

دانشگاه خوارزمی



BYE - LAWS
FOR THE
EDUCATIONAL INSTITUTIONS

Run and Managed by
KARIMIA TRUST

JAMSHEDPUR

KARIMIA TRUST

Karim Mansion, Sakchi, Jamshedpur

A meeting of the Managing Committee of Karimia Trust was held on 04.07.2002 at 6.00 p.m. in the Trust Office, presided over by Mr.S.MANSOOR ALI, to approve bye laws for the educational institutions, run and managed by Karimia Trust at Jamshedpur.

RESOLUTION : The draft bye-laws submitted by Mr.A.Rahman, Secretary, Karim City College and Dr.M.Zakaria, Vice-Principal, Karim City College was tabled before the meeting and after thorough discussion, it was resolved to recommend the bye laws for it's approval in the joint meeting of Governing Body of educational institutions, run and managed by Karimia Trust, Jamshedpur, which will be annexed with the Deed of Trust.

Sd/-
Sig. Of the Trustee (Secretary)

Sig. Of the members present

Sd/-

1. Mr.S.A.Karim, Trustee
2. Dr.S.Mushtaq Ali, Member
3. Mr.S.Mansoor Ali, Member
4. Mr.S.Mahmood Hassan, Member
5. Mr.Md.SalahuddinKhan, Member

Certified that this is the true copy of the approved Bye-laws for the educational institutions run and managed by Karimia Trust, Jamshedpur.




Trustee
Karimia Trust, Jamshedpur
S. A. KARIM
TRUSTEE
KARIMIA TRUST
SAKC MSHPUR-831001

EXTRACT OF THE RESOLUTIONS ADOPTED IN THE JOINT MEETING OF GOVERNING
BODY/MANAGING COMMITTEE OF KARIMIA EDUCATIONAL INSTITUTIONS
IN CONNECTION WITH BYE LAWS OF THE INSTITUTIONS

**MEMBERS PRESENT IN THE JOINT MEETING OF KARIMIA EDUCATIONAL
INSTITUTIONS HELD ON 07.07.2002 AT 10.00 a.m.**

1. Mr.S.A.Karim Trustee, Karimia Trust, Jamshedpur - (Chairman)

KARIM CITY COLLEGE:

- | | | |
|----|--------------------|-------------------------------|
| 1. | Mr. Aziz Husain | President |
| 2. | Mr. Aminur Rahman | Secretary |
| 3. | Mr. V.R.Athaide | Member |
| 4. | Mr.Shamsuddin Khan | Member |
| 5. | Dr.Manzoor Ahmad | T.R. |
| 6. | Mr.S.N.I.Hashmi | Principal (Ex-Officio) |
| 7. | Dr.M. Zakaria | Vice Principal, (Spl.invitee) |

CENTRAL KARIMIA HIGH SCHOOL

- | | | |
|----|------------------------|------------|
| 1. | Mr.S.Mansoor Ali | President |
| 2. | Mr.Md.Reyaz | Secretary |
| 3. | Mr.A. Rahman | Member |
| 4. | Mr.Aslam Perwez Ansari | Ex Officio |
| 5. | Mr.A.A.Qamar | T.R. |
| 6. | Mr.Reyasat Hussain | Member |
| 7. | Mr.S.N.I.Hashmi | Member |

CENTRAL KARIMIA MIDDLE SCHOOL

- | | | |
|----|------------------------|-----------|
| 1. | Mr.S.Mansoor Ali | President |
| 2. | Mr.Aminur Rahman | Secretary |
| 3. | Mr.S.N.I.Hashmi | Member |
| 4. | Mr.Md.Reyaz | Member |
| 5. | Mr.Reyasat Hussain | Member |
| 6. | Mr.Syed Rizwanul Haque | H.M. |
| 7. | Mr.Hifzur Rahman | T.R. |

RESOLUTIONS TAKEN BY THE INSTITUTIONS :

KARIM CITY COLLEGE, JAMSHEDPUR

Extract of the Resolution of the Governing Body held on 07.07.2002 (Sunday) at 12.00 a.m.

AGENDA NO.1 : To discuss and adopt the Bye-laws of the Karimia Educational Institutions.

RESOLUTION : The draft Bye-laws of the Karimia Educational Institutions, adopted in the joint meeting of the managing committees of Karimia Educational Institutions held on 07.07.2002 was tabled before the Governing Body's meeting by the Secretary and after thorough discussion on it's each clauses, it was accepted unanimously by the members.

CENTRAL KARIMIA HIGH SCHOOL, JAMSHEDPUR

Extract of the Resolution of the Managing Committee held on 07.07.2002 (Sunday) at 12.00 a.m.

AGENDA : To discuss on adoption of bye-laws of the School.

RESOLUTION: The draft "bye-laws" of Educational Institutions run and managed by Karimia Trust was adopted in the joint meeting of the Managing Committees of Educational Institutions run and managed by Karimia Trust held on 7th July, 2002, tabled before the Managing Committee by the Secretary and after thorough discussion of each clauses, it was accepted unanimously by all the members of the Managing Committee.

CENTRAL KARIMIA MIDDLE SCHOOL, JAMSHEDPUR

Extract of the Resolution of the Governing Body held on 07.07.2002 (Sunday) at 12.00 a.m.

RESOLUTION : "Byelaws (draft) was discussed and resolved to confirm the same which was provided by the Trustee, Mr.Syed Ashfaq Karim for the institutions run and managed by Karimia Trust, Jamshedpur".

BYE-LAWS for the Educational Institutions run and managed by the
Karimia Trust, Jamshedpur

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CHAPTER - I

1. PRELIMINARY

Title: The Rules and Regulations shall be called "Karimia Educational Complex Code"- applicable to all the educational institutions run and managed by Karimia Trust, Jamshedpur such as Karim City College, Central Karimia High School, Central Karimia Middle School, Jamshedpur, or any other educational institutions established in future.

2. Nature and Character of the Institutions

The Status of these institutions shall be Muslim religious and/ or linguistic minority educational institutions which shall be covered by the articles 29 and 30 guaranteed by the Indian Constitution.

3. Enforcement - These rules framed by the Managing Committee/Governing Body, have been approved by the Trustee, Karimia Trust, Jamshedpur in the draft form and subsequently it has been adopted by the Managing Committee/Governing Body of the institutions. These rules come into force from the date of its adoption.

4. Definitions : Unless the subject or context otherwise required, certain words and expressions used in these rules shall be interpreted to have the same meaning as they have been defined below.

Trust : Means Karimia Trust, Jamshedpur

Trustee : Means Trustee means the person holding the post as the Trustee of Karimia Trust,

Institution : Means Central Karimia Middle School, Central Karimia High School & Karim City College, Jamshedpur, run and managed by Karimia Trust, Jamshedpur, as the case may be.

Management: Means Managing Committee / Governing Body of the concerned institution.

M. C. : Means Managing Committee.

G. B. : Means Governing Committee.

D.C. : Means Disciplinary Committee.

H.M. : Means Head -Master.

A.H.M. : Means Assistant Head- Master.

V.P. : Means Vice-Principal.

C.L. : Means Casual Leave.

E.L. : Means Earned Leave.

P.L. : Means Privilege Leave.

M.L. : Means Medical Leave.

Mat.L. : Means Maternity Leave.

T.A. : Means Travelling Allowance.

D.H.A. : Means Daily Halting Allowance.

Head : Means Head of the Institution (Head master / Principal)

CHAPTER - II

A. THE TRUSTEE :

POWERS & FUNCTIONS :

- 1) The Trustee will appoint/terminate the members of Managing Committee/Governing Body of the Educational Institutions run and managed by Karimia Trust.
- 2) Approval of Trustee is a must in every appointment/termination against sanctioned posts of Teaching/Non-teaching staff in the educational institutions.
- 3) Approval of Trustee is a must in every major decisions of the G.B./M.C. viz Construction/Major Purchase or any other policy matters.
- 4) The Trustee will review the functioning of the G.B./M.C. latest within three years of its formation and if required, he shall wholly or partially reconstitute the G.B./M.C.
- 5) If the President/Secretary is not able to function temporarily for personal reason, the Trustee shall nominate one of the members of the committee to assume total functioning of the President/Secretary including financial matters till the President/Secretary resumes his responsibility.

B) THE MANAGEMENT (Power & Functions of the Governing Body/Managing Committee)

1. Each of the educational institutions such as Karim City College, Central Karimia High School, Central Karimia Middle School, Jamshedpur, shall be governed and managed by its own G.B./M.C which shall be constituted by the Trustee, Karimia Trust, Jamshedpur.
2. If necessary , under special circumstances, it may be constituted in accordance with the norms prescribed by the Board / University / State Government with which the particular institution is associated or affiliated as the case may be.
3. Generally G.B/ M.C of an Institution shall consist of the following members.

Principal / H.M (Ex-Officio), Teachers Representative, President and Secretary nominated by the Trustee and other members nominated by the Trustee. The total number of the members of G.B./M.C shall be decided by the Trustee, in accordance with the norms prescribed by the University/Govt. Body, if any.

Bye Laws - Karimia Educational Institutions (run and managed by Karimia Trust, Jamshedpur)

4. The G.B/M.C. of the institution shall deal with the management consisting of policy matters and financial control including fee structure.
5. Determination of cadres and grades of employees, creation, suspension and abolition of posts, fixation of emoluments etc except in case of Govt units / posts.
6. The terms and conditions of the service of the employees of the institution.
7. Appointment of all staff in accordance with the norms and rules drawn up for the purpose by university / state government / UGC .
8. Imposition of penalty / punishment/, discharge / dismissal/ retrenchment/ termination of the staff in accordance with the procedure laid down by the respective G.B/M.C and approved by the Trustee.
9. All business of the G.B/M.C shall ordinarily be decided unanimously or by majority votes. The President of the meeting shall have a second or casting vote in case of equal division of votes on special issue.
10. The G.B/M.C shall meet as and when necessary , normally thrice in a calendar year.
11. Out of total member of the GB/M.C only 2/3 members present shall constitute a quorum for a meeting. No quorum is required for adjourned meeting.
12. Ordinary meeting of the governing body shall be held in 10 days notice. Emergent meeting may be called at any time at 24 hrs notice.
13. In case of emergency and urgent necessity, a resolution by circulation amongst the members of the G.B/M.C may be taken by the Secretary on any important issue.

C. THE PRESIDENT

- 1) The President of the G.B/M.C of the institution in exceptional cases shall have power to convene a meeting of the GB /M.C on his own.
- 2) The President shall preside over , supervise and conduct the meeting of the GB / M.C .
- 3) The President shall have the power to adjourn a meeting if he feels difficulty to conduct the same in a peaceful manner.
- 4) The President shall approve the minutes of the meetings drafted by the Secretary.

D. THE SECRETARY

Subject to the general authority of the GB/M.C, the Secretary shall be the chief executive of the management who will exercise general supervision and control over all the affairs of the institution.

FUNCTION AND POWER OF THE SECRETARY

- 1) To issue all notices convening meetings of the GB/M.C.
- 2) To draft and keep the minutes of all the meetings of the GB/M.C. and committees appointed by the G.B/M.C.
- 3) To conduct all official correspondence on behalf of the management with the Trustee / University or Govt Agencies, whatsoever.
- 4) To sign and verify all plaints , written statement pleading and all other legal documents and instrument on behalf of the institution, subject to the approval of the Trustee.
- 5) To prepare agenda of the meeting in consultation with the Head of the institution.
- 6) To be responsible for the execution of the decision of the GB/M.C.
- 7) To regulate the finance and fund of the institution as per the GB/MC decision.
- 8) Subject to the direction of the GB/MC, to arrange for the audit of the accounts.
- 9) To pass salary / Bill of payment.
- 10) To act one of the signatories for the operation of the bank account.
- 11) To keep watch on the academic affairs of the institution by surprise visit and inspection.
- 12) To grant various types of leave , other then casual and quarantine leave to the staff and all the leaves to the head of the institution, subject to approval of the GB./M.C.
- 13) To appoint teachers / employees on temporary basis.
- 14) To take disciplinary action to suspend, warn or caution any Employee in writing for misconduct, insubordination, negligence of the duty.
- 15) To enter into, vary, carry out and cancel any contracts with the approval of the Trustee.
- 16) To furnish the yearly academic and financial report of the institution to the Trustee.
- 17) To perform such other duty and to exercise such other power as may, time to time assigned by the GB/MC.

E. THE HEAD OF THE INSTITUTION :

The Head master/Principal shall be responsible for the general administration and discipline of the institution. All members of the teaching, non-teaching staff shall be under his control and he shall in consultation with the Secretary.

