

(2) Name of the Trust

MARLICHAR GAJANAND TECHNICAL INSTITUTE, RAIPUR, U.P.

(3) Object

- (1) To administer the property of the Gajanan Educational Trust, Raipur, U.P.
- (2) To develop the Marllichar Gajanan Institute, Raipur and to manage the affairs of the Institute.

(4) Name of the members of the Managing Committee and their addresses

Name	Address
1. Mr. ...	...
2. Chief Engineer, U.P., P.O. or his representative not below the rank of Superintending Engineer.	U.P., P.O., ...
3. Chief Engineer, U.P., Electricity or his representative not below the rank of Superintending Engineer.	U.P., Elect. Deptt., ...
4. District Magistrate, Aligarh or his representative not below the rank of M.D.L. District Magistrate.	Dist. Magistrate, Aligarh.
5. Seth Gajanan Chaudhry, Raipur representing Marllichar Gajanan Educational Trust.	1/2 Harrington Street, Calcutta.
6. Sri T.C. Ajayam, Dy. Educational Advisor (Tech), Govt. of India, Ministry of Technical Education, Northern Regional Office, Kanpur (Representing Govt. of India)	1/108 Bazaar, Kanpur.
7. Sri Tota Das Sharma, Representative of Northern Regional Committee of All India Council for Technical Education.	(1) A.S. Puri, Allahabad. (2) C/O Dr. Madari Sharma, ...
8. Sri S.A. Akbar, Principal, Polytechnic, Ballia University, Aligarh, Representative of Northern Regional Committee of All India Council for Technical Education.	University Polytechnic, Aligarh.
9. Sri L.S. Pandey, Secretary, State Board of Technical Education & Training, U.P., Lucknow.	23-Station Road, Lucknow.
10. Sri Narain Prasad Chaudhry, representing Seth Marllichar Gajanan Firm.	Radhakrishna, Raipur.

11. ...

12. \* We the undersigned want registration of the Managing Committee of the Institute according to Memorandum of Association & the Societies Registration Act-21 of 1960.

Place: Raipur

Date: 12-2-14

Sd/-

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सिद्ध प्रतिनिधि

12-2-14

REGULATIONS OF THE MURLIDHAR GAJANAND TECHNICAL INSTITUTE,  
HATHRAS.

MANAGING COMMITTEE

- I. Object:- The objects of the Managing Committee are:-
- (i) to administer the property of Murlidhar Gajanan Educational Trust, Hathras under Section 4 of Charitable Endowment, U.P. and
  - (ii) to develop the Murlidhar Gajanan Technical Institute Hathras and to manage and supervise the affairs of the Institute.

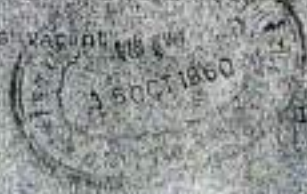
II. Constitution:- The Managing Committee as constituted vide U.P. Govt. G.O.No.5794ED/XVIII-D-306ED/59 dated 30-9-59 will consist of 11 members as follows:-

- 1. Sri M.S. Dasg, I.A.S., Director of Industries. CHAIRMAN
- 2. Chief Engineer, P.W.D. or his representative not below the rank of Superintendent Engineer. MEMBER
- 3. Chief Engineer, U.P., Electricity or his representative not below the rank of Superintending Engineer. MEMBER
- 4. District Magistrate, Aligarh or his representative not below the rank of Addl. District Magistrate. MEMBER
- 5. Seth Gajanan Choudhary, Hathras representing Murlidhar Gajanan Educational Trust. MEMBER
- 6. Sri T.C. Ajmani, Deputy Educational Officer (Tech), Ministry of Scientific Research & Cultural Affairs Northern Regional Office, Kanpur (Representative of Govt. of India). MEMBER
- 7. B. Two representatives of Northern Regional Committee of All India Council for Technical Education. MEMBER
- 8. Sri L.S. Pandey, Secretary, State Board of Tech. Education. MEMBER
- 9. Sri Naran Prasad Chaudhary, representing Seth Murlidhar Gajanan Firo. MEMBER
- 11. Sri J.K. Saxena, (C.E.), Principal, M.G. Technical Institute, Hathras. EX-Officio Member/Secretary

III. Office:- The Office of the Managing Committee shall be at at M.G.T. Institute, Hathras.

IV. Vacancies:- The vacancies in the Managing Committee from time to time shall be filled up by the authority which nominated, elected or appointed the member whose place falls vacant.

1. M. Shams  
2. S. A. Akbar  
3. [Signature]



I.T.C.

