

(I) Power- duties and Function of the Committee of Management:

Powers - duties and function of the committee of management shall be as under:-

- 1) To manage the affairs of the institutions run by Swarn Prabha Public Welfare Society.
- 2) to adopt the annual progress report of the institution embodying the balance sheet of the past years presented by Manager.
- 3) To consider and pass the budget for each year presented by the Manager.
- 4) To control and manage all money securities, property and endowments of the institution and taking necessary measures for safe custody, investment, repairs, maintenance and legal protection.
- 5) To ensure proper utilization of maintenance and developments grants & reimbursement received from the Government.
- 6) To receive all income, subscription and donations gifts dividends, interest, grants etc for the institution and to meet financial obligation arising out of its duties and function.

10. Power duties and functions of the office bearers:

The powers and duties of the office bearers shall be as under:-

(a) PRESIDENT:

- i) To preside at the meeting of committee.
- ii) To work on the line with the consultation of the manager which shall be beneficial in the interest of the institution.

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- iii) To cast a deciding vote at the time of election of the managements.

(B) VICE PRESIDENT:

- i) To preside all the meetings in the absence of the President.
- ii) To work all which shall be deligated by the committee of management in writing.

(C) SECRETARY/MANAGER:

- i) To receive all grants, contributions, donations and subscription for the society and to issue proper receipt for them.
- ii) To arrange subject to the directions of the committee of the same, custody and investment of all the properties and moneys of the society. He shall be responsible also for the management and administration of such property and money.
- iii) To administer and control the finance of the institution within the provisions, made in the subject to the rules terms and conditions of sanction.
- iv) To sanction payment of salaries, increments and dues to the employees of the institution and to sanction payment for other services and materials etc.
- v) To sign all the agreements relating to the institution and deed of transfer, contract and other documents relating to the immovable property of the institutions.

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- vi) To prepare the annual budget proposal and to submit those to the committee.
- vii) To present the committee and institution in cases relating to the legal proceedings and to sign and verify pleadings their behalf in such proceedings and cases.
- viii) To fix the date for meeting of the committee and to send written notice and agenda thereof under the service of posting and maintain the minutes book of the committee of managements.
- ix) To incur expenditure upto the maximum of Rs. 10,000.00 over and above the subject to the anticipation of the sanction of the committee.
- x) To act as chief executive agency of the committee for implementation of the decision taken by it.
- ix) To act as the normal channel of correspondence between the committee on one hand and the institution staff through the Head of the Institution the department of education and board on the other hand.
- xii) to call the meeting of management and to fix date and to cancel in special circumstances as the case may be.
- xiii) To nominate the person for next secretary-cum-manager for the society and committee of management.

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- xiv) To check the accounts of the institution and direct for their proper accountability to the management.
- xv) To operate all the accounts of institution and committee of management.
- xvi) To grant and terminate the membership.
- xvii) To control the management, he may appoint the 'Auditor' legal adviser and administrators.

Power of Joint Secretary:

To assist the secretary and Manager in discharge of his duties and to act on his behalf in the matter specially delegated to him in special period.

11) Modification in the rules and byelaws:

Modification in the rules and the byelaws will be carried out by the general body of the society having 3/4th. (Three fourth) majority of its members.

12) Accounts of the Society:

Accounts of the society will be kept in a nationalised bank and that will be operated by the Manager/Secretary of the Society.

13. Audit of the Accounts:

The manager/secretary shall appoint an auditor to audit of the accounts annually, the Auditor will present his audit report to the Manager and he shall put up the same to and before the General Body in annual meeting.

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14. Documents of The Society:

In documents of society, one membership register, minute book, stock registers and cash book will be the main documents. They will be kept in the custody of secretary/Manager of the society.

15. Disolution of the Society:

The disolution of the society will be in accordance with section 13 and 14 of the society registration act 1860.

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