

COLLEGE OF ENGINEERING AND TECHNOL

Affiliated to Anna University, Chennai; Approved by AICTE; Accredited by NAAC with Grade 'A++'

Accredited by NBA - Tier1 (Mech, Auto, Civil, EEE, ECE, EIE and CSE) (A Unit of NIA Educational Institutions)

Dr. N. Mahalingam Founder Chairman

Dr. M. Manickam Chairman

Mr. M. Hari Hara Sudhan Correspondent

Dr. C. Ramaswamy Secretary

Dr. P. Govindasamy Principal

MCET/IQAC/NAAC/Criterion VI/6.3/6.3.1

### TO WHOMSOEVER IT MAY CONCERN

This is to certify that the following are the welfare measures for teaching and non-teaching staff and avenues for career development/ progression offered by the institution from 2017-18 to 2021-22 pertaining to the metric 6.3.1.

We hereby enclosed the sample document for policies and beneficiary details for your kind reference.

Steering Committee Coordinator



Dr. Mahalingam/College of **Engineering and Technology** Pollachi - 642 003.

[See sub-rule (2) of rule 5 of the Tamil Nady Co-operative Societies Rules, 1963.]

Certificate of registration issued under sub-section (i) of section 9 of the Tamil Nady Co-operative Societies Act, 1961 (Tamil Nady Act 53 of 1961).

I hereby certify that the in taluk district is registered by me as a Co-operative Society under sub-section (i) of section 9 of the Tamil Nady Co-operative Societies Act, 1961 (Tamil Nady Act 53 of 1961) on the basis of the aforesald society are registered under the said sub-section (i) of section 9.1

Acopy of the by-laws of the society as registered by me is appended to this certificate.

Date of registration.

Seal of the office:

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# NACHIMUTHU POLYTECHNIC EMPLOYEES CO-OPERATIVE THRIFT AND CREDIT SOCIETY LIMITED POLLACHI-642 003

No:

### BY LAWS

## 1. Name, Constitution and address:

The Nachimuthu Polytechnic Employees Co-operative
Thrift and Credit Society Limited No. It is registered
as Co-operative Society under Tamil Nadu Co-operative Societies
Act 53 of 1961 (Madras). Its address shall be Nachimuthu
Polytechnic Employees Co-operative Thrift and Credit Society
Limited, Udumalpet Road, Pollachi-642 003, in the taluk of
Pollachi in the Coimbatore District. Its operation shall be
confined to the permanent employees of the Nachimuthu Polytechnic, Pollachi.

## 2. Objects:

The objects of the seciety shall be:

- (i) to borrow funds from members and from the approved co-operative financial institutions to be utilised for loan to members for useful purpose.
- (ii) to act as Agent for the joint purchase of domestic and other requirements of its members.
- (iii) generally to encourage thrift, self-help and co-operation among the members.

# 3. Membership:

The liability of members of the Society, shall be limited to the share capital subscribed by them.

- 4. The capital of the society shall, for the present be & 5,00,000/-(Rupees Five lakhs only) made upto 50,000 shares of & 10/- each, the value of the each share shall be paid up in one lumpsum on allotment.
- 4(a) Every member shall subscribe to a Thrift deposit, so long as he continues to be a member of the society. The minimum rate of subscription shall be & 10/- per month.
- 4(b) Not-with-standing anything contained in by law 4(a), the thrift deposit (including thrift subscriptions pending conversion of thrift deposit) of a member may be refunded to him by crediting to his share capital with the society for the purpose of obtaining special loans for the purchase of durable consumer articles, purchase of site etc.

These subscription shall be collected along with the instalments of share capital, loans etc. due by the members every month. At the end of every Co-operative Year, the accumulated amount shall be converted into a Thrift deposit and held for the credit of the member, until he ceases to be a member. Interest shall be allowed on the subscriptions and on the thrift deposits at the rate net exceeding 9 per cent per annum. The interest accrued on the monthly subscription and on the thrift deposit shall be paid at the end of the accounting year. Loans shall not be granted on the security of the thrift deposit.