- a) Act as a liaison officer between the management and the University/UGC/ Govt. agencies.
- b) To see and maintain discipline among the staff and students.
- c) To take care of the safety, security and maintenance of the building, campus and other properties of the institution.
- d) Assign duties to teaching, administrative, examination, and extra curricular to the staff of the institution and see the performance of duties by them.
- e) Be responsible for the maintenance of discipline in all faculties and departments.
- f) Grant casual or quarantine leave or permission to leave the station to the members of the staff.
- g) Be the custodian of all records of the institution.
- h) Carry on correspondence on all matters except those mentioned in Chapter-II Clause C(4).
- i) Subject to the control and direction of the GB/MC, has power to make rules, not inconsistent with these by laws of the institution, for the internal management, societies and students, a copy where of shall be submitted to the GB/MC of the institution.
- j) Be responsible for the enforcement and observance of the rules of the institution.
- k) Be responsible for the incurring of all sanctioned expenditure, collection of fees and depositing the same in the approved Bank, proper maintenance of the Registers, records, ledgers, cash book, accounts, salary bills, vouchers etc. under his signature. These shall be open to examination by any member of GB/MC.
- l) Be responsible for the preparation and submission of the salary bill, budget, estimates, annual or periodical statements of accounts, returns as may be required from time to time by the GB/MC/University/Govt. agencies etc.

- m) Be responsible for holding the home examinations, and declaration of results in time, issue of certificates, when needed.
- n) Be responsible for the keep up of Library, Furnitures, Equipments and all other properties of the institution.
- n) Be responsible for the maintenance of the Service Books, confidential records of the staff.
- p) Make the secretary aware of the relevant rules, regulations, Departmental Instructions and circulars issued from time to time by the Univ/Govt, and explain the implication before a decision is taken by the GB/MC.
- q) Has the power to adjust the list of Holidays supplied by the
Government/University in accordance with the needs of the minority institution and with secretary's approval give notice to the effect.
- r) Has the power to suspend the institution in abnormal circumstances and inform the Secretary accordingly.
- s) Has the power to warn, caution or suspend a non-teaching staff for a maximum period of 7 days with half pay and the Secretary should be informed.
- t) Has the power to warn, caution or seek explanation in writing from a teaching staff for misconduct and violation of the institution's rules and norms.

F. THE DIRECTOR (For all institutions run and managed by Karimia Trust)

- a) A Director may be appointed by the Trustee, if it deemed necessary.
- b) He shall be paid an amount as honorarium to be fixed and paid by the appointing authority, i.e by the Trustee or by the institution concerned, as the case may be.
- c) Power and functions of the Director shall be decided and assigned by the Trustee. He will perform all jobs entrusted to him from time to time by the Trustee.
- d) The Director of the Karimia Educational Complex shall be a member of the GB/MC. of all the institutions run and managed by Karimia Trust.

CHAPTER - III

CATEGORIES OF STAFF

1. There shall be following categories of staff in the institutions under the Karimia Educational Complex.
 - a) Head of the institution - Head Master / Principal.
 - b) A.H.M./Vice- Principal (if needed)
 - c) Teaching Staff - Asst. Teacher/Lecturers/Reader/Professor.
 - d) Non-Teaching or Ministerial Staff-Accountant, Clerk-Cum-Typist, Librarian, Lab-In-charge and other technical supporting staff prescribed for any institute.
 - e) Menial Staff - Peons, Lab-boys, Electrician, Carpenter, Chowkidar, Sweeper, Gardener, Driver etc.,

2. Where in an institution, classes are held in two or more shifts, a teacher from amongst the seniors working in permanent unit/post may be appointed by the GB/ MC as A.H.M./VP or shift incharge who may be paid special monthly allowance to be fixed by the G.B/MC.

CHAPTER - IV

APPOINTMENT OF EMPLOYEES :

1. Appointment of employees will be made on the following basis:
 - a) Permanent against a sanctioned unit /post, sanctioned or approved by the state Govt/University with or without financial aid.
 - b) Temporary/Permanent against Non-Govt Post created by the GB/MC as and where required.

2.
 - a) The salaries of the employees appointed against Govt. sanctioned units/posts (with finance) will be paid by the Govt/University.
 - b) Pay and allowances to all other employees working on Govt posts (without finance) or on Non-Govt post will be according to the decisions of the GB./MC.

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3. In case a permanent/temporary staff is needed, the head of the institution, in consultation with the secretary, may place the requisition in writing before the G.B/MC for the consideration / creation of a permanent /Temporary Post in the institution.
4. Notwithstanding anything contained in these rules, it shall be permissible for the secretary to make an appointment, on temporary basis, for a period not exceeding four months, to any post, subject to the approval of the G.B/MC.
5. The services of temporary employees may be terminated as and when required by the management without any prior notice.
6. Temporary employees will not, as a matter of right, have any claim to permanent employment.
7. Normally, appointment of all employees against permanent post shall be made by the G.B/MC, adopting the following norms and procedures. Wherever, Govt/Univ guidelines are statutory, they shall be followed.
 - a) A resolution of appointment on the specific vacant post is to be taken by the G.B/MC in its meeting.
 - b) The post is to be advertised in a daily Newspaper and applications invited for the same.
 - c) A selection committee is to be constituted by the G.B/MC for the purpose of holding interview / written test of the intending candidates.
 - d) In case, the ward or any close relation (son/daughter/grand son/son or daughter in law/brother/sister/husband/wife) of G.B/MC member is a candidate for the post, he will not be a member of the selection committee.
 - e) After holding interview or a written test, a recommendation in order of merit is made by the selection committee and forwarded to the G.B/MC for consideration and appointment.
 - f) After consideration of the recommendation made so, a resolution to the effect of appointment is taken by the G.B/MC, in its meeting.
8. For govt. sanctioned unit appointment made, as per the provisions of clause 6, is subject to the approval of the Govt authorities/Univ/Commission for which the Secretary shall forward the case of such appointment along with all relevant papers to the concerned Govt authorities/University/Commission.
9. In all letters of appointment the date by which the person appointed is to join his/her post shall be mentioned. The joining date may be extended by the appointing authority. If the appointed candidate fails to join his/her post by the joining date including extension, if any allowed, the appointing authority may cancel his/her appointment and proceed to appoint the next person, if any, selected for the post, or order steps to be taken afresh, according to the prescribed procedure for filling the vacancy.

10. a) The candidate selected and appointed, as per clause 7, against permanent Govt sanctioned Post (with or without financial aid) will be on probation for a period of one year. After the expiry of the probation period the GB/MC may confirm his services on the recommendation of the HM / Principal. In case of an adverse opinion and on the recommendation of the HM / Principal, the probation period may be extended to another one year duration.
 - b) The management shall be at liberty to terminate the services of an employee on probation against an adverse report from the HM / Principal in connection with his conduct or teaching not in conformity with the required standard. For the confirmation of the services of the HM / Principal, the opinion and recommendation of the secretary shall be counted.
11. The HM / Principal of the institution shall maintain separate registers for the daily attendance of Teaching and Non-teaching staff and keep an eye vigil on the arrival and departure time of the staff.

CHAPTER -V

GENERAL SERVICE CONDITIONS OF THE WORKING EMPLOYEES

1. Where, in a School/College/Institute, classes are held in two or more shifts, employee may be required to work in either or both the shifts according to the discretion of the management.
2. The working day and holidays will be as per lists prepared by the institution's authorities every year.
3. The working hours will be such as may be specified from time to time by the management. Normally the maximum duration of working hours of an employee shall be what is prescribed by the state Govt/University for the employees of its own institution.
4. Working hours may be different for teaching and Non-teaching staff as may be specified by the authorities.
5. An employee may be required to conduct and organize co-curricular programmes and perform other duties also even beyond the normal working hours in the interest of the institution.
6. Permanent teachers are not allowed to take up any other job, remunerative or honorary out side the campus unless prior permission is granted by the G.B/MC, in a special case.

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7. No member of the permanent staff shall apply for any post under any authority except through the HM / Principal of his / her Institution, and the Principal / HM shall apply through the secretary.
8. Every employee appointed on permanent basis shall retire from service on attaining the age of superannuation fixed by the state Govt. for the corresponding categories of employees of its own institutions.
9. Any member of the teaching and non-teaching staff confirmed in his/her post or holding a post for over year, including the HM / Principal / VP, may at any time terminate his/her engagement by giving one calendar month's notice in writing or by paying a sum equal to one month's salary to the G.B/MC, provided the G.B/MC accept the salary offer.
10. The G.B/MC shall be competent enough to terminate the service of a confirmed employee in case of abolition of post due to closing down of the institution/ a class or reduction in the number of section of class or discontinuance of teaching a subject .
11. A teacher, if retrenched due to decrease in work, shall have a first claim for appointment to a similar post in that institution.
12. The seniority of an employees will be determined in case of permanent post/sanctioned unit post according to rules to be framed by the GB/MC. which shall be consistent with the rules of the state govt.
13. The termination of the service of a person (a) during the period of his probation, or (b) during the period in which he holds a temporary appointment of less than one year or (c) on retrenchment of a post, does not amount of discharge or dismissal.
14. Every employee shall have the right to make a representation to the GB/MC through H.M/Principal regarding his condition of service, if in contravention to these laws.
15. An employee serving a vacation department and who leaves his/her place of duty during a vacation is liable to be recalled at his own expense.

CHAPTER - VI

ACTS OF MISCONDUCT

1. Without prejudice to the general meaning of the term " misconduct" it shall be deemed to mean and include the following offences :-
 - a) Willful insubordination or disobedience, whether alone or in combination with another or others of any lawful or reasonable order of a superior or refusal to receive or reply to communication sent by a superior(HM /A.H.M./V.P/Principal /Director/Secretary or Management as a whole).

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- b) Striking work in contravention of any statute, law or enactment from time to time and for the time being in force, or inciting any staff to strike work ;
- c) Theft, fraud or dishonesty in connection with property or duty assigned .
- d) Non-refund of dues, misuse or misappropriation of the funds of the institution
- e) Seeking employment elsewhere, without routing the application through appropriate authority or a written permission.
- f) Continued or habitual negligence of duties and prolong absence Without information.
- g) Habitual late coming or early leaving to the Institution or late going to classes.
- c) Habitual indiscipline, use of unparliamentary language, threat, aggressive behaviour or behaving in a manner prejudicial to the ideal and values of the institution.
- d) Giving false information or production of false certificates, cheating for the purpose of securing employment, promotion or any other privilege;
- j) Moral turpitude.
- k) Any Criminal offence punishable by law;
- l) Conviction by a competent court of law;
- m) Accepting and performing any other job outside the institution without seeking prior permission from the management for the same;
- n) Any other action, behaviour which is detrimental to the academic discipline and healthy atmosphere of the institution including involvement in any conspiracy against the institution or the Trust, even if it is out side the institution
- o) Holding any meeting in the campus without the prior permission of the Head of the Institution.
- p) In case , an employee is occupying a quarter, room, seat, shop etc. owned by the institution or the Trust, willful disobedience of any rule for such occupation or any direction issued by the owner from time to time to guide the occupant.

- q) Employees holding quarter / shop / premises, at the time of retirement from service, resignation or termination of service, shall have to vacate the same failing which final settlement of retirement benefits and other financial dues may be withheld by the concerned management.

CHAPTER - VII

CORRECTIVE MEASURES, DISCIPLINARY ACTION, PUNISHMENT & APPEALS:

1. The GB/MC subject to the provisions of these rules, regulations, may pass an order or orders on an employee having one or more of the following effects -
 - i) Warning or censure;
 - ii) Withholding of increment including stoppage at the efficiency bar.
 - iii) Recovery from pay of the whole or part of any pecuniary loss caused to the institution by his negligence or insubordination.
 - iv) Debarring from promotion or demotion in rank;
 - v) Suspension (with half pay / without pay);
 - vi) Discharge or dismissal from service.
2. Where there is a prima facie case against an employee, the GB /MC may order that the employee be suspended pending investigation of the charges.
3. When an employee is found guilty of any one or more of the offences mentioned in the clause 1 of Chapter-VI (Act of Misconduct), punishment may be imposed only after he has been allowed full opportunity to defend himself.
4. While taking disciplinary action against an employee the following procedure shall be adopted:-
 - a) At least 48 hrs. time shall be given to the employee for compliance of the show cause notice / explanation letter.
 - b) A show - cause notice/explanation letter is first to be served on the Employee concerned by the Head of the Institution/Secretary/ President/ Management as a whole.
 - c) If the GB /MC feels that the explanation made by the employee is not satisfactory, it may suspend him/her for a period not exceeding ninety days during which time the employee concerned shall be entitled to half salary as subsistent allowance.

