

THE AMBUR MUSLIM EDUCATIONAL SOCIETY

AMBUR, (N.A)

Rules for the management of the Mazharul Uloom College, founded at Ambur, North Arcot District by the Ambur Muslim Educational Society, Ambur.

1. These Rules shall be called the Mazharul Uloom College, Management Rules.

2. In these rules unless it is specifically otherwise stated the following words and phrases shall have the meaning indicated hereunder viz.:-
 - a) "College" means the Mazharul Uloom College, Ambur, North Arcot District.
 - b) "Management Committee" means the Committee, formed as per these rules by the Ambur Muslim Educational Society for the Management of the College.
 - c) "Society" means the Ambur Muslim Educational Society, Ambur, North Arcot District.
 - d) "President" and "General Secretary" respectively mean the President and the General Secretary of the Society.
 - e) "Principal" means the Principal of the College.
 - f) University means the University of Madras.

3. All the affairs of the College shall be managed and controlled by the Management Committee and all the properties that now belong to or may hereafter belong to the College shall vest in the Management Committee as trustees for the benefit of the College.

4. The Management Committee shall consist of three ex-officio members viz., the President, the general Secretary and the Principal and one nominee of the University and seven members elected for 3 years by the Executive Committee of the Society.

5. The First Management Committee shall consist of the following:-

1. Janab Alhaj A. Abdul Shukoor Sahib as President of the Society (Ex-officio)
2. Janab K. Khaleelur Rahman, B.E., as General Secretary of the Society (Ex-officio)
3. Janab N. Md. Zackriah, B.A.,
4. Janab C. Md. Akbar, B.Com.,
5. Janab Jalal Ameen-ur-Rahman, B.A.,B.L.,
6. Janab Ko. Rafeeq Ahmed, B.A., B.L.,
7. Janab P. Nazir Ahmed,
8. Janab Jalal Abdullah Basha,
9. Janab Mecca Rafiq Ahmed,
10. Principal (Ex-officio)
11. Nominee of the University.

6. Without prejudice to the provisions contained in Rule 16 below a member of the Management Committee shall cease to be member on his becoming unsound in mind or being adjudicated an insolvent or being convicted of an offence involving moral turpitude or, in case of members other than the Principal and the nominee of the university, ceasing to be a member of the Society.

7. Vacancies among the elected members in the Management Committee arising from efflux of time or any other cause shall be notified to the Executive Committee of the Society and the Executive Committee shall as early as possible fill each of the vacancies by election from among the members of the Society for a period ending with the next General Election.

8. (a) The President shall function as the Chairman of the Management Committee.

(b) The Management Committee shall elect one amongst its members other than the President, the General Secretary, the Principal and the nominee of the University to be the Secretary of the Management Committee and the Correspondent of the College.

(c) Where the person elected as Secretary of the Management Committee resigns or is removed by at least six of the members of the Management Committee (excluding the Principal and the nominee of the University), the

Management Committee shall elect another duly qualified person to be the Secretary of the Management Committee.

9. The quorum for the meetings of the Management Committee shall be five, of whom three shall be from amongst the elected members.

10. All the matters considered by the Management Committee shall be decided by the majority of votes of the members present and voting, the Chairman or in his absence the person presiding, having a casting vote in the event of a tie.

11. The Management Committee shall be responsible to the Society for the proper conduct, maintenance, improvement and expansion of the College.

12. The Management Committee by its Secretary and Correspondent shall in particular be responsible for:-

1. the collection of rents from tenants of the properties belonging to the College;
2. collection of donations for the College;
3. maintenance, in good order and tenantable condition, of the trust properties of the College;
4. the due payment of all rates and taxes;
5. the collection of fees, (tuition and otherwise) from the students of the College;

6. the maintenance of regular and correct accounts relating to the College, its properties and its funds;
7. the punctual deposit of cash and funds of the College in the Bank and investment of surplus in a approved securities;
8. The appointment of Principal teaching and administrative staff of the College and Hostel and menial servants and exercise of proper supervision and disciplinary control over them. Framing the policies and mechanisms for statutory and non-statutory committees as per the rules and regulation of the UGC.
9. Fixing the terms of service and salaries of the teaching and other staff.
10. Taking disciplinary action against teaching and other staff by fining, suspending and dismissing;
11. Getting the accounts relating to the College and its properties and funds audited annually by a competent auditor and forward to the Executive Committee of the Society a copy of the audited account along with the auditor's report.
12. The Management Committee may:-
 1. lease, sell or mortgage in accordance to the law for the time being governing the trust, any of the properties belonging to the College as and when necessary

provided that the lease, if any, shall not be for than three years at a time;

2. Borrow such loans, execute and negotiate such instruments as may be in the interest of the College.

14. The Chairman and the Secretary of the Management Committee shall jointly operate upon the Bank Accounts opened in the name of the Management Committee, and execute other documents which shall have been previously approved by the Management Committee.

15. The Management Committee shall prepare an annual report about the College and its administration and send a copy of thereof to the Executive Committee of the Society.

16. In case the Executive Committee of the Society not being satisfied with the working of the Management Committee expresses its disapproval of the annual report forwarded to it under the preceding Rule, the Executive Committee shall forward its disapproval to the General Body of the Society and in case the General Body agrees with the said disapproval, the seven elected members of the Management Committee shall notwithstanding the non-expiry of the period for which they were elected, cease to be members of the Management Committee.

17. The Management Committee shall before the commencement of each academic year prepare an estimate

of income and expenditure of the College and send a copy thereof to the Executive Committee of the Society whose remarks thereon shall be duly considered by the Management Committee.

18. The Management Committee may sue and be sued by its Secretary.

19. The Management Committee may make subsidiary rules not inconsistent with these Rules or the Rules and Regulations of the University for the Proper working of the College and the management of its properties.

True copy.

sumit shewani
.. 14/03/23.