

College Motto

To stand by virtues with strength
and
discourage the evils'



BYE-LAWS of

ANJUMAN
ARTS, SCIENCE & COMMERCE COLLEGE
BHATKAL (U. Kannada)
(Karnataka State)

(M. P. P. Bhatkal)

BYE-LAWS OF
ANJUMAN ARTS, SCIENCE & COMMERCE COLLEGE,
BHATKAL (U. K.)

CHAPTER-I

The College Board shall be the organ of the Anjuman. The office of the Board shall be situated at Bhatkal, North Kanara District, Karnatak State.

1. DEFINITION :

- (a) the "Anjuman" shall mean the Anjuman Hami-e-Muslimeen, Bhatkal.
- (b) the "College" shall mean the Anjuman Arts, Science & Commerce College, Bhatkal, U. K.
- (c) the "Board" shall mean the College Board of the Anjuman.
- (d) the "Executive Body" shall mean the executive body of the Anjuman.

2. THE OBJECT OF THE BOARD:

- [i] The Board will carry out all the objects for imparting higher education as laid down in the object clause of the Anjuma.
- [ii] In order to fulfill the above objects the Board shall establish & maintain colleges and other educational institutions for imparting higher education in science, Arts, Commerce, Engineering etc.,
- [iii] To take over or affiliate other educational institutions, to establish library, Laboratory, reading rooms, typewriting institutions and to conduct literary & cultural activities, seminars, exhibitions etc.

3. THE COLLEGE BOARD:

- (i) The College Board shall consist of not less than 9 and not more than 17 members to be selected by the Anjuman managing committee in its first meeting to be held after the election.
- (ii) The duration of the College Board will be four year and it shall be concurrent with the duration of the executive Body.
- (iii) The Principle of the college shall be the Ex-Office member Secretary of the College Board.
- (iv) The Board shall consist of the following office bearers:

[1] Chairman	...	One
[2] Vice-Chairman	..	Two
[3] Ex-Officio General Secretary	..	One
[4] Ex-Officio Member Secretary	..	One
- (v) The first meeting of the college board shall be held within 15 days of its constitution.
- (vi) The College Board shall meet at least once in a month.
- (vii) The notice of the meeting shall be sent out at least three days before the meeting.
- (viii) In case of extra ordinary meeting the notice can be sent out before 24 hours.
- (ix) The quorum for the meeting shall be five.
- (x) In case of insufficiency of quorum the meeting shall be adjourned to any convenience time. For such adjourned meeting no quorum is required.
- (xi) Any Vacancy in the Board is to be reported to the parent body and it shall duly appoint members to fill the casual Vacancies.

4. THE DUTIES OF THE COLLEGE BOARD:

The College Board shall be responsible for the general administration of the college including.

- [a] regulation of funds and approval of accounts,
- [b] Preparation of budget and comparing the same with actuals,
- [c] appointments of Principal, teachers and other staff,
- [d] making rules for the college board.

5. POWERS OF THE OFFICE BEARERS:

(A) **CHAIRMAN:**

- (1) The Chairman shall preside over all the meeting of the College Board.
- (2) He will have the casting vote in case of tie.
- (3) He will have to supervise all activities of the college with the help of the Principal.
- (4) In absence of the Chairman, the Vice-Chairman will conduct the proceedings of the meeting and have all the powers of the Chairman.
- (5) In absence of Chairman and Vice-chairman the Board shall elect one of the members to be the Chairman for the meeting.

(B) **GENERAL SECRETARY:**

- (1) The General Secretary of the Parent Body will be the Ex-Officio General Secretary of the college board and shall be responsible for all the activities of the Board.
- (2) He shall establish rapport between college and Anjuman.
- (3) He shall arrange the finance from the Anjuman to the college.