- d) After an employee has been suspended pending enquiry, the secretary shall convene a meeting of the GB/MC within a fortnight from the date of suspension order where charges shall be framed against the employee. Copy of the charges in writing shall be given to him/her asking him/her to submit an explanation of the charges. If the teacher representative/ex-officio member/Principal/H.M. is involved, he/she shall not attend such meeting.
- e) Meanwhile the GB/MC shall constitute an enquiry committee from within or outside the management to inquire into the charges leveled against the said employee, who shall be bound to face it. The enquiry committee so constituted shall prepare a report after investigation and send to the GB/MC with recommendation as to what sort of action should be taken against the employee.
- f) The Secretary shall receive the enquiry report and place it before the G.B/MC for consideration and decision.
- g) Any dismissal following suspension shall date from the date on which the employee was suspended.
- h) Time passed under suspension pending enquiry into conduct will count as service if the suspension is immediately followed by reinstatement, but time passed under suspension when suspension is adjudged as a specific penalty will not be considered as discontinuation in service.

5. APPEALS:

When action has been taken by the G.B/MC of the institution against any employee under article J of Chapter-VII from (ii) to (vi), the convicted employee shall have the right of appeal to the Trustee against the decision of the GB/MC within 30 days of the receipt thereof.

The Decision of the Trustee in the matter shall be final and binding on the appointing authority as well as on the employee concerned.

CHAPTER - VIII

DISCIPLINE OF THE STUDENTS

1. a) The H M / Principal shall be responsible for an over all discipline amongst the students with the help and cooperation from the teaching staff. For that purpose he may constitute a disciplinary committee consisting of the members of the Teaching staff and shall work and take decisions in this regard on the recommendation of the said committee.

- b) Following types of punishment may be imposed upon a guilty student.
 - a. Warning
 - b. Monetary fine with intimation to guardian/father
 - c. Suspension from attending the classes
 - d. Simple removal from the Institution by issuing Leaving Transfer Certificate
 - e. Rustication

CHAPTER - IX

1. LEAVE RULES

- a). Leave shall be admissible to an employee on the basis of his/her actual service only.
- b). Leave of any kind, though due at the time, cannot be claimed as matter of right and the sanctioning authority has absolute discretion to refuse, revoke, curtail leave at any time according to the needs and interest of the institution.
- c). Application for any kind of leave should be submitted through the proper channel i.e. H.M / Principal, and the application forwarded to the secretary must invariably be accompanied by definite recommendation from the H.M./ Principal concerned that the institution's work will not suffer and leave may be granted.
- d). No leave shall be availed before it has been granted by the sanctioning authority, provided, however, that when an employee is compelled by unavoidable circumstances to absent himself/herself from duty before he/she has been granted leave, he/she shall within three days report the full facts of the case to the sanctioning authority and apply for leave, if he/she has not done so earlier.
- e). If an employee is absent from duty without having been granted leave or without the previous permission of the sanctioning authority, or if he/she defaults without sufficient reason in reporting his/her absence from duty as required by clause (d), the sanctioning authority may refuse him/her any leave he may have applied for or may treat the period of such absence from duty as extraordinary leave without pay.
- f). Leave may be prefixed or suffixed to, but not both prefixed and suffixed to a holiday or vacation. If a holiday or vacation is prefixed and suffixed to leave or if a holiday or vacation falls within the period of leave, the entire period of vacation or holiday will be treated as a period of leave.
- g). Holidays immediately preceding or immediately succeeding a vacation shall be treated as part of vacation.
- h). An employee who remains absent from duty for any period after the end of any leave granted to him shall be deemed to be absent without leave during such period and shall

not be entitled to any leave or other salary for the period of such absence unless his/her leave is extended by the sanctioning authority so as to cover the period.

- i). No employee who has been granted leave on medical grounds shall return to duty until he/she produces a medical certificate of fitness from a Competent authority acceptable to it.
- j). No employee shall leave the station after reporting sick unless it is necessary for him/her to do so for better treatment. For leaving the station under such circumstances, the employee must obtain prior approval from appropriate authority.
- k). NO leave shall be granted to any employee who has been placed under suspension.
- l). An employee on leave will not accept any salaried appointment or under take any remunerative work other than casual literary work or work in connection with an examination, without obtaining the previous permission of the sanctioning authority.
- m). The total period of continuous leave including extra ordinary leave granted to an employee, except on special medical ground, shall in no case, exceed 24 months.
- n). Unless, in consideration of the special circumstances of any particular case, the competent authority decides otherwise, an employee shall be deemed to have ceased to be in the service of the institution after he/she has been continuously absent from duty for a period of one year.
- o). C.L. to teachers and non-teaching staff shall be granted by the HM/ Principal, CL to the H.M/Principal shall be granted by the Secretary. Other types of leave shall be granted by the Secretary.
- p). The following kinds of leave are admissible:-
 - a) Casual Leave
 - b) Earned / Privilege Leave
 - c) Medical Leave
 - d) Maternity Leave
 - e) Duty Leave
 - f) Study Leave
 - g) Lien Leave
 - h) Special Leave
 - i) Quarantine Leave
 - j) Leave without pay

2. CASUAL LEAVE :

- a) A permanent employee may be granted C.L. with full pay for 16 days in a calendar year. It will lapse if not availed of during the year.
- b) Ordinary C.L shall always be applied for and sanctioned at least one day before it is taken, except in case of emergency and for satisfactory reasons
- c) It can be availed in continuation with holidays (not with vacation) but period of C.L including holidays should not be more than 12 days at a stretch.

3. EARNED / PRIVILEGE LEAVE:

- a) Vacation department employees (Teaching staff) will be entitled to earned / privilege leave to the extent of 3 days for college, 14 days for schools in an active service year. If he is required to serve the institution during vacation he will be entitled to be granted P.L. at the rate of one day for every period of 3 days full vacation service.
- b) A non-teaching staff (non vacation deptt.) shall be entitled to 30 days P.L in a year.
- c) E.L./P.L. is accumulative upto a maximum no. of 180 days.

4. MEDICAL LEAVE :

A permanent employee shall be entitled to avail of leave on medical grounds for 16 days in every 12 months of his services on producing a medical certificate from a qualified registered medical practitioner, having Unani, Homoeopathic or

Allopathic degree or M.L. may be allowed to an employee as per the concerned Govt/University rules

5. MATERNITY LEAVE :

Confirmed women employee shall be entitled, on application duly recommended by a qualified registered medical practitioner, to maternity leave with full pay for 45 days before delivery and 45 days after delivery.

6. DUTY LEAVE :

- a) An employee entrusted with any job or work related to the institution/Board/University shall be deemed to be on duty only when he has submitted formal application to and the same has been sanctioned by a competent authority

- b) It may be granted to a teacher to conduct examination related work to attend academic conferences, seminars meetings of govt. bodies or duties assigned by the Govt. etc.

7. STUDY LEAVE :

- a) Study leave may be granted to a permanent member of teaching faculty, only after completing two years of service in the institution, for a period not exceeding 2 years with half pay or without pay for the purpose of improving his qualifications provided the teacher concerned agrees to serves the institution for at least four years after resuming his / her duties
- b) At a stretch it will be granted for not more than one year which may be extended to another year on application.
- c) It may not be claimed as a matter of right, and will be granted or refused with due regards to the exigencies of institution.

8. LIEN LEAVE :

It may be granted for a period not exceeding 12 months to an employee who has served in the institution for atleast 5 years on a permanent regular post. It may be extended for another 12 months on request. In case an employee is elected as M.P/ M.L.A or M.L.C he may be granted a lien of five years without pay.

9. SPECIAL LEAVE :

The GB/MC at its sole discretion may grant special leave under special circumstances with or without pay to any of its employee.

10. QUARANTINE LEAVE :

This type of leave may be granted, for a maximum period of twenty one (21) days when an employee is ordered by the competent authority not to attend the institution in consequence of the presence of any infectious disease in his household or family or on his person

11. LEAVE WITHOUT PAY :

- a) Up to a maximum period of two years leave without pay may be granted under conditions to be determined in each individual case.
- b) If a situation arises, an employee may be forced by the G B/MC to go on leave in the interest of the institution

CHAPTER - X

1. FINANCE & ACCOUNTS :

- a). The Finance of the institution shall be controlled and maintained by the G.B/MC with the help of the Secretary and the H.M / Principal.
- b). There shall be Bank account, opened in the name of the institution concerned in any one or more of the scheduled banks of India at Jamshedpur where the management deems fit and all the amount collected by or in the name of the institution shall be deposited in that account or accounts within 48 hours of its collection. The H.M /Principal may , however keep an amount not exceeding Rs.10,000/- as cash in hand for contingency and sundry expenses.
- c). The Bank accounts of the institution shall be operated jointly by any two of the following officials;
 - i) Trustee / President
 - ii) Secretary
 - iii) H.M / Principal
- d). The Accounts of the institution shall be audited on a regular basis by an auditor or chartered accountant to be appointed by the G.B/MC and the audit report shall be placed in the meeting of the G.B/MC for its approval after every 2 years copy of the audit report is to be submitted to the office of the Trustee within 15 days.

CHAPTER - XI

RULES REGARDING TRAVELLING AND DAILY HALTAGE ALLOWANCES (T.A./ DA) :

1. These rules shall be applicable to all employees of the institution and members of the GB / MC.
2. For the purposes of calculating travelling allowance a journey between two places is held to have been performed by the shortest of two or more practicable routes.
3. T.A. & D.A shall not be drawn from the fund of the institution if drawn from any other source.
4. D.A may not be draw for a continuous halt of more than 10 days at any one place provided that the secretary may grant exemption in any individual case, if he/she is satisfied that the prolonged halt is necessary in the interest of the institution.

- Bye Laws - Karimia Educational Institutions (run and managed by Karimia Trust, Jamshedpur)**
5. The T.A & D.A will be payable only when bills are presented within one week return from the journey.
 6. Bills of T.A & D.A shall be verified and scrutinised by the H.M/Principal and shall be passed for payment by the secretary.
 7. For the purpose of calculating T.A & D.A officials and employees of the institution are divided into three categories :

Category One : Members of the Administration and Management.

Category Two : Members of Teaching faculty.

Category Three : Members of Non-teaching staff.

8. T.A for Journey by Railways - (Both Ways)
 - a) For Members of Category One : 2nd Sleeper Class AC/1st Class
 - b) For members of Category Two : 1st Class/AC or 1st Class Chair Car.
 - c) For Members of Category Three :
 - a) Ministerial Staff: 1st Class
 - b) Menial Staff : 2nd Class sleeper
9. T.A. for journey by Road/Bus (Both ways) :
 - a) For members of Category One----Amount equal to 4 bus tickets(as directed by the trustee or secretary)
 - b) For members of Category Two-----Amount equal to 4 Bus tickets For members of Category Three: Amount equal to 4 Bus tickets

10. DAILY HALTAGE ALLOWANCES :

Halting allowance will be admissible for halts on duty for each day of work. This allowance will not admissible for a night spent during journey either in a train/road bus railway station for a change, train or purely for the convenience of the traveler.

- a) Halting allowance is to be drawn on the following scale :
 - i) For members of Category One @ Rs.250/- per day(as directed by the Trustee or Secretary)
 - ii) For members of Category Two@ Rs.200/- per day
 - iii) For members of Category Three @
 - a) Ministerial staff @ Rs.120/-day
 - b) Menial staff @ Rs.100/-day

- Bye Laws -** Karimia Educational Institutions (run and managed by Karimia Trust, Jamshedpur)
- b) Halting allowance for each day of work in cities like Kolkata, Mumbai, Delhi and Chennai shall be double of the above rates for members of each category.

NOTE: These allowances shall be reviewed by the GB/MC once a year.

CHAPTER - XII

PROVIDENT FUND(P.F.)

