Appendix C

I

i) Main Features of the Constitution of the Dakshin Bharat Hindi Prachar Sabha.*

(Declared by Parliament as an Institution of National Importance by Act No. 14 of 1964)

Estd. 1918. Registered under Act XXI of 1860

Object

The object of the Sabha is to spread knowledge of Hindi as specified in Article 351 of the Indian Constitution, in the areas in South India where Tamil, Telugu, Malayalam and Kannada are spoken.

Functions:

For the due fulfilment of its object, the Sabha shall have power

a. to work for the promotion, development and advancement of Hindi language, Hindi Literature and Devanagari Script, in India and foreign countries, and for that purpose wherever necessary to propagate the South Indian languages also:

Adopted by the Governing Body Meeting held on 1-3-987
b. to produce, print and publish literature in Hindi, other Indian Languages and English;

c. to arrange for the holding of examinations through the medium of Hindi language for teaching Hindi and other languages and to confer degrees, diplomas and other academic distinctions for the same;

d. to establish and maintain schools, colleges and other institutions for instruction in Hindi language and Hindi literature and for training of Hindi teachers and also to affiliate schools, colleges and other institutions for its examinations;

e. to affiliate institutions having for their object the promotion of Hindi language and Hindi literature;

f. to award honorary degrees and other academic distinctions to persons who may have rendered distinguished service to the cause of Hindi.

g. to institute and award prizes (Paritoshiks) to distinguished scholars in Hindi.

h. to promote and encourage research in Hindi language and Hindi literature;

i. to receive gifts, grants, donations or benefactions from the Govt. and to receive bequests, donations or transfers of movable and immovable properties from testators, donors or transferors, as the case may be;

j. to deal with any property belonging to or vested in the Sabha in such
manner as the Sabha may deem fit for advancing the objects of the Sabha.

k. to raise funds or borrow money, on the security of the property of the Sabha or otherwise, for the purposes of the Sabha.

l. to perform such other functions as may be deemed necessary by the Sabha for advancing the cause of Hindi language and Hindi literature or as may be necessary, incidental or conducive to the performance of all or any of the above functions.

5. The functions of the Sabha shall be discharged, as hereinafter prescribed, by the following bodies:

1. Nidhipalak Mandal
2. Vyavasthapak Samiti
3. Karyakarini Samiti
4. Siksha Parishad and
5. Uchcha Siksha aur Shodh Sansthan.

President:

10. a) The President of the Sabha shall be elected by the Vyavasthapak Samiti at its ordinary meeting and shall hold office for a period of 3 years. PROVIDED that, notwithstanding the expiry of the period of 3 years mentioned above, the President of the Sabha shall continue to hold office until a new President has been duly elected.

b) The President shall have powers to:
1) issue directions by letter or circular:

2) direct that any expenditure even though duly sanctioned be immediately stopped and be referred to the body entitled to sanction the same for reconsideration;

3) Take all emergency measures and report the same to the next meeting of the Vyavasthapak Samiti, PROVIDED that the President, may in his discretion, authorise in writing any Vice-President to exercise the powers mentioned in clauses 2 and 3.

Karyakarini Samiti Composition:

16. a) There shall be a Karyakarini Samiti consisting of not more than 29 members to carry on the administration of the Sabha composed as hereinafter provided.

1) The President of the Sabha;

2) The First-Vice President, the Second Vice-President and the Treasurer to be elected at its ordinary meeting from among its members by the Vyavsthapak Samiti; PROVIDED that the treasurer shall be a resident of Madras city;

3) The Managing Trustee of the Sabha:

4) Twelve members of the Vyavsthapak Samiti comprising four sets of three such members to be elected from among the members of the Vyavsthapak Samiti by such members residing in the territorial jurisdiction of each of the four provincial Sabhas;
5) One member of the Vyavasthapak Samiti to be elected from among its members by such members residing in Madras City.

6) One representative of the Ministry of Education of the Govt. of India.

