

Shri Swami Vivekanand Shikshan Sanstha, Kolhapur.

CONSTITUTION

1. **Title:** The Society shall be named as **Shri Swami Vivekanand Shikshan Sanstha, Kolhapur.**
2. **Office:** The Head of the Society shall be at Kolhapur.
3. **Aims and objectives:** The aims, objectives and policy of the society shall be as following:-
 - a) To bring about a social change in common man's life through spread of education.
 - b) To inculcate the basic beliefs in the life, truth, honesty, character, love, social service, sacrifice and to do away with exploitation, being the aim of our education system.
 - c) To provide primary, secondary and higher education in Arts, Science , Commerce ,Agriculture, Social Sciences ,Technical ,Medical , Law, Education, Physical education effecting cultural growth of the society at large.
 - d) To produce model and devoted social workers whose aptitude is desire to bring about social development.
 - e) The Society lays emphasis on the purity of through, action and word.
 - f) There shall be no discrimination on grounds of caste, creed, religion or color in the society and in all its branches.
 - g) The Society shall keep itself aloof from politics.
 - h) Following as a model of the ancient Gurukul System, teachers-cum-workers shall act as model educators and thereby give rise to new education system, which will lay stress on sacrifice, honesty, truth, equality and brotherhood.
 - i) Life workers shall be those who have dedicated themselves to the ideal of the society.
 - j) Benefactor members shall be those who have contributed not less than Rs.10001/-(Ten thousand one only)in lump sum as per recommendations of life workers body and the approval of the managing committee.
 - k) Patron members shall be those who have contributed not less than Rs.5001/- (Rs. Five thousand one only) in lump sum as per recommendations of life workers body and the approval of the managing committee.
 - l) Fellow members shall be those who have contributed minimum Rs.2501/- (Rs.Two thousand Five hundred one only)in lump sum as per recommendations of life workers body and the approval of the managing committee.
 - m) Life members shall be those who have contributed minimum Rs.1001/- (Rs.One thousand one only) to the society in lump sum subject to the approval of the managing body.

- n) Members class –I shall be those who contributed Rs.501/-(Rs.Five hundred one only) annually in lump sum to the society as per recommendations of life workers committee and the approval of the managing body.
- o) Members class –II shall be those who contributed Rs.251/-(Rs.Two hundred fifty one only) annually in lump sum to the society as per recommendations of life workers committee and the approval of the managing body.
- p) Members class –III shall be those who contributed Rs.101/-(Rs.One hundred one only) annually in lump sum to the society as per recommendations of life workers committee and the approval of the managing committee.
- q) Ordinary members shall be those who contribute Rs.51(Rs.Fifty one only) annually as per the recommendations of life workers body and the approval of the managing committee.
- r) Well wishers of the society shall be those who contribute Rs.11/-(Rs.Eleven only) or more to the society in lump sum at any time.

SPECIAL INSTRUCTIONS:

1. Benefactor, fellow, patron, life members having contributed and members class I, II, III after contributing successively for three years shall be eligible for continuous voting rights.
2. Those who are desirous of being members of the society and those who agree to the aims, objectives and policy shall become members of the General Body on payment of membership fee.
3. Membership of class I ,II and III members and General members not attending the General body to enroll as new members after contributing anew.
4. The persons residing in the places or surrounding there of where there are branches of the society shall be given preference for being members.
5. The name of those desirous of becoming members shall be placed before the managing committee.
6. The conditions and methods for membership shall remain declared.
7. The membership shall stand cancelled for the following reasons:-
 - i. If the behavior of the member concerned being contrary to the aims and objectives of the society is brought to the notice of General Body meeting.
 - ii. If the member is declared as bankrupt.
 - iii. Due to the member's resignation or his demise.
 - iv. If the general body meeting finds the member physically and mentally unsound.
 - v. Upon conviction in criminal offence and if convicted in criminal offence involving moral turpitude.
 - vi. Behavior found against the constitution and the resolutions, rules and regulations passed by the society.
 - vii. Suspended or dismembered by the General Body meeting.