- 1) There shall be a Provident Fund for the benefit of the employees of the institution.
- 2) Every permanent employee of the institution shall be entitled to P.F benefits as per the govt. rules of the concerned deptt.
- 3) An employee shall complete and file his nomination in the prescribed form, after entering there in the name or names of the persons to whom in the event of his/her death he/she wishes the accumulated amount in respect of his/her account in the fund to be paid.
- 4) A subscriber may at any time cancel, revise, or modify his nomination by a fresh nomination in the prescribed form.
- 5) No final withdrawal of the accumulated amount shall be allowed until the termination of the services of the subscriber or his death, whichever is earlier. But in case of necessity the secretary/Principal may allow an advance as refundable loan to a subscriber at a rate of interest one percent higher than the rate at which interest is credited to subscribers, subject to the following condition;
 - a) There is no unpaid balance of any previous advance or interest thereon outstanding against the subscriber.
 - b) The total amount of the advance does not exceed the total of his own contributions and 2/3 of the employer.
- 6) Recoveries towards the amount advanced shall be made in equal monthly instalment not exceeding 30 commencing from the first payment of salary after the advance is granted.
- 7) A subscriber who dies or ceases to be in service within five years from the date of his/her appointment shall be entitled to the employers contribution upto a maximum of fifty percent only.
- 8) After five years of un-interrupted service the subscriber shall be entitled to 100 percent of employers' contribution.

Bye Laws - Karimia Educational Institutions (run and managed by Karimia Trust, Jamshedpur)

- 9) In the event of dismissal of a subscriber on account of misconduct, moral turpitude or gross negligence of duty, he/she shall be entitled to receive only the amount of his/her own contribution.
- 10) On the death of a subscriber the accumulated amount in his/her account shall be paid in accordance with the terms of nomination to his/her surviving nominee/nominee.
- 11) The institution shall have the right to recover and deduct all outstanding dues with interest against the subscriber before making final payment of the P.F. amount to the subscriber or his/her nominee.

CHAPTER-XIII

GRATUITY :

- 1) Subject to the provision and decision of GB/MC the institution may pay to an employee a sum of money on his retirement as gratuity in addition to the provident fund money.
- 2) The money of gratuity will be an ex-gratia payment in consideration of loyal and meritorious service and cannot be claimed as a matter of right.
- 3) The decision of the institution with regard to payment of gratuity to an employee shall be final.
- 4) Mode and quantum of amount of payment of the gratuity to an employee is to be fixed and formulated by the institution concerned at the time of implementation.

CHAPTER - XIV

1. MISCELLANEOUS :

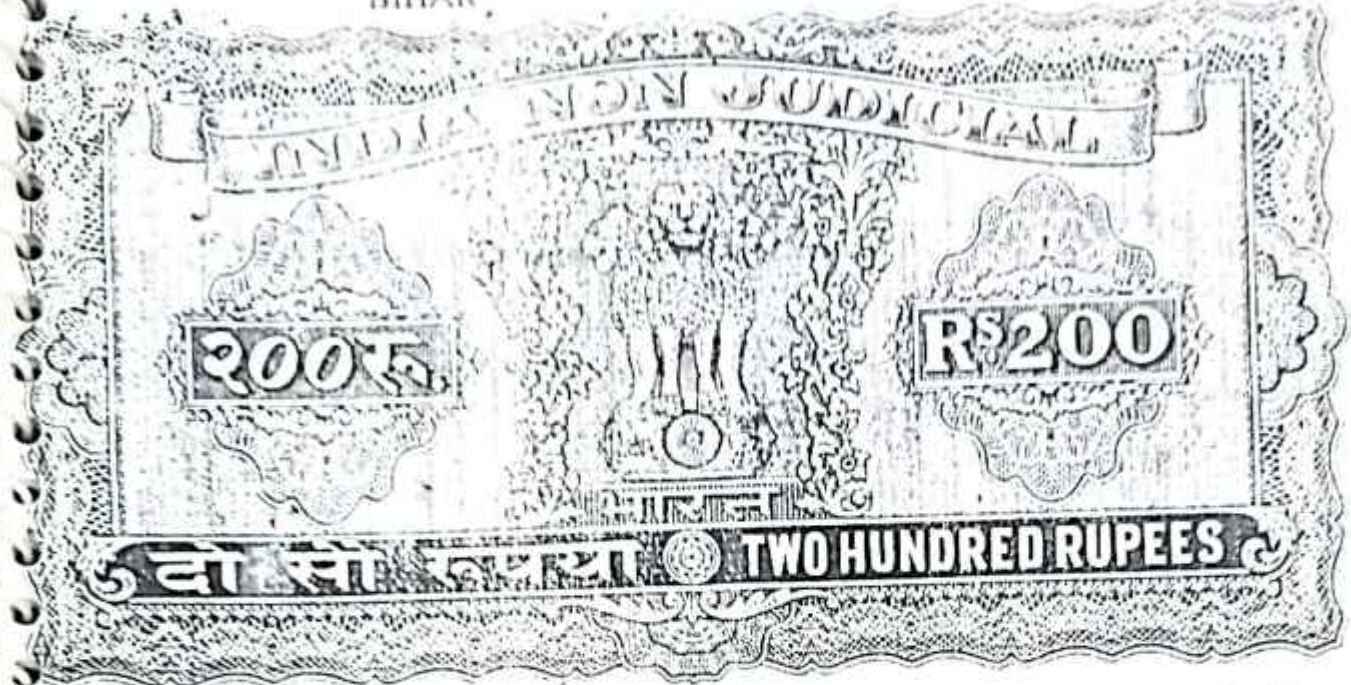
The Trustee reserves the right to amend, rectify, add or delete any of these rules and make new rules or issue fresh orders or direction as and when it deems necessary on his own or on the recommendation / proposal given by the GB/MC of the institution concerned.

2. Amendments in Rules :

The Joint GB/MC may amend any of these rules with at least 3/4 of its members voting in favour of the proposed amendment and a resolution is taken to this effect. This can however be enforced only after obtaining final approval of the Trustee.

3. DISPUTES :

Notwithstanding anything contained in these rules, all the matters shall ordinary be decided in the meeting of the GB/MC by simple majority vote. But in case of any doubt, difficulty or dispute in regard to the application or interpretation of these rules unresolved by the management, the same may be referred to the Trustee and the decision of the Trustee in that respect shall be final.



Admission to the
 ...
 ...

Fee paid
 Rs 500
 No 4
 Date
 Total 538.25

Hussaini Syed
 Mir Tafazul Karim
 30th May 58

58(A) No 3325
 Mir Tafazul Karim
 20.5.58
 Grand Total 591.50
 NEW DEED OF TRUST.

S(14)
 30/5/58

This Deed of Trust made, this 30th day of May, 1958 by Hussaini Syed Mir Tafazul Karim son of late Hussaini Syed Abdul Wahab by faith Hanafi Muslim of the Sunni Sect, by occupation Busin ess, residing at Sakchi, P.S. Sakchi, Town Jamshedpur, District Singhbhum.

WHEREAS by Registered Deed of Trust executed by me on 6-5-1945 in Book.No. 1 Volume No. 13 at Pages 433 to 440 being Deed No. 1847 of that year. I conveyed and transferred in Trust the Karimia Mansion and the premises of the Jamshedpur Talkies together with Cinema House Operating Machineries, Chairs, Benches, Fans and other Cinema fittings and appliances situated in the plot of land measuring 0.64 acres more fully described in the Trust Deed aforesaid for the purpose stated therein and for the establishment of Central Karimia School (College).

AND WHEREAS

22/5/58

Presented for registration
at 6:30 P.M. on 11th

30th May 1958
at 7 (his)

Presented by) Hussain
Syed Mir Tafazzul Karim

Shri. Mir Abdul Wahab

Dr. P. S. Salale

Dr. P. S. Salale



Mir
30.5.58
R

Hussain Syed Mir Tafazzul Karim
30.5.58

Registration is administered by the

Hussain Syed Mir

Tafazzul Karim who is

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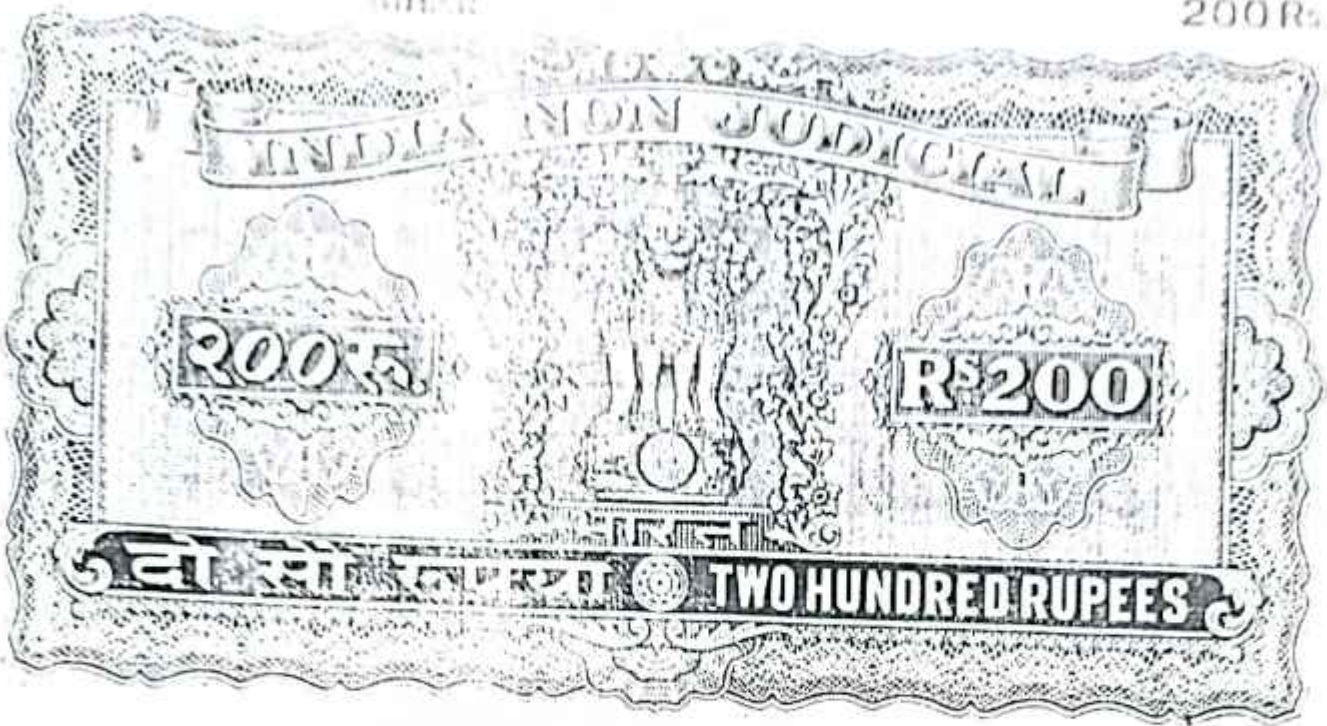
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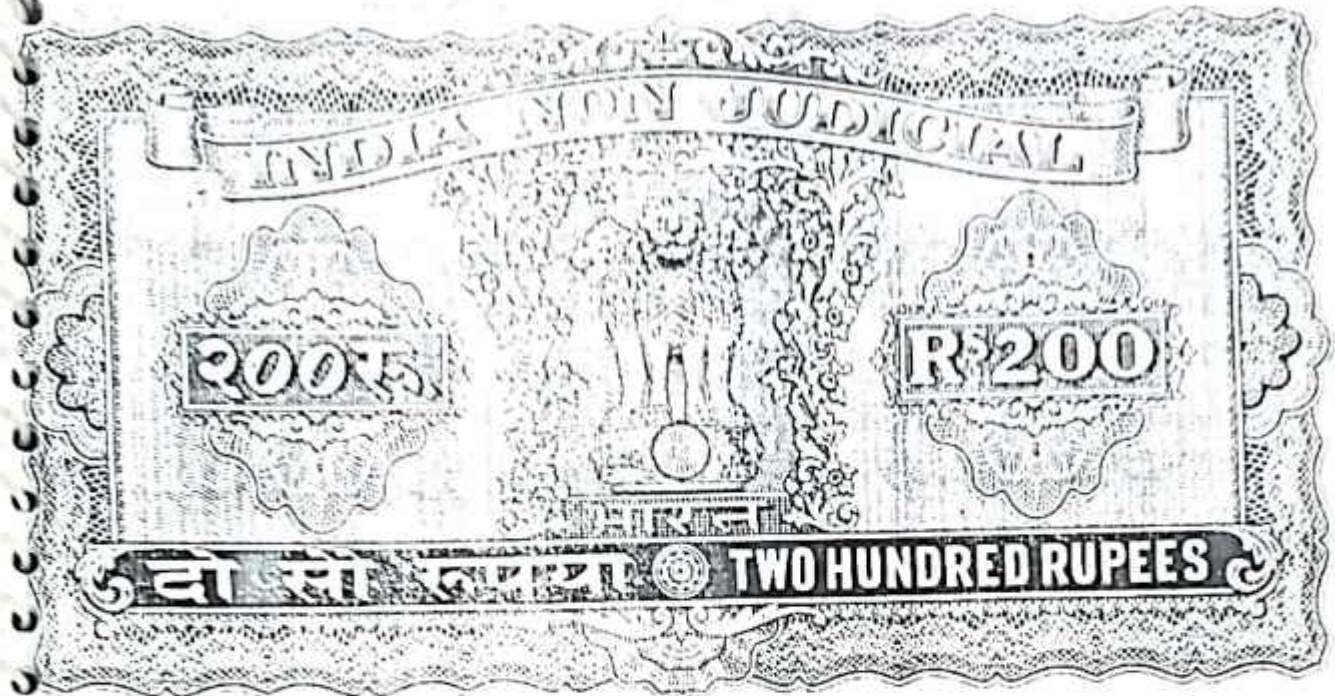


- 2 -

Humayun S. Zaid
 Mr. T. Zaid
 A. Zaid
 20.5.58

A N D WHEREAS I have partly constructed a second Cinema Building named Karim Talkiz on the Western side of the plot described in paragraph 2 here-in-above out of my income and also with money raised on loan which is payable as per agreement made by me with the Creditors.

