

Constitution of Islamia Degree College

(Estd. 1980), Muzaffarpur.

Established by the Millat Taalimi society, Muzaffarpur at its meeting dated April 1980.

INTRODUCTION (PREAMBLE)

The Millat Taalimi Society, Muzaffarpur, conferred with the mandate granted by the Muslims of Muzaffarpur to it at a general meeting held in April 1980 to cater to the educational needs of the Minority community in particular in consonance with their cultural, religious and linguistic heritage ssponsored and established "Islamia Degree College", Muzaffarpur in 1980 under Article 30 of the constitution of India and Article 22 (a) of the memorandum of the society. In respons to the written memorandum submitted by Mr. Noor Alam Khan on behalf of the members of the Muslim community on 5th ~~January~~ 1985 for the establishment of Islamia Degree College & institution within the teritorial jurisdiction of Muzaffarpur. The memorandum so considered, approved and adopted by the Millat Taamili society, Muzaffarpur at its meeting dated 5th June 1980, is recorded below which would form as the preamble of this constitution as well as the fundamental of the college and would always be a beacon light for the management of the college.

Under Article 31a) of the memorandum of the society and Art, 30 of the constitution of India, the Millat Taalimi society which is a duly registered educational and welfare foundation under the Societies Registration Act 1860, Govt. of India, Bihar proposes to sponsor a Degree college at its meeting dated 10.5.80. to cater the needs of the Muslim community of the region and to make them qualified, so that they may be able to discharge their national obligations with the capital of the quality of heart, head and character, making secular India richer and more glorious.

Hence to fulfill the long standing necessity of the Muslim community of the region, the Millat Taalimi society proposes to sponsor and establish a Degree college at Muzaffarpur, Bihar which shall be a minority institution under Art, 30 of the constitution of India.

To achieve the goal of Board of Trustees resolve to request Mr. Noor Alam Khan a member of the Governing body of the society to take necessary steps in this direction to constitute ad-hoc governing body of the proposed college and to frame bye - laws of the same in consultation with the members of the ad-hoc governing body and to place the final draft of the bye-laws before the society for consideration and approval as early as possible.

Art. 1 :--

The name of the college shall be Islamia Degree college, Muzaffarpur.

note : It is provided that the name of the donor person can be added with the name of the college, i.e, Islamia Degree college, with the consent of the G.B. of the college.

The amount for adding the name of a donor person is fixed at Rs. One lakh (1,00,000/00) in cash or in shape of land or building.

(b) It shall be an institution of the Muslim religious, cultural and linguistic minority, sponsored and established by the Millat Taalimi society under Article 30 of the constitution of India.

Art. 2 :--

(1) The Millat Taalimi society, Muzaffarpur shall be the parent body of the college.

(2) It shall have power to suggest measures to the Government body of the college when necessary.

(3) It shall nominate three members of the society of to represent it on the Governing body of the college.

(4) It shall be the prime responsibility of the Millat Taalimi society to make available the amount to the college for its plan expenditures and but budget expenditures and other unseen expenditures if it to be incurred by the college during the financial year out of its own funds and resources and simultancously it shall own responsibility to meet the yearly deficit of the college too if the society so desires.

(5) It shall appoint an auditor to review and audit the accounts of the college of the year passed off.

(6) It shall have a right to nominate ten candidates in each faculty of the college, as nominee of the society for admission in the college.

(7) In all matters not covered by the constitution of the college and the memorandum of association of the Millat Taalimi society a decision will be taken by the secretary of the Millat Taalimi society.

Art. 3 :--

The principal and the vice-principal of the college shall always be Muslims.

Art. 4 :--

The college shall provide teaching in the Arts, Commerce, Science and education faculties of the university of Bihar, Muzaffarpur for all provided all candidates selected on such criteria as prescribed by the Governing body of the college with due regard to the reguregulatory measures of the Government as well as of the university sign a pledge for the observance of the code of conduct and any disrespect to the fundamentals of the college as laid down in preamble of the constitution will disqualify a student from further study in college.

