

ACHARYA PATHASALA EDUCATIONAL TRUST

N.R.COLONY, BANGALORE – 560 019

(Registered as No.641 on 15.05.1975, with the sub-Registrar, Basavanagudi Branch)



BYE-LAWS / RULES


PRINCIPAL
APS College of Arts & Science
N.R. Colony, Bangalore-560 019.

ACHARYA PATHASALA EDUCATIONAL TRUST

N.R.COLONY, BANGALORE – 560 019



A - RULES

B - BYE – LAWS

C - ELECTION RULES

Approved by the board of Trustees at the meeting held on 17-09-1978 and 22-10-1978 and ratified by the General Body at the extra-ordinary meeting held on 17-12-1978 and by the special General Body Meeting held on 29-11-1987.

ACHARYA PATHASALA EDUCATIONAL TRUST

N.R.COLONY, BANGALORE – 560 019

A – RULES

In exercise of the powers conferred by the Registered Trust deed dated 15.05.1975 of the Acharya pathasala Educational Trust, the Board of Trustees hereby makes the following rules for the management of the affairs of the Trust.

1. Name:

The name of the trust shall be “The ACHARYA PATHASALA EDUCATIONAL TRUST”. Hereinafter called the Trust.

2. The Registered office:

The registered office of the trust shall be located at Bangalore at the Acharya pathasala Buildings, N.R.Colony, Bangalore – 56 0019.

3. Aims and objects of the Trust:

Aims and objects of the Trust shall be;

- a. The establishment of educational institutions, in such places as may be decided upon by the Board of Trustees, which shall be open to students of all communities, within the Union of India.
- b. The running of Educational Institutional institutions from primary to graduate courses already established by the then Acharya pathasala Association and to be established hereafter the Trust;
- c. The expansion of its activities by starting other educational, Technological, industrial and professional institutions or organisations, including post-graduate courses.
- d. The maintenance of the aforesaid institution or organisations, and
- e. The taking of such appropriate action as may be conducive or calculated to promote the said aims and objects.

4. MEMBERSHIP:

Any person, firm, Association, or company incorporated under any law or regulation for the time being in force who recognises that national prosperity is primarily a function of education – specially technical education, shall be eligible for the membership of the Trust. The Board of trustees shall be the sole authority to judge as to the eligibility or admission or otherwise of any applicant for membership of the Trust and they shall not be bound to assign any reason for their decision

5. Classification of membership:

There shall be the following five classes of membership:

- | | | | |
|----|--------------|--------------------|--------------|
| A. | MAHAPOSHAKAS | B. POSHAKAS | C. ABHIMANIS |
| D. | SAHAYAKAS | E. AJEEVA SADASYAS | |

A. **MAHAPOSHAKAS:**

A person who is eligible for membership of the trust can be admitted as a "Mahaposhaka" on payment of rupees two Lakhs and five or more, or on transfer of property of a like value to the funds of the trust.

B. **POSHAKAS:**

A person who is eligible for membership of the Trust can be admitted as a "Poshaka" on payment of Rupees One Lakh and five thousand or more, or on transfer of property of a like value to the funds of the trust.

C. **ABHIMANIS:**

A person who is eligible for membership of the Trust can be admitted as a "Abhimani" on payment of Rupees Seventy Five thousand and one hundred or more or on transfer of property of a like value to the funds of the trust.

D. **SAHAYAKAS:**

A person who is eligible for membership of the Trust can be admitted as a "Sahayaka" on payment of Rupees Fifty thousand one hundred or more or on transfer of property of a like value to the funds of the trust.

E. **AJEEVA SADASYAS:**

A person who is eligible for membership of the Trust can be admitted as an "Ajeeva sadasya" on payment of Rupees Four thousand and one or more or on transfer of property of a like value to the funds of the trust.

6. All erstwhile members of the trust registered up to the date, these amendments come into force, shall continue as members in their respective categories.

7. A written application in the prescribed form for admission as a member shall be sent to the secretary of the Trust, signed by the applicant, proposed by any one of the members and seconded by any other member of the Trust. Such application shall be placed before the Board of Trustees for consideration. If the Board of Trustees refuses to admit such applicant as a member of the trust, no fresh application shall be entertained from such person till the expiry of six months after the decision of the Board of Trustees.

8. **DEFINITIONS:**

a. Trustee

Means a member of the Board of Trustees.

b. Member of the Trust:

Means a person who has paid not less than Rs. 4001/- to the funds of the trust for membership. Such members are eligible to stand for election to the Board of Trustees and also vote at an election.

9. Cessation of membership:

- a. Any member may resign his membership of the trust by giving two months notice in writing to the secretary of his intention to do so and on the expiry of such notice he shall cease to be a member.
- b. A member shall be deemed to be disqualified if such member is:
 - i. Adjudged an insolvent in the case of individual; wound up in the case of joint stock company; and dissolved in the case of a firm.
 - ii. Found to be unsound mind by a Court of competent jurisdiction; or
 - iii. Convicted for a criminal offence involving moral turpitude.