## 5.1 (a)

Any person permanently employed by the Nachimuthu Polytechnic Pollachi including employees of Technical Higher Secondary School (Vocational), Nachimuthu Polytechnic Hostel and Nachimuthu Polytechnic Co-operative Stores may become a member.

- (b) No person who is already a member of another Co-operative Credit Society, whether limited or unlimited, except Land Development Bank shall be admitted as or be a member of this society. No application for admission shall be considered by the Committee unless, it is accompanied by agreement in the form prescribed for the purpose in Appendix-II to these by laws. The society sheald furnish a certified copy of it to the employer pay disbursing officer. The agreement shall be operative as long as the applicant continues to be a member of the society. It shall not be open to the applicant after his admission as a member at anytime to revoke or modify this agreement or to ask for a suspension of the recoveries, except with the express consent of the Committee.
- 2) No person shall be eligible for admission as a member of the Society, if he,
- (a) Is an applicant to be adjudicated as insolvent, or is an in-discharged insolvent or
- (b) has been sentenced for any offence involving moral turpitude, such sentence not having been reversed and a period of five years has not elapsed from the date of expiry of the sentence, or,
- (c) Is a paid employee of the society or of its financing Bank or of any registered society for which it is a financing Bank, or
- (d) has been expelled from membership under the Act 53 of 1961 and a period of one year has not elapsed from the date of such expulsion.

- 3) A member of the registered society shall cease to be a member of the society if he;
- (a) applied to be adjudicated or is adjudicated as insolvent or
- (b) is sentenced for any such offence as is described in Clause (b) in By-Law No.5 (2) above.

Provided that where a person ceases to be a member under this clause, he shall be restored to membership if and when the sentence is annualled on appeal or revision.

- (c) If he ceases to be the employee of the Nachimuthu Polytechnic.
- (d) Become a paid employee of the society or of its financing bank of any registered society for which it is the financing bank or;
- (e) is expelled from membership under the Act 53 of
- 6) Applications for admission as a member and for allotment of shares shall be made to the Secretary in the form prescribed by the society, for the purpose. Every person qualified for membership of the society shall on application, made in the orm prescribed for the purpose, thereof. The Committee may the the previous approval of the Registrar, remove any member litted under this By-Law, from the membership of the Society any application for obtaining such approval shall be made the Registrar within two months from the date of admission such member.

Every member shall take atleast one share, but no member il take more than 100 shares. Every member shall pay an rance fee of &.0.50 paise for each share taken by him at time of taking the share provided that the shares held by shall be exceed &.10/- but entrance fees shall not be ble to nominees or heirs of deceased members for shares med by them either by nomination or succession.

- 8) No member shall be permitted to withdraw any of the shares held by him in the society or to resign his membership of the society within 3 years from the date on which he was admitted as a member. After such period, he may withdraw any of his shares with the consent of the Committee or resign his membership provided, first by that there are no debts due to the Society in regard to which he has stood surety.
- 9.(a) When a member resigns his membership he shall be registered post, send a letter of resignation to the Secretary of the Society and such resignation shall take effect from the date on which the letter reaches him. The value of the share allowed to be drawn on the share capital of a member who has resigned his membership shall be paid back to him with the dividend declared, if any. The total share capital withdrawn or returned in any one year shall not however, exceed 10% of the aggregate paid up share capital of the society as it was on the 30th Junepreceding. This limit shall cover all refunds of share capital except those made under By-Law 9(b) 10 and 35.
- \* be admitted by the committee of the society as a member total payment of antrance fee by any one member

- (b) Should a member cease to be eligible for membership either on account of the removal of his residence from the limits prescribed in By-Law No.1 or retirement or for any other cause, the Committee may remove his name from the list of member and pay back within a reasonable period to such members the share capital actually paid by him (with dividend declared) after deducting therefrom the debts if any, due by him to the society either as Principal debtor or as surety.
- 10(a)(1) If a member dies, his membership shall "ipsofacto" cease.
- (2) Subject to the provision of section 34 that on the death of a member of the society, the society shall transfer the share or interest of the deceased member in the capital to the person nominated as here underor if no person has been nominated to such person as may appear to the Committee to be the heir or legal representative of the deceased member.

