



Certificate of Registration of Societies.

ACT XXI OF 1860.

No. 1153 of 19 -19

I hereby certify that Poona District

Education Association ...

... ..

... ..

has this day been registered under the Societies' Registration Act, XXI of 1860.

Given under my hand at Bombay

this Eighth day of May

One thousand nine hundred and forty-two

R. W. Campbell
 Registrar of Societies and Companies.

श्री. मीना विहायब कुंदले
 विशेष कायदा अखिल भारतीय आयुर्विज्ञान संस्थान -
 अहमदनगर ४११०४४

J. S. C. 36.
 MGIPC-32-1785(380)MIP-41-1435-13-0-00-1,300.



Principal
 College of Ayurved And Research Center
 Akurdi, Pune - 411 044.

CERTIFICATE OF REGISTRATION OF SOCIETIES

ACT XXI OF 1860

No. 1153 of 19 - 19

I hereby certify the POONA DISTRICT EDUCATION ASSOCIATION has this day been registered under the Societies Registration Act XXI of 1860.

Given under my hand at Bombay this Eighth day of may One thousand nine hundred and fourtytwo.

SEAL

Sd/-
Registrar of Companies.

TRUE COPY

Honorary Secretary,
Poona District Education Association

CERTIFICATE OF REGISTRATION

9496

It is hereby certified that the Public Trust described below has this day been duly registered under the Bombay Public Trust Act, 1950 (Bom. XXIX of 1950) at the Public Trusts Registration Office.

Name of Public Trust ; Poona District Education Association

C/o District Local Board, Poona.

436, Somwar Peth, Poona - 2.

Number in the Registration of Public Trusts. F. 99.

Certificate issued to Shri. Baburao Ramchandra Gholap.

Given Under my hand, this 15th day of Dec. 1952.

Sd/-

Rudale

TRUE COPY

Honorary Secretary,
Poona District Education Association

श्री. सी. रा. महादेव कुवळे
विशेष कायदा अंतर्गत अ. नं. १९५४
कारिका नं. १० अ. १००० वीं किंवा सोसायटी
अनुसार जाहीर करणारे अधिकारी पुणे ११००४

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(बहुजन शिक्षण / बहुजन शिक्षण)

**POONA DISTRICT EDUCATION
ASSOCIATION, POONA**

ESTD. : 7 Sept. 1941

(Registered under Societies Registration Act, 1860 under
No. 1153 dated 8-5-1942 & Bombay Public Trust Act
under No. F-59 dated 15-12-1952)



**MEMORANDUM
AND
RULES AND REGULATIONS**

**Principal
College of Advanced And Research Center
Aurang, Pune-411 004**

Published by Shri Mamasahab Pimple, Hon. Secretary
Poona District Education Association, Poona and
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Paud Road, Poona 411 038.

POONA DISTRICT EDUCATION ASSOCIATION, PUNE.
(Registered under Societies registration Act, 1860 under No. 1153 dated 8/5/1942 & Bombay Public Trust Act 1950 under No. F-99 dated 15/12/1952)

CONSTITUTION

(Adopted at the Special General Meeting of the Association held on 6th Nov. 1982)

I. NAME

The Name of the Association is the "Poona District Education Association, Pune" (Pune Zilla Shikshan Mandal, Pune) and shall in the following rules be referred to as "Association."

II. HEAD OFFICE

(Registered Office) : The Head Office or the Registered office of the Association shall be situated in the city of Pune.

III. AIMS & OBJECTIVES

The Aims and objectives of the Association are:

- (1) To impart education in general to new generation of India and in particular in the Jurisdiction of Pune District and in the State of Maharashtra.
- (2) To promote education, to establish, to conduct, maintain, and to control Montessori Schools, Primary and Secondary Schools (literary and adult education), Technical and Residential Schools, Arts, Commerce, Science, Agricultural, Legal



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Medical, Engineering, Vocational, Commercial, Physical and Management Institutions and Colleges.