10. A firm shall not cease to be member by reason only of a change in its constitution occasioned by the admission, retirement or death of a partner, provided the business of the firm is continued in the conventional name in which such firm was admitted as a member.

11. The Board of trustees reserves to itself the right of expelling any member in case he does any act or pursues any conduct that is either in contravention of the objects of the trust or is detrimental to its interests or in any way injurious to its welfare, credit and/or reputation. But no resolution for the expulsion of a member shall become effective unless it has been passed at a special general body meeting of the trust called for the purpose by votes of atleast two thirds of the members present at the meeting.

12. Privileges of Member:

Every member of the trust shall be entitled:

- a. To obtain free of charge all publications issued exclusively by the trust.
- b. To the free use of library and reading room of the trust, if any.
- c. To attend, participate and vote at any general meeting of the trust.
- d. To vote at nay election held by the trust.

13. The rights and privileges of members including the power to vote are exercisable as under:

- a. In the case of individual, by the individual himself.
- b. In the case of a firm:

- i. By any partner of the firm authorised by the power of attorney issued by the firm
 - ii. Or by any other officer of the firm authorised by the power of attorney.
- c. In the case of joint stock company or association:
 - i. by a director, general Manager, Manager or secretary;
 - ii. By any other office bearer of the company or association duly authorised.
- d. A joint stock company under this rule / shall have the names of its representatives not exceeding three, registered in the books of the trust; in the case of firms, the names of not more than two representatives shall be registered and in the case of association, of not more than three office bearers specially authorised in this behalf, shall be registered.

14. Special rights and privileges of the trustees:

- a. All Mahaposhakas and Poshakas shall be trustees for life.
- b. In the event of the death of any Mahaposhakas, any of his or her legal heirs who is the opinion of the Board of trustees, is fit to act as a trustee, shall be a trustee for life in perpetuity.
- c. In the vent of the death of any poshakas, any of his or legal heirs shall be a life trustee, who in the opinion of the Board of trustees is fit to act as a trustee.
- d. Ajeeva sadasyas are also life members of the trust. Such members, limited to the number specified in rule 18(a) (5) may be elected to the Board of trustees once in 3 years.
- e. Staff members of the trust, while in service, cannot become members of the trust. The trust may accept voluntary donations from them also.

15. A register of members shall be kept in which shall be entered the names and address of the members who have subscribed the full amount of membership fee and in which all changes in members taking place from time to time shall be recorded.

16. There shall also be maintained a register of names and address of the firms, companies, corporations and associations who have been admitted after payment of full amount of membership fee as a members and such register shall also contain the names of the authorised representatives of every such member intimated from time to time to the office of the trust.

17. Management (office bearer)

The office bearers of the trust shall comprise of a president, one Vice-president, a general secretary and one treasurer who shall be elected by the Board from amongst themselves. If found necessary, the Board may also appoint an administrative officer and other officers

18. Constitution of the Board of trustees:

- a. 1. The number of members of the trust is limited to a maximum strength of one hundred members.
2. The strength of the Board of trustees shall be 20 members as under:
 1. All Mahaposhakas
 2. All Poshakas
 3. All Abhimanis
 4. One sahayaka
 5. One life trustee (eldest surviving male descendant of the founder Sri N.Ananthachar)
 6. Ajeeva sadasyas to be elected to make up to 20 members.

In case the number of Mahaposhakas, Poshakas, Abhimanis, one Sahayaka and one life trustee exceeds 9, then the strength of the Board of trustees may be increased beyond 20, so that there will always be 11 elected Ajeeva sadasyas. The Ajeeva sadasyas will be elected at the General body meeting. Also if there are more than one Sahayaka, only one of them will get elected at the General Body Meeting.

The portraits of all the Mahaposhakas, poshakas, Abhimanis Sahayaka and life trustees be displayed in a prominent place in the Acharya pathasala building where the chambers of the Board of trustees and the Trust office are situated.

- b. In the case of occurrence of any vacancy arising amongst the other trustees by reason of death or resignation or incapacity or for any other cause. The remaining trustees may by a majority of votes appoint a new trustee from among the members and in case of equality of votes the president of the Board of trustee shall have a casting vote.
- c. The Board of trustee shall have the power to co.opt men of outstanding merit, whose services are considered beneficial to the Trust.
- d. The Ajeeva Sadasayas elected as trustees shall retire at the end of every period of three years, their places being filled in the manner set out in the election rules from amongst the Ajeeva sadasyas. Even so, the sahayakas, if there are more than one sahayaka. However, the unselected sahayakas automatically come under the group of eleven Ajeeva sadasyas to be elected.

19. A trustee shall be declared to have vacated his seat in the Board.

- a. If he is adjudged insolvent
- b. If he is found to be a lunatic or of unsound mind
- c. If he is convicted of a criminal offence
- d. If he resigns his seat on the Board or
- e. If he acquires any disqualification under these rules.

