

“SURABHI JANKALYAN SANSTHA”, 53 Gurudeo Nagar . Hudkeswar road , Nagpur.

Tal. & Dis. Nagpur

MEMORANDUM

Memorandum of Association

1. **Name of Association:** Surabhi Jankalyan Sanstha ' 53, Gurudeo Nagar. Hudkeswar Road. Nagpur
Ta. Nagpur. Dis. Nagpur
2. **Office :** The office of the association (Society) – c/o Mr. Ajay Giridhararao Ninave.
53. Gurudeo Nagar, Hudkeswar road . Post- Ayodhya Nagar, Napur 24.
3. **Aims and Objectives:**
 - i) Implementing rural development programme.
 - ii) Making inclusive development in city-slum area
 - iii) Working for child welfare, youth welfare, woman and old age welfare
 - iv) Achieving educational and economic development.
 - v) Bringing about inclusive development of the tribal.

The association, for the fulfilment of above aims and objectives, shall undertake the following activities.

1. The association (*Sanstha*) shall run the educational institutions – Schools, colleges, industrial training institutes, in urban and rural areas.
2. It would work for the eradication of superstition among the urban and rural masses.
3. Exercising the cleanliness, sanitation programmes in suburb, countryside and -tribal habitations, building septic tanks, toilets and facilitating clean drinking water.
4. Executing health care programmes to provide remedial and preventive measures, regarding malaria, leprosy, mal-nutrition, night-blindness etc. in urban rural and tribal habitations. Conducting awareness drives for vaccination, family planning, running charity hospital, organising 'health care / check- up' and 'blood donation as well as eye-camps' etc. by seeking the help of specialists and trained doctors.
5. Under the educational objective, the association aims to run sustaining educational institute for promoting adult education for the women in urban and rural area.
6. The association shall implement sport and cultural activities for the psycho-physical development of youth and children by setting up gyms, sporting clubs. It shall provide them with the training for playing in national and inter-national level. Conducting various competitions, imparting training of cultural programmes in singing, playing instruments and dramas, dancing. To provide training and encourage them for handicraft. Organising discussion, seminars, meetings, exhibition, competition and lectures for providing information regarding technical rules for economic, intellectual and physical development.
7. Strives to bring special welfare institutions into existence by studying the problems relating to the juvenile delinquency globally.
8. To bring about rehabilitation of women, old aged in urban and rural area, the society shall run an institution for solving the problem regarding them



9. It shall work facilitating the essential services for the people in the villages and in the suburbs.
10. It shall deal with the conversation of environment by promoting tree planting programmes.
11. Youth and women would be induced for the publicity of work done by the organisation, providing them with incentive awards and rewards.
12. To bring about mass awareness, the societies try its best to circulate magazines and journals (monthly/quarterly).

4. In accordance with the rules and rule book, 'the board of executive' to which 'Surabhi Jankalyan Sanstha', 53 Gurudeo Nagar, Hudkeswar Road, Nagpur' entrusts charge and responsibility for looking after and functioning the association, - Pioneer executive body is as following. (Full name, address, age, occupation, nationality and designation)

Sr. no.	Full Name	Address	Age	Occupation	Nationality	Designation
1.	Mr. Vijay Datrayatra Thavakar	99, Javahar nagar Manewada Road, Nagpur, 24.	22	Education	Indian	President
2.	Mr. Kishor Namdeo Satapude	Panchashil Nagar Uttar Nagpur.	21	Education	Indian	Vice-President
3.	Ajay Geeridhar Ninave	53. Gurudeo Nagar Hudkeswar Road, Nagpur	21	Education	Indian	Secretary
4.	Mr. Rakesh Tulshidas Bangare	46, Gurudeo Nagar Nagpur	21	Education	Indian	Joint Secretary
5.	Ku. Rupali Guruprasad Kakkad	5/1 M.I.G, col. Vanjari Nagar, Nagpur.	24	Education	Indian	Treasurer
6.	Mr. Anand Jashubhai Patel	Itawari, main road Umrer Road, Nagpur	21	Education	Indian	Organiser
7.	Ku. Archana Dinanatha Dubey	D-66/A, se. Railway Ajani, Nagpur.	21	Education	Indian	Member
8.	Mr. Krunal Pundalikrao Suryavanshi	Sheshnagar, Kharabhi Road, Hasanbag Nagpur	21	Education	Indian	Member
9.	Ku. Nita Dhanraj Thaware	Raghuji Nagar Nagpur,	20	Education	Indian	Organiser