N.B. : Rules of eligibility for admission shall be followed strictly. The management of the college, however, shall reserve to itself the right to refuse admission to any individual without assigning any reason.

Art. 5 :--

The college shall provide lecture series on Islamia concept of Education for Muslim students which shall be considered as Non-examining subject of the college curriculum. Non-Muslim students may also attend such lictures if they so desire.

Art. 6 :--

(a) All appointments to the permanent posts of teaching as well as non-teaching in the college shall be made by the Governing body of the college, in accordance with the regulatory provisions of the university and the fundamental policies of the Governing body of the college after such posts have been interviewed by the selection committee of the Governing body of the college.

(B) Every member of the staff (teaching as well as non-teaching) thus selected shall be placed on probation for a period of two years on the expiry of which period he may be confirmed. The Governing Body of the college may, if it deems fit, dispense with his services after the expiry of his probationary period or extend the period for his probation for one year at the end of which, if he is not confirmed in his post, his services shall be dispensed with after the expiry of the period of extension of his probation.

(c) The service of any member of the staff (teaching as well as non-teaching) appointed on probation may be terminated at any time during the probationary period by giving one month notice without assigning any reason.

(d) All the teachers of the college shall, if they are not appointed for a fixed period, retire at the age of 60. The Governing Body of the college may, however in the interest of the college grant extension of the service upto the age of 65 years, subject to the condition that such extension shall not be for more than two (2) years at a time.

(e) The number of hands to be appointed of the staff of the college (teaching as well as non-teaching) the qualification required and terms of appointment shall be determined by the Governing Body of the college from time to time according to the needs of the college with due regard to the requirements of the university and the Government.

(f) Every member of the staff of the college shall be appointed on a written agreement, the form of which shall be prescribed by the Governing Body of the college with due regard of the rules of the university.

(g) All the members of the staff of the college shall be governed by the service conditions as prescribed by the university provided these conditions do not weaken the fundamentals of the college as laid down in the preamble of this constitution.

Art. 7 :-

The college shall have a Governing Body which shall be loyal to the Board of Trustees of Millat Taalimi society and the college only.

- (a) The Governing Body shall consist of 11 members as follows:-
- (b) The principal - ex - officio.
- (c) One representative of the teaching staff.
- (d) 6 representatives of the basic members of the college.

N.B. : Basic member of the college shall be deemed those members who financially helped the college at the early stage either in its establishment or growth. They are 32 members only in number at present. Apart from them, any one having full faith in the fundamentals of the college and the Board of Trustees of Millat Taalimi society may become members on the approval of G.B.

(e) One representative of the Board of Trustees of Millat Taalimi society.

(f) 2 eminent persons from the society belonging to different fields.

Art. 8 :-

The members of the Governing Body shall elect the president vice-president, the secretary of the Governing Body from among themselves. A senior founder teacher of the college is eligible to be elected or appointed by the Governing Body to hold the changes of president and secretary.

N.B.:- The principal shall be an ex-officio member. The teachers representative shall be elected every alternate year (or earlier if there is midterm vacancy in the office) by the teachers from among themselves.

ART. 9 :-

1/4th of the members from among those who have completed a term of 5 years shall be ballotted out every year. The remaining members shall be entitled to be reelected an old member in his place. The founder president & secretary and prof. incharge will always be the G.B., members of the college provided that a founder president secretary and prof. incharge should have worked a term of five years.

N.B. (a) This however shall not apply to the Teacher's representative of the Islamia Degree College.

- (b) If the secretary is one of the members ballotted out he shall continue to function as secretary till election is made for the office.
- (c) Membership shall cease if a member fails to attend three consecutive meetings of the Governing Body without showing his inability to attend.

ART. 10 :-

The Governing Body may at any time if necessity arises make such amendment in the constitution of the college as may not directly or indirectly affect the aims and objects with which the college was established, provided that 2/3 of the total number of the members vote for such an amendment.

ART. 11 :-

One third of the total membership of the Governing Body shall form a quorum at its meeting but on the failure of the meeting for want of a quorum the next meeting immediately following will require no quorum in case of emergency.

