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NET
PRINCIPAL

Maratha Vidya Prasarak Samaj's

ARTS AND COMMERCE COLLEGE, KHEDGAON

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College Code : 732

Centre No. :163

AISHE:C-41301

Affiliated to S.P.Pune University, Pune. (ID No-PU/NS/AC/76/2003)

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance Redressal mechanism

Sr.No.	Title of the document
1	Organogram of the Institute
2	List of Committees
3	Constitution of Maratha Vidya Prasarak Samaj, Nashik



ARTS AND COMMERCE COLLEGE KHEDGAON, TAL-DINDORI, DIST-NASHIK

ORGANOGRAM OF THE INSTITUTION

ADMINISTRATIVE SETUP

Maratha Vidya Prasarak Samaj - Executive

Maratha Vidya Prasarak Samaj - Board of Director

IQAC

Principal

College Development Committee

- Admission Committee
- Examination Committee
- Time-Table Committee

Student Council

Head of Departments

- Faculties
- Supporting Staff

- National Service Scheme
- Gymkhana Committee
- Placement Cell
- Student Development
- Counselling Centre
- Competitive Exam Centre
- Cultural Committee

Alumni Association

Office

- Junior Clerk
- Supporting Staff



**Maratha Vidya Prasarak Samaj's
Arts and Commerce College, Khedgaon.
Tal. Dindori, Dist. Nashik
Academic Year 2020-21
Academic Committees**

Sr. No.	Name of Committee
1	College Development Committee
2	Admission Committee
3	Institutional Academic Calendar Committee
4	Time Table Committee
5	Examination Committee
6	Research consultancy and extension Committee (ARC)
7	Competitive examination Committee
8	Discipline, Anti-ragging and Grievance Redressed Cell
9	Magazine & publications
10	Quality Improvement and Special Coaching
11	Students welfare committee and Earn and Learn Scheme
12	Internal Quality Assurance Cell (IQAC)
13	Health committee
14	Tours Committee
15	Environmental awareness
16	Gymkhana committee
17	Vangmay Mandal
18	N. S. S.
19	Staff welfare Committee
20	Cultural activities
21	Alumni association
22	Parent-Teacher Association
23	Extramural education
24	Counseling Cell
25	Right to Information Act
26	Soft Skills Development
27	Student Council
28	Campus Supervision Committee
29	Publicity and News
30	Website Committee
31	Vishakha Committee
32	Disaster Management



CONSTITUTION



- 1 **NAME** :-The name of the Institute will be Maratha Vidya Prasarak Samaj,Nashik.
- 2 **LOCATION** :-The head quarter of the Samaj will be located at Nashik city.
- 3 **YEAR** :- The Financial year of the Samaj will be from April 1st to March 31st.

4 **AIMS & OBJECTIVES:-**

The aims & objectives of the Samaj will be as follows:

- i) To promote the spread of education of all sorts among the society, economically
And educationally weaker section and the Maratha community in particular.
- ii) To start Montessori and Primary Schools, Secondary & Higher Secondary Schools, Ayurvedic, Agricultural, Industrial & Commerce Schools & Colleges. Arts, Science and Commerce colleges, Training Colleges, Agricultural Colleges, Hostels, Libraries Medical Colleges, Engineering Colleges, Pharmaceutical Colleges, Law Colleges, College of Physical Education , Polytechnic etc. to achieve these objectives.
- iii) To obtain recognition and grants from the Govt. for such Institutions/Branches.
- iv) To provide financial aid to students (both male & female) for higher education both at home & abroad.
- v) To organize education weeks, seminars and conferences for the propagation of education and to co-operate with "Akhil Bhartiya Shikshan Parishad" and other educational Institutions in the respect.
- vi) To motivate workers and propagators for expansion and growth of the objectives of the Samaj.
- vii) To co-operate with the other similar institutions and try to bring out their federation.
- viii) To promote education for women.
- ix) To raise different kinds of funds & to accept deposits & donations from the public in cash or kind to achieve these objectives.

5 **EDUCATIONAL UNITS:**

In order to achieve above aims & objectives, the "Samaj" will establish different branches or units which will also include the educational institutions/branches listed below:

- i) Higher educational Institutions:
Arts, Science, Commerce, Agriculture, Engineering, Medical & other colleges & all kinds of Institutions imparting University Education and to depute students (male & female) for higher education to establish I.A.S. ,I.P.S. centers.