10. We , the member of 'Subhi Jankalyan Sansth, gurdevnagar, hudkeshwar road, Nagpur" hereby declare that we desire to bring this society into existence under the society registration act 1860 and are signing below on the legislative letter unanimously on 01.05.1994.

Sr, no.	Full Name of Councillor	Address in Full	Signature
1]	Mr. Vijay Datrayatra Thawakar	99, Jawahar Nagar, Nagpur	-----
2]	Mr. Kishor Namdevrao Satpude	Panchashil Nagar, Nagpur.	-----
3]	Mr. Ajay Giridhar Ninave	53. Gurudeo Nagar, Nagpur	-----
4]	Mr. Rakesh Tulashidas Bangare	46, Gurudeo, Nagpur. Nagpur	-----
5]	ku. Rupali Guruprasad Kakkad	5/1 M.I.G. Colony, Nagpur	-----
6]	Mr. Anand Jashubhai Patel	Itawari, Main Road, Nagpur	-----
7]	Ku. Archana Dinanath Dubey	D- 66/ C. R/W Ajani. Nagpur	-----
8]	Mr. Krusna Pundilikrao Suryavanshi	Shesnagar , Kharabi Road, Nag.	-----
9]	Ku. Neeta Dhanraj Thaware	Raghuji Nagar Nagpur.	-----

Place:- Gurudeo Nagar Hudakeswar Road Nagpur.

Date :- 16. 05. 1994

Rules and rule book of 'Surbhi Jankalyan Sansth "53, Gurdevnagar, Hudkeshwar Road. Nagpur.

Definition of reference words used in rule book of the Association:

- Society / sanstha :** By society, " Surbhi Jankalyan Sanstha" is perceived.
- Members:** Those who become members by paying entry fee, general contribution or donation with the intention to run the institution will be known as 'members'
- Meeting:** The sitting which is summoned to pass the resolutions unanimously or by majority to run the institution is called as Meeting and that meeting will be deemed to be of Surbhi jankalyan sanstha.
- President:** An official conducting the operations of the society and to chair the meeting is termed as President , of Surbhi ankalyan sanstha
- Vice-President:** Those who perform the duties of president in his absence shall be known as Vice-president.
- Secretary:** The person who look into the affairs of society, swiftly and systematically with the permission of the president shall be defined as secretary, of Surbhi jankalyan sanstha.
- Joint secretary:** The person who look into the affairs of society, swiftly and systematically in the absence of secretary shall be defined as joint secretary, of Surbhi jankalyan sanstha.
- Treasurer:** The treasure is one who brings an account/computation into the notice the secretary of "Surbhi janklyan santha" and provide an essential assistance in administration of the association.
- Organizer:** one who strives for the integration of society and its members by imparting control over them is termed as organiser of Surbhi janklyan santha, Nagur.



2. **Operational area:** The operational of the association shall be restricted to the state of Maharashtra.
3. **Financial Year:** 1 April to March 31.
4. **Membership Registration System:** With the consent of executive body, any Indian person after completion of 18 years shall be able to become member of the society by paying registration /entry fee of Rs. 5/- and on filing a member's petition.