20. Meeting of the Board of Trustees:

The Board of Trustees shall ordinarily meet once a month to conduct the business of the Trust. Such meetings shall be called ordinary meetings of the Board of trustees.

21. Special or emergent meetings of the Board of trustees may also be convened by the president and in the absence of the president by the Vice-president
22. The president or in his absence the Vice – president shall convene a special meeting of the Board of trustees on receipt of a requisition signed by not less than five members of the Board of Trustees, specifying the purpose for which the special meeting is to be convened and such special meetings shall be held within fifteen days after the receipt of such requisition in the office of the trust.
23. Notice of every ordinary meeting of the Board of trustees shall be issued by the secretary of every trustee seven clear days before the meeting with particulars of the business to be transacted at such meeting. In the case of a special meeting called by the president or vice – president under rule 22, two clear days, notice shall be given.
24. At every meeting of the Board of Trustees, the president and in his absence the Vice – president shall act as chairman, and preside over the deliberations of the Board of trustees. In the absence of the president and the vice president members present shall elect a chairman for that meeting from among themselves.
25. No business shall be transacted t the ordinary meeting of the Board of trustees other than that detailed in the agenda except with the permission of the chairman of the meeting.
26. Seven members shall be deemed to be the quorum for a meeting of the Board of Trustees
27. a. If within 30 minutes of the time specified for a meeting of the Board of Trustees called under rule 20 no quorum is formed. The meeting shall stand adjourned and if at such adjourned meeting no quorum is formed, the members who are present may transact the business, for which the meeting is called. But notice of the adjourned meeting shall be issued to all the members of the Board of Trustees well in time.
- b. It within 30 minutes of the time specified for a special meeting of the Board of trustees convened under rule 21, no quorum is formed, the meeting shall stand dissolved.
28. ALL questions before the Board of trustee shall be decided by a show of hands except when a ballot is demanded by at least three members present at the meeting. The chairman of the meeting shall have a second or casting vote in the case of equality of votes.
29. The Board of trustee shall cause the minutes of its meeting to be duly recorded in a book specially kept for the purpose as early as possible after the close of the meeting and in no case not later than 14 days. If any member of the Board of Trustee desires to refer to the confirmed minutes of the Board. He shall be allowed to do so at the office of the Trust during working hours on any office working day on his giving 24 hours previous notice to the General Secretary.

30. The Board of trustees may in addition to the powers expressly conferred on it by these rules exercise all residual powers and do all such acts and things not expressly provided in these rules except those which are required to be exercised or done by the trust at an ordinary or extraordinary meeting.

31. Powers and functions of the Board of trustees:

The Board of trustees shall with out prejudice to the general powers conferred on them in the trust deed, have power;

- a. To purchase, take on lease or otherwise acquire any land with or without a building or buildings thereon or to erect. Construct and build or alter any building or buildings, thereon for the purpose of the Trust and pay for such purchases;
- b. To purchase or otherwise acquire furniture or other movable property for the use of the Trust and to pay for such purchases.
- c. To engage the services of architects, Engineers, contractors, carpenters, fitters or other workmen for the purpose of the Trust and to pay them such remuneration as may be found necessary
- d. To insure or keep insured all or any of the buildings or other properties of the Trust and incur and pay the necessary expenses for the same.
- e. To commence, institute prosecute and defend all such actions and suits as the said actions and suits as the Board of Trustees may in its discretion think fit.
- f. To engage the services of advocates, solicitors and other experts for the purpose of the Trust, to pay them such remuneration as may be found necessary, to authorise all or any of them to represent the Trust in all duly constituted courts of law or before any arbitrators or arbitrators, officers or any committee in connection with any measure affecting the interests and welfare of Educational institutions
- g. To incur and pay all expenses necessary for carrying out the aims and objects of the Trust.
- h. To collect and receive subscriptions, donations and endowments for the purpose of the Trust and to deposit moneys so collected in scheduled Banks and invest the surplus funds of the Trust in such securities as may be deemed safe and desirable.
- i. To nominate and depute members of the Trust or any other competent persons as delegates to attend and to take part in the proceedings of any conferences, seminars, committees and similar bodies connected with education more particularly technical education.
- j. To subscribe to become a member of and co operate with any other institutions or associations, whether incorporated or not, whose objects are wholly or partly identical or similar to those of the trust and to procure and communicate to any such institution or association such information as may be likely to further the objects of the trust.