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- ii) Secondary Education:
Secondary Schools, Multi purpose Schools, Technical Schools, Primary Training Colleges, and Residential Schools etc.
 - iii) Primary Education:
Montessori Schools , Primary Schools , Practicing Schools & Ashram School etc.
 - iv) Other educational branches:
Agricultural and Industrial Schools, Commercial Schools, Ayurvedic Schools, Co-operative Schools, Military schools etc.
 - v) Hostels:
Hostels for boys and girls and farms attached to these hostels.
 - vi) Publication units:
Publication units with printing press to undertake publishing of schools, college periodicals, booklists, handbills, advertisements, reports etc.
 - vii) Social Education branches:
Libraries , Literacy Associations, Public speaking workshops, propagation committees.
 - viii) Conference and conventions:
Social gatherings , educational seminars and conferences, orientation courses, orchestras and guest houses.
 - ix) Physical Education:
Branches catering to Physical Education and Cultural Associations.

6 MEMBERS OF THE SAMAJ:-

- i) Any male or female of Maratha caste, who has completed 18 years of age and is eligible to enter into contract can become a member of the Samaj. However a person desirous for membership should apply in the form prescribed in Appendix 'A' & submits it to the Executive Council along with the prescribed fees. As applicant will not be considered a member unless his or her membership will be put before the next meeting of Executive Council after it has been scrutinized.
- ii) Only that member can contest the election who has been member of the samaj for one year prior to declaration of the election programme . Only that member whose membership has been approved by the Executive Council before 31st March will be eligible to participate in the 'Annual General Body Meeting & such a member will be eligible to cast his or her vote for an election, if there is any.
- iii) Any member can get his category of membership changed by paying requisite membership fees.
- iv) No person, other than the enrolled members of the 'Samaj' will be eligible to participate in the general body, executive committee or any sub committees.



- v) The Executive Council is empowered to cancel the membership of a member irrespective of his/her category by 2/3 of its majority without refunding subscription if his/her behaviors is found to be supervise to the aims and objective of the 'Samaj' or if the member in question is not found eligible to be the member of the 'Samaj' for any other reason . However before initiating such an action such a member will be served with a show cause and will be given a fair chance of hearing. Such a member is eligible to proceed in an appeal against the decision of the Executive Council in the forthcoming Annual General Body Meeting.

7 **CATEGORIES OF MEMBERSHIP:-**

- The member of the 'Samaj' will be classified in the following categories:-
- i) Donors :Donating Rs.1000/- or more
 - ii) Life member :Subscribing Rs.200/- or more
 - iii) Employee members: According to clause 6, sub clause (1) of the constitution a permanent teacher with 7 years service to his credit can be enrolled as a member of the 'Samaj' if he/she pays the requisite subscription . As mentioned in rule(12) of the constitution he/she can contest only for the employee members. He will not be eligible for contesting the election of the President of the 'Samaj' or of the Office Bearers of the Samaj or the member to be elected from the general members.

8 **PRESIDENT OF SAMAJ:-**

The President of the 'Samaj' will be the Ex-officio member of Executive Council

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- i) The member mentioned in rule 7 (categories of membership) clause 1 to 3 above will constitute the General Body.
 - ii) The Annual General Meeting of the general body will be called at the end of every financial year but before the end of October.
 - iii) Sarchitnis in consultation with Executive Council will call the Annual or Special General Meeting. However if the Sarchitnis for some reason or the other does not call the Annual General Meeting an Office bearer or a Member to whom the executive council delegates the power to call a meeting will call the Annual General /Special Meeting.
 - iv) The quorum for general meeting will be 400 (four hundred) members.
 - v) A notice of the general meeting will be issued at least 10 days in advance under the Indian Postal Certificate or in person. It will also be published in a local newspaper having wide circulation. The proceedings of the general meeting will not be invalid simply because some individual member has not received notice of the meeting.



10 DUTIES AND POWERS OF THE ANNUAL BODY MEETING:

The Annual General Body Meeting will deal with the following business in general:

- i) To review the activities of the 'Samaj' and to call out future policies.
- ii) To accord sanction to the accounts of 'Samaj' and all its branches.
- iii) To appoint auditors to audit the Accounts of 'Samaj' & all its branches.
- iv) To appoint sub committee for various needs.
- v) To accord sanction to the matters, resolution and transactions put fort by the Executive Council.
- vi) To take decision on the appeals of the members whose membership has been cancelled by rhe executive council.
- vii) To endorse the election results of the President of the 'Samaj' .Office Bearers and the members of the Executive Council.
- viii) To take a decision on the resignations of the Samaj's President, Sabhapati, or Upsabhapati, Sarchitnis or Chitnis if there are any & to fill the post of such Office Bearer if vacant, by passing a resolution.
- ix) To let or sell or to dispose off by other means, the immovable property of the Samaj.

