a tie, the President will have a casting vote in addition to his vote as a member.

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10. Ordinary meeting of the committee will be called by the Secretary on a previous notice of at least three clear days. Ordinarily, such a meeting shall be held in the first week of every month - the vacation months being excluded. Emergent meetings may be convened at the discretion of the Secretary, for which 24 hours notice will be deemed sufficient.

11. Special meeting may be convened by the President at his discretion on receipt of a requisition signed by at least five members of the committee.

12. All meeting, ordinary or emergent or special, will be held ordinarily in the College premises, and a copy of the Agenda will invariably be supplied to every member along with the notice of the meeting.

13. No other business other than that included in the Agenda shall be transacted at a meeting except with the consent of at least three fourth of the members present. When any extra agenda item of business is considered, the decision, recorded or the resolution adopted shall be communicated forth with to the absent members, who individually or collectively may reopen the subject at the next ordinary meeting of the committee.

Save as herein provided no subject, once disposed off, shall be reconsidered within six months from the time of its disposal unless two thirds of the members of the Committee indicate their consent in writing.

14. At every meeting the first item of business shall be to read out and confirm the proceedings of the previous meeting be it an ordinary or an emergent or a special meeting.

15. The conditions of any appointment, including the salary and the reasons for any disciplinary action against a teacher must be recorded in the minutes of the relevant meeting.

16. The committee shall appoint annually a competent auditor who shall audit half yearly the accounts of the institution and submit a report to the Secretary.

At the first ordinary meeting following the receipt of the auditor's report it will be placed before the committee for consideration.



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The Secretary shall carry on necessary correspondence with the competent authorities on behalf of the committee. He shall keep a record of the proceedings of each meetings in Hindi & also in English in a book maintained for the purpose.

The Secretary shall pass orders for all payments, except from the allotments which the principal is authorised to deal with.

Subject to formal sanction of the committee, the Secretary, shall be competent to spend in a month a sum not, exceeding Rs. 20=00.

The Secretary shall have power to grant casual leaves to the principal and leave other than casual for a period not exceeding ten days in one academic session to teacher and clerks according to the leave rules.

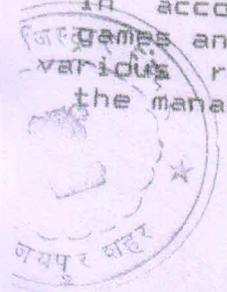
The secretary will prepare, in consultation with the principal the list of annual holidays for the approval of the committee, the approved list of holidays will be sent to the Education Department for approval.

Funds will be kept by the treasurer, who will operate on all accounts except those which lie with in the competence of the principal under rule 28. The Treasurer shall sign all receipts other than those for fees & fines.

All money collected from fees, fines and other sources will be deposited with the treasurer who will be supplied with a monthly statement duly countersigned by the Secretary, showing the date-wise receipts and expenditure.

The Principal will be solely responsible subject to the code, for the internal management and discipline of the institution including such matters as admission, transfer, promotion and punishment of pupils. The arrangement of classes according to a time table and of house examinations, the selection of text books, the collection of fees and fines, the allocation of duties to the teaching and the office staff. The appointment, suspension, removal and any other punishment of menials, the control of the office staff, the grant of casual leaves to the teachers and clerks in accordance with the leave rules, the organisation of games and other extra-curricular activities, the maintenance of various registers, the supply of periodical returns, and the management of the library and its equipments.

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- 25. The Principal have power in consultation with the secretary to grant freeships or half freeships within the number sanctions by the committee.
- 26. The Principal will draw up rules for the approval of the committee to regulate the use of the Library & the dates for collection of fees and fines.
- 27. The Principal will give his opinion in writing in all cases of appointment, promotion and removal of the members of the staff. Subject to the approval of the committee in consultation with the Secretary the Principal is authorised to take disciplinary action for mis-conduct or dereliction of duty on the part of a teacher or clerk.
- 28. The Pricipal will be comptent to spend without reference to the committee or the secretary the sanctioned allotments for prizes, library, books, maps, contingencies and athelitic activities. Not withstanding anything contained in these rules the commettee retains the right of reviewing if necessary any action taken by the secretary or the principal in exercise of the powers delegated to him.



Sd: J.M.Ghos Sd: Gopal Narayan Sd: Hanuman Sahai
 Sd: Pratap Narayan Sd: Gokul Narayan Sd: Kanhaiya Lal

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हुस्ताजिर पदव्यवस्थापक	5/4/2000
हुस्ताजिर पुस्तक व्यवस्थापक	4/8/2000
वकाल देव	4/8/2000
वकाल देव	4/8/2000

(Handwritten signatures and dates)