- (4) He shall sign all the important documents including letters of appointment, termination etc.
- 5 [b](5) In the absence of the General Secretary, the Joint Secretary of the parent Body will represent the General Secretary and the College Board and shall carry out all the duties and responsibilities of the General Secretary as defined in the College Bye-Laws and to do the following other acts, namely:

"He shall have access to all letter, correspondences, Service-Registers, Grant Papers, Grant Money, and all papers and documents of the college and to check and inspect the College accounts, teaching classes of the Principal, Professors, Readers, Lecturers, to inspect the Library, Gymkhana to attend the Staff Meetings of the College."

(C) SECRETARY:

- (1) The Principal of the college shall act as Secretary of the college board.
- (2) He shall issue agenda & notice for the Board Meeting.
- (3) He shall maintain the minute book and get it approved in next meeting.
- (4) He shall place requirement of staff, letter of resignation and leave application beyond seven days before the board for approval.
- (5) He shall maintain accounts incorporating all income & expenditure of the college and assets & liabilities of the college and the statement shall be placed before the board once in three month. Further he shall get the accounts

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- (5) audited by qualified chartered Accountant within three months of the close of the financial year and place the same before the board for approval. The statement of accounts shall be sent to the Anjuman for information.

5.(D) ACTING SECRETARY OF THE BOARD:

As and when authorised by the Board he shall

1. issue agenda and notices of the Board meetings.
2. Record and maintain the minutes book and to get the same approved and confirmed in the next meeting.
3. Carry on Correspondences relating to the board with the collegiate authorities, University authorities, teaching and non-teaching staff of the college and other authorities and person or persons from time to time.
4. Prepare and produce before the Board the quarterly and yearly accounts of the college from time to time.
5. Call for quotations, place orders on behalf of the college for purchase of books, equipment, furnitures, chemicals required for the college from time to time.
6. In the absence of the Principal/Secretary, to carry on all the duties of the Principal/Secretary of the college as contemplated under the various Bye-Laws of the college Board.

6. DUTIES OF THE PRINCIPAL:

The Principal shall be the executive and academic head of the college, and shall.

- [i] assign duties (teaching, administrative and extra curricular) to the staff of the college and see to the correct performance of these duties by them. Subject to the right of appeal to the Chairman of the College Board, take such disciplinary action as may be necessary against any member of the college staff, whether engaged in teaching or otherwise.
- [ii] where, in an emergency, the the Principal may have found it necessary to take action without expres^e authority in any matter for which there is no provision in the rules, regulations, etc., he shall bring the same to the notice of the Board at its next meeting for its confirmation.
- [iii] be responsible for discipline among the students and the staff of the college, for the safety and security of the furniture, science apparatus, library books, fittings office equipments etc.,
- [iv] have such other powers as are possessed by Principal in similar Government institutions in all academic matters.
- [v] be responsible for the admission of the students and maintenance of discipline in all the aspects and for this purpose, shall have the power to take such action as my be necessary.
- [iv] grant leave or permission to leave the station to the college staff. However, leave application for more than 7 days shall be reported to the college board in its next meeting for confirmation.
- [vii] carry on all correspondence relating to the college.
- [viii] be responsible for the enforcement and observance of the rules of the University and Director of Collegiate Education.
- [ix] take all other steps which are necessary in his opinion for the good of the institution.

CHAPTER-II

APPOINTMENT & SERVICE CONDITION OF STAFF.

7. (a) **Categories of teachers:-** This will be as laid down by the University from time to time.
- (b) **Qualifications of teachers:-** As per University rules.
- (c) **Pay scale & Allowance:-** Same as prescribed by the University and the State Government for the various categories of teaching and non teaching staff.
- (d) **Selection of Staff:-** Ordinarily the permanent posts shall be advertised in the news paper and election be made by the college board.
However, the Chairman or the Secretary can make temporary appointments for a period not exceeding six months without advertisement.
8. **SERVICE CONDITION:**
 - (i) Every employee will ordinarily have two years probationary period which may be extended by one year.
 - (ii) The employee shall be entitled to draw his annual increment in the scale during the period of his probation.
 - (iii) On the satisfactory completion of the probationary period the service of the employee shall be confirmed by the College Board in writing. However, the incumbent shall be deemed to be confirmed provided he has completed three years of continuous service.
9. The employee shall be entitled for Por Provident Fund (if applicable), pension and gratuity etc., as per the rules of Director of collegiate Education, Banaglore.