ART. 12 :-

2/3rd of the total membership of the Governing Body may requisition a meeting of the Governing Body if they feel any necessity of such meetings.

ART. 13 :-

The Governing Body of the college shall have the following powers :-

- (a) To create and abolish posts and appoint the neces any staff.
- (b) to discharge any member of the staff.
- (c) To fix the rate of charges to be realised from the students.
- (d) To extend the tenure of service of the staff of the college (teaching as well as non-teaching) in view of the extreme importance of suitability of these officers in a minority institution upto the age of 65 years if the Governing Body thinks this necessary or desirable in the interests of the college and if these officers continue to be physically and mentally fit for the proper discharge of their duties.
- (e) To award financial aids to the poor and deserving students according to the rules set by the Governing Body of the college.

- (f) To frame necessary rules of business for the better functioning of the college.
- (g) To delegate any of its powers to the secretary or any other member or member of the Governing Body eligible for the office of the secretary.
- (h) The Governing Body of the college shall manage the affairs of the college in accordance with the rules and regulations as laid down in its constitution and aims and objects of the college as laid down in the preamble of the constitution.
- (i) To frame leave rules for the staff in accordance with the rules of the university.
- (j) To lay down general principles for the drawing up of the list of holidays.
- (k) To approve the annual Budget of the college prepared by the principal of the college in consultation with the secretary.
- (l) The Governing Body of the college shall have the responsibility of raising funds for the development of the college taking co-operation also from the Board of Trustees of Millat Taalimi society Muzaffarpur.
- (m) The Governing Body of the college shall be responsible for the academic and administrative discipline of the college and shall have disciplinary power to exercise in accordance with the rules of the university and the demands of natural justice.
- (n) The Governing Body of the college shall have right to confer honorary life membership of the college on eminent persons who are men of standing in public life as well as in the field of learning, keeping in view the best interest of the college.
- (o) The Governing Body of the college shall exercise all such powers whatever it may feel necessary for the development and rapid growth of the college.

ART. 14 :-

In addition to the Governing Body, the college shall have three sub-committees namely

1. Advisory committee, 2. Financial committee, 3. Education committee.

(i) The Advisory committee shall consist of a maximum of 51 members. The members of the advisory committee shall be nominated by the Governing Body of the college. The Advisory committee shall be headed by a convenor. The convenor shall also be nominated by the Governing Body of the college. The tenure of the

members and of the convenor will be of 3 years and they may be renominated again for the next term by the Governing Body. The meeting of Advisory committee will be held thrice in a year. The Advisory committee shall look after the all round development of the college and submit its annual report and recommendations to the Governing Body. The Advisory committee shall be responsible before the Governing Body of the college. The convenor of Advisory committee shall convene and preside over the meeting of the Advisory committee.

(ii) The Financial committee shall consist of a maximum of 15 members. The members of the Financial committee shall be nominated by the Governing Body of the college. The convenor shall also be nominated by the Governing Body of the college. The tenure of the members and of the convenor will be of 3 years and they may be renominated again for the next term by the Governing Body. The meeting of financial committee will be held thrice in a year. The Financial committee shall look after the all round development of the college and submit its annual report and recommendations to the Governing Body. The financial committee shall be responsible before the governing body of the college. The convenor of the financial committee shall convene and preside over the meeting of the financial committee.

(iii) The Education committee shall consist of a maximum of 21 members. The members of the Education committee shall be nominated by the governing body of the college. The Education committee shall be headed by a convenor. The convenor shall also be nominated by the governing body of the college. The tenure of members and of the convenor will be of 3 years and they may be renominated again for the next term by the governing body. The meeting of the Educational committee will be held thrice in a year. The Educational committee shall look after the all round development of the college and submit its annual report and recommendations to the governing body. The Educational committee shall be responsible before the governing body of the college. The convenor of the Educational committee shall convene and preside over the meeting of the Education committee.

Art.15:- (a) The president shall preside over meetings of the governing body and in case of an equal division of votes shall have a casting vote. In the absence of the president the vice-president shall preside.

(b) The president may at any time instruct the secretary to call a meeting of the governing body or he may call the meeting of the G.B. himself.

