

**Sane Guruji Shikshan Prasarak Mandal`s Nasik Road**

**ART'S AND COMMERCE COLLEGE, BARAGAON PIMPRI**

Tal- SinnarDist

Nashik 422103 ( CAAN019760)

Affiliated to SavitribaiPhule Pune University,Pune (PU/NS/AC/158/2012)

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Principal – K.B. SONWANE



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# **Administrative Set-Up & Constitutional Functioning of Institute**

# ADMINISTRATIVE SET UP



Sane Guruji Shikshan Prasarak Mandal- Executive Council

Sane Guruji Shikshan Prasarak Mandal- Board of Director

IQAC

PRINCIPAL

COLLEGE DEVELOPMENT COMMITTEE

- Admission Committee
- Examination Committee
- Time-Table Committee

Student Council

Head of Department

- Faculties
- Supportive Staff

- NSS
- Gymkhana Committee
- Placement Cell
- SDO
- Counseling Centre
- Competitive Exam Center

Alumni Association

Office

Junior Clerk  
Supportive Staff



# Constitution

NOTED & REGISTERED at  
Sr.No. 338..... the document  
contain 07..... Date 13/04/2023

SANE GURUJI SHIKSHAN PRASARAK MANDAL, NASHIK ROAD, DIST NASHIK

NAME OF TRUST : The Trust shall be recognized as "Sane Guruji Shikshan Prasarak  
Mandal (Trust)Nashik Road.

**AIMS:-**

- 1) To spread education by establishing pre-primary, primary and colleges in Nashik Road Devlali East Municipal Area, to enable students with all types of education and help them to appear for secondary school certificate examinations held by Government, to help students to enable them to appear for examinations held by Mumbai and Pune Universities, other Government, Semi Government and other Government approved Organizations, to enable them to appear for scholarship examinations, to help the students passed out from Sane Guruji Shikshan Prasarak Mandal (Trust) to seek admissions and to reserve seats for Science, Commercial, Technical, Agricultural, Law, Medical and Industrial education, to start coaching and training for primary and secondary teachers, to start training college and to impart education to every men and women irrespective of caste or religion.
- 2) To help the students become good citizens and role models, support pillars of our country through scientific, industrial and research education, to appoint teachers and instructors so as to enhance their qualities like ethics, morals, authenticity, hard working etc.
- 3) To take care of health of the students so that they become strong, diligent, self-respect worthy and independent citizens.
- 4) To establish and administer Boarding Houses, Residential Schools for students by levying certain amount of required fees.
- 5) To accept donations, grants and gifts to use them for educational purpose.
- 6) To arrange for loans and avail loan facilities as decided by the Trustees of the Trust to spend such money for constructing building/buildings for the sole purpose of education.
- 7) To recover fees from students in schools run by the Trust and make use of such fee money to manage the schools in proper order. To acquire scholarships for the students.
- 8) To arrange for salaries for teachers regularly, to give them their due respect, to establish family relationships, intimate relations between the teachers, trustees and the Trust, to respect the scholarly knowledge of the teachers so that they inculcate the feeling and qualities of love, intimacy and cooperation in their work and work place.
- 9) To impart such quality education so that the students lead a dignified life and become self-dependent/independent citizens.
- 10) To inculcate sportsmanship quality and encourage them to participate and expertise in various games and sports, to inculcate and have the attitude to see the opponent sportsman as a player only.
- 11) To encourage the students to be disciplined, respecting and following the laws and to teach to abide by rules and adhere to the orders passed by the authorities

**TRUE COPY**

Adv. B. H. Ganphire (NOTARY)

13/04/2023



## SCHOOL AND OTHER PROPERTIES :-

All the movable and immovable properties, funds and money shall stand in the name of Sane Guruji Shikshan Prasarak Mandal Trust and the ownership shall also remain in the name of the Trust. The buying and selling, agreements and tenancy slips/receipts shall be in the name of the Trust or as the managing Trustees of the Trust and Trustees may decide under their authority.