10. Service of an employee may be terminated at any time by either side giving one month's notice or one month's salary (including allowance) in lieu of notice, if he is on probation and three month's notice or three month's salary in lieu of notice if he is a confirmed employee.
11. (a) An employee who is confirmed in service can be dismissed on any of following grounds:-
 - (1) wilful and persistent neglect of duty;
 - (2) misconduct and insubordination;
 - (3) break of any of the terms of employee;
 - (4) physical and mental unfitness;
 - (5) incompetence (only when the employee has put in less than five years service);
 - (6) **abolition of the post:-** No. post be abolished without prior permission of the University or the Government. However, this will not apply in a case when the work load does not justify the continuation of the post.
- (b) The inquiry shall be conducted by a person or persons nominated by the Board.
- (c) No employee shall be dismissed, removed or reduced in rank except after an inquiry in which he has been informed of the charges against him and given a reasonable opportunity of being heard in respect of these charge. No order of penalty shall be imposed on an employee except after giving him an opportunity to make representation on it and such representation is taken into consideration provided he has not been convicted on criminal charge.

- (d) If in the opinion of the authority the persence of employee in the college is prejudicial to the working of the college, it may place him under suspension till final order is passed. During suspension he shall draw a subsistence allowance at half the rate of his pay and get other allowance accordingly but the person under suspension will not leave the head-quartor and will not engage in any vocation.
12. Without prejudice to the provision of any rule for the time being inforce the following penalties may, for good and sufficient reasons be imposed upon any employee of the college:
- (a) censure
 - (b) withholding of increments or psomotion;
 - (c) demotion to a lower post;
 - (d) recovery from his pay of the whole or part of any loss caused to the college by his negligence of duties or by breach of college instructions;
 - (e) fine;
 - (f) suspensien;
 - (g) removal or dismissal from service.
3. The age of retirement of the employees shall ordinarily be 55 Years which may be extended by the college board upto 60 years with the approval of the University or the Government.
4. All employees shall wholly, faithfutly and deligenly devote themselves to their duties. No employee shall app directly or indirectly for any post else where except with the written permission of the Ecard.

15. All employees are required to behave with students other employees of the college and the general public in a manner worthy of their position. They shall maintain the high decorum and good moral character, and abide by the rules and instructions given to them from time to time.
16. An employee of the college shall not unless generally or specifically empowered communicate or divulge directly any document or information of the college.
17. No employee shall criticise directly or indirectly any decision taken by the authorities of the college or publish any statement of facts or opinions which may embarrass or affect the relation between the college and the government, the University or any section of the public.
18. If any employee comes late to his duty, for every three late attendance during a month one day's pay will be deducted and for continued late attendance appropriate disciplinary action shall be taken.
19. Every employee shall abide by the rules and regulation and carry out all instructions given by the Principal from time to time.
20. A teacher who ceases to be a member of the staff.
 - (a) at the end of the first term but has served the major part of it shall be paid his salary upto the last days of the mid-term vacation;
 - (b) at the end of the second term and has served the major part of the second term shall be paid his salary upto 30 days after the end of second term.
 - (c) at the end of the academic year and has served the major part of it shall be entitled to the vacation salary, provided he has not gainfully employed during the vacation or part of vacation elsewhere, and has not

resigned; provided further that he has neither been dismissed, appointed in leave vacancy, not terminated at least one month prior to the commencement of the vacation.