5. **Types of member/ Councillor:**

(i) Life-time Member: Lifetime membership can be made on payment of Rs. 251/- They will be entitled to take an active part in the significant meetings of the society, they will have right to hold their views on the resolutions as well as to be a candidate in the election of the society.

ii) Nominal Councillor/ member: One could be a nominal member on paying fee of Rs. 10/- and annual fee of Rs. 11/- (totally Rs.21/-) Nominal member can participate in functional activities of the association and can attend both annual and general meetings of the association. He can be an integral part of the society election.

iii) Well-wisher Councillor: Well-wisher member can be defined as a person, who guides the society time to time for the betterment of the association, offers donation to strengthen the economic side of the society. Actively participate in every and each programme plying an active role in the election process of the society.

6. **Termination of membership:**

- i) If the nominal member failed to pay an annual fee ever after the dead line of 15 days, the members is deemed to cancelled with the written notice either by the secretary or president of the society.
- ii) If the member of working committee fails to attend three consecutive meetings without any valid reason the membership will be subjected for termination.
- iii) The society shall retain the rights to terminate the member if he is found guilty of acting against the interest of the institution.
- iv) Termination shall be executed if the member is found to be suffering from mental disorder or bankruptcy.
- v) The membership of decedent will be terminated by itself.
- vi) If the resignation of member is accepted, the membership is supposed to cancelled.

7. **General meeting, its rights and functions:**

- i) The general meeting is considered to be significant assemblance for supreme and ultimate decision. Each and every member can participate in the meeting. He must not have any outstanding of the society on himself or else he is not liable to attend the meetings.
- ii) General meeting aims at monitoring and finding out if the resolution passed in the meeting are implement or not.
- iii) Listening to the annual report and audit of the previous year, reflecting views to mutual discussion.
- iv) Giving consent to annual budget for upcoming year.
- v) Discussing the matter on subject journal or the topics comes to discussion on time with the permission of the president.
- vi) Electing the member for working committee and elected member would find position as official in the executive body.
- vii) The general meeting shall be held at least once in a year.



8. Special/ General Meeting and its Functions:

The special meeting shall be summoned to satisfy the essential issues and discuss the specific matter for the sake of taking resolution on the same.

9. Notification and Quorum:

The notification of the general meeting will be given before a fortnight (15 days) in advance and the notification of the special meeting is to be given before ten days in advance along with the programme Journal. The notification shall be issued taking the signature of the members on the notice book. The notification will have to be issued through the registered post or under certificate of posting.

It is deemed to be essential, in both general and special meeting, that the attendance of the members in the society should be 2/3 to satisfy the quorum. On account of lacking the quorum in the meeting, it shall be suspended by half an hour as already mentioned in the notice. If the meeting is adjourned, the suspended meeting shall be held then after half an hour on the same place and day. Such a adjourned assembly shall be far from restriction of the 'Quorum'

Structure of the Executive Circle/body: There shall be nine members in total. They will exercise the designation as following.

- (i) President (ii) Vice-President (iii) Secretary (iv) Joint- Secretary (v) Treasure (vi) Organiser -2
(vii) Councillor. -2

9. Tenure and Election Method of the Executive Body:

- (i) The executive body shall be entitled for five years.
(ii) The working committee is to be framed by the means of majority in through secret ballot in the general meeting.

(iii)

Rules

- (a) Returning Officer is to be appointed before a fortnight of the election in advance.
(b) The written notification of the election is to be published before 15 days of the election.
(c) Any outstanding happening of the institution shall not be eligible for the member to take part in the election process.
(d) The casting of vote shall be done by the means of 'Secret Ballot' .

