

S.K.B.R.COLLEGE; AMALAPURAM.

RULES AND REGULATIONS

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- I. NAME: This Association shall be called the "SREE KONASEEMA BHANOJI RAMARS COLLEGE, AMALAPURAM"
- II. OFFICE: The registered Office of the Association shall be at the place, where the College is located in Konaseema, (i.e.,) Central Delta, Comprising the revenue taluks of Amalapuram, Razole and Kothapeta of the East Godavari District.
- III. OBJECTS: The objects of the Association shall be as laid down in the Memorandum of Association.
- IV. MEMBERSHIP: There shall be three classes of membership. Viz., (a) Honorary Members; (b) Ex-Officio Members and (c) Donor Members, who shall constitute the General Body.

A. HONORARY MEMBERS:

Honorary members shall be those who, for their outstanding merit or capacity in matters, educational, or for their meritorious services to the College, may be elected by the General Body, whose term of office shall be for a period of five years from the date of their election; and the number of such Honorary members shall not exceed three.

B. EX-OFFICIO MEMBERS:

The following shall be the Ex-Officio members of the General Body:-

- i) The Principal of the College
- ii) The Head of the Affiliate Institution
- iii) One Representative of the Teaching Staff
- iv) A Legal Adviser, who may be appointed by the Governing Body from time to time, and
- v) The Revenue Divisional Officer, Amalapuram.

NOTE: Ex-Officio members shall have a right to participate in the meeting of the General Body. Except the Principal of the College, and the Staff Representative, who shall have a right to participate and Vote in the meetings of the General Body and the Governing Body, the other Ex-Officio members, who participate in the meetings of the General Body only, shall have no right to Vote.

C. DONOR MEMBERS:-

Donor members shall be those who donate a sum of Rs.100/- (One Hundred) or more in cash towards the funds of this Association. Donations of Rs.1000/- (One Thousand) or more can be in cash or its equivalent in the shape of movable or immovable property or both.

Any person who pays a sum of Rs.1000/- (One thousand) and more but less than Rupees 25,000/- (Twenty Five Thousand) in cash or its equivalent in the shape of movable or immovable property or both to this Association can be nominate any one to be a member of the General Body in his place; in writing at the time of his donation.

(i) HEREDITARY MEMBERS:

Any person who donates a sum of Rs.1,00,000/- (One lakh) of Rupees) or more in cash or its equivalent in the shape of movable or immovable property or both to this Association shall be a "Hereditary Member" of Association. He shall be entitled to nominate

family shall nominate one from amongst themselves and the said nominee shall have all the rights of a Hereditary Member. He may nominate any person to the Governing Body in this place, once during the period of office of the then existing Governing Body.

(11) LIFE MEMBERS:

Any person who donates a sum of Rs.25,000/- (Rupees Twenty Five Thousands) or more but less than One Lakh of Rupees in cash or its equivalent in the shape of movable or immovable property or both to this Association, shall be a "Life-Member" of the Association and he shall be entitled to nominate one more person to the general body for a period not exceeding five years at a time.

NOTE:- "Person" includes a Corporate Body, Firm, Company, Family or other institution, donating a sum of Rupees 25,000/- (Twenty Five Thousand) to this association.

(111) ORDINARY MEMBERS:

There shall be three "Electoral Colleges" as under, who shall for a period of five years, elect from among themselves, members of the Governing Body:-

"ELECTORAL COLLEGES"

- (a) Persons who pay a sum of Rs.100/- and above, but less than Rs.1000/-
- (b) Persons who pay a sum of Rs.1,000/- and above, but less than Rs.10,000/-
- (c) Persons who pay a sum of Rs.10,000/- and above but less than Rs.25,000/-

V. GOVERNING BODY

The Governing Body shall consist of the following members:

- (a) Hereditary member or his nominee for the period of his nomination. 1 No.
- (b) Donor members to be elected from 'Electoral College' (a) above 2 Nos.
- (c) Donor member to be elected from 'Electoral College' (b) above 1 No.
- (d) Donor member to be elected from 'Electoral College' (c) above 1 No.
- (e) Honorary member to be Co-opted by Governing Body from among the members of General Body 1 No.
- (f) Representatives of the University 2 Nos.
- (g) The Principal of the College 1 No.
- (h) Elected Representative of Teaching Staff. 1 No.
- (i) As many life members as donate Rs.25,000/- or more each in cash or its equivalent in the shape of movable or immovable property or both to the college.