- (3) To establish and conduct, Hostels, Libraries, Gymnasium, reading rooms and stores and to organise courses of studies or of lecturer as may deem conducive to the attainment of the objectives of the Association.
- (4) To arrange and hold conferences and exhibitions from time to time, to create and focus attention on subjects and matters connected with cultural development and co-operative movements and scientific activities.
- (5) To print, publish and exhibit any books, magazines, periodicals, pamphlets that may be considered desirable for the promotion of the objectives of the Association.
- (6) To construct, maintain and alter any buildings, houses and works necessary for the Association.
- (7) To enter into any agreement with the Government or its authorities, Municipal or other Local or public bodies or any other Inland and Foreign charitable trusts or persons that may deem conducive and to obtain from them any such privileges that may think desirable for the attainment of the objectives of the Association.
- (8) To do all other things matters and acts which are incidental or conducive to the attainment of all or any of the aforesaid objectives.
- (9) The institutions of the Association shall be so conducted as to make no distinction of religion, caste, creed, class or sex.

IV. DEFINITIONS

MEMBERSHIP:

- (1) Any person above the age of 21 years, will be qualified to be a member and such person may apply in the prescribed form to the Association to enroll himself as a member alongwith the requisite fee.
- (2) 'Person' includes a male, female, company, firm, corporation, society and other corporate or non corporate bodies.
- (3) There shall be the following classes of members of the Association.

A. "PATRON":

Any person qualified to be member paying or having paid a contribution of Rs. 10,000/- or more to the Association and approved by the Governing Council as a Patron of the Association.

B. FELLOW:

Any person qualified to be a member, paying or having paid a contribution of Rs. 5,000/- or more to the Association and approved by the Governing Council as a Fellow of the Association.

C. BENEFACTOR:

Any person qualified to be a member, paying or having paid a contribution of Rs. 1,000/- or more to the Association and approved by the Governing Council as Benefactor of the Association.

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Muzaffar, Patna - 471 004.



D. LIFE MEMBER:

Any person qualified to be a member, paying or having paid a contribution of Rs. 500/- or more to the Association and approved by the Governing Council as a Life-member of the Association. (Persons who are already enrolled as Life-members under the old rules, shall be treated as a Life-members of the Association). It may be made known and understood that the power of accepting or rejecting the membership of Association for such categories vests with the Governing Council without assigning any reason.

E. LIFE WORKERS:

Life worker means and includes any permanent employee of the Association from the teaching and non-teaching staff of the Colleges and Schools and whose age is not less than 40 years and that he has at least 15 years continuous service in the Associations and who has been accepted as a Life-worker by the Governing Council of the Association taking into consideration mainly the period of his service in the Association and his academic and other work and his devotion and integrity. Such person may or not be necessarily a member of the Association. The total number of Life-workers shall not exceed Thirty. Out of this, not less than five members shall be from the nonteaching staff of the Association. The retiring age of such Life-worker shall be sixty.

(4) The person should not be a member of more than one class.

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Colleges of Aural and Research

at

15th Annual General Meeting

from the time fixed for such a meeting, the quorum is

at least 100

of the members

present

at the time fixed for such a meeting, the quorum is

at least 100

of the members

present

at the time fixed for such a meeting, the quorum is

at least 100

of the members

present

at the time fixed for such a meeting, the quorum is

at least 100

of the members

present

at the time fixed for such a meeting, the quorum is

at least 100

of the members

present

at the time fixed for such a meeting, the quorum is

at least 100

(5) The Association shall maintain a Register of members of all classes, wherein all the relevant particulars shall be entered.

V. THE AUTHORITIES OF THE ASSOCIATION

The following shall be authorities of the Association:

- (a) The General Body
- (b) The Governing Council
- (c) Executive Committee.

(A) GENERAL BODY: ITS CONSTITUTION & FUNCTIONS:

The General body of the Association shall consist of all persons who have obtained the membership of the Association under the provisions of the Association.

The Annual General Meeting of the Association shall be held once in every calendar year provided that not more than eighteen months shall lapse between the dates of last Annual General Meeting and that of the next.

At least fourteen days clear notice for the Annual General Meeting Shall be given to the members.

The President of the Association shall preside over the Annual General Meeting. In the absence of the President, Vice-President, in the absence of both, the members present may elect any member as a Chairman from themselves to preside over the meeting.

