



ਸ਼ਾਹ ਦਾ ਪਤਾ :
'ਸ਼੍ਰੋਮਣੀ'

ੴ ਸਾਹਿਬਗੁਰੂ ਜੀ ਕੀ ਫਤਹ ॥

੨੪੧/੧੨-੮੧/੧੦੦੦੦

ਟੈਲੀਫੋਨ ਨੰ:
੪੩੪੩੧
੪੩੩੫੫



ਦਫ਼ਤਰ-ਸ਼੍ਰੋਮਣੀ ਗੁਰਦੁਆਰਾ ਪ੍ਰਬੰਧਕ ਕਮੇਟੀ,

Shiromani Gurdwara Parbandhak Committee, Amritsar.

ਤੇਜਾ ਸਿੰਘ ਸਮੁੰਦਰੀ ਹਾਲ,

ਨੰਬਰ 20861 / 176

ਸ੍ਰੀ ਅੰਮ੍ਰਿਤਸਰ, 1.6. 29-5-82

ਸ੍ਰ: ਜਗਜੀਤੀ ਸਿੰਘ ਜੀ ~~ਮੇਠੀ~~ ਪਿੰਜੀਪਲ,
ਗੁਰੂ ਨਾਨਕ ਖਾਲਸਾ ਕਾਲਜ,
ਕਿੰਗਜ਼ ਸਰਕਲ, ਮਾਊਂਟਗਾ,
ਬੰਬਈ - 19

Regd. A.O.

ਪ੍ਰਯੋਜਨ: ਕਾਲਜ ਦੀ ਕਾਨਸਟੀਊਸ਼ਨ

(ਗੁਰੂ ਨਾਨਕ ਖਾਲਸਾ ਕਾਲਜ, ਬੰਬਈ)

ਸ੍ਰੀ ਮਾਠ ਜੀ,

ਆਪਦਾ ਧਿਆਨ ਇਸ ਦਫ਼ਤਰ ਦੀ ਪੱਤਰਕਾ ਨੰਬਰ

25242, ਮਿਤੀ 24-2-82 ਵੱਲ ਦੁਆਇਆ ਜਾਂਦਾ ਹੈ। ਆਪ ਦੀ ਪੱਤਰਕਾ
ਨੰ: 1376/1-ਏ, ਮਿਤੀ 7-12-81 ਰਾਹੀਂ ਪੁੱਜੀ ਮੰਗ ਅਨੁਸਾਰ ਗੁਰੂ ਨਾਨਕ
ਖਾਲਸਾ ਕਾਲਜ, ਬੰਬਈ ਦੀ ਕਾਨਸਟੀਊਸ਼ਨ ਦੀ ਇਕ ਟਾਈਪ ਸ਼ੁਦਾ ਕਾਪੀ
ਆਪ ਪਾਸ ਇਸ ਪੱਤਰਕਾ ਨਾਲ ਗਿਆਤ ਤੇ ਲੋੜੀਂਦੀ ਕਾਰਵਾਈ ਲਈ ਭੇਜੀ
ਜਾਂਦੀ ਹੈ।

ਸੁਭਚਿੰਤਕ,

ਇਬਨ, ਸਿੰਘ

ਸੁਪਰਵਾਈਜਰ ਟਰਸਟ,

ਵਾਸਤੇ ਸਕੱਤਰ,

ਸ਼੍ਰੋਮਣੀ ਗੁਰਦੁਆਰਾ ਪ੍ਰਬੰਧਕ ਕਮੇਟੀ।

ਨਾਂਬਰ: ਕਾਲਜ ਕਾਨਸਟੀਊਸ਼ਨ ਵਰਕੇ 6

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*New constitution
Jan 13/4/1969*

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The Shiromani Gurdwara Parbandhak Committee,
Teja Singh Samundri Hall,
Amritsar.

Copy of Resolution No. 115 passed by the Education Committee of the Shiromani Gurdwara Parbandhak Committee, Amritsar in its meeting held on 22.3.1969.