7) Not more than four members to be nominated by the President of the Sabha from among the persons in the list approved and submitted by the Karyarakini Samiti.

8) The Chairman of the Siksha Parishad.

9) Four members of the Siksha Parishad to be elected by the members among themselves, from each of the four provinces including Madras City except the province to which the Chairman belongs.

10) The Pradhan Sachiv.

b) The Bank accounts of the Sabha shall be operated by the joint signatures of the Pradhan Sachiv and the Treasurer; PROVIDED that under special circumstances, the Karyarakini Samiti may, by resolution and with the approval of the First - Vice President authorise any other member or members of the Karyarakini Samiti to operate the accounts in the place of the Pradhan Sachiv or Treasurer, or both of them, for reasons to be recorded in writing.

Chairman:

17. The Karyarakini Samiti in its first meeting after its formation and thereafter in its first meeting in every financial year shall elect a Chairman
from among its members by rotation representing each Province and Madras. The tenure of the Chairman shall normally be one year. The Chairman shall perform such functions and exercise such powers as may be delegated to him by the President of the Sabha or the Karyakarini Samiti.

Pradhan Sachiv:

18. a) The Karyakarini Samiti shall appoint any person by selection or by promotion as the Pradhan Sachiv whom the Samiti considers fit.

b) The person so appointed shall be ex-officio member of the Karyakarini Samiti, Siksha Parishad, Shassi Parishad, Nidhipalak Mandal and Vyavasthapak Samiti if he is not already one.

c) Apart from the powers and functions specifically given in this constitution to the Pradhan Sachiv, the Karyakarini Samiti shall decide, from time to time, what powers and functions will be exercised by him.

Functions:

19 The functions of the Karyakarini Samiti shall be as follows:

a) To carry on the work of the Sabha in accordance with the policy laid down by the Vyavasthapak Samiti

b) To frame the budget of the Sabha every year and forward it to the Nidhipalak Mandal for scrutiny.
c) To place it before the Vyavasthapak Samiti for its sanction, along with the recommendation of the Nidhipalak Mandal, if any.

d) To arrange to prepare the annual report and audited statements of accounts and present them to the Vyavasthapak Samiti in its annual meeting.

e) To control, direct and supervise all the different activities of the Sabha.

f) To permit deviations in the budget sanctioned by the Vyavashtapak Samiti, in such manner as may be necessary; PROVIDED, however, that such deviations do not involve additional expense of more than Rs. 5,000 - for the year or violate any specific direction given by the Vyavasthapak Samiti or the terms of any donation.

g) To frame bye laws not inconsistent with the object and rules of the Sabha, for the conduct of its work and to alter or amend them from time to time.

h) To sanction purchase and sale of movable property not exceeding Rs. 10,000 in any one transaction; PROVIDED that any single transaction of movable property exceeding Rs. 10,000/- in value shall require the prior approval of the Vyavasthapak Samiti.

Functions of the Pradhan Sachiv:

i) The Pradhan Sachiv shall function under the general direction and control of the Karyakarini Samiti. He shall be the custodian of the records,
seals and other movable and immovable properties of the Sabha. He shall make available or place before the Karyakarini Samiti all such information as may be necessary for the transaction of business.

He shall conduct the official correspondence of the Sabha and its bodies constituted under the constitution and shall convene the meetings of various bodies after obtaining the necessary permission from the respective Chairman, Vice President as the case may be.

He will incur day-to-day expenditure of the management of the Sabha as prescribed under the financial regulations.

He shall be responsible for making generally the administrative arrangements necessary for the smooth working of the various departments of the Sabha.