Provided that such nominee, heir, or legal representative as the case may be, being eligible for admission is admitted as a member of the Society.

The nomination of any person shall be;

(a) in writing signed by the member and attested by atleast two witnesses each of whom has been the member signing it and;

(b) registered in the books of the Society kept for

Such nomination may be revoked at any time by the member making it and a fresh nomination made by him as above.

- 11 (1) A past member shall be liable as provided in Ry-Law 3 for the debts due by the society as they existed on the date when he ceased to be a member, for a period of two years from such date.
- (2) The estate of the deceased member shall be liable as provided in Ry-Law 3 for the debts due by the Society as they existed on the date of his death, for a period of two years after his death.
- 12. No member shall be permitted to transfer his share or shares or create a charge in respect of the same in favour of another member or person except with the previous sanction of the Committee.
- 13. With the sanction of the Committee, a member may, at any time, increase the number of shares held by him so as not to exceed the limit of 100 shares laid down in Ry-Law 7.

### DEPOSITS:

- 14. Deposits may, at the discretion of the Committee be reveived at any time from members.
- 15. There shall be two classes of deposits.
  - (a) Fixed, (b) Recurring.

# a) Fixed deposits:

- 1) A fixed deposit is the deposit of a fixed amount of money for a fixed period of time. No fixed deposit should be received for not less than & 50/- or in exact multiple thereof or for a period less than six months.
- 2) Interest shall originally be calculated on fixed deposit at a rate fixed by the Reserve Bahk of India from time to time.
- 3) The interest on fixed deposit shall cease on the expiry of the period for which the deposit was made, unless notice in writing of the intention to renew the deposit for a further period of not less than six months has been received, in the Office of the society before the expiry of the original period. The Society is not, however, bound to renew a fixed deposit after the expiry of the period for which it was made, but in case of such refusal, interest shall be payable at the former rate until that date of such refusal.

# b) Recurring Deposits:

A recurring deposit is a deposit made by a person who undertakes to pay to the Seciety every month a fixed amount of one rupee or multiple there of for a period of 12,24,48,84 or 132 months. A depositor paying one rupee per mensem for a period of 12,24,48,84 or 132 months, shall before the close of the 14th, 26th, 50th, 86th and 134th month, receive a sum of & 12 39,8, 25.50,8,50.50, & 102.50 and & 180.50 respectively as the case may be, out of which a sum of & 12,8,24, & 48, & 8,132 shall be debited in the accounts as repayment of principal and the balance as interest thereon.

Every recurring deposition shall pay his monthly deposit before the end of the calendar month, failing which he shall be charged a fine of five paise per rupes per month or fraction thereof on every rupes overdue. Should a recurring depositor be in arrears to the extent of a sum equivalent to or more than four monthly instalments, his deposit amount shall at once be ceased. It shall however be competent to the committee if they think it to re-open the account provided the prescribed fine due upto date is paid or to pay back the amount actually made calculated at a rate not exceeding 2 3 of the original rate, provided the deposit amount was held by the society for a period of atleast one year, it shall be open to the society to credit the whole or part of the amount due to him towards any money due from the depositor to the society. It shall be competent to a recurring depositor with the consent of the committee, to alter the nature of his recurring deposit to any of the categories of such deposits prescribed in his By-Law.

### 16. Other borrowings:

It shall be competent for the committee to borrow funds otherwise than by way of deposits either from members or from institutions registered under the Co-operative Societies Act and fix the interest rate on borrowings.