CHAPTER - I

EXECUTIVE COMMITTEES OF THE SOCIETY

The executive committees of the society shall be as follows:-

1. General Body
2. Managing Committee
3. Life Workers Committee
4. Trustee Committee
5. Divisional Committees
6. Sub Committees.

CHAPTER II

GENERAL BODY MEETING

1. The General Body Committee shall consist of the following members:-
 - i. Architect- Founder
 - ii. Founder
 - iii. Founder members
 - iv. Benefactors
 - v. Patrons
 - vi. Life Workers
 - vii. Fellow members
 - viii. Life members
 - ix. Members Class –I
 - x. Members Class –II
 - xi. Members Class –III and ordinary members.
2. The General Body meeting shall be held once in a year. It shall take place at Kolhapur. Managing Committee shall be elected for three years in this meeting. The Secretary and Joint secretary (Administration and Finance) shall be from among the Life Workers on the recommendations of Life Workers committee; the General Body shall appoint them for a period of one year. At the insistence of Life Workers Committee, the term of Secretary, Joint secretary (Administration and Finance) shall be extended subject to the approval of General Body Meeting whose decision shall be final. However, the tenure of office for secretary and Joint Secretary (Administration and Finance) shall be of three years only. The meeting shall be called by the Secretary with minimum 15 days notice in advance of the day fixed for the meeting. The members empowered with voting right shall be so intimated. Everyone present at the meeting shall cast one vote. The decision arrived at the meeting shall be final and shall not be cancelled on the pretext that one was not invited. If equal votes are cast, the President of the meeting shall have a decisive casting vote.
3. In the event of President resigning or this post falling vacant by any other reason, after 30 days time the Secretary shall call a General Body Meeting with a notice of 15 days in advance. In this meeting new President shall act as the President.
4. At the insistence of the President or half of the members having voting power, so demanding, the Secretary shall be asked within 30 days to call a meeting of the General Body to deliberate over the matters which endanger the interest of the society and other important matters. The members entitled to voting rights have to be pre intimated at least 10 days in advance.
5. The General Body meeting shall deliberate over amendments to rules and sub rules and pass them.
6. The President in such capacity shall preside over the General Body Meeting. In his absence, the Vice President shall preside. In the absence of both, the members entitled to voting right shall elect a President for this purpose.
7. 51 members entitled to voting rights shall form a quorum for the General Body meeting.
8.
 - i. To pass the proceedings of the previous meeting.
 - ii. To approve the managing committee.
 - iii. To pass the budget and approve the balance sheet.
 - iv. To pass the Annual Report.

- v. To pass the Audit Report.
 - vi. To approve election of the Trustee Committee.
 - vii. To approve new members as per the recommendation of the Managing Committee.
 - viii. To cancel the membership of life workers as decided by two third majority in the Managing Committee.
 - ix. To approve life workers as per the recommendations of the managing committee.
 - x. To approve amendments to the constitution and sub rules. In this regard majority shall take decisions. In the event of equal votes being cast, the President shall exercise his decisive casting vote.
9. To approve new life workers as recommended by life workers committee and Managing Committee or cancel the life membership of any one.

CHAPTER – III
MANAGING COMMITTEE

1. There shall be 21 members in the Managing Committee. The General Body meeting as per the recommendations by Life Workers committee shall elect the members.

Accordingly the Managing Committee shall consist of the following:-

1. President	:	1
2. Vice Presidents	:	2
3. Executive President	:	2
4. Secretary	:	1
5. Joint Secretary Admin	:	1
6. Joint Secretary Finance	:	1
7. From among benefactors, Patrons. fellows and life Members	:	2
8. From among Class I,II and III Ordinary Members	:	2
9. Life workers representatives	:	5
10. Principal's representative	:	1
11. From among Teachers and Professors	:	1
12. From Non-teaching staff	:	1
13. Head Master's representative	:	1
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Total -	:	21

Duration of Managing Committee shall be three years.