**Life of the Samiti:**

21. The membership of the Karyakarini Samiti except that of the Managing Trustee shall ensure for three years, except in the case of casual vacancies which shall enure for the unexpired balance of the three-year period, provided, nevertheless that the Karyakarini Samiti once duly constituted, shall continue to function until the next Karyakarini Samiti is duly formed.
Siksha Parishad:

25. a) There shall be constituted a Siksha Parishad consisting of not more than 41 members, other than the Pradhan Sachiv, as detailed below.

i) Five Pramanith Pracharak from each Province elected from among the Pramanith Pracharak of the respective areas, Madras city being treated as a separate unit for this purpose.

ii) Two Pracharak in the permanent service of the Central or Pranteeya Sabha from each province elected by the permanent employees of the Central or Pranteeya Sabha in their respective areas, Madras city being treated as a separate unit for this purpose. But, such persons should be Pramanith Pracharak and such persons can contest only from this constituency.

iii) There shall be a Siksha Parishad Sachiv who will be appointed by the Pradhan Sachiv from among the employees of the Sabha.

iv) Five members to be nominated by the 1st Vice-President from among the persons in the list approved and submitted by the Karyakarini Samiti.

v) The Pradhan Sachiv shall be the ex-officio member and Convenor.

Members of category i) and (ii) shall be elected and members of category (iv) shall be nominated once in three years in accordance with the rules to be framed by the Karyakarini Samiti for this purpose.

b) A Pramanith Pracharak or a Pracharak of the Sabha shall cease to be a member of the Siksha Parishad on his ceasing to be a Pramanith
Pracharak or a Pracharak of the Sabha as the case may be.

26. The members of the Siksha Parishad shall elect from among themselves a Chairman of the Parishad. The term of the Chairman of the Parishad shall be co-terminous with the term of the Parishad itself.

27. The Siksha Parishad shall advise the Karyakarini Samiti and the Vyavasthapak Samiti in all matters pertaining to publications, curriculum of studies, examinations, teaching and all other matters except that of Uchcha Siksha aur Shodh Sansthan. Report of the work done by the Siksha Parishad shall be submitted for the consideration of the Karyakarini Samiti at least once in six months.

Pranteeya Sabhas

28. The Karyakarini Samiti may whenever necessary, establish Pranteeya Sabhas for expanding its work in areas where Tamil, Telugu, Malayalam and Kannada are spoken, PROVIDED that the city of Madras shall remain under the direct charge of the Central Sabha.

The Central Sabha, when it is satisfied that any provincial branch has failed in properly carrying the functions of the provincial branch or is not functioning properly due to any internal dispute, the Central Sabha shall have the powers to take over the administration of the provincial Sabha or suspend the constitution of the Provincial Sabha and take necessary steps to manage the work of the Provincial Sabha PROVIDED the procedure laid down in byel laws is followed.
Appendix C

II

Dakshina Bharat Hindi Prachar Sabha Uchcha Siksha aur Shodh Sansthan

RULES OF THE SANSTHAN *

1. Preamble

Keeping in view the necessity to provide facilities for the study of Hindi at University level in South India, Dakshina Bharat Hindi Prachar Sabha, Madras has instituted course of studies and conducting examinations for this purpose in the city of Madras as well as in the areas falling within the jurisdiction of the four pranteeya Sabhas. To achieve the above mentioned object efficiently, a Vishwa Vidyalaya Vibhag under the auspices of the Dakshina Bharat Hindi Prachar Sabha, Madras has been established. Now in order to ensure the proper functioning of the said Vibhag, henceforth to be known as "DAKSHINA BHARAT HINDI PRACHAR SABHA, UCHCHA SIKSHA AUR SHODH SANSTHAN" (hereinafter referred to as the Sansthan), the following rules are adopted.

2. The Sansthan

The Kuladhipati, the Kulapati, the Sama-Kulapati, the Kula Sachiv, General Secretary and members of a) Shashi Parishad, b) Vidya Parishad and c) Adhyayan Parishad are hereby consituted into the Sansthan bearing the full name aforesaid.

