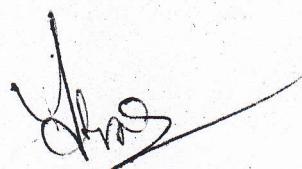


CONSTITUTION & BYELAWS
OF
GURU NANAK COLLEGE, DHANBAD

(A Sikh minority institution affiliated to
Vinoba Bhave University, Hazaribagh)

PREAMBLE

The College was established as a Sikh Minority institution by Gurudwara Prabandhak Committee, Dhanbad on 25th November, 1970 to commemorate the fifth Birth Centenary of Sri Guru Nanak Dev Ji with a view to imparting education ~~up to degree standard~~ ^{higher} in the subjects of Arts and Commerce, with special emphasis on sports, youth festivals and cultural activities. The college also provides for religious and moral teaching to enable the students to come out as disciplined and patriotic citizens of the country.



Secretary
Gurdwara Prabandhak Committee
DHANBAD

CHAPTER - 1

Preliminary

1. Short Title & Commencement :

This Constitution and Byelaws shall be called the Constitution and Byelaws of Guru Nanak College, Dhanbad. It shall come into force after it is passed by the Gurudwara Prabandhak Committee, Dhanbad.

2. Definitions :

- (a) "Act" means Bihar Universities' Act as amended from time to time.
- (b) "College" means Guru Nanak College, Dhanbad.
- (b) "Gurdwara Prabandhak Committee" means the Gurudwara Prabandhak Committee of Central Gurudwara, Katras Road, Dhanbad as constituted under the Constitution of the said Gurudwara and registered under the Societies Registration Act, 1860.
- (c) "Governing Council" means the Governing Council of Guru Nanak College, as constituted under Article 4 of the Constitution & Byelaws.
- (d) "Prescribed" means prescribed by this constitution & Byelaws or by Statutes, ~~or Ordinances~~ or Rules framed by the University.
- (e) "Regulation" means regulations framed under this Constitution & Byelaws.
- (f) "Senate" means the Senate of the University.
- (g) "Statutes", "Ordinances", "Regulations" and "Rules" mean respectively the statutes, ~~ordinances~~, ~~regulations~~ and rules of the University ~~for the time being~~ in force from time to time.

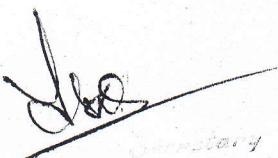


[2]

- (h) "Syndicate" means the Syndicate of the University.
- (i) "Teacher" includes Principal, Professor, Reader and Lecturer and any other person imparting instruction in any department of the College.
- (j) "University" means Vinoba Bhave University, Hazaribagh established and incorporated under Bihar Universities' Act.
- (k) "Vice Chancellor" means the Vice Chancellor of the University.

3. Control and Management :

The ownership, supervision and control of the College and its properties shall rest in Gurudwara Prabandhak Committee, Dhanbad. Subject to the Statutes and Rules as framed by the University, the Gurudwara Prabandhak Committee shall exercise overall supervision and control on the affairs of the college, as hereinafter provided in the Constitution & Byelaws.



J. K. Singh
Secretary
Gurudwara Prabandhak Committee
DHANBAD

CHAPTER - II

The Governing Council

4. Constitution of Governing Council :

(A)

For the management and administration of the College, there shall be a Governing Council. It shall consist of eleven members, nominated or co-opted as follows :

- (a) Five members to be nominated by the Gurudwara Prabandhak Committee.
- (b) One member to be nominated by the University.
- (c) One member to be elected by the teaching staff of the college.
- (d) Principal of the College - Ex-Officio member
- (e) President of Gurudwara Prabandhak Committee - Ex-Officio member.
- (f) General Secretary of Gurudwara Prabandhak Committee - Ex - Offico member.
- (g) One member to be co-opted by ten members of Governing Council from amongst educationists or persons noted for their academic interests.

(B) XX

5. Term of the Governing Council :

- (a) The members of the Governing Council other than the Ex-Officio members and those nominated by the University and elected by the teaching staff, shall hold office for a period of three years from the date of their nomination or till nomination of new members by Gurudwara Prabandhak Committee, whichever is later.

XX.