32. Functions of president, Vice president, general Secretary, Joint Secretary, Treasurer, Assistant Secretary and Administrative officer, if appointed
- a. The president shall be the chief controlling authority. He shall preside over all meetings of the General Body and governing Council as well as every meeting of the Board of trustees if present at that meeting. The president may take decisions in emergent matters and to place the same for ratification at the next meeting of the Board.
 - b. The vice president authorised by the president shall act as president in the absence of the president and perform such functions as may be assigned to him by the president.
 - c. If both the president and the vice president are absent at a meeting. The trustees present shall elect a chairman from amongst themselves for that meeting.
 - d. The chairman shall have a casting vote when members are equality divided on any matter in a meeting
 - e. The vice president generally assists the president.
 - f. The president shall supervise the secretary's work and shall from time to time issue such instructions as may be necessary for the due performance of secretary's duties and for the convening and holding of meetings of the Trust and of any Sub0committee of the trust.
 - g. The president shall make suitable alternative arrangement for the performance of secretary's duties during the temporary absence of the secretary until the Board of Trustees makes necessary arrangement.
 - h. The president may delegate to the Vice president any of the duties allotted to the president by these rules.
33. a. The general secretary shall be the chief executive officer of the Board of Trustees and be responsible to the Board for the due performance of his duties.
- b. Besides the duties as may be entrusted to him by the Board of trustees, the following shall be the duties of the secretary;
- i. He shall be responsible for orderly working of the trust in accordance with these rules.
 - ii. He shall be responsible for due implementation of all resolutions passed by the Board of trustees.
 - iii. He shall be in charge of office work and of the records of Trust.
 - iv. He shall appoint necessary office staff of the Trust consultation with the president subject to ratification by the Board at its next meeting and shall exercise general control over the staff and shall do such other things as will be conducive to the interests of the trust under the general directions of the Board of Trustees.

- v. He shall issue notices of meetings to be held in consultation with the president in regard to the time for the meeting to be held and send out the necessary agenda for such meetings. Agenda for the meetings shall be prepared in consultation with the president.
- vi. As member he shall attend all meetings of the Board of Trustees and of the general Body as well as other Sub-committees and maintain the minutes of the proceedings of every such meeting.
- vii. He shall be responsible for the proper maintenance of true and complete accounts of receipts and disbursements of the Trust with regular vouchers for the same in accordance with these rules and subject to such orders as may from time to time be issued by the Board of Trustees.
- viii. It shall be the duty of the General Secretary to see that cheques on the Banking accounts of the Trust are drawn and issued in accordance with rule 38 (a) and (b).

34. The post of the General Secretary, the administrative and other officers may carry an honorarium as fixed by the Board from time to time.

35. Treasurer:

The Treasurer shall be in charge of the funds and investments of the trust. He shall make payment only in respect of bills approved and signed by the president. The treasurer shall operate the Bank accounts by signing cheques along with the president or in the latter's absence along with the general Secretary. In the absence of the Treasurer, the president and the general Secretary will jointly operate the Bank account

36. Assistant Secretary and administrative officer:

The Assistant Secretary and administrative officer shall assist the General Secretary in the discharge of duties and functions and also perform other duties and functions which shall be entrusted or delegated to them by the General Secretary.

37. Funds of the Trust:

- a. All moneys received by the trust shall be received by the general secretary or any other person authorised by him in writing and remitted on the same day or on the next working day into a schedule bank or other Banking institutions as may be specified in this behalf by the Board of trustees to the credit of the account of the trust.
- b. Cheques and Bank Drafts made payable to the Trust shall be endorsed by the general Secretary on behalf of the Trust in the following form: "Pay to the bank or order to the credit of the Trust" and shall after such endorsement be remitted into the Bank aforesaid.

38. Cash Receipts:

Any cash received in the office or by anybody should be automatically credited to the funds of the trust and should not be used for any expenditure to be incurred under any circumstances.

39. Governing Bodies / Councils of the colleges affiliated to the Universities:-

The Governing Bodies/Councils shall be formed from time to time as per rules of the Universities or director of technical Education or Southern regional office.

40. Managing committees for educational Institutions:

These committees will be formed by the Board of trustees as per the rules of the Department of public instruction and universities Grants commission.

41. Constitution of Sub – committees:

The Board of trustees may constitute as many Sub-committees as may be necessary for the efficient Management of the following items.

- 1) Budget and finance
- 2) Works
- 3) Purchases
- 4) Staff selection
- 5) Students selection
- 6) Disciplinary committee
- 7) Sub-Committees for other purposes

42. Budget and Finance:

- a. The Board of trustees shall deal with the finances relating to all institutions run by the trust. It shall to collect funds by way of donations, contributions, subscription or in any other manner they deem fit in the best interest of the administration of the trust. All the moneys as received shall become the property of the trust. The money required for financing different institutions of the trust shall be advanced out of the trust fund from time to time according to the actual needs of each institution. The amount s advanced by the trust will be spent by the concerned institutions in accordance with the procedure or the rules laid down for each item of expenditure by obtaining prior approval of competent authority whenever necessary. All important matters involving financial implications or committees should receive prior approval of the Board of trustees. The institutions concerned shall render proper accounts of the amounts paid to them from time to time.
- b. The consolidated budget estimates of the trust for the next year in respect of all its institutions shall be prepared every year before the end of the august of that year.