A N D WHEREAS the Income Tax Department upto Appellate Tribunal held that there is nothing in the Trust Deed to indicate that the Cinema Business was transferred by Mr. Karim for any charitable purpose; and accordingly I executed supplementary Deed on 10.1.1953 and Registered at Jamshedpur Sub-Registry Office expressing therein my intention for charitable disposition of the Cinema Business in the name of Jamshedpur Talkies and their Lordships, the Chief Justice Mr. V. Ramaswami and Mr. Justice Misra in Miscellaneous Judicial Case number 276 of 1953 by their order dated



Hussainy Syed Mu
Tasadduq Hussain
30th May 58

- 3 -

dated 2-12-1954 confirmed the said order of the Tribunal.

A N D WHEREAS even after the execution of the supplementary Deed aforesaid, the Income Tax Department is of the opinion that there has been no disposition of the Cinema Business in the name of Jamshedpur Talkies and whereas legal opinion has been given to me that there has been no clear indication in the Deeds about forming a Trust in respect of the Cinema Business in the name of Jamshedpur Talkies and that fresh "TRUST" should be created to give fullest effect of my intention to create a public Trust for charitable purposes in respect of the assets mentioned in the Schedule below :-

NOW THIS DEED WITNESSETH AS FOLLOWS :-

1) That I do hereby transfer and assign upon Wally



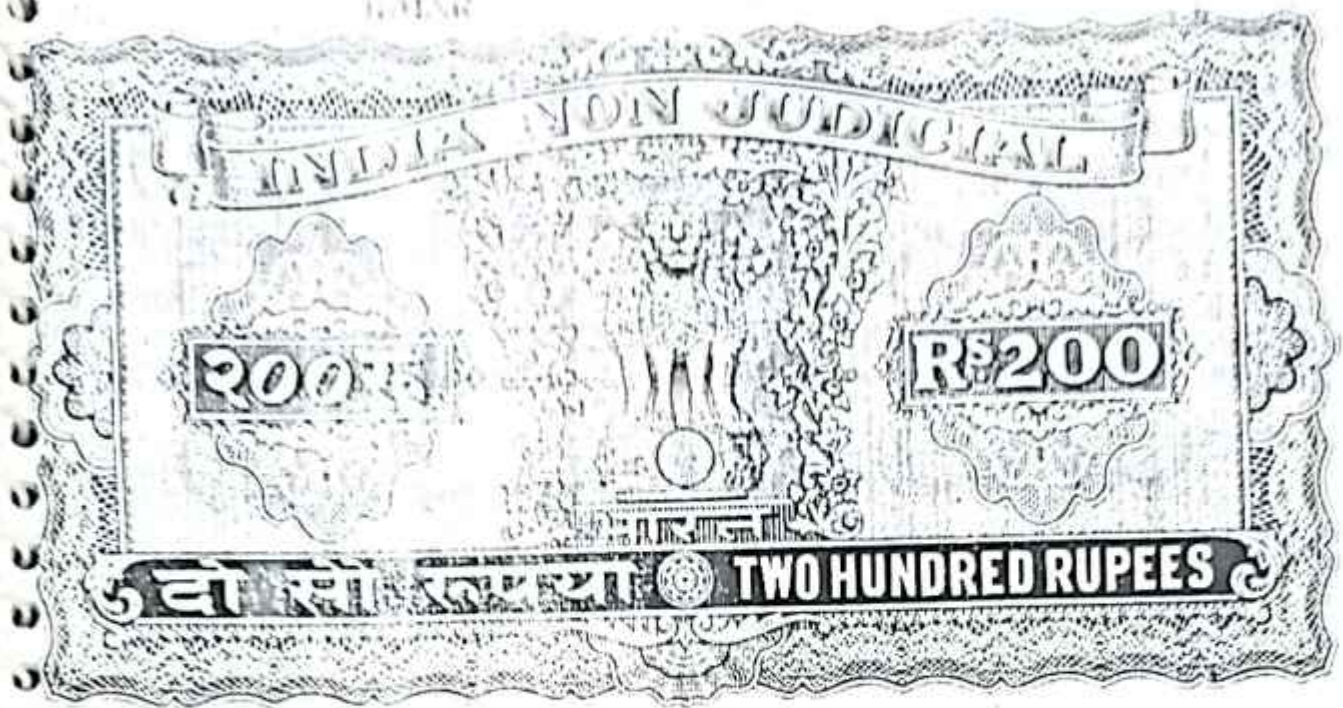
*Hussain Syed Mir
Tajagur Amin
30.5.58*

- 4 -

wholly charitable public Trust the Cinema Business in the name of the Jamshedpur Talkies including the good-will of the same and the Cinema Business and the Building of the Karimia Talkies together with appliances, apparatus, Furniture etc. more fully described in the Schedule "A" hereunder and the good-will of the said business unto myself as the sole Trustee thereof.

2). That I shall be the first sole Trustee during my life time and after my death Syed Mohd. Shafiq, B.A. (son of my cousin Syed Mohammad Shariff) who has been assisting me in the management of the Trust shall succeed to the Trusteeship and shall perform the duties of the Trustee, as in view of his religious and charitable disposition of his mind, I have full confidence that he will successfully discharge the duties as TRUSTEE and will fully carry out the object of my TRUST.

3). That



Hussain Syed Mir
Tajazul Hasan
21.5.58

3). That after my death there shall be a Managing Committee of eleven (11) persons including the Trustee as mentioned below :-

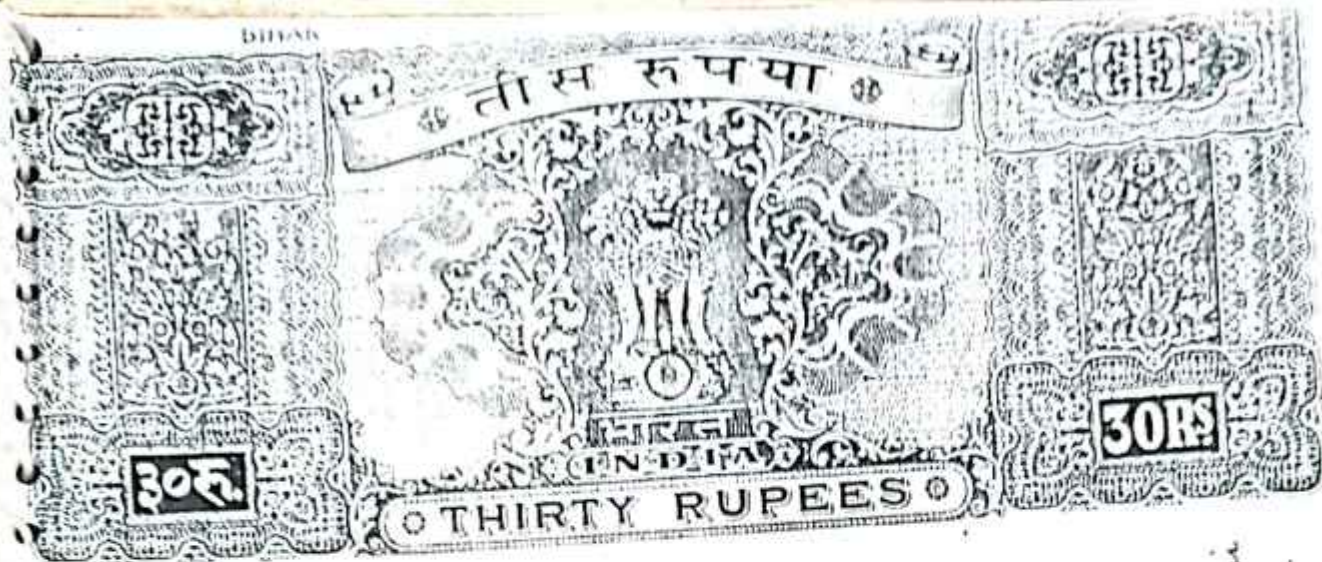
- (i) The President of the Managing Committee of the Central Karimia School, Jamshedpur.
- (ii) The President of the Managing Committee of the Kabiria School, Dhatkidih, Jamshedpur.
- (iii) The President of the Managing Committee of the Central Mosque, Sakchi, Jamshedpur.
- (iv) The President, Muslim Library, Jamshedpur.
- (v) The President of the Managing Committee of the Dhatkidih Mosque, Jamshedpur.
- (vi) One Building Contractor from the Tisco. approved



Moulvi Syed Tafazul Hussain Sahen
30.10.2007

approved list who shall act as an Advisor on Building Works approved by the majority of members of the Committee who shall not take any Building Contract in respect of the Trust properties for himself.

- (vii) One adult male member from my family shall be a Muslim of sober habits and good conduct approved by the majority of the Committee Members.
- (viii) Moulvi Syed Tafazul Hussain Sahen, Advocate, Jamshedpur, life member.
- (ix) Moulvi Siddique Ali Saheb, Controller of Stores, Tinsplate Co. Jamshedpur, Life member.
- (x) Syed Mohd. Shafique and after his one of his



Munaim Syed
Tajuddin Khan
3-1-58

- 7 -

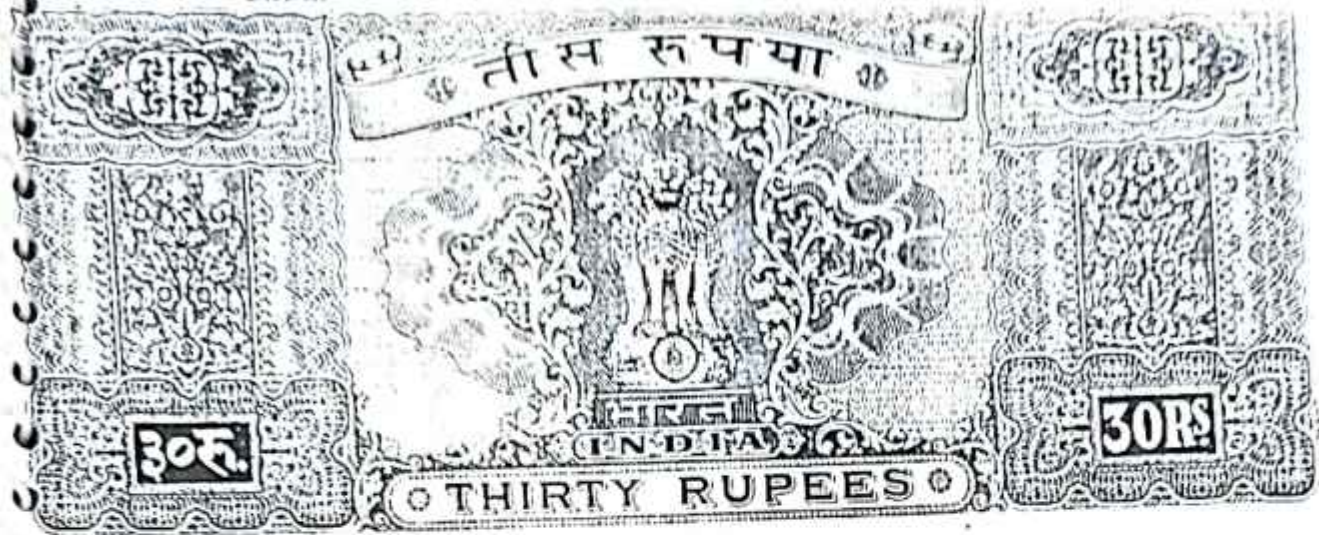
his one of his successors provided he maintains pure Muslim Sober habits and Good conduct.