10. Officers of The Executive Board and Their Functions:

- (i) **President:** Conducting the work of institution and chairing the meetings. Drawing notifications and convening the assembly, Mandating in the favour of the institution and providing necessary help in the interest of the association.
- (ii) **Vice-President:** In the absence of the president, the vice-President shall undertake the charge of the president so that his assistance could be availed for the betterment of the society.
- (iii) **Secretary:** Redressing a dispute, monitoring the institutional activities, framing retail regulations with the help of executive body, doing court work that stands to be essential from the point of view of the association and preparing underestimate sheet writing the accounts and auditing them.
- (iv) **Joint Secretary:** In the absence of the secretary, the joint secretary shall undertake the charge of the secretary so that his assistance could be availed in the interest of the society.
- (v) **Treasurer:** Making useful activities in the interest of the society, monitoring the economic status of the institution, writing and account or getting it written and presenting it to the secretary. Preparing annual leaflet and detecting errors dug out on the behalf of auditor.



(vi) **Organiser:** Organising all the members of the society and making them assemble for the meetings by giving them the notification there of. Monitoring the working of the association and inducing the members of the society to follow the rules and discipline of the association.

(vii) Attending the meetings in the interest of the institution, voting over the resolutions in order to pass them, attending almost all the functions of the association, preparing new members for the society, contesting and voting the election.

11. Meeting of Executive Body and Meeting on Demand:

Executive council meeting is to be held once in four months for looking into the development of the institution. The meeting is to be summoned, within ten days, with the permission of the president or secretary on the demand of executive circle. Such meeting which can be called as urgent meeting if demanded by 2/3 of total members and conducted either by the secretary or by the president.

12. The Quorum of Executive Council Meeting:

Notice of the executive council meeting is to be given 15 days in advance. It shall be necessary to attach programme journal with the notice book and advisory of members is to be taken on it. If not, notice shall be sent by register post. The quorum of the executive council assembly needs 2/3 of the members in the body.

13. Rules for Electing Executive Body:

The returning officer is to be appointed 15 days in advance to the election of the executive council. The notification of the election should be given before 15 days in advance. Any outstanding happening of the institution shall not be eligible for the member to take part in voting. Casting of vote shall be undertaken by the means of secret ballot.

14. Filling the Vacant post in the Executive Circle:

If the post in executive circle gets vacant on account of resignation, death or termination of an officer or member of the society, it shall be occupied by a new member with majority opinion of the executive body.

- **Presenting the Resignation:**

If incumbent, executive member or councillor, wants to present the resignation, it is to be submitted to the secretary or to the president

- **Accepting the Resignation**

The presented resignation is to be put in the circle of executive and the office bearers of executive to get majority nod. But the resignation is approved the membership shall continue to exist.

15. Duty and Authority of the Executive Board:

It is the duty of the executive body to follow the rules and order set by the society while executing the institutional functions. Monitoring and regulating the affairs of the society and rendering all sort of activities related to the institution, appointing servants and governing them. Those who act against the interest of the institution or raise Cain shall be fired by the executive body. The executive body is entitled to avail the authority to frame essential rules and retail regulation in rendering day to day performance, forming sub-committees and presenting them in the general assembly. It shall deal also with meddling of conflict and taking necessary action.

The executive board shall regulate the other branches under the association, implementing the resolution taken in the general assembly, keeping track of deposits, expenses and getting it audited to submit in the general meeting. The executive circle shall carry out plans and schemes for the sake of institutional development. It is the duty of executive



board to prepare the memo of annual executive circle and present it with the copy of resolution journal to the office of Ass. Registrar of Society. Preparing the list of members, laying book of terms for employees as per Act in law in appendix two. In case of any change in executive body or possession of the association, is suppose to bring into the notice of Div. Charity Commissioner Office,

16. Fund, Income and Appropriation of the Society:

Admission fees, Councillor fees, donations, Government grant, bequest, appropriation owing to any agency working for welfare.

17. Percentile Provision of Expenses as per Purpose:

The provision of expenses as per purpose is as following in percentile.

[1] Educational	60%	[2] Art and Cultural	20%
[3] Hostel	10%	[4] National Festivals and Anniversaries	10%

18. Explication/Provision of Debt and Deposits:

On account of economic the necessity the association may borrow dept or loan. The explication must be done by resolution of executive body and due permission of Hon. Charity Commissioner, Nagpur.

