

BY LAW OF THE WOMEN'S COLLEGE: KANTABANJI COMMITTEE
LOCATED AT KANTABANJI N.A.C. AREA
KANTABANJI.

1. TITLE

The Society is named as 'Women's college Managing Committee, Kantabanji N.A.C. area, Kantabanji.

2. ADDRESS

It is located at Kantabanji town P.O. Kantabanji P.S. Kantabanji District-Balangir, Orissa PIN-767039.

3. GENERAL ESTABLISHMENT

The committee shall function from 19th day of July 1993 or the date of registration whichever is earlier.

4. EXTENT

It extends to the whole of N.A.C. area of Kantabanji town and its neighbouring area of Balangir District.

5. DEFINITION

A. Committee means 'Managing Committee Women's College, Kantabanji located in N.A.C. area of Kantabanji At/Po. Kantabanji.

B. By-Law means the registered by law of the committee.

C. Member means the persons nominated to the membership which includes the by the Managing committee.

D. General Body means the General Body of the committees which includes the member admitted to the membership by the Managing committee as member life member or patron.

E. Governing Body means the Managing committee framed under this By-law to manage the Women's college located at Kantabanji N.A.C. area Kantabanji.

F. Area means the whole of the N.A.C. area of Kantabanji and it's neighbouring Block like Turekela, Muribahal, Bongomunda, Belpada and Khaprakhole.

G. Officer means the member of the Managing committee Women's College, Kantabanji.

6. AIMS AND OBJECT OF THE COMMITTEE

TAHASILDAR
KANTABANJI
30/8/93

Dist. P. Kantabanji
Addl. District Magistrate
Balangir

7. ADMISSION.

The admission of the membership is open to all irrespective of caste, creed and religion. A person seeking membership of the society shall become a member of the society subject to the approval of Managing committee. If he shall (i) apply in writing to the committee alongwith a money receipt of Rs. 501/- of the society (ii) under take to abide by the by-law and ready to promote its aims and objects. The decision of president regarding the admission and refusal to it ^{Subject to the approval of Managing committee} is final and can't be challenged.

(II). The managing committee may take any person interested in development of this institute as life member if he will pay Rs. 5,000/- or more only to the committee at a time.

The Managing committee can admit upto 5 persons who are interested in the field of education without the above mentioned fees.

8. RIGHT, DUTIES ETC. OF THE MEMBERS.

a. Once admitted as a member (not life member) can continue as a member of the committee for a period of one year from 30th July whether admitted earlier or latter of this date or subsequent dates.

b. A member will cease to continue this membership unless he will pay a fees of Rs. 100/- alongwith application for renewal. This is subject to the approval of the Managing committee.

c. A member will give an undertaking to accept the aims and objects of the committee and abide himself by rules and regulations and by-law of the committee and will not work against the interest of the committee.

d. To co-operate in the promotion of development of the institution sponsored by the committee.

e. The decision of the president either to admit or not to admit anybody as the member of the committee shall be final and not to be challenged in any court of law.

f. A member admitted as member life member or patron have to approve the income and expenditure made earlier by the committee in the proceeding year.

ii. Can aid and advise in preparation of the budget by the committee for the ensuing year.

iii. Can take part in debate for the annual report, periodical and audit report.

TAHASILDAR
KANTABANU
28/7/93

G. Every member have a single and non transferable votes.

1. The general body shall consist of all the members of the committee. In every matter the general body is the final authority of the committee but they shall have no authority to interfere with the power and function of the Executive-committee or any other officers of the executive committee conferred on them by the by-law of the committee or any special resolution passed by the general body.

a. To elect members of different committee failing vacant.

c. To aid and advice in the management of the institute to the managing committee.

a. The annual General meeting shall be held once in a year i.e. the 1st day of June at college premises.

b. That, the agenda of the meeting shall be decided by the managing committee before 15th day of the stipulated date and serve the same on the members of general body before 7 days of

2
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(c). 1/3rd. (one third) of the total members of the committee will form quorum of the meeting. It shall not apply to an adjourned general body meeting which will be held on any other date that will be fixed by the General Body on the date fixed for the Annual General Body meeting. All the question in General Body meeting shall be decided by majority vote. All members present have a right to give one vote each. The President of the meeting have a right of casting vote in the case of a tie. An emergency General Body meeting will be called by the Secretary of the Managing committee as the case may be only once in a year or if necessary more than once in a year after getting the requisite on of 1/3rd. (one third) member of the general body meeting duly signed and served with clear seven days notice.

11. EXECUTIVE BODY.

The executive committee or managing committee by what soever the name it is called will consist of fifteen members as defined below to administers the day to day affairs of the college or to assist to its smooth function.

- A. (i). President.
- (ii). Vice President.
- (iii). Secretary.
- (iv). Joint Secretary.
- (v). Treasurer.
- (vi). Principal of the college, Ex-Officio member.
- (vii). Headmistress, Kantabanji Govt. Girls High School.
- (viii). One from S.T. or S.C.
- (ix). one lady member and 6 other members.

B. The members of the Executive committee shall be known as office bearer to the committee.

12. MANAGING COMMITTEE.

Every member of the managing committee or Executive body shall hold office for a period of 5 (five) years from the date of registration of the committee till the next elected body taken over charge from them provided he or they are otherwise disqualified to be a member of the committee.