The Meeting of the General Body shall ordinarily be convened under the signature of the Hon. Secretary.

Twenty members in person shall form the quorum at each Annual General Meeting. If within half an hour from the time fixed for such a meeting, the quorum is

not present, the meeting shall stand adjourned and such adjourned meeting can be held on the same day at the same place but not earlier than half an hour of the time fixed for the previous meeting. No quorum shall be necessary for such adjourned Meeting. Such adjourned Meeting shall not consider any other subject except that stated in the Agenda of the notice of the meeting.

The elections of the Governing Council shall be decided by show of hands by members present at the meeting. Each member present at the meeting shall have one vote and the decision of the election shall be taken by simple majority votes. The Chairman of the meeting in the case of equality of votes shall have a casting vote.

At any General or Special or Requisition or other meetings a resolution put to the vote of the meeting shall be decided on a show of hands of persons present and entitled to vote. A poll could be demanded by at least Seven members or by the Chairman of the Meeting.

The Annual General Meeting shall transact the following business:

To elect the Governing Council and its office bearers for a period of three years.

To read, adopt and pass the Audited Statements of accounts of the Association together with the Annual Report.

To sanction the Annual Budget of the Association.

To appoint auditor or auditors legal advisor for the Association for the succeeding year & to fix their remuneration.

To transact such other business that may be regularly brought before the meeting with the previous permission of the President.

The Governing Council of the Association, whenever it thinks desirable and necessary and on a requisition made in writing by atleast twenty five members of the Association shall call a Special General Meeting. At least ten days clear notice for the Special General Meeting shall be given to the members.

Any requisition made by the members must state the reasons of such proposed meeting. Notice of such meeting shall have to be delivered to the Secretary of the Association in his office. Any incidental omission in giving such notice of the meeting to any member or the non-receipt of such notice by any member shall not invalidate the proceedings of any Meeting.

(B) GOVERNING COUNCIL:

The Management and the Affairs of the Association shall be administered, controlled and supervised by the Governing council through the Hon. Secretary of the Association.

The Governing Council shall consist of 21 members representing as under:

1. President of the Association.
2. Vice-President of the Association.
3. Honorary Secretary of the Association.
4. Assistant Secretary of the Association.
5. Treasurer of the Association.
6. One Principal representing the colleges of the Association. One member will be elected by rotation.
7. Eight members from Patrons, Fellows, Benefactors and Life-Members, who are not from teaching and non-teaching staff.
8. Two members representing Life Workers.
9. Four Head Masters. (Four members representing Head Masters of the High

Principal
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of Aiyed and Research
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Schools. Members will be elected by rotation according to their seniority, cum merit).

10. One member nominated by the President. Persons paying donations contribution or otherwise may be called for Meeting of the Governing Council with the previous Permission of the P.D.E.A.

The Governing Council shall be elected by the General body of the Association at its Annual General Meeting. The election shall be held by show of hands. The Period of every Governing Council shall be for three years. Each Governing Council shall remain in office till the new Governing Council is elected. Any vacancy in the Governing Council shall be filled in by the Governing Council till the next General Body. If the vacancy of the President occurs, Vice-President will be the President of the Association till the next General Body, in which the President of the Association will be elected for a remaining period.

The Governing Council shall meet at least once in a quarter or as such intervals as may be deemed necessary. Seven members shall form the quorum of the meeting of the Governing Council.

The members of the Governing Council must receive seven days advance notice of the Governing Council meeting and three days' notice for special meeting of the Governing Council.

The business of the Governing Council shall be generally considered in its regular meetings. In case of any emergency however, the Hon. Secretary, in consultation with the president may obtain votes of members by issuing a circular resolution.

All the decisions of the Governing Council whether arrived at a regular meeting or by circular shall be retorded in a proceeding book.

THE FUNCTIONS OF THE GOVERNING COUNCIL SHALL BE AS FOLLOWS:

To approve the Annual Report, Income & Expenditure accounts and balance sheet of the Association and to submit the same to the General Body of the Association.

To approve the budget for the succeeding year.

To supervise and generally to control the work of executive Committee and other subsidiary committees.

To sanction schemes for developing and expanding the work of the Association in all directions.