4). That No. (viii) and (ix) above having helped in the creation of the TRUST during the initial stages shall remain as Advisors and life long members. After them one of the sons of each of them having sober Muslim habits and good conduct and approved by the majority of members of the Managing Committee shall be appointed as a member. These seats will be filled up from the adult male members of their families whenever vacancy arises by death or resignation.

5). That the Managing Committee shall elect a President from among its members, who shall function as such for 2 years, and the out-going President shall be eligible for re-election.

6). That the Trustee after me shall be the secretary of the Managing Committee.

7). That the



*Muhammad Syed Muzi
Tajafri Hassan
3-1-58*

- 7 -

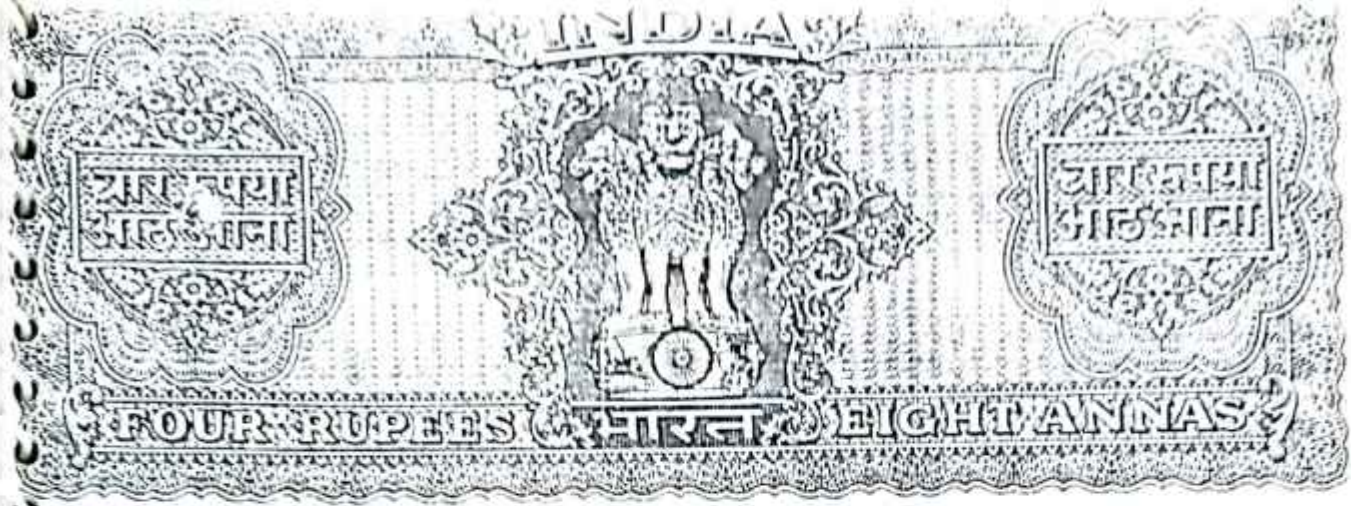
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4). That No. (viii) and (ix) above having helped in the creation of the TRUST during the initial stages shall remain as Advisors and life long members. After them one of the sons of each of them having sober Muslim habits and good conduct and approved by the majority of members of the Managing Committee shall be appointed as a member. These seats will be filled up from the adult male members of their families whenever vacancy arises by death or resignation.

5). That the Managing Committee shall elect a President from among its members, who shall function as such for 2 years, and the out-going President shall be eligible for re-election.

6). That the Trustee after me shall be the Secretary of the Managing Committee.

7). That the



*Monday 2nd Feb
Trustee's Office
30.1.1922*

7). That the meeting of the Committee shall be convened once in three months by the Trustee, and a week's notice shall be given to every member about the meeting.

8). That the President also or at least half of the members of the Managing Committee in number shall have the power to call a meeting in case of emergency.

9). That the business of the meeting shall be conducted according to the vote of the majority of the members present and shall be recorded in a Proceeding Book specially maintained for the purpose and signed by the President and the Trustee.

10). That the overall superintendence of all sections of the Trust shall be in the hands of the Managing Committee. The decision of the Managing Committee or of the majority of the members thereof shall be binding on the Trustee.

11). That five members of the Committee shall form

*Muhammad Syed Muz
Tahaful Karim
30.5.57*

form a quorum of a meeting. In adjourned meetings, no quorum will be necessary.

12). That the Managing Committee shall frame rules for the management of this Karim Trust and due performance of the object and purposes of the TRUST and the rules framed by them shall be binding on the Trust provided it is not repugnant to the Trust and does not in any manner violate the object and purposes of the Trust.

13). That if any member of the Managing Committee refuses as member or in case of his death or resignation the remaining members of the Managing Committee shall by majority of votes fill the vacancy, from the institutions concerned as mentioned in para 3.

14). That the said Syed Mohammad Shafique shall have the power to nominate one of his adult male family members to act as his nominee after his death. Such nominee shall be of sober Muslim habits efficient and honest. The successor Trustee shall also similarly nominate his successor out of the adult male members of his family, who shall also be honest and of Muslim sober habits.

15). That in case of his failure to appoint the successor or in case of the office becoming vacant for any reason, the Committee shall make the appointment from amongst the suitable adult male members of my family group if no qualified man comes up from the family of the last Trustee.

16). That the income of the Public Trust named KARIM'S TRUST shall be spent for Public Educational Religious and Charitable purposes as indicated herein.

17). That

*Handing Signed Mr
Talatpud Hasan
30.5.53*

17). That the Trustee shall have no power to sell, mortgage or lease or in any other manner transfer or encumber the Trust Properties.

18). That the Trustee shall be liable to removal in case of negligence, misconduct, misfeasance and nonfeasance and the post shall be filled in by majority of votes of the members of the Managing Committee by one answering the description mentioned above from the family of the last Trustee. If such a member be not available the Committee can appoint one in conformity with the qualification from my family group, by majority of votes.

19). A C C O U N T S :

- (a) Detailed and regular books of accounts fully supported by vouchers shall be maintained in a proper way.
- (b) The Books of Accounts of all sections shall be maintained according to the financial year of the State.
- (c) Books of Accounts of all sections shall be audited within six months of the end of the financial year as far as possible by a duly qualified and paid chartered Accountant approved by the Managing Committee or the Trustee.
- (d) The Audited report shall be placed before the Managing Committee and Waqf Board for consideration and necessary action.

20). Bank

*Humayun Singh
Tilakpuri
30.5.58*

20). BANK ACCOUNT : If opened shall be opened in the name of the Trust in the State Bank of India or any other scheduled Bank and the account shall be operated during my life time by me as the Trustee, and after me by the Succeeding Trustee and another member of the Managing Committee (selected by the Committee) jointly.

21). TRUST INCOME : The income of the Trust shall be derived from the following sources :

- (a) From the income of the business of both the Cinemas mentioned above.
- (b) From Investment of Trust Funds in Government Securities and state Banks.
- (c) From the profit of any other business which the Trust might conduct from the income of the Trust Properties.
- (d) From generous public or charitable institution.

22). DISPOSAL OF INCOME :

- (i) 50% of the net income shall be contribute to the Central Karimia school (College) subject to this that the percentage can be increased by me and after me as may be decided by the Managing Committee under the Present Trust when such increase will be required when the School is converted to a college and the said fund shall be disbursed solely

Secretary
Talegaon
10.11.55

solely for the purposes of the said institution by the Managing Committee of the said institution subject to the control and direction of the Board of Trustees as formed by me as per Registered Deed dated 6.5.45 as also myself and after me, the Succeeding Trustee and the Managing Committee.

- (ii) Upto 10 p.c. of the net income should be paid to Public Madrasas, orphanages and Mosque, at Jamshedpur and else-where at the discretion of the Managing Committee. The unspent amount shall form part of the Reserve Fund.
- (iii) 10 p.c. of the income can be paid to the Trustee if he so desires as his remuneration for looking after day to day management of the Trust.
- (iv) Balance is to be set apart and kept reserved for being spent for Public charitable and Religious purposes and for increasing the fund for spending over such charitable purposes in future.

23). That the Trust shall not be revoked in future at any cost, and this Trust shall be deemed to be an irrevocable Trust.

24). FAILURE OF OBJECT : God forbid, but if for any reason the object of this Trust fails then all the

*Muhammad Syarif
Talafund # 2*

the properties held by the Trust shall be sold off at the best price and all the funds of the Trust shall be given to the following :

- (1) Central Mosque, Jamshedpur.
- (2) Faltan Mosque, near Sadar Post Office, Cuttack.
- (3) To deposit substantial fund in Government Securities after my name to work with its interest on the lines of Mohsin Fund of Bengal for the 'Education' of poor students of Bihar and Orissa.
- (4) To build and open new Madrasas and Schools after my name in places where it is considered necessary.
- (5) To build and open Technical Schools in my name.
- (6) Any other public Religious, Cultural, Scientific institutions after my name in place where necessary.

25). LITIGATION :

- (a) Every member of the public who is interested in URDU LANGUAGE OR LITERATURE or culture shall have the right to approach the competent authority for enquiry and redress, if the complainant honestly feel that the Trust or any department or section of it is not functioning properly

*Manoj Singh
Trustee
30.5.53*

properly or that the funds of the Trust are being abused.

- (b) The decision of competent authority of the District may also be sought by the Trustee in case of difficulty.

26). PUBLICITY : For the information of the Public an U R D U translation of this document shall be inscribed on a brass sheet and permanently affixed to a very prominent place in the Trust premises where every one can read the same at any time of the day.

27). I reserve to myself the right to amend, modify or add to the rules for due performance of this PUBLIC TRUST consistent with the object of this Trust but I shall have no power to change the nature of the Trust or its purposes.

28). That in view of the fact that the Cinema Business carried on under the style of Jamshedpur Talkies demised hereby is not connected with any Cinema House, Operating Machines and seats and other necessary fittings and appliances which have already been demised by Trust Deed registered on 6.5.1945 as mentioned herein above as there remains no tangible assets of the Cinema Business of Jamshedpur Talkies except good-will after the said disposition and that as the income of the business is contingent (only) on the quality of the Films which can be had for exhibitions on cash terms only and as the transferee is not likely to avail any substantial credit from the market on the faith of the business of "Jamshedpur Talkies" as demised by these presents the Cinema Business carried on now in the style of

Hussain Syed Mir
Tafazul Karim
30/5/58

of "JAMSHEDPUR TALKIES" comprising the Goodwill as sole asset is valued at Rs.10,000/- for the purposes of stamp duty.

Schedule "A".

1. The Cinema Business known as Jamshedpur Talkies comprising Goodwill now being carried on in the Cinema House (Jamshedpur Talkies) demised in Trust by registered Deed dated 6.5.1945 valued at Rs.10,000/-.

2. The Cinema House known as KARIM TAKIZ together with the building and operating and other machineries, Fans, Chair etc. fitted and to be fitted hereafter in the said Building being constructed with rights to carry on Cinema Business in the Style of KARIM TAKIZ valued at Rs.1,00,000/- (one lac) bounded as follows :-

North:- Shop premises of Jamshedpur Talkies on the Tapti Road given in Trust by Registered Deed dated 6.5.1945.

South:- Central Karimia School.

East :- Jamshedpur Talkies Building, given in Trust by Registered Deed dated 6.5.1945.

West :- By C. 's Waste land along the Sand Line Track from Works to Subarnarekha River.

standing on a plot of land within J.N.A.C. ward and circle number 3712

In witness whereof, I Hussaini Syed Mir Tafazul Karim do set my hand hereto the day, and the month and year mentioned herein above in presence of witnesses.