The Budget Estimates shall be scrutinized by the budget and finance committee and placed before the Board of trustees with their recommendation for their approval, in the coming meeting. Any recurring item of expenditure involving financial commitment and not provided in the budget estimates of the concerned institutions shall be incurred only with the board of trustees.

- c. The consolidated accounts of the trust shall be maintained separately in respect of all receipts and expenditure incurred by the Trust although subsidiary accounts are maintained by the respective institutions. For this purpose a General cash book, a General Ledger and other subsidiary registers shall be maintained.
- d. The consolidated accounts maintained by the trust and also the accounts maintained by other institutions managed by the trust shall be audited by the Auditors appointed by the General Body meeting. The Board of Trustees shall make arrangements for conducting internal audit of the day to day transactions of the individual institutions. The audited accounts and auditors report shall be placed before the General body when it meets first after the date of the report.

43.

- a. There shall be held an ordinary general meeting of the members of the Trust once in three years. The notice of such general meeting shall be given to members 14 clear days before the date fixed for those meetings.
- b. The quorum for the general shall be 16. If there is no quorum at the meetings, it shall be adjourned by the chairman to any other date when business on hand shall be transacted on that day irrespective of there being a quorum or not. The main agenda of the General meeting shall be:
 - i. To receive; consider and adopt the report of the board of trustees and the audited statement of accounts of the trust.
 - ii. Appointment of auditors for the next period and fix their remuneration
 - iii. Election of the Board of trustees except trustees for life.
 - iv. Consideration of any other subject that may be brought up before the meeting by the members and permitted by the president.

44. Special general Meetings:

Special general Meetings may be convened at any time on the requisition of the president of the Board of trustees or on the written requisition of not less than 15 members of the trust or one tenth of the total number of members of the trust, whichever is more entitled to vote who shall in writing the business for which they wish the meeting to be convened. The board of trustees shall within ten days from the date of receipt of the requisition, proceed to call for a special general meeting on a day not latter than 40 days from the date of receipt of the requisition. Voting in all cases shall be in person and in case of equality of votes, the chairman of the meeting shall have a casting vote. All special General Meetings shall be presided by the President of the Board of trustees.

45. Service of notice:

All notices required to be given to members under these rules shall be deemed to have been properly given if sent, mud dam or by obtaining certificate of posting addressed to them to such address as registered in the books of the trust. Any notice if sent by post shall be deemed to have been served at the time when the envelop or wrapper containing the same was posted and all notices given by advertisement shall be deemed to have been given on the day on which the advertisement first appeared. A certificate in writing signed by the secretary that the envelop wrapper containing the notice was properly addressed and posted shall be conclusive proof of a proper service.

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N.R.COLONY, BANGALORE – 560 019

B – BYE LAWS

1] DEFINITIONS;

1. Triple benefit scheme:

Means the scheme approved by government

2. Appropriate Authority:

Means the authority appointed by the Board of trustees in the matter of control and administrative and other matters.

3. Board or Board of Trustees:

Means and includes the Body of trustees as constituted from time to time under the deed of trust and the rules in force

4. Department:

Means the Department of Public Instruction, the Department of Collegiate Education and the Department of Technical Education; Government of Karnataka Central Government or any other concerned Departments of the Government of Karnataka and Central Government.

5. Disciplinary Authority:

Means the authority designated by the Board of Trustee for taking disciplinary action against the subordinate staff.

6. Gender:

Words importing masculine gender shall include females also

7. Government:

Means the Government of Karnataka and Central Government unless expressed otherwise.

8. Governing Body / Council:

Is the governing Body for the college as constituted by the Board of Trustees under the provisions of the Bangalore universities Act. In the case of the polytechnic it is Governing Council as constituted under rules laid down by the Central Government and the state Department of technical Education.

9. Grant-in-Aid:

Means the grant given by the Government of Karnataka Grant – in – Aid code and the central Government.

10. Head of the institution:

Means the head master or head mistress or principal of the institution under the control of the Board.

11. Mis – conduct:

The word mis conduct signifies the breach of rules framed by the board and also rules laid down by Government in the conduct of government servants rules.

12. Registers and records:

Means the registers to be maintained from time to time in the prescribed form as per instructions of the Department of public Instruction, Department of collegiate Education, Department of Technical Education or the University or any other authority.

13. Rules:

Means the rules framed by the Board.

14. Staff:

Includes teaching and Non-teaching staff.

15. Standing Advisory committee:

Is a committee constituted by the Board for discharging functions and duties that may be delegated by the Board in matters of control and discipline of the members of the staff

16. University:

The word University refers to the Bangalore University unless expressed otherwise.

17. In matters relating to discipline:

Karnataka Civil Service Rules (classification, Control and appeal Rules 1957) and the model rules of the department are applicable to the members of the teaching and non-teaching staff of the institutions run by the trust and also of the Trust office.

III] ATTENDANCE:

- I. It shall be the duty of the Heads of Institutions of the Board, to see that prescribed working hours are kept up and punctuality in attendance is observed. The members of the staff of all the institutions, except in cases otherwise provided for, shall be full time staff. They shall devote their entire time to the work of the institution, unless otherwise permitted in writing by the Trust. They shall be present in the institution during working hours, whether they have teaching or other work or not.