## Maximum borrowing limits:

17. The total borrowing of the society both by way of deposits or otherwise and whether from members or others shall not at any time exceed 10 (Ten) times the paid up share capital plus the reserve fund.

### 18. Management:

Subject to such resolutions as the general body may from time to time pass, the Executive management of the affairs of the Society shall vest in a Committee consisting of not more than 9 members. All the eight shall be elected from among members themselves. The President will be Ex-Officio President and the Principal of Nachimuthu Polytechnic, Pollachi will be the Ex-Officio President.

19. The members of the Committee shall be elected by the General body for a period of 3 years from among the members. The election shall be by ballot in the manner prescribed in Rule 29 of the Tamil Nadu Co-operative Societies Rules 1963.

Any vacancy in the office of an elected member of the Committee shall be filled in the same manner as specified in the Rules 29 of the Tamil Nadu Co-operative Societies Rules 196 A member of the committee who fill in a casual vacancy shall hold office so long as the member of the Committee, whose place he takes would have been entitled to hold office of the vacancy had not occured. For the period of office of the members of the committee the year shall begin from Ist July, and end with June irrespective of the date of election or assumption of office. One third of the members elected to the committee shall rotire annually from office by rotation and the retiring members shall vacate their office on the last day of the year in which their term of office expires, unless the period is extended by the Registrar under Section 27(3)(c) of the Tamil Nadu Coroperative Societies Act 53 of 1961. The vacancies caused by the retirement of the members shall be filled up by election at the general meeting held for the purpose, retiring members shall be eligible for re-election.

NOTE: For the purpose of this clause, as hereby as may be one third of the members elected to the committee at the first election after the commencement of the Act shall retire at the end of the first year after such election and as early as may be, another one third of the members elected aforesaid shall retire at the end of the second year after such election the members so, to retire at the end of the first two years aforesaid being determined by lot by the Committee.

After the members of the Committee are elected by the General Body, they shall elect from among themselves a Vice President and a Secretary. The Proceedings of the Committee shall not be invalidated on account of any vacancy or vacancies of the committee which remain unfilled. The election shall be by ballot in the manner prescribed in Rule 30 of the Tamil Nadu Co-operative Societies Rules 1963. Any vacancy in the office of the Vice President or Secretary arising On account of retirement or any other reasons shall be filled by the committee by election among themselves.

Any member of the Committee may at any time resign from his office by sending a letter of resignation to the Socretary of the Society but such resignation shall take effect only from the date on which it is accepted by the Committee.

- 20. The Committee shall meet once in a month or often if necessary, to conduct the affairs of the society. The quorum for meeting of the committee shall be 5(five) and overy question before a meeting shall be decided by the majority of votes. Should there be an equality of votes, the question shall be deemed not to have been decided, provided that in the case of equality of votes in an election, the choise shall be by costing lots. No member of the Committee shall be present at a meeting of the committee when any matter in which he is personally interested is being discussed. In case of urgency, where there may not besufficient time to convene a meeting of the committee and in all case in which such a procedure may, from time to time, be prescribed by the Committee, the Secretary may obtain the orders of the Committee by circulation of papers among the members present at the headquarters of the society. Such decisions arrived at by circulation shall be placed before the next meeting of the committee for the ratification. Should a difference of opinion arise in the course of such circulation, the matter shall not be decided by circulation, but shall be placed before the next meeting of the Committee.
- 21. Should a member of the committee absent himself for four consecutive meetings of the committee, he shall cease to be a member of the committee but may be reinstated by the committee.
- (a) The Society shall appoint a paid manager who shall exercise such powers and duties as may be entrusted to him by the committee in addition to the powers and duties mentioned under By-Laws 22.
- 22.(1) Subject to such resolution as the committee may from time to time pass, the several officer of the Society shall have powers mentioned below:
- 1.(a) The President shall have a general control over all the affairs of the Society and the Secretary shall have the custody of all the properties of the Society.
- (b) The Secretary shall be responsible for the executive administration of the society subject to the control of the President.
- (c) The Secretary shall be the Officer to sue or to be sued on behalf of the society and all bonds in favour of the Society shall be in the name of the Secretary.