(c) The president himself shall be bound to issue such an order if a request to this effect is made by 2/3rd of the members of the governing body.

(d) The president shall have right to consult the secretary of the college.

(e) The president shall represent the governing body in the meeting of the board of Trustees whenever invited in such meetings. In case he is unable to attend the same he may direct the secretary to do the needful or any other officer of the college or any member of the governing body fully qualified for such representation if the secretary of the college is not available at the headquarters.

(f) The vice-president shall use all the powers of president in his absence.

Art.16:- (i) The secretary of the college shall be the chief Executive officer.

(ii) He shall be solely responsible for the implementation of the decision of the governing body; and of the directives of the board of Trustees if those directives are within rules of the constitution and in the interest of the college.

(iii) The management of the college shall rest mainly with the secretary who shall have power to take all necessary action and adopt all essential measures for the proper managing or improvement of the college in conformity with the aims and objects laid down in the constitution and decisions taken by the governing body from time to time.

(iv) (a) All monetary accounts of the college shall run in the name of the secretary and the principal or prof. in charge of the college jointly.

(b) The secretary shall have authority to spend amount to the extent of rs 1000/- and beyond that amount he may spend it in anticipation of the approval of the governing body.

(v) He shall be the chief instrument of implementation of all directives of the board of Trustees, provided those directives are within the provisions of the constitution.

(vi) He shall have power to regulate and enforce discipline among the employees and officers of the college and to take such disciplinary measures as may deem necessary subject to the approval of governing body.

(vii) He shall be the custodian of the records, documents and other property of the college.

(viii) He shall conduct the official correspondence of the governing body and college whenever needed with the help of the principal.

(ix) He shall issue notice convening , meeting of the governing body alongwith agenda of the business to each member at his address at least 7 days before the meeting.

(x) He may invite the prominent persons from the public for the benefit of the college such invitees will be called special invitees and will only suggest the G.B. and have no right of voting.

N.B.:— But the secretary can convene an emergency meeting of the governing body at a short notice.

(xi) He shall provide all necessary informations about college to the chairman of the board of Trustees if demanded by him.

(xii) He shall represent the college insulit or proceeding for or against the colege, sign powers of attorney and verify pleading or depute his representative for the prupose.

(xiii) He shall perform such other duties as may be specified by the governing body of the college or the chairman of the board of Trustees from time to time in the interest of the institution.

(xiv) He shall exercise general supervision over the funds of the college and shall have power to formulate such final policy in the financial interest of the college.

(xv) He shall ensure that the records of the college, documents of the land, furniture and other equipments are maintained upto date and that the checking of equipments is conducted and also other consumable and non-consumable materials in all branches of the college.

(xvi) He shall hold and manage the property and investments subject to the control or the governing body.

(xvii) He shall be responsible for the preparation of annual budget and accounts of the college for the next financial year for their presentation to the governing body.

(xviii) He shall ensure that the limits fixed by the budget of the college for recurring and non-recurring expenditure for a year are not exceeded and all moneys are expensed of the purpose for which they are granted or allotted.

(xix) He shall keep a constant watch of the state of the cash and bank balances etc.

aims and objects of the college and the Directives of the Board of Trustees either at the directions of the secretary of the college or at his own initiative.

(e) He shall be the chairman of the staff council for which he can frame rules in consultation with his staff.

(f) He shall be solely responsible to the secretary of the college for the proper maintenance of office and accounts of the college.

Art. 19: The college shall strive to provide all possible help to the board of Trustees towards implementation of the policies and programme of the board irrespective of the establishment of institution in future provided that it does not hamper in any way development of the college itself.

Full Signatures

Approved by the joint signatures of

Full Signatures

MILLAT TAALIMI SOCIETY

GOVERNING BODY OF J. D. COLLEGE

① M. A. H. Khan 5/6/80

② M. A. H. Khan

③ M. A. H. Khan

④ M. A. H. Khan

⑤ M. A. H. Khan 5/6/80

⑥ M. A. H. Khan

⑦ M. A. H. Khan

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