

22002 22/08/2010/10/10/10/10

THE GRAMA BHARATHI EDUCATION SOCIETY, K.R.PET.

BYELAWS.

1. GOVERNING COUNCIL:-

1) Any temporary vacancy caused in the Governing Council shall be filled up by the remaining members of the Governing council by electing one of the members from among the patrons, donors, life members ~~from among the~~ or ordinary members. Any member of the governing council who absents himself without permission for three ordinary successive meetings of the governing council shall vacate his seat and is eligible for nomination or reelection.

2) In the case of lesser number of candidates seeking election, the governing council shall have powers to select persons from among the patrons, donors, Life Members or ordinary members for those unfilled vacant places.

2. GENERAL BODY:-

The governing council has the right to reject the application of any persons to become a member of the General body without assigning any reasons whatsoever.

3. POWERS OF THE GOVERNING COUNCIL:-

All investments shall be in the name of the Grama Bharathi Education society and all the securities in the joint name of the president and the Secretary.

4. POWERS OF THE PRESIDENT:-

The President shall have a casting vote when the members are equally divided on any matters.

5. FUNCTION OF THE SECRETARY:-

1. He shall be the superintendant of all the Institutions under the management of the Grama Bharathi Education society.
2. He shall be the custodian of all records, furniture and properties of the society.
3. He shall issue memos and circulars regarding policies of the Grama Bharathi Education society for the general management of all the Institutions.
4. He shall inspect the work of the staff of each institution and record his opinion.
5. The Secretary can take disciplinary action with prior consent of the President against any member of the staff of any institutions for irregularities done or contemplated to be done or negligence of duty or failure to carry on the programmes assigned or prescribed by the byelaws, circulars, memos or decisions taken at the meeting of the governing council or general body or teachers councils and report the same to the consideration of the governing council as early as practicable.
6. He shall have powers to receive money on behalf of the society and remit the same to the Bank amounts collected shall not be spent direct.
7. He shall pass bills for payment.

8. He shall have powers to authorise the treasurer to issue cheques for purposes authorised by the governing council and in the absence of the treasurer make the payment himself.
9. He shall make proper arrangements for collection of funds.
10. He may during his absence, for short periods from the headquarters if he thinks necessary, delegates his powers to any other members of the governing council.
11. He may make temporary appointment to carry on the work of the society acts subordinates institutions for a period not exceeding 3 months and place the matter for consideration before the immediate next governing council meeting.
12. He shall inspect and check the accounts of the institutions under the management of the Gramabharathi Education society at least 3 times a year.
13. The secretary in conjunction with the Treasurer shall place before the governing council, a statement of receipts and expenditures once a month when the governing council meets.
14. He may sanction earned leave to the members of the staff of the subordinates institutions for a period not exceeding one month applications for more than one month's Earned leave should be placed before the Governing council.
15. He shall have an imprest amount not exceeding Rs.200/- for any emergent expenses and shall as soon as payment is made communicate if so the treasurer.
16. He shall represent the society in all its transactions and legal proceedings instituted by or against the society.
17. He shall preside over the meetings of the Teachers councils.

POWERS AND DUTIES OF THE TREASURER:

1. The treasurer shall be incharge of all money of the society
2. He shall have powers to issue the cheques only after the sanction of the Secretary.
3. He shall not keep any amount with him except the imprest amount and shall remit to the Bank, all the amounts received by him.
4. The treasurer shall inspect and check the accounts of every institutions atleast 3 times a year.
5. He shall in the absence of the Secretary have powers to issue cheques or make payments not exceeding Rs.100/- and obtain the Secretary's authorisation as soon as practicable.
6. He shall on no account make any payment unless authorised by the secretary or by a resolution of the Governing council.
7. All amounts collected shall first be received by the Treasurer and payments made only thereafter.

7. THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE OFFICE BEARERS FOR THE SMOOTH AND EFFICIENT MANAGEMENT OF THE AFFAIRS OF THE MGRHA BHARATHI EDUCATION SOCIETY.

- PRESIDENT:-
1. General supervision of:
 - a) Academical work.
 - b) Building construction.
 - c) Correspondances relating to
 - i) Acquisition of property
 - ii) Contraversial questions.
 - iii) Appointments.