Provided that no person shall be eligible to be nominated by Gurudwara Prabandhak Committee in terms of sub clause (a) of clause(A) unless he is a graduate of any recognised University.



(b) The term of the member nominated by the University and elected by the teaching staff of the college shall be such as may be prescribed by the Statutes or Rules of the University.

6. Dissolution of Governing Council :

(a) If the Gurudwara Prabandhak Committee is satisfied that the affairs of the college are not being managed in accordance with the Constitution & Bye-laws or in a manner prejudicial to the interest of the College or the Sikh Community, the Committee shall be competent to dissolve the Governing Council in a special meeting convened for the purpose at fifteen days' notice with two third majority of the members of the Committee voting for the dissolution.

(b) When a Governing Council is dissolved in terms of clause (a) above, the Gurudwara Prabandhak Committee shall constitute an ad-hoc Governing Council of not more than five members, which shall function until the new Governing Council is constituted.

Provided, however, that the Gurudwara Prabandhak Committee shall constitute the new Governing Council within three months of the dissolution of the previous Governing Council.

Provided further that no person shall be eligible to be nominated as office bearer or member of the Adhoc Committee, unless he has served either as President or Secretary of the Governing Council or has long standing Association with the College prior to the Constitution of the dissolved Governing Council.

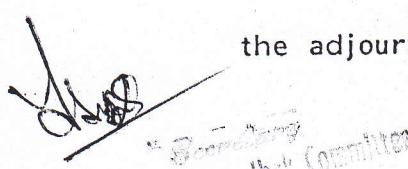


7. Office-bearers of the Governing Council :

- (a) The Gurudwara Prabandhak Committee shall nominate the following office - bearers from amongst the five members nominated by it -
 - i) President
 - ii) Vice-President
 - iii) Secretary
- (b) No Ex-officio member of the Governing Council shall be eligible to hold any of the three above offices of the Governing Council.

8. Meetings of Governing Council :

- (a) The Governing Council shall meet at least four times in each year but more than three months shall not intervene between two meetings.
- (b) Ordinarily, all meetings of the Governing Council shall be held at seven days' notice in the College premises or in the premises of Gurudwara Prabandhak Committee.
- (c) The President shall be the Chairman at the meetings of the Governing Council. If the President is absent, the Vice-President shall chair the meeting, ~~if xx absent xx~~
~~absent xx the members x present x shall x elect one of them selves~~
~~as chairman of meeting.~~
- (d) Five members shall form quorum for a meeting of the Governing Council. If any meeting is adjourned for want of quorum, the question of quorum shall not arise for the adjourned meeting.



A handwritten signature is present at the bottom left, accompanied by the text "Secretary Committee".

- (e) In case of emergency, the President or the Secretary, with President's consent, shall have the power to call an emergent meeting of the Governing Council at one days' notice, at such time and place as the President may decide. The proceeding of the emergent meeting shall be read and confirmed in the next ordinary meeting of Governing Council.
- (f) Any member, except an ex-officio member, who fails to attend four consecutive meetings of the Governing Council, without prior ~~leave~~ ^{information} of the Governing Council, shall be deemed to have vacated his seat in the Governing Coouncil. An intimation to this effect will be forwarded to Gurudwara Prabandhak Committee.
- (g) A copy of the proceedings of all the meetings of Governing Council shall be forwarded to all members of the Governing Council as also to the General Secretary Gurudwara Prabandhak Committee within a fortnight of the meeting.
- (h) No act or proceeding of the Governing Council shall be invalid merely by reason of vacancy or vacancies existing among its members.

9. Resignation of Members :

- (i) Any member of the Governing Council, except those nominated by the University and elected by the teaching staff and the co-opted member of the College, may resign from the Governing Council by giving a notice in writing

[Signature]
Secretary
Prabandhak Committee

to the Gurudwara Prabandhak Committee with a copy to the Secretary of the Governing Council. Such resignation shall have effect from the date on which the resignation is accepted by the Gurudwara Prabandhak Committee.

- (ii) The Gurudwara Prabandhak Committee shall fill the vacancy so caused in its next meeting.
- (iii) If the seat of the co-opted member of the Governing Council falls vacant by resignation or otherwise, the same shall be filled in the next meeting of the Governing Council.