11 SPECIAL GENERAL MEETING:-

- i) If necessary for a special purpose the Sarchitnis in consultation with the Executive Council or the member of the Office Bearer who has been delegated power of the Executive Council can call a special general body meeting. Similarly the Sarchitnis or the member or the Office Bearer who has been delegated power by Executive Council will call a special general meeting within one month of the written requisition by not less than ¼ member who have voting right.
- ii) If the Sarchitnis does not call the special general body meeting at the requisition of ¼ or more members who have the voting right, the President will call the special body general meeting.
- iii) The notice of such a special general body meeting will be issued to all the members at least 7 days in advance under the certificate of posting or in person. It will also be published in a local daily newspaper of considerable circulation. The business dealt in the special general body meeting will both be illegal simply because some member has not received the notice of the said meeting individually for some reason or the other.

12 THE EXECUTIVE COUNCIL:-

- i) The Executive Council will consist of the President, Sabhapati, Upsabhapati , Sarchitnis. Chitnis & one members elected from each of the following talukas.



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- 1.Nashik Corporation (excluding 20 villages of corporation area)
- 2.Baglan 3.Niphad 4.Chandwad 5.Sinnar 6.Dindori
- 7.Kalwan & Surgana 8.Igatpuri 9.Nandgaon 10.Yeola
- 11.Malegaon 12.Deola
- 13.Villages from Nashin Taluka including 20 villages from Nashik corporation area & Trimbakeshwar Taluka.

Any two members elected from the primary and secondary teacher employee members and one member from higher secondary and college teacher members. Similarly a member will be entitled to contest election for only one post.

- ii) The tenure of the Executive Council will be for years . However the previous Executive Council will remain in power till the end of annual general body meeting held on the day of declaration of results of the election of the new Executive Council.

13 MEETING OF THE EXECUTIVE COUNCIL:

- i) As far as possible the meeting of the Executive Council will be called once a month. However the meeting of the Executive Council must be held once in two months.
- ii) The quorum for the meeting will be 7 members . However the meeting adjourned on account of the lack of quorum will not require any quorum.
- iii) The Sarchitnis of the Samaj will convene the meeting of the Executive Council. However if the Sarchitnis fails to convene the meeting, within the stipulated time or if he avoids to convene the meeting, the Sabhapati will convene the meeting of the Executive Council.

14 THE DUTIES AND POWERS OF THE EXECUTIVE COUNCIL:

- i) The Executive Council will have the following powers regarding all its employees.
 - a. To appoint, transfer, fix pay scales, promote, confirm the employee and to obtain their undertaking & agreements.
 - b. To extend the tenure of their services to consolidate the services and to accept their resignations.
 - c. To grant them special concession and/ or select them for a special work.
 - d. To conduct inquiries and according to the nature of the fault, reprimand them . to penalize them, to suspend them, to stop their increments, revert them or to dismiss them or to give other suitable punishment.
 - e. To sanction leaves other than casual leaves.



- ii) To open new branches of the 'Samaj' and to get merged other institutions.
- iii) To purchase immovable property, to mortgage it, to take it on the rental basis, to raise loans or to give loans to construct building etc. and to raise funds for the 'Samaj'.
- iv) To audit and approve accounts of all the branches of the 'Samaj' and to rectify errors in it if there are any or to undertake other remedies. To accord sanction to the annual statement of a accounts, budget reports and place them before the general body.
- v) To frame rules for the following purposes and to amend them as and when required.
 - a) Functioning of the meeting.
 - b) Libraries of the Samaj.
 - c) Conduct of the employee
 - d) Tuitions of the students.
 - e) Distribution of work among employee.
 - f) Forms of agreements, insurances and other work.
 - g) Deciding powers of the Local Advisory Committees.
- vi) To maintain funds & property of the 'Samaj' and its branches.
- vii) To enquire affairs of a particular branch of the 'Samaj' and to take suitable action.
- viii) To approve or disapprove membership of the applicant.
- ix) To enquire affairs of a particular member of the 'Samaj; and to take suitable action.
- x) The vacant post of the member of Executive Council will be filled by nominating a new member on Executive Council.
- xi) To accept the resignation tendered either by a member of any category of the 'Samaj' or by member of the executive council.
- xii) To prepare plans in accordance with the aims and objectives of the 'Samaj' and to implement them.
- xiii) The Executive Council will decide the duties of the Chitnis.
- xiv) According to the rules laid down by the Govt. and Universities, the Executive Council will appoint Governing Council, Academic Council and other committee for its branches at the college level and for other educational branches.
- xv) To appoint committees for specific purpose an do delegate them necessary powers.