2. Late attendance by an hour or two may be permitted by the Heads of the institutions in deserving cases, if there is no dislocation of the work thereby and such a concession granted shall not exceed three times in a month.
3. An attention register shall be maintained in every institution and office and the members of the staff shall be required to mark personally attendance, therein, soon after they come to the institution. Those not coming in time should be marked by a cross by the Head of the institution or office concerned, and such crosses, in excess of two shall entail forfeiture of a day's casual leave.

Late permission in the case of heads of institutions may be granted by the secretary under the powers delegated to him.

III] CORRESPONDENCE

1. All correspondence between the trust and the institutions shall be carried on by the heads of institutions. All other correspondence of an important nature, and correspondence including communications to and from the Department of public institution, Director of collegiate Education, Director of technical Education or the University, Ministry of education Government of India and state Government as the case may be, shall be referred to the secretary of the trust, as per powers delegated to him, who shall act as the correspondent for such institution.
2. Each institution should maintain a list important files that are maintained by it and this should be serially numbered and kept up to date. A copy of such list should be periodically sent to the secretary.
3. All inward and outward letters should be registered in 'FROM' and 'TO' registers respectively and serially numbered and letters of very urgent nature should be disposed of immediately and others within a week from the date of receipt.
4. In cases where replies are not received timely reminders should be issued and the matter pursued till it is disposed of.
5. Pending lists should be prepared at the end of every month giving details therein of the reference kept pending and giving reasons as to why they could not be disposed of, and submitted to the General Secretary by the Heads of the Institutions at the end of every month.
6. A calendar of returns to be periodically sent to the Department or the University, as the case may be, shall be maintained in every institution with the due date noted therein and the due date should be strictly adhered to in sending such returns.

IV MAINTENANCE OF ACCOUNTS AND REGISTERS:

1. Clear and correct accounts in the forms prescribed by the Departments or University or other authority shall be maintained up-to-date by every institution in respect of all transactions both under 'Receipts' and "payments" relating to that institution and checked every day by the Head of the institution under his initials with date. Accounts so kept should be up to date and made available for inspection at any time by the secretary.

2. All collections due to the institutions either from the way of fee etc., or from Department or University by way of grants, shall always be collected under receipts on prescribed dates and credited to banks where accounts of the Trust are operated without allowing them to fall into arrears. Any amount due to the institution should not be left unrealized or allowed to lapse and the Head of each institution shall be personally responsible for such Realisation and lapses.
3. Similarly, all payments made the Head of institutions shall be properly accounted for and supported by vouchers, in all cases which should be obtained and filed serially numbered and produced for inspection by the Secretary and by the Auditors deputed for the purpose in respect of transactions made in the Bank.
4. Balance in the pass Book in respect of each account should be checked and reconciled every month and reconciliation noted in a separate register.
5. Registers as prescribed by the rules laid down in the Grant-in-Aid code, shall be maintained by every institution and kept up to date. Any additions or alterations to the list of registers to be maintained may be made when found necessary with the approval of the trust.

V SERVICE REGISTERS AND CONFIDENTIAL REPORTS:

1. Service Registers in the prescribed form shall be maintained for all the members of the staff and particulars such as qualification, date of birth and appointment, scales of pay, subsequent promotions or reduction, increments, leave taken, if any, shall be recorded therein under the authentication of the head of the institution. These registers shall be sent to the office of the trust at the close of each official year with the annual verification certificate attested by the head of the office or institution for scrutiny.
2. Confidential reports in the prescribed form shall be maintained for every member of the staff to record the personal impression of the Heads of institutions regarding service rendered by the staff, their character and conduct and this shall invariably be referred to at the time of sanction of annual increments and promotions. Remarks in the reports should be recorded at least once in a year and also at the time of transfer, adverse remarks, if any, shall be communicated to the member concerned.
3. The rules governing recruitment for service, qualification, age, scales of pay, increments, conditions of service, disciplinary measures shall be governed according to the rules and regulations as paid down by the Bangalore University, Department of collegiate Education Department of Technical Education and the Department of public instruction and central government Departments concerned from time to time.

VI VERIFICATION OF STOCK

1. Arrangement for the annual verification of stock of furniture, library books, and other articles of equipment, as at the end of 31st march each year, belonging to each institution and office shall be made by the Heads of institutions and this shall be periodically checked by the committee appointed for the purpose with reference to the stock registers maintained

three by each institution in the prescribed forms and the results of such verification recorded in the concerned Registers under the signature of the members of committee appointed for the purpose. An issue register for the issue of stocks should be maintained in the prescribed form Discrepancies and irregularities to the notice of the trust.

2. This verification is to be finished before the close of June of each year and the salaries for the month of July payable in August should not ordinarily be disbursed to the Head of the institution but only on completion of stock verification.