## POWERS AND FUNCTIONS OF TRUSTEES :-

- 1) To prepare rules by-rules and laws for the schools managed by the Trust and to enforce them for the fulfillment of aims of the Trust. To follow the Government rules and regulations.
- 2) To raise funds, Governmental and Semi -Governmental grants, donations for the Trust. To increase the work area of the Trust, to make division of work. To make expenses for the Trust, to seek money and properties for the Trust, to arrange of cultural events, cinemas and theater/dramas for the purpose of raising funds to be utilized for the schools.
- 3) To raise loans, funds in the form of movable or immovable property and to establish schools in the names of donors when ever the Trustees so feel in the name of Trust.
- 4) To give and accept donations, gifts, loans and subscriptions from other educational Trusts and to decide for such rules and conditions for endorsement as and when necessary.
- 5) To provide economical help to poor, ambitious and authentic students. To provide loans and other financial help to trust worthy and authentic employees of the Trust.
- 6) To acquire land form the Government, to rent the premises, to make agreements, to sell and purchase, to manage and repair Trust properties.
- 7) To increase the ownerships in Trust properties, to sell, manage, make functional, to compensate, to lease, to mortgage, to change accounts and do all transactions with respect to Trust properties.
- 8) To decide for the wages, salary and bonus of the teachers and employees of the Trust.
- 9) By any way in case of any accident of the employee of the Trust, to provide for financial help for his survival, to provide for pension or financial help if the employee is disabled and cannot join his service.
- 10) To provide for pension or provident fund to the employee/teacher in view of their retirement in accordance to the rules.
- 11) To provide for pension or gratuity or provident fund( any one of the financial help) to the legal heir of the deceased employee.
- 12) To provide for loans to the employees employed in the Trust administered schools.
- 13) To appoint officers, teachers, agents on permanent/temporary/probation employment on payment/salary for the Trust owned Trusts and also to give them rights as decided by the Trustees.



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- 14) To give promotion, transfer, retirement or discharge, dismiss, suspend, punish any employee employed in the Trust managed property and to follow such rules and regulations to take appropriate decisions in this regard.
- 15) To give permanent status to employees, to start Provident Fund Scheme, to start Insurance Schemes, to sanction, increase or decrease the number of leave entitlement of employees working in Trust office or other Offices of the Trust.
- 16) To invest the Trust money in Government approved securities, scheduled banks, national savings, small savings, gifts, firms, other educational associations, companies, to secure Government loans, or invest in purchase of immovable property, shares, stock and debentures of companies.
- 17) To appoint new Trustees.
- 18) To Co-opt Trustees
- 19) To appoint advisory board or committee for the purpose of giving advice to the Trustees or Trust. This appointed advisory board or committee shall discuss and think over all the matters of general policy assigned to them by the Trust and advice accordingly. Yet the Trust or the Trustees shall have the right to follow all or any part of the advice given by the board or committee.
- 20) The Trustees shall work for progress, development and smooth functioning of the Trust. The Trustees shall strive towards increasing and managing the Trust property and work.

#### BOARD OF TRUSTEES:-

- 1) (a) The Board of Trustees shall not be more than nine (9) and less than five (5) members. The Board of Trustees shall remain in office till they are alive. They can be removed as Trustee only by resignation, death of Trustee, insolvency or immoral behavior. These would cause a change in the Board of Trustees.  
  
(b) The vacancy occurred due to resignation by Trustee, death of Trustee, or removed otherwise, such vacancy shall be filled in by appointing new member by the remaining Trustees.  
  
(c) A Trustee can be co-opted but still the number of Trustees shall not be more than nine. The co-opted Trustee shall have the same rights as other Trustees.
- 2) The following members shall be the First Board of Trustees. All or any one of them cannot be removed by majority from the Board of Trustees. The Rule 12 of this memorandum ( member Trustee eligibility) is applicable to all. Any of the offences under Rule 12 shall give the right to the Board of Trustees to remove the member Trustee.
  1. Shri Sayyed Ibrahim Kadarbhai Attar
  2. Shri Bhalchandra Vishwanath Joshi
  3. Shri Shivprasad Keshrilal Pandy
  4. Shri Radhakrishna Ramchandra Kanvade
  5. Shri Vitthal Bhaguji Aringale
  6. Shri Eknath Yashwant Phadol



*Dr.*  
**TRUE COPY**  
*[Signature]*

## A. OFFICIALS :-

For the management of the Trust the following officers can be selected from amongst the Board of Trustees