10. Functions of Office-bearers :

A. President : The President shall be the head of the Governing Council and shall perform the following functions :

- (i) Preside at the meetings of the Governing Council and confirm the proceedings of the meetings.
- (ii) Ensure that the affairs of the College are managed in accordance with the Constitution and Byelaws.
- (iii) Enquire, or Cause an enquiry to be made in respect of any matter connected with the affairs of the college and submit a report to the Governing Council, and if necessary, to the Gurudwara Prabandhak Committee.
- (iv) X X

B. Secretary : The Secretary of the College shall be the executive officer of the Governing Council and shall -

- (i) Convene meetings of the Governing Council, prepare agenda thereof, and record proceedings of the meeting.

X X Inspect the College, its buildings, laboratories, Workshops, equipments, stores and records at any time with authority to sign the entries made in the records.

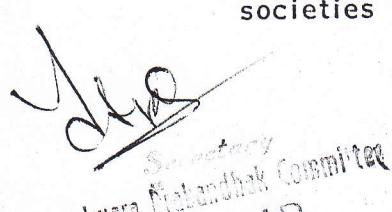
(9)

- (ii) Make correspondence with the University, the Government and others with regards to the affairs and administration of the College, and the decision of the Governing Council.
- (iii) Be responsible for taking such action on behalf of the Governing Council, as he may be authorised to take or which may become necessary in view of any decisions of the Governing Council or other directions of lawful authorities.
- (iv) Grant leave to the Principal and, on the recommendation of the Principal, to other members of the staff all kinds of leave other than casual leave or quarantine leave, in anticipation of the sanction of the Governing Council where such sanction is necessary.
- (v) On the recommendation of the Principal, grant permission to the members of teaching and non-teaching staff to undertake tours for College work, and sanction T.A. Bills.
- (vi) Inspect the College, its buildings, laboratories, workshops, equipments stores and records at any time with authority to sign the entries made in the record.
- (vii) With the approval of the President, seize any record of the College for any specific purpose, issue receipt for the records seized or taken in custody, and place the matter before the Governing Council along with reasons for taking such action.
- (viii) Maintain the personal files and service books of teaching and non-teaching staff, and make entries therein as and when necessary.
- (ix) To make annual confidential report of the Principal.

- (x) To review the confidential reports made annually by the Principal concerning the teaching and non-teaching staff of the college in consultation with the President.
- (xi) Pay all bills of expenditure and ensure that the accounts of the College are regularly maintained.
- (xii) Take all such actions as may be necessary for furtherance of the functions described above.

C. Principal : The Principal shall be responsible for the general administration and discipline of the college. All members of the teaching and administrative staff of the college will be under his control and he shall -

- (i) Assign duties (teaching, administrative and extra-curricular) to the staff of the College and supervise the performance of these duties by them.
- (ii) Be responsible for the maintenance of discipline in all its aspects and the development of the corporate life in the College.
- (iii) Be the custodian of all records of the college.
- (iv) Carry on correspondence except those mentioned in sub clause B(ii) above.
- (v) Be responsible for the enforcement and observance of the laws of the University.
- (vi) Make admissions, promotions and detentions of students and impose fines and grant remission ~~to~~ hereto
- (vii) Subject to the approval of the Governing Council and regulations control of the University, make rules, not inconsistent with the laws of the University, for the internal management and guidance of the departments, clubs societies etc.


Secretary
Nalanda Bhawan Committee
University of Delhi

- (viii) Be responsible for compliance of the decisions of the Governing Council, and the orders and directions of the University, and other lawful authorities.
- (ix) Take disciplinary action against students and impose fine and penalties including expulsion, subject to approval of the Governing Council.
- (x) Take permission from Secretary while leaving the station and depute the Vice-Principal or any teacher incharge to perform his duties during his absence.

11. Difference between the Secretary and the Principal :

In case of any difference between the Principal and the Secretary on any matter concerning the college, the same shall be referred to the Governing Council, whose decision shall be final.