V. Powers and Functions of the Managing Committee:-

The Managing Committee shall have the following powers:-

1. To receive the assets of Munlichar Gajend Educational Trust free of all encumbrances (as per annexure I enclosed).
2. To receive gifts and charities from persons interested in cause of education.
3. To receive outright grants, grants-in-aid, loan or such other sums as may be sanctioned by the State Govt./Govt. of India from time to time for the Institute on such terms and conditions as may be prescribed therein.
4. To operate on the funds of the Institute on the scheme for technical training within the purpose aforesaid.
5. The Managing Committee may delegate such general or specific powers for the management of the Institute to the Secretary as may be expedient from time to time.
6. To appoint, suspend or dismiss the teaching staff and the clerical staff in the Institute in accordance with the service rules.
7. To create, keep in abeyance or abolish any post(s), to provide for filling up the temporary vacancies.
8. To determine the cadre and grades of various departments.
9. To fix up emoluments and determine conditions of service of staff.
10. To impose penalties on members of the staff in accordance with the service rules.
11. To grant leave and allowances in accordance with the service rules.
12. To provide for provident fund for the benefit of the employees of the Institute and to sanction loans therefrom.
13. To ensure that the Institute complies with relevant statutes, ordinances and regulations of the State Board of Technical Education, U.P.
14. To fix admission, tuition and other fees to be charged from students reading or residing in the Institute.

1. P. N. Sharma  
2. S. A. Akhtar  
3. [Signature]



Contd/- 3.

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15. To consider the annual Report and audited accounts (in such manner as the Treasurer, Charitable Endowment, U.F. may prescribe) for the previous financial year, the revised estimates for the current year and Budget estimates for the ensuing financial year and take decision thereon.

16. To spend any money which may be necessary for carrying out the objects of the Managing Committee for the exercise of power and performance of duties specified in these regulations.

17. To exercise such other powers and perform such other duties as may be necessary for the furtherance of the objects as laid down above.

**VI. MISCELLANEOUS:-**

1. Decisions of the Managing Committee may be taken by circulation and a proposal or resolution thus circulated shall be valid and effective only if it is approved unanimously by all the members of the Managing Committee.

2. The Managing Committee shall have the power to constitute and appoint committees, sub-committees, etc. as it considers necessary to enable it to discharge its functions and may delegate any of its powers (except the power of election and power to make regulations) to any such committee, sub-committee etc. No such delegation shall preclude the Managing Committee from the exercise or discharge of any of its powers and functions. Delegation of power and functions under this regulation is revocable by a resolution of the Managing Committee, and if in its opinion, a committee, sub-committee etc. has failed to discharge the duties and functions entrusted to it, the Managing Committee shall have the power to dissolve, suspend or reconstitute such committee, sub-committee etc., or discharge the duties and functions itself as it thinks proper.

3. The Managing Committee shall have the power to amend, alter or repeal any of the rules framed by it provided that no rule shall be amended, altered or repealed unless the decision is taken by a majority of not less than two third of the members of the Managing Committee.

*T. R. Sharma*

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VII. THE CHAIRMAN:-

1. The Chairman may, in anticipation of the sanction of the Managing Committee, to be obtained in the next meeting, incur expenditure upto Rs. 1000/- in case of emergency not covered by the sanctioned budget.
2. In an emergency which, in the opinion of the Chairman requires that immediate action should be taken, the Chairman shall after considering the opinion of the Secretary and/or any other member of the Managing Committee, take such action as he thinks necessary and shall, at the earliest opportunity thereafter, report the action so taken to the Managing Committee which shall consider the same at its first meeting thereafter.
3. The Chairman will sanction casual leave and will be the controlling authority in respect of T.A. for the Principal.

VIII. THE TREASURER.

A nominee of Director of Industries, U.P., will work as the Treasurer of the Institute. The Treasurer shall administer the funds of the Institute according to the Budget approved by the Managing Committee. He shall keep such accounts as the Managing Committee will require and produce them at the meeting of the Managing Committee.

