

CONSTITUTION OF DAYANAND MAHILA MAHAVIDYALAYA, KURUKSHETRA

1. Dayanand Mahila Mahavidyalaya, Kurukshetra is being run by Arya Siksha Samiti Kurukshetra, a body registered under the Society Act 1860. Members of the General body of Arya Siksha Samiti constitute the electoral college for the Governing Body of Dayanand Mahila Mahavidyalaya. Names and addresses of members (voters/ electors) as per article 3 of the constitution of the Arya Siksha Samiti are attached as appendix A.

2. These members will, amongst themselves, elect four office-bearers of the Governing Body of Mahila Mahavidyalaya i.e. President, Vice-president, General Secretary and Treasurer as per guidelines contained in Kurukshetra University Calender Vol. I (1997) Ordinance XVI Appendix -I, pp.55-57

3.1. Apart from the four office-bearers, the Governing Body of Dayanand Mahila Mahavidyalaya will include the following:

- a) The Principal as ex-officio Member-Secretary
- b) Two teacher representatives elected from among themselves by the whole time approved teachers of the college as per Kurukshetra University rules
- c) One representatives of the Non-Teaching staff as per Kurukshetra University rules
- d) One nominee of the University
- e) One nominee of the State Government
- f) Remaining members ( upto a maximum of 11) of the Governing Body to be nominated by the President

3.2. If the post of President of Governing Body falls vacant for any reason, the Vice-President will work as Acting President for the remaining period of the term. In case the posts of President and Vice-President fall vacant, then the election will be held for both these posts for the remaining period, within 3 months. If the post of any of the remaining office-bearers of the Governing Body falls vacant, the President of the Governing Body will have the power to give officiating charge of that post to any member of the Governing Body for the remaining period of the term.


Provided further that an elected staff member of the Governing Body who resigns his service or proceeds on leave for 6 months or more shall cease to be a member of the Governing Body and a substitute shall be elected for the remaining period. If the period of his leave is less than six months, his membership will be held in abeyance till his return or the expiry of the period of six months, whichever is later. No substitute member will be elected, where the membership is held in abeyance.

4. The Governing Body will normally hold office for 3 years.

5. The powers and functions/ duties of the Governing Body shall be as follows:


- a) To raise loans, collect funds, receive donations, raise assets and keep them in safe custody
- b) To appoint auditors for the audit of the accounts
- c) To appoint sub-committees, as and when, necessary for executing special jobs
- d) To consider any application/ complaint against any employee and to take suitable action under the rules

Attested to be true copy

  
Principal  
Dayanand Mahila Mahavidyalaya  
Kurukshetra (Haryana)

  
Convener  
IQAC  
Dayanand Mahila Mahavidyalaya  
Kurukshetra

Approved in the G.B. meeting  
dt. 16/2/03.

  
Principal  
Dayanand Mahila Mahavidyalaya  
KURUKSHETRA (Haryana)

## 6.1. Meeting of the Governing Body

(i) The meetings of the Governing Body shall be convened by its Secretary under instruction of the President.

(ii) The meeting of the Governing Body shall be held after reasonable intervals, i.e., at least one per term at the College Campus.

(iii) The consent of the University nominee on the Governing Body shall be obtained before fixing the meeting of the Governing Body. In case the University nominee after having given his consent does not attend the meeting of the Governing Body, the meeting may be held if the quorum is complete and the decisions taken in the meeting shall be valid.

(iv) Notice for the meeting of the Governing Body alongwith Agenda will be supplied to all the members at least 15 days before the meeting. Simultaneously, a copy of the Agenda will also be supplied to the University.

(v) Three/fifth of the members shall form the quorum.

(vi) At a meeting of the Governing Body, generally only such proposal/s can be discussed and decided as has/ve been previously notified. Any suggestion or a proposal in addition to the items on agenda, to be made by a member of the Governing Body can be considered in the meeting with the permission of the President.

(vii) No motion or amendment can be moved or withdrawn without the permission of the President.

(viii) All matters brought before the meeting shall be decided by a simple majority of the votes of the members present and voting in the meeting.

(ix) In case of tie in any meeting of the Governing Body, the President will exercise his casting vote.

(x) Proceeding of every meeting shall be recorded in the proceedings book in Hindi under the counter signatures of the President.

6.2. Annual meeting the Governing Body to discuss the estimated budget will be held before 31<sup>st</sup> March. Another meeting of the Governing Body shall be held to consider the Budget i.e. Actuals of the past financial year.