2. Watch and make observations on the performance of the various organs and office bearers.

VICE PRESIDENT:-

1. To preside over sub committee meetings.
2. Inspection of accounts of the main and subordinate institutions (once a fortnight).
3. Expediting of matters pending with various offices, Main and sub-ordinate institutions and Government offices.
4. To represent the institution at courts of Law.
5. To enquire into complaints from and against teachers.
6. To organise collection of donations.

SECRETARY:-

1. Supervision of building works.
2. collection of building materials.
3. Workshop organisation and supervision.
4. Enrolling of members.
5. Fillingup of vacancies on advice.
6. To carry on correspondence pertaining to matters routine.
7. To preside over meetings of teachers in matters non-academical.
8. Machinery supervision.
9. To look to the safe custody of building and other materials.
10. To look to the timely submission of grant-in-aid bills besides those of buildings grant and othefts.
11. Prompt action in respect of financial aid from Government.
12. To prepare and present budget estimates by end of March every year.

DUTIES AND POWERS OF THE HEAD OF EACH INSTITUTIONS:-

1. He shall be the head of all the school activities.
2. He shall within the cooperation of the staff be responsible for the efficient management and working out of the instracurricular and extracurricular activities determined or approved by the G.O. from time to time.
3. He shall be responsible for the internal discipline and for forming Teachers council.

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4. He shall be the custodian of all school records, furniture and other articles belonging to the school.
5. He shall inspect the work of the members of the staff and record his opinion.
6. He shall guide the members of the staff in matters educational and social by organising lectures and symposiums on these topics.
7. He shall be free to act in routine matters concerning the internal administration of the school.
8. He shall correspond with the Education Department and others in matters pertaining to the school.
9. He shall have power to grant casual leave to the members of the staff as per the K.S.C.R.
10. He shall not take part in any political activity.
11. He shall not be free to act in matters of controversy until it is made clear by the Governing council.
12. He shall in consultation with the Governing council, from the sports and reading room committee and shall have power to operate on the accounts of the sports and R.R. funds.
13. He shall submit to the Secretary a monthly statement of receipts and expenditure not later than the 5th of the subsequent month.
14. He shall submit bill for countersignature of the Secretary and shall draw amount from the Treasurer or from the Bank only after approval by the Secretary.
15. He shall keep the accounts always open for inspection by the Secretary, Treasurer or any other person appointed by the Governing council.
16. He shall submit an administration report of the working of the school at the beginning of every school term.
17. He shall prepare on budget immediately after re-opening of the school after summer vacation and submit the same for consideration of the governing council.
18. He shall be the president of all the sub committees (excepting sports and R.R. and staff council) to carry on the work of the school.
19. He may take part in purely educational conferences.
20. He shall have on imprest amount not more than Rs. 10/- for emergent expenses.

ADMINISTRATION OF THE SPORTS AND READING ROOM FUND.

1. The heads of each institutions in consultation with the governing council from two committees one for sports and other for Reading room and Library each committee consisting the Head Master, the Secretary of the respective committees and three other members of whom one at least shall be from among those outside the governing council.
2. Each committee shall consider the budget of the respective committees prepared by the Headmaster at the commencement of the school year and with modifications if any, pass the budget. The decision of the committee is binding on the Head master.
3. The Needs of each institution shall operate on the sports and R.R. funds (in accordancy with the decision of the committee) kept in the bank in the official designation of the Head master.

4. One fifth of the sports fund shall be kept reserved for excursion expenses.
5. The Heads of each institution shall submit a statement of accounts regarding the R.R. and sports funds to the C.R.E.S. Office atleast once a year or when required by the Governing council.
6. The Reading room and Library Committee shall consider ways and means for improving and adding substantial number of books to the Library each year.
7. All money realised by the sales of magazines, books and papers shall go to the funds of the reading room and realisation out of unserviceable materials shall go to the sports fund.
8. Separate accounts for sports and R.R. funds shall be opened in the names of the Heads of each institutions and they shall credit all amounts as and when they are received.
9. The Secretary of the Library and the reading room, committee shall be responsible for all books and papers and other articles entrusted to his care.
10. The Secretary for the sports shall be responsible for all the sports articles entrusted to his care and he shall submit a copy of the statement of accounts of the amount spent on the sport materials to the C.R.E.S. offices.
11. There shall be atleast ten matches a year against various other institutions either within or outside the district.
12. There shall be atleast 5 trips in a year the expenditure of which can be met out of sports fund wholly or in part. There shall be no bar to meet these expenses out of contributions from the participants or public donations and proper shall be maintained from them. But it shall be necessary to obtain sanction for such collection of donations.