13. Disqualification of the member of Executive committee.

a. Continuous absence of three or more

TAHASILDAR
KANTABANJI

Approved

Dist. Printr of Societies
Dist. Magistrate
KANTABANJI

14. MEETING OF THE EXECUTIVE COMMITTEE.

a. It shall sit once in a month at least. In case of emergency more than that the meeting shall be convened by the Secretary in consultation with the president. The notice of the committee shall serve and circulated to the members atleast twenty four hours before the time fixed with the Agenda placed at the time of meeting. Approve of Executive committee may be taken of circulation of any emergent meeting by 2/3rd. of its member subject to it approval in its next meeting.

b. Extra-ordinary meeting may be called by serving of a notice by the Secretary or president by half (1/2) members of the committee.

c. One third(1/3rd.) strength of the committee will form quorum of the meeting.

15. FUNCTION OF THE COMMITTEE.

(i). It may appoint sub-committees, Advisory committee for college management and administration including the legal requirement of the college administration.

(ii). It can select, appoint, approve, promote, demote terminate the service of any member of the college staff.

(iii). Prepare and implement signature, find out ways and means for management and maintenance of the college.

(iv). Accept grant and donation maintain the properties of the college and defray expenses and reduce liabilities.

(v). Can do all other matters necessary in law involved with the General body.

16. DUTIES AND RESPONSIBILITIES OF THE OFFICE BEARERS.

a. PRESIDENT:- The president shall preside over all meetings (both Executive committee and general) preserves due orders, sign all minutes and have the right of casting a vote in case of a tie, when the vote are equal in any subject under discussion; and in all points of order and proceedings his decision shall be final. He shall supervise the works of the other office bearers and to see that all rules are strictly adhered to. He may ask the Secretary to call urgent, requisitioned and other other meeting either or the Executive committee or General Body and the Secretaries fail to call such meeting as required. the president himself may call such meeting.

TAHASILDAR
KARWAR
9/9/93

President and shall counter sign the cheque issued for expenditure of the college as well as committee by the Treasurer of the committee.

(c). (i). Secretary:- The Secretary shall convene all meetings with consultation with the president, distribute works of the Joint Secretary and members and co-ordinate their works.

(ii). Prepare the annual report, Budget, submit the account of the committee and incur expenditure for the college with due approval of the committee.

(iii). He shall carry out the instruction of the President, General Body and Managing committee.

(iv). He will be responsible for all the financial matters of the committee and receive grants acquire property execute documents, issue receipts of money received for the committee and on behalf of the committee in its name. He has to maintain the day to day account of the committee. Keep statement of the property and all other financial matters of the committee. He has to take prior approval of the committee in dealing with the property of the committee and financial matters. Money received should be deposited by him in the Bank account within the forty eight hours of receipt in case of Bank holiday on the next re-opening day of the bank.

(d). Joint Secretary:- The Joint Secretary shall discharge and perform all works in the absence of the Secretary and all other works that may be allotted to him by the Executive committee.

F. Treasurer:- The treasurer shall all such duties as may be assigned to him by the secretary.

17. ACCOUNTS.

The funds of the committee should be deposited in the S.B.I. Kantabanji Branch in the name of Women's college, Kantabanji to be operated jointly by the Secretary and Treasurer. All payments should be made through the Bank where it is not possible it should be made under proper vouchers and withdrawals should be made with the joint Signature of the Secretary and Treasurer. Cash in hand of the Treasurer should not exceed to Rs. 2,000/- only in cash.

TAHASILDAR
KANTABANJI

of the annual General body meeting before whom it shall be presented by the Secretary for its discussion and approval. The copy of the audited accounts should be sent to the appropriate authority in time.

18. Any expenses within Rs. 2,000/- can be made by the Treasurer in one occasion or on a single transaction with the prior approval of the President and all other expenses beyond Rs. 2,000/- shall be met on prior approval of the Executive Committee.

19. DISSOLUTION:- It can be dissolved by 3/5 th of its members in a General body meeting called for the purpose on passed resolution by majority votes to that effect with prior concurrence of the Government of Orissa.

On such dissolution steps shall be taken for disposal of the properties, claims and liabilities of the committee in accordance with the rules of the committee.

Upon dissolution of the committee its assests shall be handed over to a similar registered committee or to the Govt. of Orissa after clearing up all the debts and liabilities of the committee.

20. AMENDMENTS OF BY-LAW

The By-Laws of the committee may be amended by resolution of the General body Meeting specially called for the purpose of 2/3rd majority of the total total membership of the committee.

21. SUITS AND PROCEEDINGS.

The committee can sue or can be sued in its name through its Secretary or Joint Secretary.

TAHASILDAR
KANTABANI
5/7/93

Attended

District Magistrate
Society's
Magistrate

-8-

22. AUDITOR.

The accounts of the committee shall be kept open for audit annually by a competent qualified Auditor or by Auditor of such authority either of the State Government or by a co-operative or commission or any other institution who has rendered financial assistance to the committee.

23. TRANSACTIONS.

All transactions of the committee in respect of the movable and immovable shall be made in the name of the committee through its Secretary.

Bhishan Prasad Sharma
SECRETARY.

[Signature]
PRESIDENT.

Attested,

[Signature]

29/7/93
HASILDAR
KANTABANJI

[Signature]
Secretary

+3 Women's College
Kantabanji