2. On the expiry of this term till new Managing Committee takes over, the old Managing Committee shall be in charge.
3. When the President. Vice Presidents are not in attendance. Executive President shall preside over the meeting.
4. Managing Committee shall meet at least once in two months or its meeting shall be called when necessary. The quorum for this meeting shall be seven. In the event of President, Vice President, Executive President not in attendance. The members present shall select President for the meeting and arrive at decisions by majority. In case of tie, President of the meeting shall exercise his decisive casting vote. The Secretary shall call the meeting with the Executive President's consent with a notice to members at least 7 days in advance.
5. The following shall be the functions of the Managing Committee :-
 - i) To prepare the consolidated budget of the society, Balance sheet and place them before the General Body Meeting for its approval.

- ii) To prepare the society's consolidated annual reports and place them before the General Body Meeting for approval.
 - iii) To comply with the audit report of the society's auditors and place the same for the approval of the General Body Meeting.
 - iv) To approve the functions, as recommended by the Life Workers Committee.
 - v) To approve the members, as recommended by the Life Workers Committee.
 - vi) To approve the new Life Workers recommended by the Life Workers Committee by two thirds majority and recommend the same to the General Body.
 - vii) To approve the dismembership of life workers and recommend the General Body Meeting.
 - viii) To chalk out the expansion programmes of the society.
 - ix) To appoint Chartered Accountant to go into the accounts of the Society and fix his remuneration.
 - x) To approve the sub committees.
 - xi) To deliberate on casual and permanent and other donations after considering educational and financial aspects.
 - xii) To prepare rules and regulations for working and implementation thereof in consultation with the Life Workers Committee.
 - xiii) As per the directions of Life Workers Committee to go into the conduct of life workers and place the report before the Managing Committee Meeting.
 - xiv) The Secretary, Joint Secretary (Administration and Finance) losing the confidence of Life Workers Committee by two-third majority shall cease to remain on these posts. Till General Body meeting, the managing committee shall make alterative arrangement as recommendations of the Workers Committee.
6. There shall be Secretary, Joint Secretary (Administration) and Joint Secretary (Finance) in the society. They shall be from among the Life Workers and recommended by Life Workers Committee.
 7. There shall be clear rules regarding appointment, transfer, promotion and disciplinary action. They shall be applicable, to all. For this, the Managing Committee shall appoint a five members committee. There shall be a representative of teaching and non-teaching staff on the Managing Committee, a Joint Secretary, two members of the Managing Committee and a Secretary. Regarding transfer, promotion and other related things the recommendations of the heads of branches shall be taken into account. Against this decision an appeal can be lodged before the Managing Committee.
 8. To arrange inspection of branches from time to time and take action in consultation with the Life Workers Committee.
 9. To fix fee rates to be charged in various branches as per the recommendation of life workers committee and other employees.

10. To enter into contract for building purposes and purchase material. To effect change in the contract or canceling the same, or implementing the contract. If necessary to enter into a contract for purchase of land for the branches of cancelling the said contract.
11. As per the recommendations of Life Workers Committee to think over the schemes such as life insurance, provident fund, gratuity in the interest of employees and accord sanction to them and to frame rules for such schemes.
12. In the interest of the society, to initiate all legal action required as per the recommendations of Life Workers Committee
13. To approve deserving members, life members, fellows, patrons and benefactor members.
14. To manage the society's funds and other property in consultation with the life workers committee.
15. To raise funds in consultation with the recommendations of the Life Workers Committee
16. To execute the powers vested by government from time to time.
17. To open new branches, to allow others to manage the existing branches, to effect change in the names of the branches and to accord sanction to new branches transferred to the society.

SPECIAL SUGGESTIONS:-

1. The Managing Committee shall be responsible for all financial matters and other affairs of the society.
2. Details of the duties of the Presidents, Vice President, Executive President, Secretary and Joint Secretary.