NOTE: Except in the case of members referred to in Sub-Clause (a); and (b) above, the term of Office of the other members shall be for a period of five years from the date of their election or Co-option or until their successors are elected or co-opted as the case may be and assume office.

OFFICE BEARERS:

The members of the Governing Body shall elect from among themselves (1) A President (2) A Vice-President (3) A Treasurer (4) A Secretary who shall hold Office for a period of five years from the date of their election or until their successors are elected and assume office.

NOTES: The Office of the Treasurer may be combined with that of the President or the Vice-President.

2. An elected member of the Governing Body, if he absents himself from its meetings for six consecutive months or for three consecutive meetings, whichever period is longer, shall cease to be a member thereof; but, he may be reinstated by the Governing Body if he applies within 15 days of the receipt of intimation from the Secretary that his membership has ceased, provided that he shall not be re-instated more than twice during the term of his membership.

VII. MEETINGS:

- (a) The General Body shall ordinarily meet at least once a year as often as is necessary. The Secretary shall convene such meetings at the instance of the Governing Body.
- (b) The meetings of the Governing Body shall ordinarily be held once a month or as often as is necessary. The Secretary shall convene such meetings at his own instance or at the instance of the President.
- (c) Notice of five and ten clear days shall ordinarily be given for meetings of the Governing Body and the General Body respectively. Urgent meetings may, however, be convened at shorter notice.
- (d) In emergent cases, the decision of the Governing Body may be obtained by 'CIRCULATION', and if any member disagrees, the subject shall be placed in the next meeting of the Governing Body for its decision.
- (e) The President shall ordinarily preside at all the meetings of the General Body and Governing Body, and in his absence, the Vice-President and in the absence of both any member chosen by those present at the meeting, shall preside.
- (f) No member shall participate or vote on any subject in which he has a pecuniary interest.
- (g) The meetings of the General Body, Governing Body or any of the constituent Committees shall ordinarily be held at the registered office of the Association.
- (h) In the conduct of the meetings of various bodies of this Association an unanimous decision shall be the general aim, but, where such unanimity will not be forthcoming, decisions shall be taken through a majority vote (by open or secret ballot). In case of equality of voting, the Presiding member shall have a casting or second vote.

VIII. QUORUM:

The "Quorum" for a meeting of the General Body shall be 1/5th of its membership on rolls or 25 members, whichever is less and that for a meeting of the Governing Body, shall be five.

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POWERS:

A. GENERAL BODY:

The ultimate authority in all matters relating to the general administration of the Association shall vest in the General Body. The General Body shall not interfere, however, with the actions of the Governing Body done in the exercise of the powers conferred on them under these Rules. A meeting of the General Body shall be convened by the Secretary in pursuance of a resolution of the Governing Body.

The following among other matters, shall be dealt with by the General Body.

- (1) Adoption of the Budget, Annual Administration Report, the Audit Report and the Annual accounts.
- (2) Amendment or Repeal of the existing rules or the enactment of new Rules.
- (3) Election of members to the Governing Body for a period of five years at a time and removal of any member thereof for misconduct or action prejudicial to the interest of the Institution.

