

IV. Composition and function of the Executive Committee :

1. Cultural Association (For +2 Classes Only)

Composition

The Executive Committee includes.

- The Principal, who shall be the Ex-Officio President of the Association.
- The Advisor and Associate Advisors to be nominated by the Principal from among the members of the teaching staff.
- General Secretary to be elected by the students.
- Asst. General Secretary to be elected by the students. (Final year students are not eligible to contest.)
- One representative from each class to be elected by the students.
- Two girl representatives to be nominated by the Principal.

Functions

The functions of the Executive body shall be :

- To organize cultural Programmes.
- To organize discussion on national and international Problems.
- To prepare the budget for the session.
- To discharge such other activities as decided by the Executive Committee and approved by the Principal.
- To submit utilization certificate of the amount received for the purpose of organizing the activities of the Association.

Meeting & Programme Committee

- Meeting of the Executive Committee may be called by the General Secretary in consultation with the Advisers. Notice of such Meetings with date, time, place and agenda shall be given to the members at least two days prior to the meeting.
- Emergency meeting of the Executive Committee may be convened at any time by the Principal.
- A meeting of the Executive Committee shall be presided over by the Advisor or in his absence by the Senior Associate Advisor.
- No meeting of the Executive Committee can be held without the permission of the Adviser.
- Fifty percent of the Members of the Executive Committee shall constitute the quorum.
- The minutes of the meeting shall be maintained by the General Secretary and a copy of the same shall be communicated by him to the Principal through the Advisor within two days.
- The Annual Function shall be presided over by the Principal. The Agenda for the Annual Function shall be prepared in consultation with the Adviser and approved by the Principal.
- The General Secretary shall be in charge of all accounts of the Association as per the budget passed by the Executive Committee and approved by the Principal. All requisitions for expenditure have to be passed by the Advisor and the accounts shall be finally approved after it is countersigned by the Advisor. The Asst. General Secretary shall assist the General Secretary and in his absence shall perform all his functions.