Read over the contents of this deed to the Executant who admitted to be correct and signed in my presence. *of same*

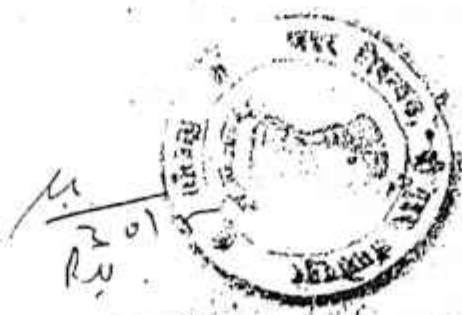
Typed by :- *Bwija Prada Sarker, Jamshedpur*

Witnesses:- (1) *Md. Hassan of Timpale 30/5/58*

(2) *M. A. Ghafur of Timpale 30-5-58*

(3) *Idaru Hussain 12 Kaveri Road. 30.5*

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Postmark 4.6

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Link of 5 Years Strategic Plan: <https://karimcitycollege.ac.in/the-institution/>

Link of 20 Year Perspective Plan: <https://karimcitycollege.ac.in/the-institution/>

Link of IQAC AGENDA: <https://karimcitycollege.ac.in/internal-quality-assurance-cell/>

INTERNAL QUALITY ASSURANCE CELL
KARIM CITY COLLEGE, JAMSHEDPUR
IQAC FIVE YEAR AGENDA 2024-29

1. Assisting the College Authorities in the Proposed Shifting of the Campus
2. Meeting with All Stake Holders
3. Awareness & Motivational Programmes for Students and Staff
4. Short Term FDPs in Collaboration with MMTC-AMU
5. Online Events
6. ICT in Teaching & Learning
7. Feedback Analysis & ATR
8. Different Quality Audits
9. Students Satisfaction Survey
10. Emphasis on Parents-Teacher Meetings
11. Emphasis on Advance & Slow Learners
12. Emphasis on Mentor-Mentee Mechanism
13. Energy Conservation & Renewable Energy Recourses
14. New PG Programmes & Value-Added Certificate Courses
15. Registration of Alumni Association
16. Workshop on IPR & Plagiarism
17. Emphasis on Seminars, Conferences & Publications for Teachers
18. Students Seminars
19. MOU's, Collaborations & Linkages
20. Parents' Representation in College Bodies
21. New E-Class Rooms
22. College Calendar
23. Online College Journal
24. Outdoor Sports Events
25. Bus Service for Students
26. Digitisation, IT & ICT
27. Better Waste Management
28. Changing Room for Female Staff
29. Adoption of Localities
30. Improvement in Students Support Services



12/08/24
Dr. Mohammad Reyaz
Principal

INTERNAL QUALITY ASSURANCE CELL

KARIM CITY COLLEGE, JAMSHEDPUR

AGENDA 2024-25

1. Meeting with All Stake Holders
2. Awareness & Motivational Programmes for Students and Staff
3. Online Events
4. ICT in Teaching & Learning
5. Feedback Analysis & ATR
6. Emphasis on Parents-Teacher Meetings
7. Emphasis on Advance & Slow Learners
8. Emphasis on Mentor-Mentee Mechanism
9. Energy Conservation & Renewable Energy Recourses
10. New PG Programmes & Value-Added Certificate Courses
11. Registration of Alumni Association
12. Workshop on IPR & Plagiarism
13. Emphasis on Seminars, Conferences & Publications for Teachers
14. Students Seminars
15. MOU's, Collaborations & Linkages
16. Parents' Representation in College Bodies
17. New E-Class Rooms
18. College Calendar
19. Online College Journal
20. Outdoor Sports Events


Dr. Mohammad Reyaz
Principal

INTERNAL QUALITY ASSURANCE CELL

KARIM CITY COLLEGE, JAMSHEDPUR

AGENDA 2023-24

1. Meeting with all Stake Holders
2. Awareness & Motivational Programmes for Students and Staff
3. Online Events
4. Increased Use of ICT
5. Better Record & Data Keeping
6. Launching of New Website in view of forthcoming NAAC
7. Attainment of Outcomes (Last Five Years)
8. SWOC Analysis
9. Academic & Administrative Audit
10. Feedback Analysis and ATR
11. Emphasis on Parents-Teacher Meetings
12. Emphasis on Advance & Slow Learners
13. Emphasis on Mentor-Mentee Mechanism
14. First Aid Training of Teaching & Non-Teaching Staff
15. Energy Conservation
16. Renewable Energy Recourses
17. New PG Programmes
18. New Value Added Certificate Courses
19. Registration of Alumni Association
20. Workshop on IPR & Plagiarism
21. Data of Student Progression to Higher Education
22. Students Seminars



Dr. Mohammad Reyaz

Principal

INTERNAL QUALITY ASSURANCE CELL
KARIM CITY COLLEGE, JAMSHEDPUR
AGENDA 2022-23

1. Meeting with all Stake Holders
2. Awareness & Motivational Programmes for Students and Staff
3. Online Events
4. Increased Use of ICT
5. Better Record & Data Keeping
6. Preparation of Outcomes of New FYUGP Syllabus
7. Feedback Analyses and ATR
8. Emphasis on Parents-Teacher Meetings
9. Emphasis on Advance & Slow Learners
10. Emphasis on Mentor-Mentee Mechanism
11. First Aid Tanning of Teaching & Non-Teaching Staff
12. Energy Conservation
13. Renewable Energy Recourses
14. New PG Programmes
15. New Value Added Certificate Courses
16. Registration of Alumni Association
17. Workshop on IPR & Plagiarism
18. Establishment of Scholarship Cell
19. Data of Student Progression to Higher Education
20. Students Seminars



Dr. Mohammad Reyaz
Principal

INTERNAL QUALITY ASSURANCE CELL
KARIM CITY COLLEGE, JAMSHEDPUR
AGENDA 2021-22

1. To apply for postgraduate teaching in English
2. Implementation of Online Integrated MIS through a Pune-based service provider, Mastersoft College App for students and staff members
3. To introduce more Online Certificate Courses
4. Purchase of more e-books and e-journals for the college library
5. Resuming coaching for NET
6. To conduct workshops on IPR and Entrepreneurship
7. To conduct Academic and Administrative Audit through an external body
8. Funding for teachers to attend seminars, workshops and conferences
9. Funding for book publication by teaching staff
10. Promotion of extension activities in departments
11. Installation of Solar Panels
12. Setting up of a Green House for medicinal plants
13. Adopting initiatives to green the campus
14. Developmental Programmes for Teaching and Non-teaching staff members
15. Motivational/ Awareness Workshop for Students
16. To apply for accreditation by NIRF, ISO and other agencies
17. Workshops on Theatre/ Creative Writing and Fine Arts
18. Registration of Alumni Cell



Dr. Mohammad Reyaz
Principal

**INTERNAL QUALITY ASSURANCE CELL
KARIM CITY COLLEGE, JAMSHEDPUR**

AGENDA 2020-21

1. Enhancing the Use of ICT in Teaching
2. Introducing LMS
3. Collaboration in Extension & Outreach Programmes
4. Collaboration in Research, Faculty Exchange, Student Exchange
5. Linkages, MoUs
6. Library, Digital Database, e-Books, Journals, CDs, Videos
7. Developing e-Content, NPTEL, e-Pathshala, CEC, SWAYAM, MOOC, NIMCET
8. Capability Enhancement & Development for Students, Soft Skills, Remedial Coaching, Personal Counseling & Mentoring
9. Career Counseling
10. Professional Development/Training for Teaching and Non-Teaching
11. To Introduce Student Satisfaction Survey
12. To Introduce Mentoring
13. To Start Innovation & Incubation Centre
14. To Start Online Certificate Courses
15. Installing a Bin for e-Waste




Dr. Mohammad Reyaz

Principal

IQAC AGENDA 2019-20

TO BE TAKEN CARE OF BY ACADEMIC DEPARTMENTS AND DIFFERENT BODIES OF THE COLLEGE AS MENTIONED IN THE PARENTHESIS

1. Field Projects / Internship of students (Departments)
2. Use of ICT in teaching (Departments)
3. Continuous Internal Assessments (Departments/Exam Cell)
4. Examination Reforms & Grievances (Exam Cell)
5. Minor / Major Projects / Other Projects (Departments)
6. Research Publications (Departments)
7. Book & Chapter in Edited Volumes (Departments)
8. Citations, Citation Index, H-Index (Departments)
9. Seminars, Conferences, Workshops (Departments)
10. Collaboration (Departments)
11. Collaboration in Extension & Outreach Programmes (NCC, NSS, Rotoract, Women's Cell)
12. Collaboration in Research, Faculty Exchange, Student Exchange (Departments)
13. Linkages, MoUs (All)
14. Budget [Infrastructure, Physical Facilities, Academic Support, Student Support] (Accounts)
15. Library, Digital database, e-books, journals, CDs, Videos (Library)
16. Developing e-Content, NPTEL, e-pathshala, CEC, SWAYAM, MOOC, NIMCET (Departments)
17. Capability Enhancement & Development for Students, Soft Skills, Remedial Coaching, Lingua Lab, Yoga, Meditation, Personal Counseling & Mentoring (Departments, IQAC, EEU including CPG & PC, TISS etc.)
18. Students benefitted from Guidance for Competitive Exams, Career Counseling (All Concerned)
19. Cases of Grievance Redressal, Sexual Harassment Ragging etc. (All Concerned)
20. Placement Records (EEU / PC)
21. Student Progression to Higher Education (Admin & Exam)
22. NET / SLET / GATE / GMAT / CAT / GRE / TOEFL /UPSC / JPSC etc. (Exam Cell)
23. Professional Development / Training for Teaching and Non-Teaching (IQAC)


Dr. Mohammad Reyaz
Prof. In-Charge

Karim City College, Jamshedpur

College Bodies, Cells & Committees

1. IQAC – Internal Quality Assurance Cell
2. RUSA – Rashtriya Uchchater Shiksha Abhiyan - Board of Governors (BoG)
3. RUSA – Rashtriya Uchchater Shiksha Abhiyan - Project Monitoring Unit (PMU)
4. Library Committee
5. Examination Cell
6. Admission Cell
7. College Website Committee
8. Disciplinary Committee
9. ARC – Anti-Ragging Cell
10. Anti-Ragging Squad
11. Grievance Redressal Cell
12. NCC – National Cadet Corps
13. NSS - National Service Scheme
14. SPArC – Society for Promotion of Art & Culture
15. Sports Cell
16. Rotaract Club
17. Common Room & Gymnasium Committee
18. Employability Enhancement Unit
19. Career Planning & Guidance Cell
20. Placement Cell
21. Innovation Ecosystem & Incubation Centre
22. CII Young India - YUVA Chapter
23. Excel Program
24. Alumni Cell
25. Women's Cell
26. Minority Cell
27. SC/ST/OBC Cell
28. CAD – Centre for Academic Development
29. Internal Complaint Committee
30. Property Committee
31. Purchase Committee
32. KCC E-quip
33. Scholarship Help Desk
34. Auditorium & Student Activity Centre Management & Maintenance Committee
35. NEP Implementation Cell
36. National Apprentice Training Service (NATS)
37. Research and Development Cell


Principal
Karim City College

College Bodies, Cells & Committees

IQAC – Internal Quality Assurance Cell	
Dr. Mohammad Reyaz	Chairperson
Dr. S. M. Yahiya Ibrahim	Coordinator
Dr. Md. Moiz Ashraf	Assistant Coordinator
Dr. Md. Tufail Ahmad	Member - NAAC Steering Committee
Dr. Fakhruddin Ahmad	Member - NAAC Steering Committee
Dr. Zaki Akhtar	Member - NAAC Steering Committee
Dr. Neha Tiwari	Member - NAAC Steering Committee
Dr. Kauser Tasneem	Member - NAAC Steering Committee
Dr. Basudhara Roy	Member - NAAC Steering Committee
Dr. Anamika Singh	Member - NAAC Steering Committee
Dr. Syed Zahid Perwaiz	Member - NAAC Steering Committee
Dr. Md. Mujahidul Hoque	Member - NAAC Steering Committee
Dr. Mohammad Shah Nawaz	Member - NAAC Steering Committee
Mr. Saket Kumar	Member - NAAC Steering Committee
Dr. B. N. Tripathy	IQAC – Advisory Member
Dr. Aftab Alam Khan	IQAC – Advisory Member
Dr. Anwar Shahab	IQAC – Advisory Member
Dr. M. M. Nazri	IQAC – Advisory Member
Dr. Aaife Ali	IQAC – Advisory Member
Dr. Firoz Ibrahim	IQAC – Advisory Member
Dr. Sucheta Bhuyan	IQAC – Advisory Member
Dr. Udham Singh	IQAC – Advisory Member
Mr. Md. Maqsood Alam	IQAC – Advisory Member
Mr. Mahfoozul Haque	IQAC – Advisory Member
Ms. Nazneen Begum	IQAC – Advisory Member
Dr. S. K. Sinha	IQAC – Advisory Member
Dr. Hassan Imam Malik	IQAC – Advisory Member
Dr. Akhtar Azad	IQAC – Advisory Member
Dr. Rizwan Aurangabadi	IQAC – Advisory Member
Ms. Antara Bose	IQAC – Advisory Member
Prof. Laeequr Rahman Chaudhury	IQAC – Advisory Member
Mr. Razi Naushad	IQAC – Advisory Member
Ms. Sumaiya Hoda	IQAC – Advisory Member
Ms. Bishakha Kumari	IQAC – Advisory Member