19. Provision For Buying or Selling of Immovable Property:

The executive body shall entitle the rights to shell the extravagant and unessential property belonging to the association. The explication must be undertaken by the means of resolution of the executive body and due permission of Hon. Charity Commissioner, Nagpur. All the same, the body shall retain the rights to purchase the property.

20. Bank Account:

The amount in possession of the society can be deposited in the account by the name of association / society in any nationalised or co-operative bank. The president and secretary can withdraw the amount by the means of joint signature of them.

21. Methods to maintain the records of the members

According to article 15 of society registration act 1860 and regulation of Maharashtra society registration act 1971, the method of records keeping is as follows:

- i) List of members as specified in schedule no.6 of article 15
- ii) For executive body, rule no 7 mentioned in schedule 1 of specimen.
- iii) Description of terms and conditions for employing working staff by the society and the records of staff shall be as per rule no. 8 of schedule 2.

22. Provisions for amendment in rules and rule book

If required, new rules and regulation can be brought into effect in general meeting when such resolution is passed by special majority, likewise some rules can be removed also.

23. Provision for changes in the name or objectives of the society.

If in case, name or objectives of the society is to be changed or, to have amalgamation (merger), such action must be taken in accordance with article 12 and 12(a) of society registration act 1860.

24. Cessation (dissolution) of society: The working of institute shall be stopped if such resolution is passed with the voting of 3/5 in its favour. It should clear all transaction, outstanding and exchange affairs in relation with the society. The remaining possession and property of former institution will be donated to the latter society. The process of termination of society shall be completed according to article 13 and 14 of society registration act 1860.



*** CERTIFICATE ***

It is certified, it is a true copy as per rule and rule book of

“SURABHI JANKALYAN SANSTHA, Nagpur.”

52, Gurudeo Nagar. Hudkeswar Road. Nagpur

Sr. No	Name of Officer/Councillor	Designation
1.	<i>Mr. Vijay Dattiyatra Thawakar</i>	<i>President</i>
2.	<i>Mr. Kishor Namdeorao Satpude</i>	<i>Vice President</i>
3.	<i>Mr. Ajay Geeridharrao Ninave</i>	<i>Secretary</i>
4.	<i>Ku. Rupali Guruprasad Kakkad</i>	<i>Treasurer</i>

Place:

Date



Translated Copy
AFFILIATION CONTINUITY CERTIFICATE
ACADEMIC SESSION 2020-21

It's being certified that under Kavikulguru Kalidas Sanskrit University Act 1997 - sec 66. The university has consented to provide affiliation continuity to 'Administrative Service Degree College, Mahal. Nagpur (College code 606) runs by Surabhi Jankalyan Sanstha Nagpur.

In accordance to the consent by the university, the college can avail affiliation continuity

For enrolling the students for the following syllabus

Sr. No	Syllabus	Intake Capacity	Tenure of Affiliation Continuity
1	B.A. Civil Service	100	Session 2020-21

BHAVDIYA

Assistant Registrar
College Section
KKSU, Ramtek



Translated Copy

Registration Certificate

(Society Registration Act -1860/ sec21)

Registration No. MH/415/94

Nagpur.

It is being certified that, 'SURABHI JANKALYAN SANSTHA' Nagpur.

Has been orderly registered under the Society Registration Act 1860 /sec21,

On 29 June 1994 with my signature,

*Sub Registrar of
Society, Nagpur*



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SURABHI JANKALYAN SANSTHA, NAGPUR

REG.NO. MH/F -11698(Nagpur)

Office: Administrative Service Degree College, Naik Road, Mahal, Nagpur- 440 032

Outgoing No SJS/ 2019-20/ 77

Date 28/01/2020

To,

The Hon. Secretary
University Grant Commission,
New Delhi – 110002

Sub. To grant the secretary the right to signature
Resolution:

Today, an urgent meeting of all office bearers (Executive circle) of 'Surabhi Jankalyan Sanstha' Was called on Tuesday, dated – 27.01.2020 at 02.30 pm.