IX. A. Principal as Secretary, Managing Committee:-

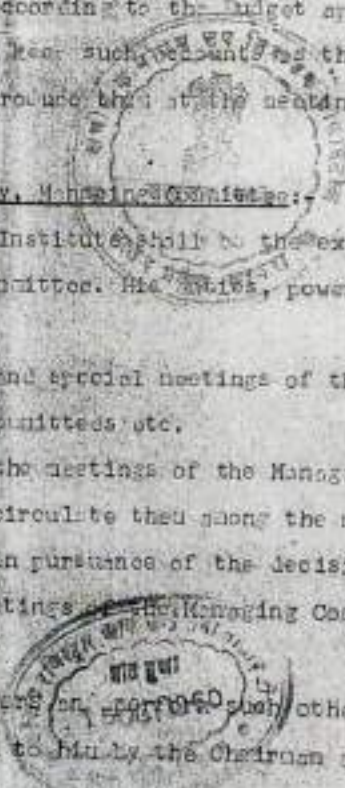
The Principal of the Institute shall be the ex-Officio Secretary of the Managing Committee. His duties, powers and functions shall be:-

1. To call ordinary, annual and special meetings of the Managing Committee, Committees, Sub-Committees etc.
2. To record proceedings of the meetings of the Managing Committee /Sub-Committees etc. and to circulate them among the members.
3. To take necessary action in pursuance of the decisions taken and resolutions passed at the meetings of the Managing Committee, sub-committees etc.
4. To exercise such other powers or perform such other duties and functions as may be delegated to him by the Chairman and the Managing Committee.

IX.B. Principal as Head of the Institute:-

The Principal shall have the following powers:-

J. R. Sharma      2. S. H. Akh...



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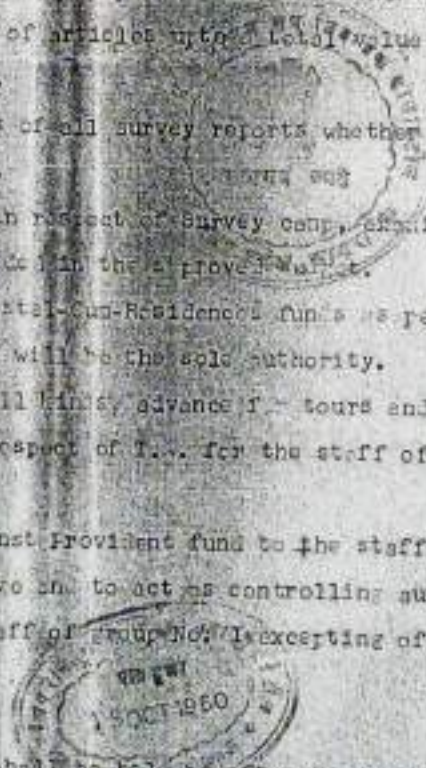
- (1) To allot duties in connection with teaching and extra-curricular activities to the members of the staff. He will be responsible for overall charge of the Institute and Hostel.
- (2) After the sanction of grants (State/Central or funds from any other sources) to draw the whole amount and deposit the same in the State Bank of India, at Patna in the account of the Institute. He will utilize the funds so received according to the letter authorizing the grant. In case of recurring grant he will utilize according to the approved Budget/estimate.
- (3) To get all forms, Registers, Mid-sessional Examination papers and other papers, which he considers necessary, printed within the approved fund.
- (4) To incur expenditure from the Office contingencies for the purchase of summer uniform, work clothing etc. for peons and Chowkidars within the approved amount.
- (5) To pay the liabilities of the Institute in regard to Municipal Board Tax, Electricity Bills, Telephone bills and other items.
- (6) To sanction write off of articles upto a total value of Rs. 100/- within one financial year.
- (7) To accept auction bids of all survey reports whether accepted by him or Managing Committee.
- (8) To incur expenditure in respect of survey camp, examinations, tour etc. upto the amount provided in the approved Budget.
- (9) To operate Boys and Hostel-Cum-Residence Funds as per approved budget. In this respect he will be the sole authority.
- (10) To sanction leave of all kinds, advance f. tours and to act as controlling authority in respect of T.A. for the staff of Group II and III.
- (11) To sanction loans against Provident fund to the staff of group III.
- (12) To sanction casual leave and to act as controlling authority in respect of T.A. for the staff of Group No. I excepting of himself.

X. MEETINGS:-

A. Ordinary Meetings:-

1. Ordinary meetings shall be held as often as may be necessary from time to time in accordance with the requirements of business of the Institute subject to the condition that at least one meeting will be held every quarter of a year.

1. *S. K. Sharma* 2. *S. K. Sharma* 3. *[Signature]*



2. Notice along with agenda papers for each ordinary meeting shall be delivered or sent by post at least 15 days before the meeting to each member of the Managing Committee at his usual postal address.

3. The quorum for the ordinary meeting shall be five.

**B. SPECIAL MEETINGS:-**

1. A special meeting of the Managing Committee shall be convened by the Secretary when so required on the requisition of at least six members of the Managing Committee.