PRESIDENT :

1. The President shall be the Chief office bearer of Shri Swami Vivekanand Shikshan Sanstha.
2. He shall conduct and control the General Body meeting and Managing Committee meetings.
3. He shall resolve all issues undecided in different committees, sub committees and councils.
4. In the absence of the President, the Vice-President shall control the meetings.
5. To supervise the implementation of the resolutions passed in the General Body meeting.

VICE PRESIDENT:-

He shall attend all the functions of the President in the event of his absence.

EXECUTIVE PRESIDENT:-

1. To collect donations for the society.
2. To impress upon the public and the employees the aims and objectives of the society.
3. As per the constitution of the society he shall preside over different meetings and exercise control over them.
4. To look after the expansion of the branches of the society.
5. To supervise the movable and immovable properties.
6. To get the work done efficiently by the office bearers and branch heads.
7. To visit the branches and discuss with the well wishers and citizens in the branch areas. He shall offer proper suggestions to the branch heads regarding development.
8. To undertake educational inspection of the branches.
9. To have rapport with the employees in solving their difficulties.
10. He shall preside over the sub committees of the society.

SECRETARY:-

1. He shall look after the administration of collegiate and higher secondary sections.
2. As decided by subcommittee, subject to the approval of Life Workers Committee and Managing Committee, all correspondence regarding Appointments, transfers, promotions and reversion in the collegiate and higher secondary sections shall take place under his signature.
3. He shall get the aims and objectives of the society carried out in strict adherence.
4. He shall correspond with the Government, University and the courts.
5. He shall get the general policy implemented strictly.
6. He shall call the meetings of the General Body, Managing Committee etc. if requested by members he shall call additional meeting as per the constitution.
7. He shall act as a liaison between the Executive President and Joint Secretary.
8. He shall attend all the records pertaining to the movable and immovable properties.
9. To implement the decisions of different committees within their jurisdiction.
10. He shall visit the branches and offer suggestions to Joint Secretary in solving their difficulties.
11. He shall consult the Joint Secretary and Executive President and implement the decisions collectively arrived at.
12. To enhance the educational standard he shall get various schemes implemented in the society.
13. He shall under take implementation of the work in line with the constitution.
14. He shall supervise the financial matters of the society.
15. The Secretary shall devote himself full time to the society's work.
16. He shall look after the agricultural lands of the society and work for the growth of production. He shall suggest plans for the same.

17. He shall keep all the documents regarding agricultural lands and buildings up-to-date.
18. The responsibility regarding transfer, promotion, reversion of the office staff shall lie with him. He shall be responsible for their confidential reports.
19. The Executive President, Secretary and Finance Secretary, shall jointly withdraw amount from the bank for the expense of the branches of the society.
20. He shall prepare annual report of the society.
21. With the previous permission of the Executive President, he shall go on leave or undertake tour programme.
22. He shall maintain confidential reports of the college heads.

JOINT SECRETARY (ADMINISTRATION):-

1. Full administrative responsibility of High Schools., Training Institutes, Technical Schools, Agricultural Schools and Hostels shall be entrusted to the Joint Secretary.
2. He shall get executed the aims and objectives of the society,
3. As decided by the subcommittee orders and correspondence in respect of appointments, promotions, transfers and other important decisions shall be carried out under his signature.
4. He shall look into the difficulties and grievances of high schools.
5. He shall implement the decisions taken by different sub committees.
6. He shall maintain confidential reports of office staff under his section.
7. He shall make entries in the service registers of heads of high schools and training institutes and maintain their confidential reports.
8. He shall place before the house the reports received from the divisional heads.
9. He shall implement the decisions in consultation with the executive president and the secretary.
10. He shall go on leave or undertake tours with the prior permission of the executive president.
11. He shall follow the orders of the Executive President and Secretary.