1. Managing Trustee
2. Secretary
3. Treasurer

## B. RIGHTS AND FUNCTIONS OF OFFICER

### 1. MANAGING TRUSTEE

- a) To call and manage for meetings through the secretary, if the secretary fails to call meetings then he shall call and manage on his own.
- b) To manage the affairs of the offices/other trusts.
- c) To strive for accomplishment of the aims of the Trust.
- d) To accept donations, loans and gifts on behalf of the Trust. To give approval to such donations, loans and gifts on behalf of the Trust.
- e) To act and proceed for any legal issues through the secretary or on his own.
- f) In case of any constitutional crises or controversy amongst the Board of Trustees, he shall take all the rights by majority of Trustees so as to smoothly manage the administration of the Trust.
- g) The approval of the Trustees is mandatory while the above acts are performed.

### 2. SECRETARY :-

- a) To call meetings on the instructions of the chairman and to maintain the proceeding books.
- b) To make all correspondence of the society, to assist and give all relevant information to the chairman for maintaining the annual financial reports and to maintain all records. To maintain all records regarding properties of the Trust and inform the same to respective Government offices.
- c) To maintain the membership register and other registers, to appoint, suspension and retirement of the staff according to resolution passed by the executive committee and sign the letters of the same.
- d) To monitor the working and daily proceedings of the society, to maintain the properties of society.
- e) To prepare the annual reports and annual financial reports and lay before the general body and executive committee.
- f) To approve the expenditures, handle the court matters and other correspondence on behalf of the society.
- g) All work other than mentioned above, information and records regarding the office of Trust, its Constitution, such rights shall vest with the secretary.
- h) Any complaint regarding any employee of the Trust shall after preliminary inquiry, a report of such inquiry shall be laid before the Board of Directors and to follow the instructions as given by the Board during the meeting.

### 3. TREASURER :-

- a) To perform all financial matters of the Trust.
- b) To maintain day to day financial account, to deposit all the money received by the Trust in the bank and to withdraw money from the bank with self and managing Trustees signatures.
- c) To lay before the Board meeting the financial report as on date of the meeting and to take approval for the same.



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- d) To lay the annual financial report before the annual general meeting and also approve the same. To get the audit done regularly and submit the report in the appropriate Government Office.
- e) To make sure the preparation of audit of all other branch offices of the Trust and submit them to the appropriate Government Office before the due date of submission.
- f) To inspect the financial status of all the branch offices of the Trust.
- g) The signature of the Treasure is compulsory on all bank transactions. Where the managing Trustee is unavailable the signature of the Secretary shall be sought for bank transactions.
- h) The tenure of all the above officers shall of Two (2) years from the date of appointment/selection.

**4. TRUSTEE SALARY :-**

- a) The Trustees have no right to any kind of wages/salary for any work performed for the Trust. Yet any expenses incurred during any work done on behalf of for the Trust, such expenses can be remunerated from the Trust after approval.
- b) If any of the Trustees is employed or working in any of the trust offices on a stipend, without being paid or paid shall not become ineligible as a Trustee. But if any such rules are prepared by either the Trust or the Government, the Trustees shall be bound by it. Hence accordingly the Trustee if avails any profit or loss, seniority and qualification then he shall not be eligible for any special concessions other than those he is availing.

**5. DECISION MAKING METHOD :-**

All decisions regarding the Trust affairs, management and any disputes shall be decided by majority decision. The rules set by the general body meeting shall be binding on all.

6. All the Trust money shall be deposited in account under Trust name in nationalized banks. The money can be withdrawn as and when necessary from the bank with the signatures of the managing Trustee and the Treasurer. All the cheques, drafts, money orders, hundies, bills, parcels etc. received from the other offices managed by the Trust shall be deposited under the authority of the managing trustee.

**7. OFFICE RECORD AND ACCOUNTING YEAR :-**

- a) The decision regarding the office of the Trust and the records shall be taken by the Trustees. The records, correspondance and accounts of the Trust shall be maintained by the respective clerks. The Secretary shall monitor the maintenance of accounts and shall lay before the meeting of Board of Trustees from time to time and take approval of credits and debits of all accounts. The accounting year of the Trust shall be from 1<sup>st</sup> April to 31<sup>st</sup> March.
- b) All the subjects/topics/issues shall be approved resolution in the meetings. All the decisions and resolutions shall be written in the minute book. A minute book shall be maintained to that effect.