"The new Constitution for the Guru Nanak Khalsa College, Matunga, Bombay-19 was considered and unanimously resolved that it be passed as below and put with force from the 13th of April, 1969.

Further resolved that the present Local Adhoc Committee shall work as only a care-taker body till the new Local Adhoc Committee is duly constituted and thereafter shall stand dissolved automatically.

THE CONSTITUTION

1. Objects: The main purposes for which this constitution is redrafted are:-
 - a. To manage the Guru Nanak Khalsa College, Bombay.
 - b. To provide facilities for education and with this end in view to maintain and manage the Guru Nanak Khalsa College Bombay.
 - c. To provide facilities and make special arrangements for the poor, backward and deserving students for prosecution of their studies.
 - d. To provide financial assistance by grants and scholarships to poor, needy and deserving students.
 - e. To provide information to people for the said purpose and to seek their help, co-operation and assistance in the discharge of these functions.
2. The new constitution provides for:-
 - a. The Governing Body
 - b. The Local Managing Committee
3. Governing Body

The Executive Committee of the Shiromani Gurdwara Parbandhak Committee, Amritsar shall continue to be the Governing Body of the college with its President as Chief Executive Head.

DUTIES, POWERS AND LIABILITIES

- I. It shall run the Guru Nanak Khalsa College, Bombay and shall fund and run other educational institutions at such places as it considers proper.
- II. All the properties of the College shall vest in the Governing Body of the College, which shall have full control over the College Finances.
- III. It shall collect funds, acquire lands, buildings and other properties for the purposes of education.

- IV. It shall incur all expenses in connection with and spend funds for the purpose of education.
- V. It shall have all the powers, duties liabilities assigned to the Executive Committee of the Shiromani Gurdwara Parbandhak Committee, Amritsar.
- VI. It shall appoint a Local Managing Committee to manage and control the affairs of Khalsa College, Bombay. This Local Managing Committee shall have the powers, functions and duties expressly given to it under this constitution.
- VII. The Governing Body may delegate any of its powers, functions, and duties to the Local Managing Committee except the following which are expressly reserved for the Governing Body.
- a. Appointment, dismissal, removal, suspension of and imposition of any other penalties on the Principal of the College,
 - b. Framing of rules and regulations.
 - c. Sanctioning of budgets.
 - d. Appointment of Auditors
 - e. Appointment of the Local Managing Committee,
 - f. Framing of service and conduct rules.
- VIII. It may appoint all teaching, clerical or any other staff or junior employees and may suspend, remove dismiss or impose penalties on such staff in accordance with the service and conduct rules as framed by it, but when the Local Managing Committee has been appointed under provision of this constitution the Governing Body may delegate these powers to the Local Managing Committee except the powers of appointment, suspension, removal or dismissal of the Principal, which shall in all cases vest in it.

LOCAL MANAGING COMMITTEE, ITS POWERS AND DUTIES

- I. The Governing Body shall appoint a Local Managing Committee consisting of eleven members including the Principal to manage the Guru Nanak Khalsa College, Bombay, ordinarily for a term of 5 years. Changes in the constitution of the S.G.P.C. Executive Committee, shall not in any manner whatsoever effect the term of the Local Managing Committee.
- II. Principal shall be Secretary of the Local Managing Committee.
- III. The Local Managing Committee shall exercise such duties as are designed to it under this constitution and those that are delegated to it by the Governing Body from time to time.
- IV. The Local Managing Committee ~~shall~~ may appoint Sub Committees consisting of its own members, or employees of the College for the specific performance of such duties as are assigned to the sub-committee and those sub committees shall be answerable to and be subordinate to the Local Managing Committee.
- V. The Local Managing Committee thus constituted shall submit to the Governing Body each year at such time as may be prescribed by the Rules, the following:
- a. The Annual Budget