JOINT SECRETARY (FINANCE) :-

1. He shall be solely responsible for the financial matters of the society.
2. He shall get the aims and objectives of the society strictly implemented.
3. He shall prepare the annual budget of the society.
4. He shall go into the accounts of the branches and offer suggestions regarding shortcomings.
5. He shall get the internal audit of the branches done twice in a year.
6. He shall provide financial assistance for extension of buildings in consultation with the subcommittee.

7. He shall maintain confidential reports of the employees of the account section.
8. He shall maintain separate account of the examination section.
9. He shall exercise control over examinations and store department.
10. He shall get the society and the branches audited by Chartered Accountants.
11. The Executive President, Joint Secretary (Finance) shall be authorized to withdraw cash from the bank jointly.
12. He shall go on leave or undertake tours with the prior permissions of the Executive President.
13. He shall follow the orders of the Executive President and Secretary.

Chapter- IV

LIFE WORKERS COMMITTEE

1. Those who wish to work life long in the interest of the society's aims and objectives, such members constitute the Life Workers Committee.
2. The President and Secretary of this committee will be elected from among the life workers for three years.
3. The committee will meet once in two months or more, if required. One third members of the committee will form a quorum. In the event of President not attending, Executive President shall be chosen for among them. Majority will take the decision. The President of the meeting will have casting vote.
4. Life Workers Committee will prepare sub rules for its working and execution of its duties for which the approval of the General Body Meeting will be taken.
5.
 - i. Life Workers Committee shall forward the application of would be members by two-third majority of the Managing Committee.
 - ii. Life Workers Committee shall be responsible for the execution of the decision of the Managing Committee regarding the working of the society.
 - iii. To recommend to the Managing Committee the selection of two Joint Secretaries from among the life workers.
 - iv. To prepare the consolidated annual budget and balance sheet of the society and submit the same for approval of the Managing Committee for approval.
 - v. To prepare the consolidated annual report of the society and place the same before the Managing Committee for approval.
 - vi. To scrutinize the membership applications submitted with required contribution and submit such applications with recommendations to the Managing Committee.
 - vii. To scrutinize new applications recommended such application by two-third majority for approval of the Managing Committee.
 - viii. Dismembership of life workers has to be passed by two-third majority such proposals will be sent for the approval of the Managing Committee with proper recommendations.
 - ix. To prepare expansion programme of the society.
 - x. To consider the suggestions offered by casual, permanent and other donors for educational purposes.
 - xi. To chalk out the working of the Life Working Committee and prepare rules for the implementation of the programme.
 - xii. To enquire into the contacts of the life workers at the instance of life workers committee and submit the report to the managing committee.
 - xiii. To recommend to the managing committee opening of the new branches, to allow others to manage some of them or renaming them or to take new branches for management.
 - xiv. To forward the recommendations of sub committees for approval of the Managing Committee.
 - xv. For the convenience of the society they will undertake formation of committee and this proposal will be sent for approval of the Managing Committee.

SPECIAL INSTRUCTIONS:

1. For convenience, Life Workers Committees will function division wise.
2. The total membership of life workers will be one-fifth of the branches of the society (branches means High Schools, Training Institutes or Colleges).

CHAPTER- V

TRUSTEES OF THE SOCIETY

1. The General Body Meeting shall elect 5(five) trustees. Their duration shall be three years. Trustee Committee will consist of the following:-
 - a) Executive President, Secretary, Joint Secretary (finance) (All three ex-officio)
 - b) Appointment of two from among the founder members.
 - c) The Trustee Committee shall meet once in three months. If necessary this meeting may be convened anytime.

FUNCTIONS OF THE TRUSTEE COMMITTEE:-

1. To look after the movable and immovable properties of the society.
2. Dead stock and property record to be maintained up-to date and change, if any, to be intimated to the Charity Commission in time.
3. The exhausted portion of the property and deadstock to be written off as per the recommendations of the Managing Committee.
4. With prior permissions of Charity Commissioner and with due consideration to the demand of Managing Committee permission to be granted for the property to be encumbered for raising loan.
5. To arrange for the safety of the movable property of the society.
6. To invest the resources of the society in the interest of the society with the prior permission of the Charity Commissioner.
7. The movable and immovable property, which is under the control of the Managing Committee is not to be used for political purpose or against the aims and objectives of the society. The trustees are to look after this.
8. As per Bombay Trust Act 1950, the Trustee Committee shall attend to all the requirements.
9. As per Bombay Trust Act 1950, all registers are to be maintained up-to date.