6.3. A requisitioned meeting of the Governing Body should be called only when 60% of the members demand it in writing.

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Principal  
Dayanand Mahila Mahavidyalaya  
Kurukshetra

Convener  
IQAC  
Dayanand Mahila Mahavidyalaya  
Kurukshetra

Approved in the G.B. meeting  
01.10.23

Principal, Dayanand Mahila Mahavidyalaya

8.1 Vacancies in the Governing Body:- The following circumstances will cause the vacancies: i) Resignation, ii) Insolvency, iii) Insanity, iv) death, v) Court conviction for any offence including moral turpitude.  
Powers and Functions/ Duties of the Office-bearers:

### (A) PRESIDENT

- (i) To preside over the meeting of the Governing Body, determine the order in which various proposals are to be placed before the meetings, take votes if necessary to declare result of the voting and supervise the conduct of the meeting.
- (ii) To superintend all establishments of the college.
- (iii) To supervise and enquire about the institution at any time and to call for explanation from any employee of college.
- (iv) To suspend any employee of the institution for serious misconduct as defined in K.U. Cal. Vol.I and to call a special meeting of the Governing Body within 15 days of the suspension of an employee for further action in the matter in view of his recommendation.
- (v) To draw amount/s from the bank under the counter signatures of either the secretary or the Treasurer for incurring expenditure according the budget sanctioned.
- (vi) To sanction expenditure within the budget passed by the Governing Body.
- (vii) To incur expenditure upto 5000/- in the case of the emergency at his own discretion besides the sanctioned budget.
- (viii) The President or his nominee shall represent the Governing Body in the selection committee for the appointment of Principal, Lecturers and other Ministerial staff.

### (B) VICE-PRESIDENT

- (i) The Vice-President shall exercise all the powers, duties and functions of the President in his absence and otherwise such of his powers, duties and functions as may be delegated to him by the President of the Governing Body.
- (ii) The Vice-President shall have the powers to supervise, make enquiries about the college of his own accord and to report or recommend to the President for any action to be taken.

### (C) GENERAL SECRETARY

- (i) To keep a proper record of the donations, subscriptions, and loans raised for the college.
- (ii) To issue receipts for the sums received on account of the funds of the Governing Body under his own signatures
- (iii) To keep a proper record of the receipts and disbursement and to maintain cash book, ledger and all other registers and books as may be necessary with the help of the college office
- (iv) To deposit, invest and keep in the name and behalf of the Governing Body all movable property of whatever kind belonging to the Governing Body in accordance with the rules, directions and regulations of the Governing Body.

Attested to be true copy

Principal  
Dayanand Mahila Mahavidyalaya  
Kurukshetra (Haryana)

IQAC

Dayanand Mahila Mahavidyalaya  
Kurukshetra

Approved in the G.B. Meeting  
24.12.23  
Principal  
Dayanand Mahila Mahavidyalaya

(4)

- (v) To spend according to the provisions of the budget to run the institution.
- (vi) To supervise the general administration of the college and to report of the President accordingly.
- (vii) To incur an expenditure upto Rs.250/- (Rs. Two hundred and fifty only) in case of emergency at his own discretion besides the sanctioned budget.
- (viii) To keep proper record of the names and addresses of the members of the General Body, executive committee and Governing Body.

**(D) Secretary**

- (i) To call ordinary and special meetings of the Governing Body under the instructions of the President in writing in conformity with the rules and regulations of Governing Body or in response a requisition in writing by 60% of the total number of the Governing Body subject to 3 days prior information in writing to the President.
- (ii) To prepare and issue agenda of the meetings in consultation with the President
- (iii) To keep the record of the minutes of the meetings of Governing Body.

**(E) Treasurer**

- i) To keep the records of the accounts received as donations, subscriptions or loans raised for the college.
- (ii) To keep accounts of the bank deposits and other funds in the name of the Governing Body through the college office.
- (iii) To check accounts of the Governing Body of the college regularly.
- (iv) To report to Secretary if the irregularity is found in the account.
- (v) To prepare the annual budget with the consultation of the President and General Secretary and get it approved at the annual meeting.

8.2. All the records will be kept and maintained in the college office.

9. Amendment of the constitution of the Governing Body

Amendment to the constitution of the Governing Body can be made only in special meeting of the Governing Body called by the General Secretary, giving 15 days notice to the members and shall be deemed to have been duly passed if at least 2/3<sup>rd</sup> of the members present and voting, vote in favour of the amendment. To become operative such an amendment shall have to be confirmed by a meeting of the Arya Siksha Samiti.

Attested to be true copy

*[Handwritten Signature]*

Principal

Dayanand Mahavidyalaya  
Kurukshetra (Haryana)

*[Handwritten Signature]*  
Convener

IQAC

Dayanand Mahila Mahavidyalaya  
Kurukshetra

Approved in the C.B meeting  
dt. 16/12/03

*[Handwritten Signature]*  
Principal,  
Dayanand Mahila Mahavidyalaya  
KURUKSHETRA (Haryana).