- b. Any supplementary Budget
 - c. A statement of income and expenditure
 - d. Annual Report on the work of the college.
 - e. Balance sheet.
 - f. Audit Report.
 - g. The monthly statement of income and expenditure and bank reconciliation statement.
- VI. After the annual budget has been sanctioned, the Governing Body shall arrange to transfer from time to time as needed such sums to the credit of the Local Managing Committee as and when required to meet the sanctioned expenditure provided in the budget.
- VII. All the income of fees, grants and other sources; except the boys fund collected by the Principal for extra curricular and sports activities or other funds and monies collected by the Principal in accordance with the decisions of the University from time to time shall be credited to the Governing Body.
- VIII. Subject to the approval of the Governing Body the Local Managing Committee shall as delegated by the Governing Body recruit all staff except the Principal. The subordinate staff drawing a basic salary of Rs. 100.00 or below per month shall be recruited by the Principal as mentioned here-after in this constitution. The Local Managing Committee shall have the powers to confirm, suspend, remove, dismiss, demote or otherwise punish all such employees and to grant privilege leave, according to leave rules.
- IX. The Local Managing Committee shall control and sanction all expenses provided in the budget and no such expenses shall be incurred without the proper sanction of the Local Managing Committee provided the Principal shall have the power to sanction and incur expenditure not exceeding Rs. 500.00 on any single item.
- All meetings of the Local Managing Committee shall be presided over by the Chairman nominated by the Governing Body and the Principal shall record the decisions as Secretary of the Local Managing Committee. In the absence of the Chairman any member of the Local Managing Committee may be requested to preside over the deliberations of any meeting duly convened under the rules by a majority of members present. 40% of the number of members of the Managing Committee present shall form the quorum for the meeting, excluding the Secretary.
- XI. Subject to the approval of Governing Body, the Local Managing Committee shall frame rules on the recommendations of the Principal for the internal administration of the College, but the Principal alone shall be responsible for the internal administration of the College. He shall submit a confidential report on the work and conduct of all employees to the Local Managing Committee.
- XII. The office of the member of the Local Managing Committee other than the Principal, shall become vacant by his:-
- a. Death
 - b. Resignation
 - c. Insanity or insolvency
 - d. Conviction by a court on a charge involving moral turpitude or criminal breach of trust
 - e. Removal by the Governing Body by a majority decision
 - f. On expiry of five years from the date of his appointment.

A vacancy thus caused shall be filled by the Governing Body provided that a member appointed in mid-term shall retire at the time at which the member in whose place he was appointed would have retired.

XII A. Local Body will be consulted before disciplinary action is taken against the Principal.

XIII. Any contravention of the provisions of this Constitution by the Local Managing Committee or its members shall be deemed to be a misuse of power.

XIV. The Principal shall be an ex-officio member and secretary of the Local Managing Committee. The Committee shall have at least 50 per cent independent educationalists other than the Principal among its members and the names of the members of the said committee shall be submitted to the syndicate.

XV. The Principal and the members of the Local Managing Committee will be liable to the Governing Council for any unsanctioned expenditure or loss of the College, resultant from their omission or commission.

5. FUNDS:

Khalsa College funds shall be kept in a bank or banks approved by the Governing Body. The Governing Body shall maintain a list of such approved banks and shall direct the Local Managing Committee to open accounts with these Banks only.

I. The Governing Body shall draw at least a sum of Rs. 50,000.00 annually from the funds of Guru Nanak Khalsa College, Bombay as rental on investments.

II. All income of the Khalsa College shall first be credited to the accounts of the Governing Body with its bankers and all withdrawals shall be made by cheques. This account shall be known as the Khalsa College account and shall have no other charges on it excepting the amount of Rs. 50,000.00 specified in clause I.

III. All accounts of the College shall be operated upon jointly by the President or Senior Vice President along with the Secretary of the S.G.P.C. (Governing Body)

IV. The Governing Body shall place to the credit of the Local Managing Committee a sum of Rs. One Lac in an approved Local Bank and on receipt of intimation of expenditure (with details) the Governing Body shall recoup these funds so as to make up the sum of Rs. One Lac available to the Local Managing Committee at all times.