SCHOOL AND COLLEGE COUNCILS.

1. Each of the institution shall have a staff council.
2. All the members on the staff of each institution shall form the staff council of that institution.
3. Each council meet not less than once in a month to discuss the problems relating to the institution to review of the work since the previous meeting and chackout programme both for intra curricular and extra curricular activities for the future and give out the results of experiments tried, researches made and opinion expressed on current educational matters.
4. The Heads of each of the institutions shall be the convenor of the respective councils and they shall prepare the agenda for the meeting in consultation with the Secretary of the C.R.E.S.
5. In respect of common problem and programmes there may be joint council meetings.
6. The Secretary of the C.R.E.S., shall preside over the meetings of the councils of each institutions and joint council and in his absence the head of the respective institutions shall preside for staff council meetings and the Head of the college shall preside over the meeting of the joint council.
7. The attendance of the members on the staff council shall be compulsory unless prevented to do so for unavoidable reasons to be intimated to the respective convenors.
8. The joint council shall constitute of management for the re-organised Library and Reading Room. The life of this committee of management shall be for three years.

2007. 12. 1. 20. 193-86
9. The G.C. shall appoint a person to manage the re-organised Library and he shall be responsible for all the books, papers, furniture and magazines of the Library and Reading room.

LEAVE.

1. Casual leave for 15 days in the year may be allowed to all the permanent members of the staff. Such leave cannot be enjoyed for more than 5 days at a time without the sanction of the governing council and in case of temporary staff such leave can be granted at the rate of one day per month provided they have earned it.
2. Privilege leave on full pay for one month in three years may be allowed to the permanent members of the staff by the G.C.
3. Furlough leave for one year on one third of the salary after 9 years service may be granted to a permanent member on the staff provided he does not accept paid service elsewhere. This leave may be allowed to accumulate for two years but three years of service shall intervene between any two periods of such leave.
4. Absence without leave for a period 5 days renders a member of the staff liable to dismissal. The head of the institution shall call for an explanation from the member and if he is satisfied with the explanation or non-explanation submitted within seven days shall refer the matter for consideration of the G.C. whose decision in the matter is final.

EXTRA CURRICULAR ACTIVITIES.

- LIBRARY:- Debating society, Lectures, School Magazine, Dramas collection of Folk lore under the management of Library union.
- SPORTS AND GAMES: Foot ball, Volley ball, Carrom, Badminton Cricket.
- SOCIAL:- Sevedal, poor boys fund organisation.
- CO-OP:- Cooperative society collection of statistics.

GENERAL.

1. The Head of each institutions alongwith the members of the staff shall do the work assigned to him or them promptly and correctly. If by negligence any loss in money or property should occur to the society he shall be held responsible for the loss and he shall make good the same.
2. No paper shall be allowed to be pending for more than 3 days in any of offices of the institutions under the management of the society.

22/02-13/03/1933-34
- 7 -

3. Periodical reports, statements and applications for scholarships or seats shall be submitted to the concerned office well in time.
4. The Head of the each institution together with the members of the staff shall, as far as possible, adopt a system after the model of the Tutorial system for the enforcement of control discipline and methodical study on the part of the students.

H. Govinda Swami
SECRETARY

L. M. Lingappa
VICE PRESIDENT

L. M. Lingappa
PRESIDENT.

MEMBERS OF THE GOVERNING COUNCIL.



H. T. Srinivasan

A. K. Srinivasan

C. Narayana Guru
Sri. S. S.

K. S. Srinivasan

H. Srinivasan

22/02-13/03/1933-34