In the meeting the discussion was held on, filling up 2F form of 'Administrative Service Degree College, Naik Road, Mahal, Nag.' run by 'Surabhi Jankalyan Sanstha' It was decided to produce the '2F' form of the college to the 'University Grants Commission' And assign the secretary for signature authority on the petition of '2F' as well as on the 'Indemnity Bond' The secretary was unanimously given the right to sign the petition to 'University Grants Commission' and Indemnity Bond. Thus 'resolution no. 5' was passed on comprehensive discussion with common agreement.

Secretary



Translated Copy
Government of Maharashtra

No. NGC 2004/1/04/Mh.Gov
Department of Higher and Technical Education
Mantralaya Vistaar Bhavan, Mumbai. 400 032.
Date. 23 Aug. 2004

To,
The Chancellor,
Kavi Kulguru Kalidas Sanskrit University
Ramtek, Dis. Nagpur.

Sub. Allow new colleges on persisted non-granted element.

Ref. Letter No. KKSU/2003/1415, Dated 26.12.2003 - The Chancellor, KaviKulguru
Kalidas Sanskrit University, Ramtek, Dis. Nagpur

Sir,

As per the offer received to allow new colleges from your University for the academic year of 2003 - 04 and 2004 -05 to 13 institutions enclosed in the list are being given the recognition to run colleges at the place and to the syllabus/course mentioned in face to their names from the academic year 2004-05 on persisted non-granted ground on the condition under the University Act 1997 sec62(5) of KaviKulguru Kalidas Sanskrit university.

1. If the aforementioned institute has not produced the guarantee letter to state to run colleges on persisted ungranted ground, the aforesaid guarantee letter should be taken from the institute, if not, it must bring into the notice of the governance and mandate is to be received by the University.
2. The recognition given to the aforementioned college is on the ground of persisted non-grants, and the college will not get any kind of grant or financial help from government in future,
3. The almost responsibility of economic matter of the teaching and non-teaching staff will be sterilised on the institution/ association.
4. Students of such college shall not be applicable for E.B.C. concession.
5. It is essential for the association to provide infrastructure and basic facilities for the colleges sought on to carry out the syllabus.
6. It is mandatory for this course to invoke the canonical method of the university to complete the admission procedure.
7. It is binding for the college to maintain the prescribed student capacity by the side of university.
8. It is binding for the college to charge the educational and other fee as prescribed by the university and adherence to the orders issued time to time by the university.
9. In case of expanding the number of student or it if essential to start a new section, as per the provision under Kavi kulguru Kalidas Sanskrit university Act 1997, recognition of the government will be compulsory for submission through university.
10. In case of assigning the affiliation under the provision of Kavi Kulguru Kalidas Sanskrit University under Act 1997 /sec 63, immediate eligible action is to be taken on behalf of the University and fulfilment report should be produced to the director, Higher Education, Maharashtra state, Pune or Divi. Co-director, Higher Edu.

Yours

..... Secretary, Gov. of MH

- Copy to:-
1. Director, Higher Edu. Mah. Gov.
 2. Divi. Co-Director, Higher Edu. Mumbai/ Nagpur/
 3. President/Secretary, all related associations
 4. Surabhi Jankalyan Sanstha, 53, Gurudeo Nagar, Hudkeswar Road, Nagpur.24 / Nagpur, Maharashtra, Nagpur
Administrative Service Degree College. Nagpur



Translated Copy

KaviKulguru Kalidas Sanskrit University, (Maharashtra)

Ramtek, Nagpur.