To enter into negotiations and contracts and execute the same and do all such acts, deeds and things in the name and on behalf of the Association.

To purchase, take in exchange, lease or otherwise acquire any movable or immovable property and to sell, surrender, mortgage or dispose of the same or any part of the property of the Association.

To lend invest and deal with any of the moneys of the Association, not immediately required, in such security, deposit and in such manner as it may deem fit.

To appoint any resolution any person or persons to accept and hold in trust for and on behalf of the Association any property or funds belonging to the Association.

The property movable or immovable belonging to the Association if not vested in Trustees, shall be deemed to be vested for the time being in the Governing Council of the Association.

To frame bye-laws consistent with the rules of the Association for conducting the working of the Association from time to time.

Principal

College of Ayurved and Pancha Karma
Alipur, P.O. - 411 044



C. EXECUTIVE COMMITTEE:

The Executive Committee shall be constituted and nominated by the Governing Council of the Association as under:

1. President (or his nominee as Chairman of the Committee)
2. Vice-President.
3. Hon. Secretary.
4. Asstt. Secretary.
5. Treasurer.
6. One Principal— by rotation
7. One Life-Worker (by rotation according to seniority cum merit)
8. Two members from Patron, Fellow-Benefactor Life Members who are not from teaching and non-teaching staff.
9. Two Head Masters

The Asstt. Secretary shall be the Ex-Officio secretary of the Executive Committee. The Executive Committee will and solve after study the problems of the Schools, Colleges, hostels and other institutions run by the Association.

POWERS & FUNCTIONS:

To Manage and supervise the affairs of the schools colleges, hostels and other subsidiary institution.

To collect funds for the Associations and its subsidiary institutions.

To erect, repair and maintain and improve the properties of the institutions.

To obtain and accept and subscriptions, donations, grants, gifts, devices and any trust's property whether movable or immovable.

To purchase furniture, Science equipments and other educational aids etc. and other movable properties and when required.

To advance loans or to give Scholarships to those persons or students as may be determined.

To appoint, remove, suspend or otherwise punish the teaching or non-teaching staff according to the procedure laid down in the S.S. Code and Poona University Statute.

To consider the cases of lien and promotion of the employee of the Association.

To appoint legal advisors or advocates.

To give receipts release vouchers for and on behalf of the Association, discharge receipts for other claim and demands.

To authorise any head or the institution to sign for and on behalf of the local institution's receipts, cheques, contract and documents.

To appoint an enquiry committee against any employee if required for his misconduct, misbehavior and negligence of duties.

To exercise all such powers, authorities and discretions as may be deemed fit from time to time.

To frame the guidelines regarding transfer of the employees and to frame the service rules of the Association.

To scrutinise the applications for the memberships of Life Workers, and to recommend their names to the Governing Council for consideration.



Principal

College of Ayurvedic Medical Research Center,
Alurdi, Pune, 411 044.

CO-ORDINATION COMMITTEE :

The Governing Council shall appoint a co-ordination Committee for the schools of the Association.

The Co-Ordination Committee shall consist Of:

- (a) The President (or his representative from amongst members of the Association.
- (b) The Head of each school conducted by the same Association or of each school in the group of schools in a locality for which the Co-ordination Committee is formed, and;
- (c) A member of the School Committee of each school or group of schools, representing the Association.

The Co-ordination Committee will in general Co-ordinate the activities of the school Committees of the Schools under the Association or a group of schools in the same locality.

The term of the School Committee or Co-ordination Committee shall be co-terminus with that of the Association.

No individual member of the School Committee or Co-ordination Committee except the Head of the School shall directly or indirectly interfere with the internal administration of the School, the Discipline of the School and the duties of the teachers.

FUNCTIONS OF THE CO-ORDINATION COMMITTEE SHALL BE AS FOLLOWS:

- (a) Management and regulation of the finance of school, keeping of accounts and making investments of the funds of the school, subject to

the instructions of the Executive Committee of the Association.