B. GOVERNING BODY:

- (i) The entire administration and management of the Association S.K.B.R.College and all its properties both movable and immovable shall vest in the Governing Body.
- (ii) The Governing Body shall have power to:-
  - (1) Frame by-laws for the administration and management of the Association and the College, consistent with these Rules and Regulations.
  - (2) Present the Budget, the Administration Report and the Audit Report before the General Body.
  - (3) Appoint, Promote, Transfer, Punish or Remove members of the Teaching Staff and other employees of the college or any associate or affiliate institutions.
  - (4) Determine the conditions of appointment and service of the Teaching Staff and other employees.
  - (5) Appoint any standing Committee, Adhoc Committee or Sub-Committees, for carrying out any specific purpose and delegate any of its powers to such Committee.
  - (6) Appoint the Auditor, Medical Officer and Legal Advisor.
  - (7) Prepare lists of members of the General Body in April every year and allocate them into separate categories for electing members to the Governing Body.
  - (8) Add, generally, do all other things as may be necessary, incidental or auxiliary to a proper discharge of its duties in the interest of the Association.

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C. PRESIDENT:

- (a) The President shall have general power of control and supervision over the affairs of the Association, the College and Affiliate Institutions.
- (b) He shall discharge such duties and exercise such powers as may be delegated to him by Governing Body from time to time.
- (c) He shall preside ordinarily at all meetings of the General Body and the Governing Body or of any of its constituent Committees, of which he shall be an Ex-Officio member.
- (d) He shall have power to delegate any of his function to the Vice-President or in his absence to any other member of the Governing Body.
- (e) In cases of emergency, he shall have power to sanction an expenditure of not exceeding one thousand rupees at a time and same shall be placed before the next meeting of the Governing Body.

D. SECRETARY:

- (1) The Secretary shall be the 'Executive Officer' and 'Correspondent' of the Association.
- (2) He shall convene meetings of the Governing Body and the General Body and maintain the Minutes of their meetings.
- (3) He shall maintain regular accounts for the Income and Expenditure.
- (4) He shall keep a 'Permanent Advance' of One hundred Rupees only and the bills submitted before the next meeting of the Governing Body.
- (5) He shall place the Budget before the Governing Body in the month of April every year.
- (6) He shall implement and carry out the resolutions of the General Body and the Governing Body etc. of the Association

E. TREASURER:

The Treasurer shall be the custodian of all the funds of the Association. The funds belonging to the Association shall be invested in any Scheduled Bank or Cooperative Central Bank and shall be operated upon under the signatures of the Treasurer and the Secretary Jointly.

X. FUNDS & BORROWING:

- 1) The Governing Body shall have power to borrow monies for purposes of this Association.
- 11) All documents by or in favour of the Association shall be executed by and in the name of the President.

XI. LEGAL PROCEEDINGS:

The President shall be the person to sue or be sued on behalf of the Association.

XII. SEAL:

The Insignia or Design affixed to these Rules and Regulations shall be the 'SEAL' of the Association.

XIII. OFFICIAL YEAR:

The Official Year for purpose of the Budget and Accounts of the Association shall be from 1st April to 31st March and for purpose of the Annual Report, it shall be from 16th June to 15th June of the following year.

- XIV. The General Body of the Association may amend this constitution in accordance with the provisions of Section 12 of the Societies Registration Act No. XXI of 1929 1960; but it shall not, however, have power to amend the title of the College, by deleting the name of "Sree Bhanaji Ramars"; which is incorporated permanently, as stipulated by the Donor, in contributing One Lakh of Rupees for the opening of the College.

XV. TRANSITARY PROVISION:

Not withstanding any thing to the contrary in these Rules and Regulations, the following persons shall constitute the first elected Governing Body and they shall hold office till 30-4-1960, or until their successors are elected or co-opted as the case may be, and assume office, whichever is later:-

// TRUE COPY//

*W. Ashwin*

*W. B. G. G. G.*

Secretary & Correspondent  
S. K. B. R. College  
AMALAPURAM - 533 201

Secretary & Correspondent  
S. K. B. R. College Governing Body  
AMALAPURAM - 533 201