Letter No. KKSU /College/Affiliation/2004/1051

Date: 25 Oct. 2004

To,

President/Secretary
Surabhi Jankalyan Sanstha,
53, Gurudeo Nagar, Hudkeswar Road,
Nagpur-24

Sub. To grant permission to start new college on persisted non-grant element.
Ref. Regime-MH/ Lett. No. NGC -2004 – Date 10.09.2004.

Sir,

As per the above reference by letter, regime has allowed to start new college at 'Indian Administrative Degree College,' by Prabhakar Hole, Naik Road, Mahal, Nagpur. run by 'Surabhi Jankalyan Sanstha' Gurudeo Nagar, Hudkeswar Road, Nagpur. from the academic year 2004-05 . under 'Kavikulguru Kalidas Sanskrit University' Act.1997 in sec.62(5), on persisted non - grant element, covering the following conditions.

Conditions

1. Furnishing of guarantee letter by the aforementioned institution showing willingness to run the college on persisted non grant element is mandatory if not, must be produced it to the university by the aforesaid institute. Action shall be taken as per order of the regime by the university.
The permission to start college shall be deemed as 'provisional' till the institute gets a guarantee letter submitted to the university.
2. The recognition given to the aforesaid college will be on persisted ungranted ground and the college will not get any kind of grant or financial help from the government.
3. The almost responsibility of economic matter of the teaching and non-teaching staff will be sterilised on the institution/ association.
4. The rules of government are in force from time to time with concession of students will apply to the college
5. It is essential for the association to provide infrastructure and basic facilities for the colleges sought on to carry out the syllabus.
6. It is mandatory for this course to invoke the canonical method of the university to complete the admission procedure.
7. It is binding for the college to maintain the prescribed student capacity by the side of university.
8. It is binding for the college to charge the educational and other fee as prescribed by the university and adherence to the orders issued time to time by the university.
9. In case of expanding the number of student or it if essential to start a new section, as per the provision under Kavi kulguru Kalidas Sanskrit university Act 1997, recognition of the government will be compulsory for submission through university.
10. It will be binding for college to make the appointment of teachers and principal in accordance with the qualification and procedure existed by the university time to time. If the college fails to appoint the qualified teachers or principal, the affiliation of the college will be suspended by the university
11. Yearly affiliation will be applicable on paying the affiliation fee of the first year of Rs. 8000 - The affiliation fee shall be changed year to year.
12. It shall be the responsibility of the institute to seek information in the change of syllabus or study, the institute should take the note of this with special attention.



13. The condition which the university shall apply to the colleges will be binding to the institute altogether.
14. Examination fee, registration fee, gov. duty, and other charges must be paid by cheque within the time prescribed by the university. It shall be the responsibility of the institute to purchase the various application forms/ letters essential for college.
15. An architectural safety deposit of Rs. 1.50 lac. and reserve security fund for employee's salary of Rs. 1.50 lac. submission is required on behalf of the institute or college in the university.
16. Correspondence with the university on the behalf of the institution has to be done with the signature of recognised principal or chairman or secretary. Any kind of behaviour or contact to the office of the University by the means of student is strictly prohibited. If it is found, the university will take action and the related institute will be responsible for the consequences.
17. College will have to carry out all kind of behaviour by the signature of the authorised person in written form. Do not get authorised behaviour by verbal or telephone because this type of behaviour will not be taken into account by any way.
18. The institute entitled for the syllabus of 'Academic Scholar' (teacher education) won't be able to exercise this syllabus the syllabus without having the recognition of 'National Council for Teacher Education' Shamala Hill, Bhopal, otherwise university will take the due action by taking serious meddling of the matter.
19. By appointing the vigilance committee, the university under Act 1997 sec. 63 (2) is going to provide primary cell of affiliation as per the aching of committee primary affiliation is to provide to your college. However, because of getting permission from the regime after the beginning of academic session and making allowance for the period required for primary affiliation as per the provision made in law, sensing a special case, as mentioned below 'Adhoc Affiliation' is being given for the academic year 2004-2005.