* Dakshin Bharat Hindi Prachar Sabha, Madras, N.D., pp.1-10
The Sansthan shall have the following functions

a) To provide instruction and hold examinations in Hindi for various Degrees in accordance with the Constitution of the Sabha or by the Shashi Parishad as may be decided from time to time.

b) To train students for the award of B.Ed., M.Ed., and other similar Degrees for acquiring proficiency in teaching.

c) To undertake and promote research.

d) To Conduct and hold examinations in job oriented courses in areas like Translation, Applied Linguistics, Journalism, Computer Applications, etc. through Hindi.

3. Bodies of the Sansthan

The functions of the Sansthan shall be discharged hereinafter prescribed by the following bodies:

a) Shashi Parishad

b) Vidya Parishad

c) Adhyayan Parishad

d) Governing Body

e) Departmental Councils

4. Office Bearers of the Sansthan and Their Mode of Appointment

a) Kuladhipati : The President of the Sabha shall be the Kuladhipati.

b) Kulapati : The Kuladhipati shall appoint the Kulapati from among the members of the Sabha.
There shall be a committee of 3 members consisting of a member of the Executive of the D.B.H.P. Sabha, a member of the Shashi Parishad, and a distinguished scholar from outside, all to be nominated by the Kuladhipati. This committee shall prepare a panel of 3 names from among the members of the sabha, from out of which the Kuladhipati shall select one to be the Kulapati.

c) Samakulapati: The Samakulapati, one of the Vice-Presidents of the Sabha, if he is not already the Vice-Chancellor will be nominated as the Samakulapati by the Kulapati who will act in the absence of the Vice-Chancellor.

d) Kula Sachiv: The Kulapati shall appoint the Kula Sachiv on the recommendation of the special Selection Committee appointed by the Sashi Parishad for this purpose.

5. Composition

a) Shashi Parishad: The Shashi Parishad shall consist of 18 members in the following manner.

b) Vidya Parishad: The Vidya Parishad shall consist of 13 members in the following manner.

1. Kulapati 2. Samakulapati 3. Heads of the Post Graduate départements of Madras, Hyderabad, Ernakulam and Dharwad 4. Two Graduate representatives to be nominated by the Kulapati alternatively from the P.G. Centres of Andhra, Tamilnadu, Kerala and Karnataka for a period of one year by rotation 5. Three Eminent Scholars nominated by the Kulapati 6. Chairman of the Siksha Parishad of the Sabha. 7. Kula Sachiv (Member - Secretary) ex-officio.

c) Andhyayan Parishad: Each Faculty shall have separate Adhyayan Parishads with 5 members in the following manner:

1. The Heads of the Departments 2. Three Scholars of concerned Faculty who are not connected with the Sansthan to be nominated by Kulpati and 3. Kula Sachiv.

The Kulpati will nominate the Chairman from among the scholar members of the Adhyayan Parishad.

d) The Governing body: The Governing Body of Dakshina Bharat Hindi Prachar Sabha will be the Governing body of the Sansthan.

e) Departmental Councils: The Santhan will have separate Departmental Councils for each faculty.

The Departmental Head and all the members of the Department will be the members of the Council.
6. **POWERS**

A) Shashi Parishad shall have the following powers viz.,

1. To administer the Sansthan and to make necessary regulations for the purpose.

2. To appoint Professors, Readers, Lecturers and the other members of the Staff in the manner prescribed and to prescribe the necessary qualifications and the other conditions for such appointments.

3. To recommend a panel of experts to the Kulpati for inclusion in the selection committee meant for teaching staff.

4. To take disciplinary action against teaching and non-teaching staff, as may be necessary.

5. To affiliate and recognise colleges on the recommendation of the Vidya Parishad.

6. To arrange for the inspection of colleges affiliated and recognised by the Santham.

7. To charge and collect fees from students as may be prescribed from time to time.

8. To appoint various committees for the successful conduct of Sansthan.

9. To authorise incurring of expenditure as necessary within the budget allocation made by the DBHP Sabha for running the Sansthan, generally in accordance with the procedure in the Financial regulations.
10. To provide for giving instruction for proficiency in Hindi and such other related branches of learning as it may deem fit.