2. Notice along with agenda papers, specifying the object of the meeting shall be delivered or sent by post by the Secretary to each member of the Managing Committee at least ten days before the meeting.

3. A notice of a proposal made by a member of the Managing Committee for being laid before the meeting should reach the Secretary at least three weeks before the date fixed for the meeting, and the Secretary shall include it in the Supplementary Agenda of the meeting of the Managing Committee.

**XI. PROCEDURE AT MANAGING COMMITTEE MEETINGS:-**

1. The Chairman shall preside at the meetings of the Managing Committee.

2. All matters brought before the meetings of the Managing Committee shall be decided by a majority of votes of the members present, including the Chairman. If the votes are equally balanced, including the Chairman's vote, the Chairman will then have a casting vote.

3. The decision of the Chairman on any question relating to conduct of business shall be binding on the members.

4. Any member may propose an amendment to the original motion after it has been seconded. The amendments may be several in number but none shall be taken up at the meetings unless it is seconded by some other member. If all amendments are rejected, vote shall be taken on the original motion.

5. No motion or amendment can be withdrawn without the Chairman's permission.

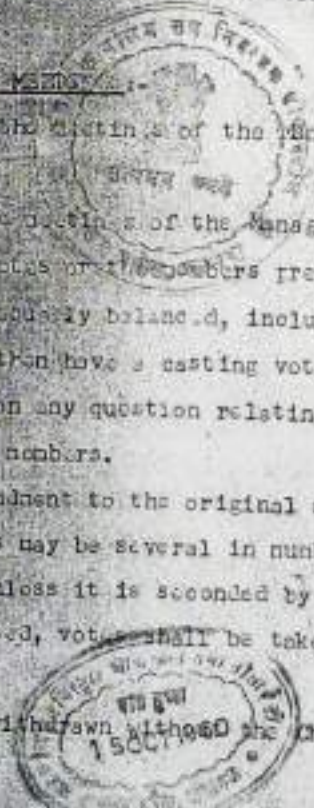
6. The proceedings of every meeting will be duly entered in a book under the signature of the Secretary and the Chairman.

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T.R. Sharma

2. S. A. Bhatnagar

3. [Signature]



15/01/50  
SECRETARY

The Managing Committee at the first instance shall have the following Sub-Committee:

I. Staff Selection Committee - The constitution of the Staff Selection Committee is as under:-

- (i) Sri M.S. Dasg., I.A.S., Director of Industries or his representative not below the rank of Jt. Director. CHAIRMAN
- (ii) Sri T.C. Ajmani, Jt. Educational Advisor (Tech) Ministry of Scientific Research and Cultural Affairs, Northern Regional Office, Kanpur. MEMBER
- (iii) Chief Engineer, I.I.T., or his representative, not below the rank of Superintendent Engineer. MEMBER
- (iv) Principal, M.C. Technical Institute, Raibareilly will also work as Secretary for the Sub-Committee. MEMBER/SECRETARY

NOTE:- In addition to the above members in the staff selection committee an expert from the panel approved by the Northern Regional Committee will also be associated for the selection of teaching staff.

1. No meeting of the Staff selection/for selection of teaching staff shall be held in the absence of the expert from the panel approved by the Northern Regional Committee.

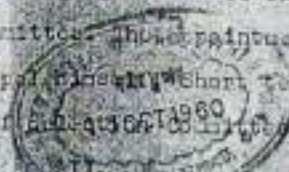
2. The members of the staff of the Institute shall be grouped as under:-

- GROUP I: Teaching/Instructional staff (Lecturer and above, Demonstrator and Instructors etc.)
- GROUP II: Non-Teaching staff (Workshop, Laboratories and Ministerial staff).
- GROUP III: Other staff (Not included in any of the above).

3. The qualification of the staff members shall be as prescribed by the Managing Committee in conformity with the minimum qualifications laid down by the Northern Regional Committee.

4. Selection and appointment of Principal shall be made by the Managing Committee and not by Staff selection Committee.

5. Appointment for the posts in group No. I and II excluding the Principal shall be made by the Managing Committee on the recommendation of the staff selection committee. The appointment for group No. III shall be made by the Principal. Short term appointment pending final selection by Staff Selection Committee may be made by the Chairman in case of group I and II.



H. R. Sharma

T. A. Akbar

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6. Promotion, increments of efficiency and including punishment, dismissal etc. to the staff shall be decided by the appointing authority as mentioned above.