Sr No	Name of Institute & Address	Name of College & Address	Syllabus	Section	Intake Capacity	Tenure of Affiliation
1	Surabhi Jankalyan Sanstha, 53, Gurudeo Nagar, Hudkeswar Road, Nagpur 24.	Indian Administrative Service Degree College, Nagpur. by Prabhakar Hole Naik Road, Mahal Nagpur.	B. A. (Civil Service) Degree	01	30	2004-05

20. The proceeding is being made as per the provision made in law for awarding the primary affiliation. Inquiry committee will be referred shortly to visit your college. The particulars of the committee members and date of visiting shall be informed by an independent letter. The expenditure of travelling allowance, day to day allowance and other facilities will have to be taken by your college or institute. As soon as the enquiry report is received on behalf of the committee, the report shall be submitted before the academic council of the university. As per the provision under the Act of university the primary affiliation will be awarded and the verdict of the academic council shall be final in this context and on the council nod, the provisional affiliation shall be deemed to be regular which will be informed by the independent letter. On rejecting the primary affiliation by the council, the provisional affiliation will be cancelled.
21. While giving admission in the college for the syllabus mentioned above, the admission be granted to students as per rules prescribed by university and the regime time to time. Admission should not be given excess than capacity sanctioned to the college. Such admissions will not be made on behalf of the university to be deemed.



A) Admission System:

1. Advert for admission information is to be published at least in two local and one national newspaper and application for admission should be asked from eligible students only.
2. Admission is to be granted to the students holding qualification mentioned in the syllabus journal of the year. If any change is made by the circular of the university, admission should be given according to the alteration in qualification on behalf of the university. It will be the responsibility of the college to seek such information, prior to the admission process, from the university.
3. The admission is to be granted on merits of the students by conducting eligibility test and preparing the merit list.
4. Orders and notifications, regarding admission, issued time to time by the regime as well as the university, will have to be followed strictly.
5. Being delayed in getting permission on behalf of the government and not being possible to start the syllabus in the session 2004-05, do address a request petition for holding the admission process in the next session (in 2005-06)
6. Within 10 days after the expiry of admission process the principal has to submit total list of admission obtained students to the university.
7. Admission of all the students is to be kept in provisional form till the admission list of the students is approved on behalf of the university.
8. The willing to have an admission for B.ed. in Sanskrit, the student will have to qualify the Central Entrance test.

Enrolment System

1. Students' enrolment application, in the prescribed form, with canonical fees should be submitted to the university up to 11 Oct. 2004 on behalf of the college.
2. While submitting aforesaid application to the university, it has to be certified by the principal of the college that, if the student has qualified the eligibility test for the course and the documents are verified.
3. The Students qualified the eligibility test shall be enrolled.
4. It is necessary to produce all the essential, original documents along with the enrolment application form.
5. After receipt of the application on behalf of college, and if a student could not get enrolled for any reason till 31 Dec. 2004, admission of the student will stand cancelled and the student will not be admitted for exam.

24. Ordinance, perineum, rules and circular set by the university, must be followed strictly. And under 'Kavikulguru Kalidas Sanskrit University' Act. Sec. 81, the guarantee letter should be sent to the university without any delay. "We have read the related letter, we accept all the terms, we shall abide all conditions with responsibility. If we violet any term we take granted disrupting process of affiliation of the institute On behalf of the university" Write like this and send to the university.

Yours

Registrar (KKSU Ramtek)

- Copy to:
1. Hon. Director, Higher Education, Edu. Directorate, (MS) Pune-1
 2. Hon. Co. Director, Higher Edu. Nagpur, Div.
 3. Director, Planning Development Board, KKSU, Ramtek.
 4. Vice-Chancellor, (Exam.) KKSU, Ramtek.
 5. Superintendent (Study) KKSU, Ramtek.