SPECIAL INSTRUCTIONS:

1. Executive President shall be presiding over the Trustee Committee. The Secretary of the society, with consent from the Executive President shall call a meeting of the trustee committee.

CHAPTER- VI

SOCIETY'S FUNDS AND PROPERTY

1. The society's funds and properties will be as follows:
 - a. All buildings, lands, property on lease, machinery and other immovable properties.
 - b. Permanent donation given for award of scholarships in the branches.
 - c. Furniture etc., machinery in technical and agriculture, schools, dead stock in the central office etc.
 - d. Books in the libraries and equipments in the laboratories in various branches.
 - e. Immovable properties for printing press.
2. Permanent funds kept by the General Body Meeting on the recommendations of Life Worker Committee.
3. Current funds:-
 - a. Annual donations received from all sections, contributions and donations.
 - b. Fees and fine collected from students.
 - c. Grant received from Govt. and local bodies.
 - d. Financial aid received from current funds from specific purpose.
 - e. Interest received from permanent deposits.
 - f. Funds received from other sources for current expenses.
 - g. Permanent deposits for awarding scholarships.
4. Donations received for a particular purpose will be utilized accordingly donors will be given income tax exemption certificate.

CHAPTER- VII

AMENDMENT TO THE RULES

1. The Life Workers Committee shall have the right to appointment sub committees for day to day administration of the society. The Life Workers Committee will receive their reports only.
2. As per the directions of Life Workers Committee and Managing Committee, changes to be affected in the rules and sub-rules, shall be placed before the General Body meeting for approval with due recommendations.
3. Amendment to the constitution, rules, and any such changes there of as passed in the General Body meeting shall take effect after the approval of the Charity Commissioner.

CHAPTER- VIII

LIFE WORKERS

1. The person free from all bad habits is liable to be selected as life worker.
2. He should champion the cause of truth, honesty, sacrifice and service. He should be a crusader against exploitation.
3. He should be pure in thought and action, upholding brotherhood and sanctity.
4. He should be ready for sacrifice having equality and brotherhood as his qualities.
5. He should be graduate of at least two disciplines from a recognized university or a diploma holder equivalent to a degree. He should have served in the society at least for ten years continuously or more. Such dedicated teachers/workers are eligible become life workers.

6. The life workers are expected to serve honestly with dedication even in remote place. They should be in lifelong service of the society even after retirement. They will be taken care of the retirement.
7. The term of a life worker expires upon retirement. On completion of service they retire as life workers. However, they continue to remain on the General Body, on the retirement. They will be given work in the society for two years.
8. The close relatives of life worker shall be exempted from the payment of fee in all the branches. Note: close relatives means the spouse, son and daughters.
9. In consultation with life Worker Committee, if found necessary, the life worker may be permitted by the society to lend his service to other society. Amount received by the life worker will be credited to the society. However, his pay scale will be protected. If he is deputed by the Life Worker Committee, the life worker will be paid a special allowance.
10. If the life worker found physically or mentally unsound, he shall be partly or fully absolved up his responsibilities as per his request. If the life worker is faced with a calamity, the society should render his financial assistance sympathetically.
11. Upon request, the life Worker Committee so decides by two-third majority and if the Managing Committee approves this resolution, the life worker shall be relieved of his responsibilities.
12. The life worker violating the rules of the society, on the recommendations of the Life Worker Committee, if so decided by the Managing Committee, such worker, leaving the society shall have to pay a fine up-to Rs. 1000/-
13. The terms and conditions for life workership are applicable to all employees.
14. The workers term should be temporary for two years. There after he may be considered for permanent membership.
15. The Life Worker Committee shall prepare list of employees who have put in ten years of continuous dedicated service. The members of this list can only apply for life workership. Such a list will be made public.
16. Life workers shall be selected by the life workers committee by two-third majority.
17. While admitting a life worker seniority shall be followed as per list mentioned in (15) above.
18. The branches where the life worker is working the results of university of board shall have to be minimum 50%. For the result below this ratio. A memo shall be issued. If he refused their memos continuously, the committee shall think over his continuance as a life worker.