- (b) Preparation of budget estimates—
- (c) Appointment of employees (other than the Head of the School); with previous consultation of the executive Committee.
- (d) Institution of new teaching courses.
- (e) Confirmation, promotion of and minor punishment to the employees other than Head, subject to the provisions of the Act and rules.
- (f) Grant of leave other than casual leave, to the staff other than the Head of the school whose leave will be granted by the Executive Committee of the Association.
- (g) Reporting to the Hon. Secretary of the Association on matters relating to the School.

LOCAL MANAGING COMMITTEE FOR COLLEGES

A separate local managing committee shall be constituted by the Governing Council which shall consist of not less than seven and not more than fifteen members, of whom the Principal shall be one (who shall also be the Secretary of such committee), two shall be other teachers in the College elected by such teachers from amongst themselves and one shall be an employee (not being a teacher) in the college elected by such employees from amongst themselves. The members so elected shall hold office for a term of three years from the date of their election.

The Committee will be constituted as under:

1. President (or his nominee as Chairman).

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2. Principal of the College Ex-officio Secretary of the Committee.

3. Hon. Secretary } Ex-Officio Members

4. Treasurer }

5. Two members representing teaching staff from the College.

6. One member representing non-teaching staff from the College.

7. Co-opted members not more than five from the local area where the College is located.

8. Three members of the Parent Body who are not from the teaching and non-teaching staff.

1. To Keep proper Accounts of Income & Expenditure of the College transactions.

2. To keep proper maintenance of College Building and the premises of the College.

3. To search and mobilise the resources for College development activities.

4. To promote extra-curriculars and other social activities.

The local managing committee shall perform such duties and discharge such functions subject to the control and supervision of the Executive Committee.

OTHER COMMITTEES:

The Governing Council of the Association may constitute as and when required sub-committees for academic improvement and other development, such as buildings, libraries, laboratories Gymkhana and other ground etc.

[Signature]
Principal

Ayurved And Research Center
Alwar, Punc - 411 004.



THE POWERS AND DUTIES OF THE HON. SECRETARY OF THE ASSOCIATION:

The Hon. Secretary shall be elected at an Annual General Meeting for a period of three years, amongst the members of the Association. Such person shall not be the employee of the Association. Retiring Hon. Secretary shall be eligible for re-election/. Any casual vacancy in the office of the Hon. Secretary shall be filled in by the Governing Council until the election of Hon. Secretary at the next Annual General Meeting takes Place.

The Hon. Secretary of the Association will act as the Hon. Secretary to the Governing Council.

The Hon. Secretary will carry all correspondence of the Association and shall be responsible for the maintenance of record and account books and documents of the Association.

He will be responsible for the entire organizational work of the Association and for the general administration, control and supervision.

The Hon. Secretary shall take the assistance and help of the Assistant Secretary to carry on the duties entrusted to him by the Association.

He will issue notices of all meetings, and arrange to keep minutes and records of the General body and Governing Council of the Association.

He will prepare Annual reports and annual budget of the Association on the basis of the reports and budgets of Executive Committee of the Association.

He will exercise his powers to increase the efficiency of the staff working in the Head office of the Association.

He will carry all the resolutions into execution under the directions of the President.

He will draw such remuneration, allowances and travelling expenses as may be determined by the Governing Council from time to time.

All the orders regarding appointments, continuations, transfers, suspensions, discontinuations and removals etc. will be issued under the signature of the Honorary Secretary of the Association.

THE ASSISTANT SECRETARY OF THE ASSOCIATION:

There shall be an Asstt. Secretary for the Association elected every three years. The Asstt. Secretary shall be from life members or life workers of the Association. Such person shall be eligible for all benefits of the pension and gratuity as paid to other employees of the secondary schools, alongwith the non-teaching staff of the head office of the Association. Such person may be suspended or removed or deputed to his original post from the services of the Association if the Governing Council is of the opinion that his conduct and his action is deliberately in the interest of the Association and that he has committed, miss behavior negligence in duties.

The Asstt. Secretary shall generally carry out the duties of the Hon. Secretary subject to the sanction and instructions issued by the Hon. Secretary from time to time.

TREASURER:

The Treasurer has to exercise his control and proper supervision over the accounts and finance of the Association. He can see that all the transactions of the

Governing Council and the executive committees are properly and legally maintained

He can check & inspect the Accounts books at any time in the office.