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## 8. MEETING AND QUORUM :-

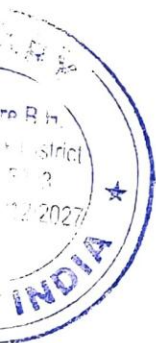
- a) The meeting of the Board of Trustees shall be held once in 3 months and also as and when necessary. The notice of General Body Meeting shall be served 3 days in advance and the notice for Special General Body Meeting shall be served 1 day in advance. These meetings shall be called by the secretary. Presence of 2/3 members shall be required for the quorum of the meeting. If the meeting is adjourned due to lack of quorum, it shall be held not before less than one hour and not after one day.
- b) All the subjects/topics/issues shall be approved resolution in the meetings. All the decisions and resolutions shall be written in the minute book. A minute book shall be maintained to that effect. There will be no mention of any discussions held during the meeting in the minute book.

## 9. INELIGIBILITY OF TRUSTEES:-

If any Trustee apart from the Rights given by the Trust or the Constitution of the Trust uses or abuses his Rights, indulges in financial frauds, causes damage to Trust in any manner due to his negligence, to be absent from meetings for 4 consecutive times, uses the properties of the Trust and other properties managed by the Trust to his personal benefit, misbehaves and defames the employees of the Trust, interrupt their work, create uneasiness amongst the employees, to discourage them from performing their duties, to conspire with the employees of the Trust so as to damage the Trust to cause the effect of financial losses and defame the Trust in the society and amongst the students shall be liable to be ineligible to be a Trustee. The removal shall be subject to a satisfactory, proper and detailed inquiry on complaint received against such member. If such a member has caused any financial damage to the Trust then the Trust can recover such damages from the member. The amount of damages can be decided by the Trustees or they can also seek legal support from the Court.

## 10. AMENDMENT TO THE CONSTITUTION OF THE TRUST :-

The Trust can make necessary amendments to the Constitution of the Trust in accordance to the amendments made by the Government or Municipal Corporation in their laws from time to time. They can also make amendments if it is necessary for the smooth working and management of the Trust. The power to amend shall be with the Board of Trustees. Such amendments shall be made unanimously in the Board meeting. All such amendments shall be final only after the approval given by Hon'ble Charity Commissioner or Hon'ble Assistant Charity Commissioner.



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**Adv. B. H. Ganbhire (NOTARY)**

13/04/2023





NOTED & REGISTERED at  
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### 11. MOVABLE PROPERTY:-

The Trust has the following mentioned movable property as on date. This property is absolutely in the name and ownership of Sane Guruji Shikshan Prasarak Mandal. A Trust has been formed to that effect.

| Sr. No | NAME OF ITEM    | QUANTITY | APPRO. VALUATION IN RUPEES |
|--------|-----------------|----------|----------------------------|
| 1      | WOODEN CHAIRS   | 2        | 30.00                      |
| 2      | WOODEN TABLE    | 1        | 40.00                      |
| 3      | WOODEN CUPBOARD | 1        | 80.00                      |
| 4      | WOODEN BOARDS   | 3        | 45.00                      |
| 5      | SCHOOL BOOKS    | 30       | 75.00                      |
|        | TOTAL           | 37       | 270.00                     |



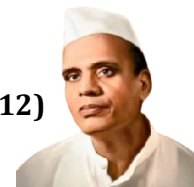
*[Signature]*  
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## ART'S AND COMMERCE COLLEGE, BARAGAON PIMPRI

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Website- [www.bpimpricollege.in](http://www.bpimpricollege.in) Principal – Dr D. L. Phartale

### Perspective Plan 2017 - 2021

1. Arrangement physical facilities.
2. Have in house transport facilities for a rural student especially for girls.
3. Develop a competent feedback system for all stakeholders.
4. Provided well-equipped IT infrastructure.
5. To improve teacher profile.
6. Attract students by introducing ,innovative curricular programs.
7. Establish placement cell
8. Organize orientation programs for teaching faculty and non-teachingstaff.
9. Inculcate environmental awareness among students.
10. ISO certification.
11. NAAC accreditation of the college.
12. Apply and introduce new academic programs.