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- d) The Secretary shall help the President, should the Secretary require relief from work, it shall be competent to the President to grant such relief, making suitable arrangements for the conduct of work by one more of the members of the Committee.
- 2. The method of recruitment, the conditions of service and the authority competent to fix, revise or regulate the scale of pay and allowances of paid affairs and servants of the society and the procedure to be followed in the disposal of disciplinary cases against them shall be governed by the Special Ry-Law in Appendix-I to these Ry-Law.
- 3. (a) No person shall be appointed as a paid Officer or employee in any category of the service in the society with out obtaining from him security in such form and according to such standard as the Registrar may fix for such category of service in the society or for the class of societies to which it belongs.
- (b) No paid Officer or Employee shall be retained in any category of the service in the society if he does not furnish within such time as the Registrar may direct security in such form and according to such standard as the Registrar may fix for such category of service in the Society or for the class of Societies to which it belongs.
- (c) Interest on the Security deposit shall be calculated at a rate not exceeding the rate calculated by the Central Co-operative Bank where the deposit is invested.
- 23. (1) No person shall be eligible for being elected or appointed as a member of the Committee of the Society, if he:
- a) is a near relation of paid employee of the society specified in Rule 38 of the Tamil Nadu Co-operative Societies Rules 1963 or
- b) is in default to the society or to any other society in respect of any loan or loans taken by him for such period as is prescribed in the By Law of the Society or in any case for a period exceeding 3 months.

Provided that a member of the committee who has ceased to hold office as such under this sub clause shall not be eligible for a period of one year from the date on which he ceased to hold office for re-election as a member of the committee of the Society of which he was a member or for election to the committee of any other society or

- 23.1(c) is a person against whom any decree, decision, award or order referred to in Section 91 of the Tamil Nadu Co-operative Societies Act 1961 has been obtained, or
- (d) is interested directly or indirectly in any contract made with the society or in any sale or purchase made by the society privately or in any sanction or in any contract or transaction of the society (other than investment and borrowing) involving finantial interests, if the contract, sale, purchase or transaction be not completed.

Provided that this clause shall not apply to a contract sales, purchase, or transaction entered into with the society by a member in pursuance of, or in relation to a service rendered or tobe rendered by the society to its members in accordance with these by-laws and in furtherance of the principal object of the society.

- (e) if employed as legal practitioner on behalf of the Society or against the society or
- (f) has been sentenced for any offence under the Tamil Nadu Co-operative Societies Act 1961, such sentence not having been reversed and a period of three years has not clapsed from the date of the expiration of the sentence.
- (g) has been removed from the office of the members of the committee of the Registrered Society or if any other Registered Society or disqualified under Section 28-A of the Tamil Nadu Co-operative Societies Act 53 of 1961.
- 2. A member of the committee shall cease to hold his office as such, if he,
- a) becomes subject to any of the disqualifications mentioned in Clause (1)

Provided that where a member of the committee cease to hold his office as such by reason of having been sentenced for any offence under the Tamil Nadu Co-operative Scaleties Act 1961 he shall be restored to office for such portion of the period for which he was elected or appointed as may remain unexpired at the data of such restoration if and when the sentence is annulled on appeal or revision and any person elected or appointed to fill the vacancy in the interim, shall, on such restoration, vacate office, or

b) cease to be a member of the Society, or

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- c) Purchases directly or indirectly any property of another member brought to sale for recovery of any money due from such other member to the Society.
- 3. No member shall be appointed to represent the society in any other society and vote if, on the date, 30 days prior to the date fixed for a meeting for the conduct of any election relating to the Society he is in difault to the society in respect of any loan or loans taken by him or is a person against whom any decree, decision, award or order referred to in Section 91 of the Tamil Nadu Co-operative Societies Act, 1961 has been obtained by the Society and any member of the Society who has been nominated to represent the society in another society and vote shall cease to hold his appointment as such if he has committed default to the society of which is a member and if the default continues for a period of 3 months or if any decree, decision, award or order has been obtained against such member by the Society.