11. To institute in consultation with the Vidya Parishad Professorships, Readerships, Lecturerships and Research fellowship or any other posts for the Sansthan subject to the availability of budget provision.

12. To advise the Sabha, in matters relating to the institution of degrees, diplomas and distinction in respect of subjects falling within the ambit of the Sansthan.

13. To provide for conferring honorary degrees.

14. To delegate such of its powers, as it may deem fit, to any authority or authorities in the Sansthan.

15. To frame bye-laws.

16. To recommend
   i) Measures on inter-departmental co-ordination.
   ii) Institution of fellowship, Scholarships, Medals, prizes etc.

17. To lay down qualifications and experience, fix emoluments and to define duties and conditions of services of the staff of the Sansthan.

18. To regulate and enforce discipline amongst employees, and to impose penalty on the member of the staff in accordance with the service rules.

19. To fix remunerations, travelling and other allowances for examiners and moderators on the recommendation of the Adhyayan parishad.
20. To appoint committees for various purposes with a distinct power as the Parishad may think fit.

B) VIDYA PARISHAD

1. The Vidya Parishad shall have the power of prescribing regulations for all courses of study and of determining curricula. It shall have general control on teaching and research and be responsible for the maintenance of standards thereof.

2. In particular and without prejudice to the generality of the foregoing power, the Vidya Parishad shall have powers:

   a) To advise the Shashi Parishad on all academic matters.
   b) To make regulations regarding admission of students to the Sansthan.
   c) To make regulations regarding the examinations of the Sansthan and the conditions on which students shall be admitted to such examinations.
   d) To make regulations relating to courses of study leading to degrees, diploma and certificates.
   e) To make recommendations to the Shashi Parishad regarding the qualifications to be prescribed for teachers in the Sansthan.
   f) To exercise such other powers and perform such other duties as may be conferred or imposed on it by or under these rules.
   g) To advise the Shashi Parishad about deputation of teachers within the country and teachers selected for assignments through Government of India, abroad.
C) ADHYAYAN PARISHAD:

The Adhyayan parishad shall have the following powers:

a) To consider any matter referred to by the Vidya Parishad.

b) To suggest a panel of suitable persons for paper settership and examinership.

c) To recommend text books to Vidya Parishad.

d) To suggest the panel of experts to the Shashi Parishad for inclusion in the selection committee meant for the teaching staff.

D) THE GOVERNING BODY

The Governing Body of the Sabha shall have powers to amend or alter the rules of the Sansthan from time to time.

E) DEPARTMENTAL COUNCILS

The Council will have the power to develop the concerned departments and units as and when necessity arises.

F) KULADHIPATHI

The Kuladhipathi shall be the Head of the Sansthan and when present, shall preside at its meetings, and at any convocation of the Sansthan. The Kuladhipati shall apart from the powers vested in him as President of the D.B.H.P. Sabha under its Constitution, exercise such other powers as are specified in these Rules.

G) KULAPTHI

1. Subject to the powers specifically given under these Rules to the Kuladhipathi, the Shashi Parishad, the Vidya Parishad and the Adhyayan Parishad,
the Kulapathi shall have all such powers as may be necessary for ensuring the faithful observance of these Rules and such regulations as may be framed under them.

2. The Kulapathi shall exercise general control over the affairs of the Sansthan.

3. In any emergency, which in the opinion of the Kulapathi requires immediate action to be taken he shall take such actions as he deems necessary and shall at the earliest opportunity report the action taken to the officer, authority or other body who or which in the ordinary course would have dealt with the matter.

4. The Kulapathi shall be responsible for a close-co-ordination and integration of teaching / research.

5. The Kulapathi shall exercise such other powers as are specifically given to him under these Rules, or are delegated to him by the authority or the body concerned.