V. All accounts of the Local Managing Committee appointed by the Governing Body shall be operated upon under the joint signatures of the Chairman and Secretary (Principal) of the Local Managing Committee.

VI. The cashier shall not retain with him any cash above the amount sanctioned by the Local Managing Committee.

6. The Principal.

I. The Principal of the Khalsa College, Bombay shall be Secretary, of the Local Managing Committee.

II. The Principal shall exercise full control over the internal affairs of the College and shall:

a. Arrange to collect fees, fines and other dues from the students.

- b. allocate duties to all employees of the College.
- c. supervise and control the work of the employees
- d. be responsible for admissions, promotions, detention expulsion, suspension and punishment of all students, and maintenance of discipline in the College.
- e. appoint, promote, remove, punish and confirm all employees whose basic salary does not exceed Rs. 100/- per month.
- f. award all scholarships, stipends and fee concessions to students.
- g. exercise full and unfettered control over the amalgamated funds collected for sports and other extra curricular activities.
- h. sanction all expenditure not exceeding Rs. 500-00 on any single item.
- i. grant casual leave to all employees according to leave rules
- j. make confidential reports on the work and conduct of all employees.
- k. maintain all the accounts of the College.
- l. arrange all functions and shall be ex-officio president, of all societies and clubs of the College.

7. AUDIT:

- I. The Governing Body and the Local Managing Committee shall keep or cause to be kept regular accounts of money and other property in stock. All such accounts shall be audited annually by some chartered Accountant (Auditors) appointed by the Governing Body.
- II. The balance sheet and the audit reports shall be duly published for the information of the public.
- 8.I. Governing Body shall make rules and bye laws, not inconsistent with this constitution to carry out the purposes of the Governing body and to regulate its own proceedings and conduct of business of the Local Managing Committee.
- II. Without prejudice to the generalities of the foregoing powers ~~to~~ the Governing Body shall make rules:-
 - a. prescribing the duties and powers of the Governing Body and the Local Managing Committee.
 - b. prescribe procedure for appointment, confirmation, suspension, removal, punishment of all employees and entering into contract of service with them.
 - c. prescribing forms of statements required by it.
 - d. prescribing powers and duties of the Local Managing Committee and Sub Committees.
 - e. prescribing the procedure and method of summoning and holding of meeting of the Local Managing Committee and maintenance of its record.
 - f. prescribing its procedure for nomination for members of the Local Managing Committee.

- III. The Governing Body and members of the Local Managing Committee shall have only one vote but in case of a tie the Chairman of the meeting may exercise an additional vote as a casting vote.
- IV. The President and the Secretary of the S.G.P.C. shall act for and on behalf of its in all suits and other proceedings in the name of the Guru Nanak Khalsa College, Bombay until and unless the Governing Body by a resolution provides otherwise.
- V. Alteration or amendment in any of the provisions of this Constitution shall be made only with the previous permission of the University by majority vote of all the members of the Governing Body present at the meeting specially called for the purpose, after a clear notice of 7 days.

Certified that above is the true copy of the Resolution contained in the MINUTE BOOK of the Shiromani Gurdwara Parbandhak Committee, Amritsar which is in its custody.

Sd/-

Harbhajan Singh

offig Secretary,
Shiromani Gurdwara Parbandhak Committee,
Amritsar.

SHW

K.S.

ਨਕਲ ਮੁਤਾਬਕ ਅਸਲ ਹੈ
Harbhajan Singh
ਹੈਡ ਕਲਰਕ,
ਸ੍ਰੀ ਮਾਤੀ ਗੁ: ਪ੍ਰ: ਕਮੇਟੀ,
ਸ੍ਰੀ ਅੰਮ੍ਰਿਤਸਰ