

"FUNCTIONS & RESPONSIBILITIES"

FUNCTIONS & RESPONSIBILITIES OF OFFICE BEARER AND DIRECTORS OF MVP SAMAJ, NASHIK.

1. The executive council will have the following powers regarding all its employees:
 - a. To appoint, transfer, fix pay scales, promote the employees and to obtain their undertaking and agreements.
 - b. To extend the tenure of the services consolidate the services and to accept their resignation.
 - c. To grant them special concession and / or select them for a special work.
 - d. To conduct enquiries and according to the nature of the fault, reprimand them, to penalize them, to suspend them, to stop their increments, revert them or to dismiss them or to give other suitable punishment.
 - e. To sanction leaves other than casual leaves.
2. To open new branches of the Samaj and to get merged other institutions.
3. To purchase immovable property , to mortgage it , to take it on the rental basis, to raise loans or to give loans to construct building ,etc. and to raise funds for the Samaj.
4. To audit and approve accounts of all the branches of the Samaj and to rectify errors in it, if there are any or to undertake other remedies. To accord sanctions to the annual statement of accounts, budget reports and place them before the general body.
5. To frame rules for the following purpose and to amend they as and when required.
 - a. Functioning of the meeting
 - b. libraries of the Samaj
 - c. Conduct of the employee
 - d. Tuitions of the students
 - e. Distribution of work among employee
 - f. Forms of agreements, insurances and other work
 - g. Deciding powers of the local advisory committees
6. To maintain funds and property of the Samaj and its branches.
7. To enquire affairs of a particular branch of the Samaj and to take suitable action.
8. To approve or disapprove membership of the applicant
9. To enquire affairs of a particular members of the Samaj and to take suitable action.
10. The vacant post of the member of executive council will be filled by nominating a new member on executive council.

11. To accept the resignation tendered either by a member of any category of the Samaj or by member of the executive council.
12. To prepare plans in accordance with the aims and objectives of the Samaj and to implement them.
13. The executive council will decide the duties of Chitnis.
14. According to the rules laid down by the government and universities, the executive council will appoint governing council, academic council and other committee for its branches at the college level and for other educational branches.
15. To appoint committees for specific purposes and to delegate them necessary powers.

FUNCTIONS & RESPONSIBILITIES OF THE SARCHITNIS:

1. To look after and direct the work of the Samaj and its branches as directed by the executive council.
2. To look after the correspondence, records and the related work of the Samaj.
3. To convene the meeting of the executive council and all other meetings, to prepare and send their agenda and record the minutes.
4. To maintain the accounts of the Samaj as per rules and advised by the executive council.
5. To function and exercise the power as delegated by the executive council.
6. To supervise and control the day to day administration of the Samaj.

LOCAL MANAGEMENT COMMITTEE (LMC)/COLLEGE DEVELOPMENT COMMITTEE (CDC):

LMC/CDC is the statutory body constituted under section 97 of Maharashtra Public Universities Act, 2016. The local Management Committee of the college, which meets at least twice during an Academic Year, evaluates the progress of the college on a regular basis and provides guidance & directives for constant improvement in ensuring higher standards of education in the college. Members elected or nominated shall have a term of five years.

FUNCTIONS & RESPONSIBILITIES OF LMC:

- Prepare the budget and financial statements;
- Recommend to the management the creation of the teaching and other posts;
- Determine the programme of instruction and internal evaluation and to discuss the progress of studies in the college;
- Make recommendations to the management for the improvement of the standard of teaching in the college;
- Formulate proposals of new expenditure not provided for in the college budget;
- Advise the Principal regarding the intake capacity of various classes, preparation of time-tables, distribution of the available teaching work load and such other matters relating to the internal management of the college and discipline of the college students as may be referred to it by the principal, from time to time;
- Consider and make recommendations on the inspection report, if any;
- Consider and make recommendations on the report of the local inquiry committee, if any;
- Prepare the annual report on the work done by committee for the year ending on the 30th June and submit the same to the management, the Management Council of the university and to the concerned Director
- Perform such other duties and exercise such other powers as may be entrusted by the Management and the University