THE BOARD OF LIFE-WORKERS:

There will be a Board of the Life-Workers of the Association. The Board will consist of all Life-Workers.

The total number of Life-Workers shall not exceed thirty. The General Body at its Annual General meeting may increase the number of such Life-Workers. The necessary amendment can be made in the constitution to that effect in the meeting of the General body only.

The senior most Life-Worker will be convener of the Board. The Life-Workers shall assist in the smooth and efficient working of the Association and institutions. The Board of Life-Workers may make valuable suggestions for development and organisational activities of the Association.

The Board of Life-Worker may prepare proposals for the development in the activities of the Association and may send those to the Governing Council for consideration.

ACCOUNTS AND AUDIT:

The Association shall keep at its Head Office true accounts and proper books of accounts with respect to :

(a) All sums of money received and expended by the Association and all the matters in respect of which the receipts and expenditures take place

(b) The Assets and Liabilities of the Association.

The Books of Accounts shall be open for inspection

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to the members of the Governing Council with the previous permission of the Hon. Secretary of the Association.

At least once in every year, the accounts of the Association shall be audited and the correctness of the receipt and expenditure account and balance sheet shall be ascertained by one more auditors.

Every year the Governing Council shall lay before the General Body of the Association a balance sheet containing a summary of the property and liabilities of the Association and a statement of receipt and expenditure upto date.

Every Balance Sheet shall be signed by the President, Hon. Secretary and Treasurer of the Association.

A printed copy of such accounts, balance sheet, budget and auditors report shall be sent to the members fourteen days prior to the holding of the Annual General Meeting.

The financial year of the Association shall be from 1st April, to 31st March of every year.

There shall be one regular internal auditor/ Accountant for the Association to check up Head Office accounts and those of other institutions.

There can be a vigilance committee, as and when required, for effective control over the accounts and transactions of the Association.

FUNDS OF THE ASSOCIATION:

The funds of the Association shall be held in the name of the "Poona District Education Association, Pune", in a scheduled Bank or Banks under the authority of the resolution of the Governing Council.

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College of Advanced And Research Degree
Pune, M.A.

It shall be binding upon the Hon. Secretary, who is the disbursing authority, to see that every withdrawal of amount for disbursement is within the budget sanctioned and is duly approved budget sanctioned and is duly approved by the President and Treasurer.

All Bank accounts shall be operated under the joint signatures of any two office-bearers authorised by a resolution of the Governing Council.

All the property and the funds of the Association shall belong to the Association and no member shall have any proprietary right over them.

The Association shall arrange to have its independent trust and all the properties of the Association shall be transferred and vested to the said trust of the Association.

AMENDMENT TO THE CONSTITUTIONS:

The General Body of the Association shall have the power on the recommendations of the Governing Council to amend, to alter or repeal this constitution in any manner whatsoever.

Any such amendment to the constitution shall come into force on the date on which it shall be sanctioned by the General Body of the Association.

The Governing Council or 1/4 members of the Association may suggest a Change in writing in the Constitution of the Association. The Governing Council on such members by one month's prior notice may suggest the change in the constitution.

No amendment there of shall be made unless special resolution to that effect is passed in the General Body Meeting.



The resolution for amendment to the constitution, must be passed in the General Body Meeting of the Association by three fourth majority of the members present voting in favor of the resolution.

THE ASSISTANT SECRETARY OF THE ASSOCIATION:

प्रस्ताव - Amendment.

Without prejudice to the provisions contained in Resolution No. 6 Dated 6-6-1974 of the Managing Committee of the Association in respect of the present Assistant Secretary .. प्रस्ताव वाग सुखादीपुनग

There shall be an Assistant Secretary for the Association

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REPEAL :

By these presents, the old constitution, Regulations and Rules applicable and operative to the 'Pune District Education Association, Pune' shall stand repealed and shall cease to operate and apply to the Association and the new constitution approved by Governing body of the Poona District Education Association at its meeting held on 6/11/1982 shall be effective IPSO facto operative from the date 6/11/1982.

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Principal

College of Arts and Research Center
Aurangabad, Dist. Aurangabad, M.S.