12. Rights of Members :

Every member of the Governing Council shall have the right to obtain any information regarding the affairs of the college, if request in this respect is made in writing to the Secretary. A member shall also have a right to suggest, with the approval of the President, the inclusion of any important matter concerning the rights and interest of the College in an agenda of the meeting

13. Restriction on Engagement :

No firm or company in which any member of the Governing Council or his close relative is interested as proprietor, partner or share-holder shall be engaged for doing any work or for supplying any material to the college.

Restriction

14. Restriction on Employment :

No member of family of any member of the Governing Council shall be appointed on any post in the college.

15. Submission of Reports :

The Governing Council shall, as and when required by the Gurudwara Prabandhak Committee submit reports regarding academic and administrative matters, financial positions or any other specific matter concerning the college.



[Signature]
Secretary
Gurudwara Prabandhak Committee

CHAPTER - III

Functions, Duties and Powers of Governing Council

16. (a) Functions :

The Governing Council shall be directly responsible for the management of the affairs of the College, and shall deal with the following matters :

- (i) Management, general supervision and control of the affairs of the College, and its receipt and expenditure.
- (ii) Determination of the establishment, its cadres and grades, creation, suspension and abolition of posts, fixation of emoluments and terms of service of the staff of the college.
- (iii) Appointment of all kinds of staff in accordance with the Act, Statutes and the Rules drawn up for the purpose.
- (iv) Constitution of selection committee for appointment of various categories of staff of the college, and other committees for any particular purposes connected with the administration of the College as may be entrusted to them from time to time.
- (v) Consideration, examination and sanction of all proposals and schemes for the improvement and development of the College.
- (vi) Fixation of norms for admission of students, for fees etc. to be charged from students.



Secretary
Development Committee

(b) Duties :

- (i) Be responsible for compliance of orders and directions of University, Government or other lawful authorities.
- (ii) Supervise the maintenance of all accounts of the College, and the preparation of annual accounts and budget.
- (iii) Pass the annual Statement of Accounts and get the accounts audited by a Chartered Accountant.
- (iv) Pass the annual budget as prepared by the office, and send the same to University.
- (v) Exercise general supervision over all administrative and financial matters relating to College.
- (vi) Perform and execute all obligations, observances and duties provided in this constitution & Bye Laws.

Provident Fund

(vii) Contribute RxRs. to the permanent staff of the college in accordance with the ~~law and rules~~ Rules.

- (viii) Keep all original deeds and other valuable documents in lockers of the College in any scheduled Bank or Banks to be operated by the Secretary and the President of the College.

(c) Powers :

- (i) Suspend, discharge, remove from service and dismiss any member of the staff of the College in accordance with Act, Statutes and Rules of the University.
- (ii) Approve the imposition of any fine and penalty or any other punishment to any member of the staff.



- (iii) Make arrangements for spreading universal teaching of Guru Nanak Dev Ji and to associate with any other society or Institution having the same.
 - (iv) Make arrangements for promotion of Punjabi language, Gurumukhi script and Punjabi culture.
 - (v) Invite persons having special knowledge and experience in a particular subject to the meetings of the Governing Council.
 - (vi) Take such security money from any membr of the staff dealing with cash as may be prescribed.
 - (vii) Allow the Accountant of the college to keep with him as imprest money such amount of cash as may be prescribed from time to time.
 - (viii) Investigate into cases of malfeasance, insfeasance, breach of trust or gross negligence of duty against any member of the staff of the College and take necessary action in the matter.
 - (ix) File suit or all other cases for realisation of dues or any money payable to the college for declaration of rights, interests and title, and taking possession of properties of the college in the proper Courts and to defend any case or action brought against the college or any of its office-bearers at the expense of the College.
 - (x) Exercise such other powers as may be necessary for furtherance of the welfare and development of the college.
 - (xi) Distribute work of the college to members, even non-members having special knowledge and experience of the work entrusted to them.
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CHAPTER - IV

Finances

17. Governing Council to receive all funds :

- (a) Subject to the Statutes and Rules framed by University, the Governing Council shall be the sole custodian and authority to receive all funds and donations or subscriptions, howsoever, received or offered towards any specific fund of the College, and to collect all receipts (admissionns, tuition fees and other charges), and to deposit and withdraw all money from the Govt. University, U.G.C. treasury and Banks.
- (b) The different funds of the college shall be deposited in the name of the Governing Council in any scheduled Bank or Banks, wherever the Governing Council decides.