21. Any employee may be required to carry on the current duties of any other post in the absence of incumbent without additional remuneration provided the duration does not exceed two months. In such cases additional allowances be paid to him as per decision of the Board.
22. Any employee of the vacation department can be required to be present during vacation by the Principal and he shall be entitled to get special leave at the rate of $\frac{1}{3}$ of the total days spent on such duty.
23. An employee of vacation department shall be present on the reopening day and the closing day of every term. However, the board may at its discretion permit him to prefix or suffix the vacation with the commuted leave on medical ground but such permission shall be restricted to two persons at a time.
24. An employee who absents from duty without prior permission or after the expiry of his sanctioned leave, his services may be deemed to be terminated if the Board is not satisfied with the reasons forwarded by him for his absence.
25. No employee shall hurt the religious feelings of others or propagate hatred against any community.
26. Any facility granted by the director of Collegiate Education, Bangalore shall also be applicable to the employee of the college.
27. Any point not covered under service condition or arising out of it shall be decided by the Board and decision will be final. The Board may, at its discretion, waive any condition if it so desires.

CHAPTER-III

28. LEAVE RULES:

- (i) **Casual Leave:** Casual leave may be granted for 15 days in each calendar year, but not for more than 7 days at a time.

NOTE: In case of new employees who have not put in at least one year's service casual leave will be granted in proportion to their service at the rate of one day for every completed month's service.

- (ii) Casual leave cannot be combined to any other leave but with weekly holiday and other holidays provided the total number of days does not exceed 10 days in all.

29. HALF PAY LEAVE:

- (i) The half pay leave admissible to an employee in respect of each completed year of service is 20 days.
- (ii) Half pay leave due may be granted on medical certificate or on private affairs to an employee.
- (iii) Commuted leave not exceeding half the amount of half pay leave due may be granted on medical certificate or on private affairs to an employee.
- (iv) Commuted leave during the entire service is limited to a maximum of 240 days.
- (v) The maximum commuted leave on private affairs that may be granted at time shall be 120 days.
- (iv) If commuted leave on private affairs is combined with earned leave, the total period should not exceed 180 days.

- (vii) No commuted leave may be granted unless the authority has reason to believe that the employee will return to duty on its expiry.

30. EARNED LEAVE:

- (i) The earned leave admissible to an employee is I/II of the period spent on duty provided that he will cease to earn such leave when the earned leave due amounts to 180 days.
- (ii) The maximum earned leave that can be granted a time to an employee shall be 120 days provided it may be extended to 180 days if the leave is supported by a certificate of the government Medicals Officer.
- (iii) The total duration of earned leave and commuted leave on medical certificate taken in conjunction shall not exceed 240 days.
- (iv) Employees enjoying vacation are not entitled for earned leave.

31. EXTRA ORDINARY LEAVE: Leave without pay:
Extra Ordinary leave may be granted in special circumstances:-

- (i) When no other leave is by rule available or
 - (ii) When other leave is admissible but the employee has applied in writing for the grant of such leave.
 - (iii) When the leave sought for has been refused by the Authority.
32. Leave is not a matter of right but it can be given, altered, modified or refused by the authority if he so desires for the good of the institution.
33. No leave shall be granted beyond the date on which an employee must compulsorily retire provided he has been refused leave by the authority on account of the emergencies of the college service.

24. No person can leave the headquarter or proceed on leave unless it is granted. Applications for more than 7 days leave shall be submitted at least 15 days earlier.

CHAPTER-IV

MISCELLANEOUS

35. SCHEDULE OF APPOINTMENT

A register be maintained showing the schedule of appointments indicating the number of persons employed, their qualifications and grades of pay.

36. AMENDMENTS:

Any amendment, addition and deletion in the bye-laws can be made by the $\frac{2}{3}$ majority of the total members but for such amendments at least 15 days notice shall be given for the meeting of the college board with the amendments proposed.

37. DATE OF COMMENCEMENT OF BYE-LAWS:

The bye laws shall come into force with effect from first January 1974. However, this will not apply to the cases already disposed off or finalised.