7. A notice of the meeting of Staff Selection Committee shall be given by the Secretary ten days in advance together with a synopsis of the qualifications of the applicants. The Secretary of the staff selection committee (Principal) shall in consultation with the Chairman of the Staff Selection Committee make a preliminary selection of the persons to be interviewed. This should be sent along with the synopsis to the other members of the staff selection committee. Ordinarily four persons shall be selected by the Principal for interview for each post to which one or two names may be added by the members of the Staff Selection Committee, if they so desire. Additional names for the interview by any member of the Staff Selection Committee should be intimated to the Secretary (Principal) within 4 days of the receipt of synopsis and the names selected for interview.

8. The minutes of the staff selection committee meeting shall be reported at the next meeting of the Managing Committee. All decisions of the Staff Selection Committee shall be implemented by the Secretary (Principal).

9. Quorum for the staff selection committee shall be three including the exist.

## II. BUILDING SUB-COMMITTEE:-

1. The constitution of the sub-Committee for construction of buildings is as under:-

- |  |                                     |
|--|-------------------------------------|
| (i) Director of Industries or his representative now below the rank of J. Director.              | <u>PRESIDENT.</u>                   |
| (ii) Chief Engineer, F.W.D. or his representative not below the rank of Superintending Engineer. | <u>MEMBER</u>                       |
| (iii) Principal of M.O.T. Institute, Intergal will also work as Secretary of the Sub-Committee.  | <u>MEMBER/</u><br><u>SECRETARY.</u> |

2. The plans and estimates of the buildings shall be prepared by the Principal in accordance with the standard prescribed by the Northern Regional Committee and approved by State F.W.D.

3. Tenders shall be invited by the Principal for the work (in whole or part) from approved contractors.

*J. R. Sharma*

2. *A. Bha* 3.

Tenders shall be scrutinized and accepted as under:-

- (i) Upto Rs. 2000/- by the Principal in consultation with the President of the Sub-Committee.
- (ii) Above Rs. 2000/- by sub-Committee.

The Principal shall place before the Sub-Committee the received tenders in case of work costing more than Rs. 2000/-.

- 5. A notice of the Building Sub-Committee shall be submitted by the Secretary (Principal) one week in advance.
- 6. The building Sub-Committee shall accept any tender by a resolution and authorise the Principal to take necessary steps for the construction of work.
- 7. Payment will be made by Principal on receipt of necessary bills after proper scrutiny and verification by persons in charge of the construction work. The payment should be made by cheque and should be countersigned by the Treasurer of the Institute. The accounts shall be placed before the President every month.
- 8. A report regarding the work construction shall be placed before the next meeting of the Managing Committee.
- 9. The minutes of the Sub-Committee meeting shall be reported at the next meeting of the Managing Committee.

NOTE:- The suggestion of constituting the above Building Sub-Committee has been made on the presumption that the Institute is a purely private (Government aided) one like I.M.V. Technical Institute, Mysuru. This Institute is, however, a Govt. sponsored one and the Buildings upto now have been constructed by the State I.M.D. In case the State I.M.D. has no objection the further construction work may also be executed by the same department. However in this case also the plan and the expenditure involved will be approved by the Managing Committee. There will be no necessity of constituting the above Building Sub-Committee.

The constructions at the Institute will be done by State I.M.D. The Building Sub-Committee therefore is not required to be constituted at present. These rules will be followed if the constructions are done by the Institute at any future date.

III. EQUIPMENT PURCHASES SUB-COMMITTEE:-

1. The constitution of the Sub-Committee will be as under:-

- (i) Sri M.S. Dess, Director of Industries or his representative not below the rank of Jt. Director. PRESIDENT
- (ii) Principal of the Institute. MEMBER  
SECRETARY.

The Principal shall prepare a list of equipment and their estimate and call for quotation. The quotations for the equipment shall be scrutinized and accepted as under:-

- (a) Upto Rs. 2000/- by the Principal.
- (b) Above Rs. 2000/- by the sub-Committee.



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*I. N. Sharma*

*S. S. ...*

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commendations.

2. One week before the Sub-Committee shall advise the Principal in the matter.

3. The minutes reported to the

4. Any legal opinion of the Institute shall be

1. T. K. ...
2. S. A. ... - 12
3. ...

and quotations received.  
Rs. 2000/- with full details  
shall be given by the Secret  
The Sub-Committee shall  
purchase of equipment and author  
orders and take all necessary  
The Sub-Committee meeting shall  
Committee in the next meeting



Institute  
by the Institute or on the  
of the Chairman.

सत्य प्रतिष्ठिति  
21/10/60  
काई सीआरएच एच सिटी  
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*(Signature)*  
जय प्रियदर्शन  
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