CHAPTER- IX

LOCAL ADVISORY COMMITTEE FOR EVERY CENTRE

1. The Local Advisory Committee shall consist of donors, well wishers of the local branch. This shall be purely advisory committee. The committee meetings shall be held twice a year.
2. The society having its branches in the village or divisions, the local committee shall assist the Branches Heads and the employees/ workers. The school shall keep distance from local politics and difference of opinion.

CHAPTER- X

SUB COMMITTEES

The society shall have the following sub committees whose duration shall be three years:

1. Co-ordination Committee
2. Appointment Committee
3. Transfer and Promotion Committee
4. Justice and disciplinary action committee
5. Material purchase committee
6. Examination committee
7. Building committee
8. Collegiate committee

Sub committees shall have the following members.

1. CO-ORDINATION COMMITTEE:-

1. This committee shall have 11 members. Duration 3 years. The members of this committee must be members of some other subcommittee.

i. Society's Executive President (Ex-officio)	1	
ii. Society's Secretary	1	
iii. Society's Joint Secretary (Administration)		1
iv. Society's Joint Secretary (Finance)	1	
v. Society's Life Workers	4	
vi. Other members	2	
vii. Branch Head representative (not life workers)	1	

Total 11

2. APPOINTMENT COMMITTEE:-

Members 15- Duration 3 years.

i. Executive President (Ex-officio)	1	
ii. Secretary (Ex-officio)	1	
iii. Joint Secretary (Administration)		1
iv. Life workers committee	5	
v. Other members of (non-life workers.) Managing Committee	3	

vi.	Branch heads (one of them of college section)	3	
vii.	Non-teaching representative	1	

	Total	15	-----

3. TRANSFER, PROMOTION COMMITTEE:-

Members 11- Duration 3 years.

i.	Executive President (Ex-officio)	1	
ii.	Secretary	1	
iii.	Joint Secretary (Administration)		
iv.	Joint Secretary (Finance)	1	
v.	Life workers representative	3	
vi.	Teachers representative	1	
vii.	Professors representative	1	
viii.	Managing committee members (not life workers)	3	

	Total	11	-----

4. JUSTICE AND DISCIPLINARY ACTION COMMITTEE:-

Members 7- Duration 3 Years.

i.	Executive President	1	
ii.	Secretary	1	
iii.	Joint Secretary (Administration)		1
iv.	Joint Secretary (Finance)	1	
v.	Life workers representative	2	
vi.	Managing committee members (not life workers)	1	

	Total	11	-----

5. MATERIAL PURCHASE COMMITTEE:-

Members 11- Duration 3 Years

i.	Executive President	1	
ii.	Secretary	1	
iii.	Joint Secretary (Administration)		1
iv.	Joint Secretary (finance)	1	
v.	Life workers representative	1	
vi.	College representative	1	
vii.	Branch heads representative	2	
viii.	Managing committee members (not life workers)	3	

	Total	11	-----

6. EXAMINATION COMMITTEE:-

Members 7- Duration 3 Years

i.	Joint Secretary (Administration)	1
ii.	Joint Secretary (Finance)	1
iii.	Life workers representative	3
iv.	Branch heads representative	2

	Total	7

7. BUILDING COMMITTEE:-

Members 11- Duration 3 Years

i.	Executive President (Ex-officio)	1
ii.	Secretary(Ex-officio)	1
iii.	Joint Secretary (Administration)	1
iv.	Joint Secretary (Finance)	1
v.	Life workers representative	2
vi.	College representative	1
vii.	Branch heads representative	1
viii.	Managing committee members (not life workers)	3

	Total	11

8. COLLEGE COMMITTEE:-

Members 17- Duration 3 Years

i.	Executive President (Ex-officio)	1
ii.	Secretary	1
iii.	Principal of all colleges	10
iv.	High school employees and branch	3
v.	Professor representative	2

	Total	17

All these sub committees will work adhering to the rules framed by Life Workers Committee and the Managing Committee.