18. Operation of Bank Accounts :

The accounts of the Governing Council shall be operated jointly by any two of the President, the Secretary and one such member of the Governing Council as may be authorised but the signature of the Secretary will be invariably required.

19. Maintenance of Accounts :

- (1) The College shall maintain regular and upto date accounts, showing all sums received in and all disbursements made out of the funds of the college. All payments to be made out of the funds of the College shall be channelised through Accountant, Bursar and Principal.

- (2) The accounts shall be maintained in such manner and in such books of accounts as may be prescribed by the Rules made from time to time. Provided that the annual statement of accounts must be signed by the Secretary.
- (3) The Governing Council may frame ~~rules~~ regarding the Regulations custody of account books, pass books and cheque books, and the procedure for issue of cheques and drafts from the funds of the college.
- (4) The Secretary shall place a quarterly statement of accounts before the Governing Council for approval. A copy of such statement shall be sent to Gurudwara Prabandhak Committee.

20. Purposes for which funds may be spent :

Notwithstanding anything contained in University Statutes or Rules, the funds of the college shall be used ordinarily for the following purposes :

- (a) For payment of salaries, allowances, remuneration and provident fund to the staff of the college, or to any other person employed to do any job for the college.
- (b) For payment of gratuity or any other retiring benefit to the retired staff of the college.
- (c) For construction, repair, maintenance, re-construction and development of the building of the college.
- (d) For annual functions, sports, debates, seminars and other extra-curricular activities organised by the college.
- (e) For excursion trips or deputation of students in connection with extra-curricular activities.
- (f) For celebration of birth anniversaries of Sri Guru Nanak Dev Ji and other functions connected with universal



- (g) For promoting unity and brotherhood amongst the students and the people and strengthening secular and democratic institutions.
- (h) For charitable purposes including grant of scholarships to poor students and providing them job-oriented teaching and medical facilities.
- (i) For grant of awards to the students showing significant performance in Studies, Examinations, Sports, Debates, Essay writings and other activities.
- (j) For printing and publishing of souvenirs, journals and magazines of the college.
- (k) For contingent expenses of office, such as stationery, postage, telephones travelling allowances, entertainment and other miscellaneous expenses.
- (l) For expenses on all other matters, affairs, things and works, whatsoever, connected with the management of the college.

21. Money not to be part of the college account :

Such sums of money as are collected from the students on behalf of the Intermediate Education Council or the University such as registration fee, enlistment fee, migration fee, examination fee shall be remitted back to the Council or the University as the case may be.

Provided that all sums of money collected as local very and sums received from the university or the Council as examination expenses shall be maintained in a separate account named as Examination Centre Expenses Account which shall be operated by any two of the Principal, the Bursar and the Controller of Examinations. This account shall not become

22. Provident fund of Staff :

- (1) All sums contributed to the Employees' Provident Fund, whether by the Government, College or staff of the College, or accruing by way of interest or otherwise, of such fund shall be deposited in separate accounts to be opened jointly in the name of the staff concerned and the Principal provided that the account so opened in the name of the Principal shall be joined by the Secretary.
- (2) No portion of any amount as defined in clause (1) above shall be utilised by the Governing Council except for the purposes of making payment to the members of the staff of the college or their legal heirs at the time of superannuation, termination of service, resignation or death or for the purpose of making payment or adjustment of dues in the name of such member of the staff.
- (3) In case of bonafide necessity, any member of the staff may be allowed as advance an amount to the extent of half of the amount at his credit in the Provident Fund Accounts, which shall be repayable in such monthly instalments, not exceeding thirty, as may be decided by the Secretary.
- (4) Payment of advance from the Provident Fund of any employee shall be governed by the Statutes and Rules of the University, as amended from time to time.