RUSA – Rashtriya Uchchater Shiksha Abhiyan - Board of Governors (BoG)	
Dr. Mohammad Reyaz	Principal
Er. Ujjal Nag	Executive Engineer, Jamshedpur, PIU JSBCCL
Er. Mahendra Kumar Pradhan	Jr. Engineer, Jamshedpur, PIU, JSBCCL
Mr. Bahuddin Arif	Member, TATA Steel
Dr. Md. Moiz Ashraf	Member
Dr. Basudhara Roy	Member
Mr. Wasi Hammad	Member
Dr. S. M. Yahiya Ibrahim	Nodal Officer


 Principal
 Karim City College

RUSA – Rashtriya Uchchater Shiksha Abhiyan - Project Monitoring Unit (PMU)

Dr. Mohammad Reyaz	Principal
Mr. S. M. Yahya Ibrahim	Nodal Officer
Dr. Md. Moiz Ashraf	Member
Mr. Wasi Hammad	Member
Mr. Mahfoozul Haque	Accountant

Library Committee

Dr. Md. Moiz Ashraf	In-charge
Ms. Naznee Begum	Librarian

Examination Cell


Dr. B. N. Tripathy	Chief Controller of Examination
Dr. Tanweer Jamal Kazmi	Deputy Controller
Mr. Asif Hussain	Office Assistant

Admission Committee

Dr. S. M. Yahya Ibrahim	Admission In-charge
Dr. Md. Moiz Ashraf	Member
Dr. Indrasen Singh	Member
Dr. Aftab Alam Khan	Member
Dr. M. M. Nazri	Member
Dr. Anwar Shahab	Member
Dr. Neha Tiwari	Member
Mr. Md. Maqsood Alam	Member
Mr. Syed Sajid Perwaiz	Member
Mr. Masroor Ahmad	Member

College Website Committee

Dr. Md. Moiz Ashraf	In-charge
Dr. S. M. Yahya Ibrahim	Member
Dr. Kauser Tasneem	Member
Dr. Basudhara Roy	Member
Dr. Rashmi Akhtar	Member
Dr. Abdul Latif Mondal	Member
Dr. Md. Mujahidul Hoque	Member


13/08/24
Principal
Karim City College
Jamshedpur

Disciplinary Committee	
Dr. Aaley Ali	Convener
Dr. Aftab Alam Khan	Member
Dr. Tufail Ahmad	Member
Dr. Md. Moiz Ashraf	Member
Dr. Khurshid Anwar Khan	Member
Dr. Shashi Prabha	Member
Dr. Anwar Shahab	Member
Dr. S. Iftekhar Nabi	Member
Dr. Md. Firoz Ibrahim	Member
Major (Dr.) Fakhruddin Ahmad	Member
Dr. Neha Tiwari	Member
Dr. Md. Moazzam Nazri	Member
Dr. G. Vijayalakshmi	Member
Dr. Syed Zahid Perwaiz	Member
Dr. Rashmi Akhtar	Member
Dr. Aftab Alam	Member

ARC – Anti-Ragging Cell	
Dr. Mohammad Reyaz	Chairperson
Dr. Aftab Alam Khan	Member
Dr. Anwar Shahab	Member
Dr. Md. Moazzam Nazri	Member
Dr. B. N. Tripathy	Member
Dr. Aaley Ali	Member
Dr. Md. Firoz Ibrahim	Member
Major (Dr.) Fakhruddin Ahmad	Member
Dr. Neha Tiwari	Member
Officer-in-charge, Sakchi P.S.	Member
Mr. Anand Mishra, Lagatar. In	Member
Dr. Hassan Imam Malik	Member
Mr. Mukhtar Alam Khan	Member
Prof. Laeequr Rahman Choudhury	Member
Mr. Mahfoozul Haque	Member
Ms. Naznee Begum	Member
Mr. Majid Ashraf	Member
Mr. Sudipta Dash	Member
Mr. Awanth Upadhyay	Member
Ms. Priya Kumari	Member

Anti-Ragging Squad	
Dr. Mohammad Reyaz	Head
Dr. Anwar Shahab	Member
Dr. Aftab Alam Khan	Member
Dr. Md. Moazzam Nazri	Member
Dr. B. N. Tripathy	Member
Dr. Aaley Ali	Member
Capt. (Dr.) Fakhruddin Ahmad	Member
Dr. Md. Firoz Ibrahim	Member
Dr. Syed Zahid Perwaiz	Member


 Principal
 Karim City College

Grievance Redressal Cell	
Dr. B. N. Trapathy	Incharge
Dr. Ajaz Ahmad	Member
Dr. S. Iftekhhar Nabi	Member
Dr. Tufail Ahmad	Member
Dr. Kauser Tasneem	Member
Dr. Fouzia Tabassum	Member

NCC – National Cadet Corps	
Major (Dr.) Fakhruddin Ahmad	Captain

NSS – National Service Scheme	
Dr. Aaley Ali	Coordinator
Mr. Syed Sajid Perwaiz	

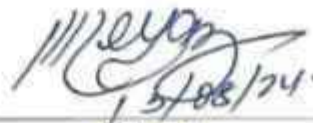
SPArC – Society for Promotion of Art & Culture	
Dr. Mohammad Reyaz	Patron
Dr. S. M. Yahya Ibrahim	Convener
Dr. Md. Moiz Ashraf	Member – Executive Committee
Dr. Basudhara Roy	Member – Executive Committee
Mr. Saket Kumar	Member – Executive Committee
Dr. Kauser Tasneem	Member – Advisory Committee
Dr. Rashmi Akhtar	Member – Advisory Committee
Dr. Sandhya Sinha	Member – Advisory Committee
Dr. Abdul Latif Mondal	Member – Advisory Committee
Dr. Shahbaz Ansari	Member – Advisory Committee
Dr. Fouzia Tabassum	Member – Advisory Committee
Dr. Anupama Mishra	Member – Advisory Committee

Sports Cell	
Dr. Md. Firoz Ibrahim	In-charge

Rotaract Club	
Dr. Udham Singh	Moderator

Common Room & Gymnasium Committee	
Dr. Shahid Ahmad Hashmi	In-charge
Dr. Kauser Tasneem	In-charge

Employability Enhancement Unit	
Dr. Anwar Shahab	Chief Coordinator
Dr. Zaki Akhtar	Sr. Coordinator



Principal
Karim City College
Jamshedpur

Career Planning & Guidance Cell

Dr. Kauser Tasneem	Coordinator
Dr. Farzana Anjum	Member
Dr. Aman Mohd. Khan	Member
Dr. Abdul Latif Mondal	Member

Placement Cell

Dr. G. Vijayalakshmi	Coordinator
Dr. Md. Moiz Ashraf	Member
Dr. Md. Tufail Ahmad	Member
Dr. Neha Tiwari	Member
Dr. Khurshid A. Khan	Member
Dr. Aftab Alam	Member
Dr. Rashmi Akhtar	Member
Dr. Mohammad Shahnawaz	

Innovation Ecosystem & Incubation Centre

Dr. Neha Tiwari	Coordinator
Dr. Aaley Ali	Member
Dr. Md. Tufail Ahmad	Member
Dr. G. Vijayalakshmi	Member

CII Young India - YUVA Chapter

Dr. Anwar Shahab	Nodal Officer
Dr. Udham Singh	Assistant Nodal Officer
Dr. Shahbaz Ansari	Assistant Nodal Officer
Dr. Aman Mohd. Khan	Assistant Nodal Officer

Excel Program

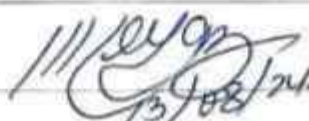
Dr. Md. Moazzam Nazri	Coordinator
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Almuni Cell

Dr. Syed Zahid Perwalz	Coordinator
Dr. Sandhya Sinha	Member
Mr. Saket Kumar	Member

Women's Cell

Dr. Kauser Tasneem	Coordinator
Dr. Neha Tiwari	Member
Dr. G. Vijayalakshmi	Member
Dr. Basudhara Roy	Member
Dr. Shashi Prabha	Member
Dr. Farzana Anjum	Member
Dr. Anupama Mishra	Member


Principal
Karim City College
Jamshedpur

Minority Cell

Dr. S. Iftekhar Nabi	Coordinator
Dr. Udharn Singh	Member
Dr. Firoj Alam	Member

SC/ST/OBC Cell

Dr. S. C. Gupta	Coordinator
Dr. Shahbaz Ansari	Member
Mr. Md. Maqsood Alam	Nodal Officer
Mr. Daniel Tandl	Member

CAD – Centre for Academic Development

Dr. Sandhya Sinha	Coordinator
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Internal Complaint Committee

Dr. Mohammad Reyaz	Principal
Major (Dr.) Fakhruddin Ahmad	Member
Mr. Wasi Hammad	Member
Mr. Md. Maqsood Alam	Member

Property Committee

Dr. Tanweer Jamal Kazmi	Coordinator
Dr. Farzana Anjum	Member
Mr. Md. Maqsood Alam	Member
Mr. Syed Sajid Perwaiz	Member
Mr. R. K. Thakur	Member

Purchase Committee

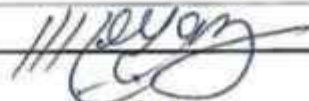
Principal	
Bursar	
Accountant	
Head/Prof. In-charge/Coordinator/Convener	

KCC E-quip

Dr. Basudhara Roy	Coordinator
Dr. Mohammad Shahnawaz	Member
Mr. Syed Sajid Perwaiz	Member

Scholarship Cell

Dr. Ajaz Ahmad	Convener
Dr. Abdul Latif Mondal	Member
Mr. Md. Maqsood Alam	Nodal Officer
Mr. Ishteyaque Ahmad	Member
Mr. Daniel Tandl	Member


Principal
Karim City College
Jamshedpur

Auditorium & Student Activity Centre Management

Dr. Mohammad Reyaz	Principal, Patron
Dr. S. M. Yahiya Ibrahim	Coordinator
Mr. Md. Maqsood Alam	Member, Administrative Assistance
Mr. Rizwan Kaiser	Member, Administrative Assistance
Syed Sajid Perwaiz	Member, Technical Assistance
Salamat Ali	Member, Technical Assistance
Syed Shahzeb Perwez	Gymnasium
R. K. Thakur	Maintenance
Md. Jawed	Peon

NEP IMPLEMENTATION CELL

Dr. S. M. Yahiya Ibrahim	Nodal Officer
Dr. Md. Moiz Ashraf	Member
Dr. Neha Tiwari	Member
Dr. Khurshid Anwar Khan	Member
Dr. Sucheta Bhuiyan	Member
Dr. Syed Zahid Perwaiz	Member
Dr. Aftab Alam	Member
Dr. Mohammad Shahnawaz	Member
Mr. Md. Maqsood Alam	Member
Mr. Jamshed Ali Ansari	Member
Mr. Abdul Hasib	Member

NATIONAL APPRENTICE TRAINING SERVICE (NATS)

Dr. M. M. Nazri	Nodal Officer
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RESEARCH AND DEVELOPMENT CELL

Dr. Zaki Akhtar	Convenor
Major (Dr.) Fakhruddin Ahmad	Member, Committee -1
Dr. Khurshid Anwar Khan	Member, Committee -1
Dr. S. C. Gupta	Member, Committee -1
Dr. Syed Zahid Perwaiz	Member, Committee -1
Mr. Saket Kumar	Member, Committee -1
Dr. Aaley Ali	Member, Committee-2
Dr. Md. Firoz Ibrahim	Member, Committee-2
Dr. Basudhara Roy	Member, Committee-2
Dr. Aftab Alam	Member, Committee-2
Dr. Mojahidul Hoque	Member, Committee-2
Dr. S. M. Yahiya Ibrahim	Member, Committee-3
Dr. Neha Tiwari	Member, Committee-3
Dr. M. M. Nazri	Member, Committee-3
Dr. G. Vijayalakshmi	Member, Committee-3
Dr. Sandhya Sinha	Member, Committee-3
Dr. B. N. Tripathy	Member, Committee-4
Dr. Afsar Kazmi	Member, Committee-4
Dr. Md. Tufail Ahmad	Member, Committee-4
Dr. Udham Singh	Member, Committee-4
Dr. Satayavarta Panda	Member, Committee-4
Dr. Anwar Shahab	Member, Committee-5


Principal
Karim City College

Dr. Md. Molz Ashraf	Member, Committee-5
Dr. Kauser Tasneem	Member, Committee-5
Dr. Rashmi Akhtar	Member, Committee-5
Dr. Mohammad Shahnawaz	Member, Committee-5



Dr. Mohammad Reyaz

Principal

Principal
Karim City College
Jamshedpur