SPECIAL INSTRUCTIONS:

1. The sub committees will forward their deliberations to the Life Workers Committee.
2. The decisions of the sub committees will take effect after the approval of the Managing Committee.
3. Against their decisions, the concerned can appeal to the Managing Committee for reconsideration.
4. While appointing members on the subcommittee, due weightage will be given to those who have put in ten years of continuous service. The examination result. character, dedication to the society and personal equalities.
5. Those remaining absent for three continuous sub committees meetings, their membership stands automatically cancelled.

CHAPTER-XI

DIVISIONS

For the convenience of the society work the following 6 divisions are formed.

1. Kolhapur Division:

In this division all branches in Kolhapur, Belgaum, Ratnagiri and Sindhudurg districts are covered.

2. Satara Division:-

In this division all branches in Satara District are covered.

3. Sangli Division:-

In this division all branches in Sangli District are covered.

4. Marathwada, Solapur Division:-

In this division all branches in Solapur, Osmanabad and Beed Districts are covered.

5. Pune Division:-

In this division all branches in Pune district are covered.

6. Raigad-Thane Division:-

In this division all branches in Raigad-Thane districts are covered.

DIVISIONAL HEADS:-

The society's six divisions will be led by six heads. They will be from among the life workers. Their duration will be three years. The Managing Committee will appoint the division heads from among the life workers after due consideration to seniority. The divisional head will act in the capacity of Secretary of the respective area. The divisional head will look after the working of his branch. In addition, he will act as a divisional head.

DUTIES OF DIVISIONAL HEADS:-

1. To sanction casual leave of branch head in the area.
2. To give permission to leave headquarters.
3. To approve T.A. Bills of branch head as per the provision in the budget.
4. To render help to get the work done in the time at the Govt. level.
5. To look after the management and growth of the branches.
6. To prepare report of the branches.
7. To inspect the branches and submit the report to the society and get its compliance carried out.
8. To get the aims and objectives of the society implemented at the branch level.
9. He will propagate founder Executive President, eminent educationist, his holiness Bapuji Salunkhe's life work at every level of society, as his eventful life is useful for social uplift and in the best interest of the nation.
10. To look into the difficulties of employees and make efforts in solving them.
11. To arrange divisional meetings and look after their proceedings.
12. To maintain a good report between the branches and the society.
13. The divisional head shall submit the report of his work in the life workers meeting each time.

DIVISIONAL COMMITTEES:-

A divisional council will consist of 15 to 25 members. The society members and well-wishers of the society will be its members. The Managing Committee will appoint them after considering the recommendations of Life Worker Committee. Duration of the divisional committee will be 3 years. The society's Executive President will officiate as President of this committee. The committee will meet at least twice every year.

DUTIES OF DIVISIONAL COMMITTEES:-

1. To look into the difficulties of the branches and make efforts in solving them. For this, he will offer suggestions to the society.
2. To help raise funds for the expenses of branches, their buildings and for other development.
3. To call upon the employees for raising educational standards.
4. To make efforts in improving strength of students.
5. To supervise the implementation of aims and objectives of the society undertaken by employees and he shall render effort for the same.
6. To carry the message of eminent educationalist his holiness Bapuji Salunkhe to all sections of the society and familiarize the people with his educational philosophy.
7. To supervise the account of the branches in the division.

The Financial year of the society will be from 1st April to 31st March.