H. SAMAKULAPATHI

Samakulapathi shall have the same powers as those of the Kulapathi and act in the latter's absence.

I. KULASACHIV

1. The Kulasachiv shall function under the general direction and control of the Kulapathi.

2. The Kulasachiv shall be the custodian of the records, the seal and other movable property made available to the Sansthan by the Sabha.
3. He shall make available or place before, as the case may be, the Kuladhipathi, the Shashi Parishad, the Vidya Parishad, the Adhyayan Parishad and the Kulapathi such information as may be necessary or the transaction of business or as may be required by them.

4. The Kulasachiv shall conduct the official correspondence of the Sansthan and its bodies constituted under these rules and shall convene the meeting of Shashi Parishad after obtaining the necessary permission from the Kulapathi or the Samakulapathi or on the requisition from the majority of members and for the meeting of the Vidya Parishad and Adhyayan Parishad from the relevant Chairman of the bodies concerned.

5. The Kulasachiv shall receive application for admission to the Sansthan and shall keep a permanent record of all courses, curricula and other information as may be deemed necessary in this connection.

6. The Kulasachiv shall incur day-to-day expenditure of the management of the Sansthan with the limit as may be prescribed by the Shashi Parishad or as contained in the financial regulations as stipulated by the Executive Committee of the Sabha.

7. The Kulasachiv shall be responsible for making necessary arrangements for the smooth administration of the Sansthan, in particular smooth conduct of examinations of the Sansthan. For this purpose, the Secretary or Special Officer of the 4 branches shall act as Liaison Officer of the Sansthan. The
Kulasachiv shall perform such other duties as may be prescribed by the Shashi Parishad and Karyakarini Semithi or the Kulapathi.

7. APPOINTMENT OF TEACHERS AND NON-TEACHING STAFF

All teaching appointments in the Sansthan shall be made on the recommendation of appropriate Selection Committee to be constituted by the Shashi Parishad. The Kulapati or in his absence the Samakulapathi shall be the Chairman of all such Committees unless he nominates any office-bearer or officer in his place in any particular case.

8. QUORUM

Quorum for the meeting of Shashi Parishad will be 8 and for the Vidya Parishad 5 and for Adhyayan Parishad 4.

9. Meetings

10 days clear Notice will be given for the Meetings of Shashi Parishad and 7 days for the Vidya Parishad and 5 days for the Adyayan Parishad.

The Shashi Parishad shall meet at least once in 6 months and more often as may be decided by the Kulapathi. The meetings of the Vidya Parishad and the Adhyayan Parishad shall be convened as and when decided by the Chairman of the respective bodies at least once in a year.

10. TENURE

a) The membership of the Shashi Parishad, the Vidya Parishad and the Adhyayan Parishad shall be for 3 years, provided, however, that the aforesaid
three parishads once duly constituted shall continue to function until the next Parishads are duly formed.

b) Casual Vacancies in the Shashi Parishad, Vidya Parishad and Adhyayan Parishad shall be filled by the respective bodies themselves by co-option.

c) The tenure of offices of Kuladhipathi, the Kulapathi and Samakulapathi shall be co-terminious with the offices of the President, Vice-President and Second Vice-President of the Sabha.

11. ACCOUNTS

1. The budget and accounts of the Sansthan shall be maintained separately and shall be submitted at the appropriate time to the Governing Body along with the budget and accounts of the Sabha.

2. The Shashi Parishad shall be responsible in all matters regarding the affairs of the Sansthan to the Vyavasthapak Samithi of the Sabha.

12. OFFICIAL YEAR

The official year of the Sansthan will be from 1st April to 31st March.

13. LEGAL PROCEEDINGS

The Kulasachiv shall represent the Sansthan in all legal proceedings and shall sue and be used as representative of the Sabha.

• • •

Draft amended Rules placed before the meeting of the Governing Body of the Sabha on 10-11-1991 were examined and approved on 6-12-1992 by the Sub-Committee, specially Constituted for this purpose.