24. The receipts shall be issued for all moneys paid to the society, for moneys paid by a member, the receipt shall be signed by the President or the Scretary. In the case of borrowings from members or from other societies, the receipt or bond shall be executed by atleast 3 members of the committee of whom the President shall be one.

25. It shall be the duty of the committee to maintain, such accounts and registers as are prescribed by Rules \*\*\* POF(13) of the Co-operative Rules and by the Registrar from time to time to place before a General Body Meeting of the members the Registrar's notes of Audit or inspection within one month from the date of the receipt to correspond with Registrar and to do all other business relating to the Society.

26. (1) The committee shall have power to incur such expenditure as may be becessary for the management of the Society with reference to the seals and within budget allotment sanctioned by the General Body for each year, it shall be competent to the Secretary to incur petty contingent expenditure subject to a maximum of &.10/- (Rupees Ten only) for any item.

(2) No money shall be contributed towards the expenses of any Co-operative Conference's unless such conference is held under the universes of the acciety which is authorised by its by-law so he to undertake the holding of such conference:

27.(1) No person shall be appointed as a paid officer or servant in any lategory of service in the society without obtaining from him security in such from and according to such standard as the Registrar may fix for such category of service in the society or for the class of societies to which it belongs.

(2) No paid officer or servant shall be retained in any category of service in the society if he does not furnish within such time as the Registrar may direct, security in such form and according to such standards as the Registrar may fix for the category of service in which he serves in the society or for the class of societies to which it belongs.

28. It shall be competent to the committee to frame subsidiary regulations for the conduct of the business of the society consistent with the Act, the rules under the Act and these by-law. Such subsidiary reputation shall be entered in the minute book of the society and shall take effect only after the approval of the Registrar of Co-operative Societies.

29. The service of the members of the committee shall be gratutions except as provided under Rule 48 of the Tamil Nadu Co-operative Societies Rule 1963. They may however be given travelling allowances for the journeys performed by them in connection with the business of the society and sitting fees for attending the meeting of the committee in accordance within the maximum laid down by the Registrar.

Travelling allowance may also be paid to the members of the society for journeys performed in connection with the business of the society; such payments shill be regulated with reference to the provisions of Rule 4.1.

## Regulation framed under By-Law No. 29:

 President and Vice President shall be eligible to travel by I Class and be paid actual expense for the purpose of.

 A member of the committee shall be paid travelling allowance for the journey performed by him in connection with the business of the Society as per the scale detailed.

> Within Coimbatore district

To Madras and place cutside .
the district.

A. Railway fare-Road mileage where there is not bus.

Actual 8. 36-

II Class

0.18 Paise

I Class 0.18 Paise per K.M.

Bus fare-Daily allowance.

Actual Rs. 6/-

B. Sitting fees for Committee members including President & Vice President attending business of society.

bers sident 8.5/- for Committee Meeting ent

#### GENERAL BODY:

30. The ultimate authority in all matters relating to the administration of the society shall be the General Body of the members who shall meet from time to time and atleast once a year to conduct the work of the society. The General Body shall not, however, interfere with the action on them by the Ry-laws, the following among other matters shall be dealt with by the General Body.

- (a) Approval of the budget for the ensuing year with reference to the programme of the activities of the society prepared by the Committee.
- (b) Election of the members of the committee.
- (c) Consideration of the audit report and the annual report.
- (d) Disposal of the net profits and
- (e) Consideration of any other matter which may be brought forward in accordance with the By-laws.

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