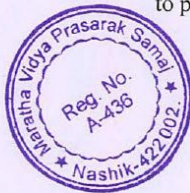


15 RULES REGARDING FUNCTIONING OF THE MEETINGS:

- i) If the president of the Executive Council is absent at the Annual or the Special General Body Meeting, the Sabhapati of the Executive Council will preside over and if Sabhapati is also absent the Upsabhapati will preside over. If both Sabhapati and Upsabhapati are absent, the members will elect Chairman from amongst them. The Chairman will have the right of casting vote in case when there is equal votes on particular resolution. If a meeting is adjourned for want of quorum it can be conducted any time later even without quorum.
- ii) Additional business can be added to the agenda, before commencement of the meeting without prior approval of the Saphapati , However such business can not be added in case of adjourned meeting or Special meeting.
- iii) The Chairman of the Annual or other General Meeting will adjourn the meeting after waiting for half an hour from the scheduled time of starting the meeting, if there is no prescribed quorum present for meeting.
- iv) A meeting adjourned for want of time can be called at any other time but the requisite quorum will be essential for it.
- v) The adjournment motion can be moved any time and if it is adopted the meeting will be adjourned.
- vi) Any number of amendments can be suggested to a motion. However, they should not be completely contradictory to the original motion.
- vii) Within a period of three months an entirely contradictory resolution can not be adopted against the resolution once passed. However it can be passed if supported by 2/3 majority of the members.
- viii) In the absence of unanimity of members on point of the agenda, it will be decided by a simple majority.
- ix) The membership of Executive Council member or a post of an office bearer will come to an end if he/she remains absent for 3(three) consecutive meetings without the prior permission of the Executive Council. But before terminating the membership of the member or the Office Bearer, he/she will be served with a show-cause notice and provided with an opportunity to defend. This however will not be applicable to the special and the adjourned meeting.

16 DUTIES AND POWERS OF THE SARCHITNIS:-

- i) To look after and direct the work of the 'Samaj' and its branches as directed by the executive council.
- ii) To look after the correspondence, records and the related work of the 'Samaj'.
- iii) To convene the meeting of the Executive Council and all other meetings, to prepare and send their agenda and record the minutes.



- iv) To maintain the accounts of the 'Samaj' as per rule and as advised by the Executive Council.
- v) To functions and exercise the power as delegated by the Executive Council.
- vi) To supervise and control the day to day administration of the 'Samaj'.

17 THE FUNDS AND PROPERTY OF THE SAMAJ:-

- i) The 'Samaj' will have the right of ownership over all its property and funds. No member can have an individual title or any other claim on them.
- ii) The document regarding purchase of the immovable property, mortgage, donation and hire something on rental basis or any other transaction will bear the signature of the Sabhapati and Sarchitnis. Similarly the document concerning the self of the immovable property or giving on rental basis with the sanction of the general body, will bear the signatures of the Sabhapati and the Sarchitnis.
- iii) The funds of the 'Samaj' will be deposited with the bank decided by the Executive Council. Withdrawals will be made with the joint signature of the Sarchitnis or Chitnis and the Sabhapati or Upsabhapati.

18 ELECTIONS:-

- i) A member whose name is in the list of voters of any taluka as a life member can contest the election for the Office Bearers.
- ii) A member whose name is in the list of voters of any taluka as per section 12 of the constitution can contest from the same Taluka for the election of the member of the Executive Council.
- iii) Regarding the election of the Office Bearers and the members of the Executive Council every member from the list of voters belonging to life membership category will have right to cast votes for Executive Council member of the respective taluka and for all the Office Bearers.
- iv) The Primary and Secondary teacher member will have a right to cast 2 votes for 2 posts from their category and one vote to the member to be elected from higher secondary and college. The higher secondary and college teacher members will have right to cast one vote for a post from their category and 2 votes for posts from other employees category.
- v) A member can contest for only one post.
- vi) A member who is Office Bearer, trustee or a member on the Executive Body of and other educational institute will not be eligible to contest election for any post of the Office Bearer or for the post of member of the Executive Council.
- vii) A lunatic, insolvent member can not contest election or can not remain on any post.
- viii) Those life member whose addresses at present are from outside the Nashik district will be included in the list of members for Nashik Taluka.



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- ix) Any member can get his address changed within 6 months from sanction of this constitution amendment.
- x) The Executive Council will prepare the rules for the election of the Office Bearer and member of Executive Council subject to this constitution.

19 CONSTITUTION AMENDMENT:-

Any proposed amendment to the constitution must be sent to the Central Office of the 'Samaj' one month before the current year. If such amendment is approved by the Executive Council, it will be put forth before the annual general meeting. Constitution will be amended if approved by 2/3 majority of the members present in the meeting.