Secretary
Committee

(20)

23. Audit of Accounts :

- (1) The accounts of the College shall be audited once in every year, within six months of the closing of the financial year by such Chartered Accountants as may, from year to year, be appointed by the Governing Council.
- (2) For the purpose of any such audit, the auditor may by a demand in writing, require from the Governing Council or from any office-bearer or from any staff of the college, the production before him of all books, deeds, vouchers and all other documents and papers which he deems necessary and may require any person holding or accountable for any such books, deeds, vouchers, documents or papers to appear before him at any such audit and to answer all questions which may be put to him with respect to the same or to prepare and submit any further statement which such auditor may consider necessary.
- (3) Within thirty days after the audit has been completed, the auditor shall submit a report to the Governing Council upon each account audited by him.
- (4) The report of the auditor shall, among other matters, specify all items of expenditure which in his opinion are illegal, irregular or improper, all cases of failure to recover money due to the College, all instances of loss or wasteful expenditure of money, due to negligence or misconduct and all instances in which any money of the college has been spent for any purpose not authorised by this Constitution & Byelaws.

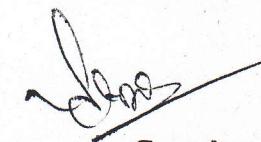


Signature

Secretary

(21)

- after its receipt,
- (5) The audit report shall be placed before the Governing Council in its next meeting ~~XXXXXX~~
~~XXXXXX~~ for examination and for such further action as may be necessary in compliance of the audit report.
- (6) The expenses incurred for the audit shall be paid out of the funds of the College.



Secretary
Gurdwara Prabandhak Committee
DHANBAD

CHAPTER - V

Library and Stock

24. Library :

- (1) The College shall maintain a library of books including text books, reference books, magazines and other periodicals for the use of the teachers and students of the College.
- (2) An accession register of all such books shall be maintained by the Librarian and all books either purchased by or otherwise donated to the College shall be entered therein.
- (3) A subject-wise catalogue of the books shall be maintained to enable the teachers and students to find out any particular book on any particular subject.
- (4) The Librarian shall also maintain a Books Issue Register indicating the date of issue of any library book, the name of the person to whom issued and the date of its return. All books issued from the library shall be returned within fifteen days of their issue.
- (5) The teacher-in-charge of library shall take stock of all the library books once every year, and submit his report to the Governing Council.

25. Stock :

A regular and day to day posted stock Register of all the moveable properties including valuable articles and all title deeds and documents shall be maintained in the College. Stock taking of all such properties and documents shall be made by a teacher-in-charge once every year and report submitted to the Governing Council.

23

26. Restriction on Sale of Property :

No immoveable property of the College shall be sold, mortgaged or exchanged except for bona fide necessity or benefit of the College with previous permission in writing of the Gurudwara Prabandhak Committee.



Secretary
Gurudwara Prabandhak Committee
DHANBAD

CHAPTER - VI

Festivals and Observances

27. Annual Day :

- (1) The annual day of the College shall be celebrated every year on or about the birth anniversary of Sri Guru Nanak Dev Ji. A Seminar on the life, teaching and philosophy of the Guru shall be organised on the annual day.
- (2) The college may organise other functions with a view to promoting unity and brother hood, and strengthening of secular and democratic institutions amongst the staff and students of the college, and people.

28. College Magazine :

The college shall publish its magazine at such intervals as may be decided from time to time. ~~The Secretary~~

~~the College shall be the Editor of the magazine while the Principal will be the ~~Asstt~~ Auditor.~~

29. Extra-curricular activities :

The Governing Council will constitute Sports Council, Debating Society, Students' Welfare Committee, Proctorial Board, Arts and Culture Board with a view to promoting extra-curricular activities among the students of the College in accordance with the norms and procedure prescribed by the University Statutes and Rules and Regulations framed by the Governing Council.


 Secretary
 Extra-curricular Committee
 Dhanbad

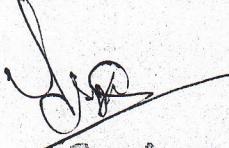
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30. Amendment of the Constitution & Byelaws

This Constitution & Byelaws may be amended, on a recommendation of the Governing Council by the Gurudwara Prabandhak Committee in a Special meeting convened at fifteen days' notice for the purpose with a majority of two thirds of members of the Committee voting for the amendment.

31. Framing of Rules :

The Governing Council may, from time to time, frame ~~rules~~ ^{Regulations} not inconsistent with the Constitution & Byelaws under different heads for smooth functioning of the management and administration of the college.


Secretary
Gurudwara Prabandhak Committee
DHANBAD