VII STOCK REGISTER OF ARTICLES OF STATIONERY

Receipts and issues of stock of stationery should be recorded in the registers in the prescribed form. The stock should be checked by the Head of the institute at the end of each month.

VIII TEACHERS COUNCIL:

1. There shall be a teacher's council or staff council or association for each institution under this trust consisting of the respective full-time members of the teaching staff with the Head of the institution as its chairman / president. This council shall deal with purely academic matters.
2. The council shall ordinarily meet once in every month to discuss problems relating to the institution, such as admissions, plan of work, and time table award of scholarships and free studentships, etc., and to review the work done in the past and to chalk out future programme of activities to be attended to. They shall maintain record of the meetings duly signed by the convener and send copies for the information of the trust.

IX SECURITY DEPOSITES:

1. Members of the office staff shall, on their appointment, furnish security to the extent of the amounts noted below:
2. The employees of the trust who are entrusted with cash and store transactions are also required to furnish cash security as noted below:

a. Accountant /accounts superintendent	Rs. 2,000/-
b. Cashier	Rs. 2,000/-
c. Others in charge of accounts/Money Collection, stores etc	Rs. 1,000/-
3. The amount of security recovered shall be increased or decreased as and when necessary, according the volume and nature of transactions entrusted to the concerned individual. The amount of security so fixed shall be paid in one lump sum or in such convenient installments or otherwise as may be fixed by the Board of Trustees.
4. Personal security in lieu of cash security may be accepted in deserving cases. In such cases the surety offered shall be solvent and shall produce sufficient proof of solvency and assets.
5. Heads of institutions are personally responsible to see that the security, either in cash or in the form of sureties, is invariably secured from the concerned employee.

6. The amount of security shall be furnished immediately after the person is appointed, exception being made in cases of purely temporary appointments for the duration of 3 to 6 months.
7. The amount of security deposit shall be refunded only after a period of six months from the date of the official relinquishing his charge, and the accounts for his period of service are audited.
8. A register of all such securities obtained should be maintained in the prescribed form complete in all respects, by the Heads of institution. The security should be reviewed every, year to ascertain the validity of otherwise of the same and a certificate sent for the information of the trust.

X EXECUTION OF WORK INCLUDING ORIGINAL AND REPAIRS:

1. No work, original or repairs, shall be undertaken for execution, unless a detailed estimate for the same is prepared. The estimate so prepared should be got scrutinised by the executive Engineer of the P.W.D of the Government, if necessary and by the Engineer of the Trust, before the work is undertaken for execution.
2. The minor works, original or repairs may be carried out under the directions of an Engineer or a technical person appointed by the Trust.
3. the procedure for calling for quotations or tenders by the secretary of the Trust under the powers delegated to him or for execution of work or for purchase of materials which is in vogue in the government Departments such as P.W.D., S.P.G. Directorate. Etc., should be generally followed. The lowest quotations received in response to tender notifications should be accepted other things being satisfactory after a comparative statement is prepared, and the same is approved by the trust. When quotations other than the lowest are accepted full reason therefore shall be recorded.
4. All purchases or execution of works exceeding Rs. 5,000/- shall, however be accepted only with the previous approval by the Trust.
5. The works so accepted for executions shall be carried out in the manner laid down for works carried out by the department of P.W.D. as laid down in the P.W. Code. The measurements of work done shall be recorded from time to time and accounts shall be prepared ordinarily once in a month, and shall be scrutinised by the accounts section of the office of the Trust. The Payment of such bills passed shall be made by the secretary. All final bills for works done shall be scrutinised and passed by the works committee and payments made by the secretary thereafter.

XI STOCKS AND STORES:

1. The detailed account maintained for the stores purchased by each institution in the form of ledger and entries made therein shall be attested by the head of the Institution. The Head of the institution shall be responsible to see that the stock accounts of articles purchased by him are maintained completely up-to-date.

2. The physical verification of the stock of articles shall be carried out by the persons as may be appointed by the Trust every year. The staff so appointed for verification of stock shall report the result of verification to the trust within one month from the date of completion of verification.

XII POWERS AND DUTIES OF HEADS OF INSTITUTIONS:

1. The Heads of institutions shall be responsible for the efficient Management, maintenance of discipline and internal administration of their respective institutions and also for successfully working out of prescribed intra and extra curricular activities relating to the institution.
2. It shall be his duty to prescribe courses of study for various classes, distribute work among the teaching staff, arrange time tables arrange for periodical tests and examinations, promotion of pupils to higher classes, to organise physical exercise and games and supervise teaching work and exercise general control over the work of his assistants and to see that the prescribed work for every term is finished in due time in each class. He shall also exercise control over and regulate the work of clerks, Librarians and class IV staff under his charge.
3. He shall be the custodian of all the cash before credit to banks or disbursement to the staff, records, furniture, Library Books and other equipment articles relating to his institution.
4. He must maintain all the accounts and other registers prescribed by the Department in good and up-to-date condition and carry on correspondence on all routine matters with the department, or the University relating to his Institution.
5. Bills for all the grants due from the Department or the University, as the case may be should be proffered in time and the amount realised got credited to the accounts opened in banks. All fees and other subscriptions due from students should be collected on the due dates and credited to the accounts of the institutions without allowing them to fall into arrears. He may take appropriate steps to recover arrears of dues from students.
6. The annual budget relating to his institution shall be prepared and sent to the office of the trust well in time not later than 5th march of each year, together with an administration report with regard to the working of his institution for the year to be presented to the trust. Monthly statement of accounts together with reconciliation shall be submitted to the trust on or before the 5th of every month.
7. The Head of the Institution is permitted to close the institution in any case of special urgency or importance for one day at a time, but not more than thrice during the year. Whenever he exercises this power, he shall report to the trust the circumstances that necessitated the closing of the institution.
8. The number of working days in the year that is likely to fall short of the prescribed number on account of such closure shall be made good by arranging to work full-time on Saturdays, Sundays or other holidays. In the coming month of the same academic year.
9. He shall have the power to admit, punish, suspend, fine and grant leaving certificates to students and to frame regulations subject to the approval of the trust for their attendance. Conduct and general behavior, provided that he shall not expel a student from the

institution without the consent of the trust. He shall have power to communicate to the parents or guardians of students in case of indiscipline of students. In all such cases he shall take action according to rules.

10. He shall have the power to punish peons, attenders, and helpers, for their disobedience, Insubordination, and willful neglect of the duty assigned to them by suspending for a period not exceeding one week or by fining them upto an amount not exceeding Rs. 25/-. Cases warranting higher or more severe punishment shall be reported to the trust for suitable action and dealt with as per the Department Rules.
11. He may call for any of his assistants for consultation regarding institution matters and to form a committee for academic improvement and for discussions of general educational problems, under intimation to the trust.
12. He may with sanction of the trust, frame such other further regulations as may be necessary for the guidance of the staff and maintenance of discipline such regulations not being in consistent with any rules, bye-laws, or regulations framed by the trust.
13. The Heads of all institutions shall be under the overall control and supervision of the Trust.

ACHARYA PATHASALA EDUCATIONAL TRUST

N.R.COLONY, BANGALORE – 560 019

C- ELECTION RULES

1. The Electoral roll for the Board election of the Board of Trustees shall be the list of members as it stands on the date of notice inviting nominations for the election.
2. The calendar of events for the election shall be fixed by the Board of Trustees and notified to the members accordingly.
3. Only the members whose names have already been registered prior to the date of issuing notice calling for nominations shall be eligible to stand for election and to vote.
4. A member desirous of standing as a candidate for election to the Board of Trustees under Rule 18 (g) of the Rules may apply in the prescribed form; a member may also nominate another member to be candidate for the election to the Board of Trustees in the prescribed form. In both the cases, the application shall reach the office of the secretary seven clear days before the date fixed for election and acknowledgement there for obtained.
5. Retiring members of the Board of trustees are also eligible for re-election as members of the next Board of Trustees and they shall also intimate their willingness atleast seven days prior to the date of election by applying in the prescribed form and obtaining acknowledgement therefore.
6. The president and in his absence the vice president shall before the day fixed for the receipt of nomination papers, appoint two or more scrutinizing the nomination papers received by the secretary.
7. Soon after the date fixed for the receipt of nomination papers, the scrutinizers shall meet at the place and hour previously intimated to them by the secretary and shall with the assistant of the secretary scrutinise the nomination papers that have been received and make a report to the president.
8. If a candidate nominated for election or eligible for re-election under rule 5 desires to withdraw his candidature, he shall intimate under acknowledgement his intention to do so in writing to the secretary of the Board of Trustee atleast three days before the date fixed for holding the election.
9. A list of the names of candidates including the names of retiring members of the Board of trustees accepted valid nominations, shall be prepared and notified by the secretary two days before the election.

10. If the number of valid candidates is more than the number to be elected, election shall be by ballot.
11. The appointment of two or more scrutinisers/ tellers shall be made by the president at the general meeting and these shall be assisted by the secretary and members of the staff in the conduct of the election.
12. If two or more candidates are found to have received an equal number of votes, such election shall be decided by the casting of lot by the presiding authority.
13. The president on the report of the scrutinisers shall declare the result on the election.
14. The scrutinisers shall thereafter place in a separate sealed cover the invalid and valid voting papers received in respect of the election and shall subscribe over their signature on the outside of those covers and mention the number of voting papers enclosed in each cover.
15. The sealed covers containing the valid and invalid voting papers shall be preserved in the office of the Trust for a period of three months, after the date of voting and shall thereafter be destroyed by a person authorised by the Board of trustees.
16. In case of differences of opinion among the scrutinisers/tellers regarding any matter pertaining to the election, the same shall be referred to the chairman of the ordinary general body meeting whose decision shall be final and binding on all.



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