



To

The Additional Registrar of Societies/
The General Manager,
District Industries Centre,
Batala (Gurdaspur).

Subject: Registration of Society under Societies Registration Act,
1860.

Respected Sir,

We are enclosing herewith following document for registration of Shiva Educational Society at Village Tajpur P.O Dorangla Tehsil & District Gurdaspur (Punjab) for the registration under the Societies Registration Act, 1860

1. Memorandum of Association of Society.
2. Rules & Regulations of Society.
3. Resolution of Society.
4. Affidavit.

You are also requested to please issue the certified copy of Memorandum of Association and rules & regulations of the Society.

Thanking you,

Yours faithfully,
Nitin Sharma

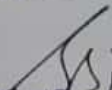
(Nitin Sharma)
President

Gurdaspur

**MEMORANDUM OF ASSOCIATION
OF
SHIVA EDUCATIONAL SOCIETY AT VILLAGE TAJPUR
P.O DORANGLA GURDASPUR (PUNJAB)**

1. **NAME**
The name of the society shall be "SHIVA EDUCATIONAL SOCIETY" (here-in-after referred to as the Society).
2. **OFFICE**
The Principal office of the Society shall be located at Village Tajpur District Gurdaspur in the state of Punjab or elsewhere the Governing Body of the Society deem to fit.
3. **AIMS AND OBJECTS**
The aims & objects for which the Society has been established are as under: -
 - (a) To prepare the students for various examinations conducted by Punjab School Education Board and/or C.B.S.E and/or I.C.S.E and PTU, Jalandhar or AICTE/or any Educational department up to and above school leaving certificate examinations, senior secondary examinations or its equivalent and in accordance with the syllabi prescribed by them
 - (b) To lay down norms and standard of educational programs related to different stages of child development.
 - (c) To promote educational/vocational in any sphere of otherwise the diffusion of useful educational knowledge, medical relief, Industrial training, information & technology and charitable purposes including all aspects of rural and urban reconstitution and social welfare projects irrespective of race, case, community of creed.
 - (d) To help raise standard of education.
 - (e) To promote close collaboration between home and the school in the interest of the young children
 - (f) To impart education to the children of the area in accordance with rules and regulations of Punjab School Education Board, Central Board of Secondary Education, Punjab Education department and ICSE for this purpose to maintain a school or schools in the area.
 - (g) To establish libraries, reading rooms and science laboratories and to equip them with all necessary supply of books, magazines, periodicals, newspapers, audio-visual aids and science apparatus etc.
 - (h) To raise loan and funds from Bank/Financial institutions and other sources to meet the objectives of the society.
 - (i) To adopt ways and means to achieve the target in order to get positive results.
 - (j) To work in assistance with other like minded institutions/societies/trusts having the similar aims & objectives and to receive and give grants for the benefits of the society/school.
 - (k) To accept grant(s), Cif(s), donation(s) and subscriptions in the form of cash or kind or securities from the Govt Departments, Organization, Firms, Individuals and to use them for the welfare of the society/school.
 - (l) To sell, purchase, hire, mortgage, take on lease exchange and/of otherwise transfer of all or any of the property (ies) movable or immovable of the society.
 - (m) To remove ignorance from the community through education.
 - (n) To provide the institutions, the instruction in all modern Indian Languages such as Hindi, Punjabi, Including English alongwith Classical & Foreign languages.
 - (p) To train and maintain the person to be incharge of different schools and other institutions of the society.
 - (p) To engage the social welfare activities aimed at improving living conditions and general welfare of poor and intelligent students/persons of whatsoever occupation, irrespective of case, creed of religion.

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- (q) To provide means for the promotion and advancement of objects mentioned above.
- (r) To affiliate and manage the school/institution with other institutions having aims & objective similar to those as mentioned above.
- (s) To do all such acts, things and deeds as are incidental and conducive to the achievements of the aims & objects mentioned above all or any of them.
- (t) To acquire affiliations of the school with Punjab School Education Board and/or Central Board of Secondary Education and/or other Government Education Departments, Technical Boards, Medical Councils, NCERT or I.T to follow the rules and regulations and other instructions and curriculum prescribed by them from time to time.
- (u) To use and utilize income of the schools as from the students by way of tuition fee, boarding chares and other misc. derived from various sources, for the benefits of the school/society.
- (v) To run school or any other institution anywhere inside or outside the state.
- (w) To provide free education to the poor, needy and economically backward students.
4. All the incomes, earning, movable and immovable property(ies) of the society shall be solely utilized and applied towards the promotion of its aims & objects only as set forth in the memorandum of association and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus, profits or in any manner whatsoever, to the present or past member(s) of the school. No member of the society/school shall have personal claim on any movable or immovable properties of the society/school or make any profit whatsoever, by virtue of his/her membership.

5. **MANAGING COMMITTEE**

The name, addresses, occupations and designations of the present member of the Managing Committee of the School Society "SHIVA EDUCATIONAL SOCIETY, VILLAGE TAJPUR P.O DORANGLA, DISTRICT GURDASPUR (PUNJAB)" to whom the affairs of management of the society is entrusted as required under section 2 of the Societies Registration Act XXI of 1860 (Punjab Amendment Act, 1957) are as under :-

S.NO	Name & Address	Designation	Occupations	Age	Signatures
1	Sh. Nitin Sharma S/o Sh. Kamal Narain Sharma, G.T Road, Mandi Gurdaspur	President	Business	24	Nitin Sharma
2	Smt. Santosh Sharma W/o Sh. Kamal Narain Sharma, G.T Road, Mandi Gurdaspur	Vice President	Business	50	Santosh Sharma
3	Sh. Surinder Kumar Sharma S/o Sh. Sham Lal Sharma C/o Prince Printing Press, court road, Gurdasur	General Secretary	Retired Govt. Employee	65	Surinder Kumar Sharma
4	Sh. Kamal Narain S/o Sh. Sham Sundar, G.T Road, Mandi Gurdaspur	Cashier	Business	55	Kamal Narain
5	Sh. Virinder Kumar Sharma S/o Sh. Sham Lal Sharma (Retired Person). 9/1145 Faridabad	Executive Member	Retired Govt. Employee	62	Virinder Kumar Sharma
6	Sh. Chetan Sharma S/o Sh. Kamal Narian G.T Road, Mandi, Gurdaspur.	Executive Member	Student	22	Chetan Sharma
7	Sh. Ashok Kumar S/o Sh. Karam Chand, G.T Road, Mandi Gurdaspur	Executive Member	Private Employee	36	Ashok Kumar
8	Secretary Punjab Education Board, Mohali	Govt. Nominee	Govt. Officer		
	(S/o), Gurdaspur.	Govt. Nominee	Govt. Officer		

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**RULES & REGULATIONS
OF
"SHIVA EDUCATIONAL SOCIETY, VILLAGE TAJPUR P.O DORANGLA DISTRICT
GURDASPUR (PUNJAB)"**

1. **NAME**

The name of society shall be "SHIVA EDUCATIONAL SOCIETY" (here-in-after referred to as the "Society").

2. **OFFICE**

The Principal office of the Society shall be located at Village Tajur District Gurdaspur in the State of Punjab or elsewhere the Governing Body of the society deem to fit.

3. **AIMS & OBJECTS**

The main aims & objects for which the society has been established have been appended under clause 3(a) to 3(w) of the Memorandum of Association of the Society.

4. **MEMBERSHIP**

The membership of the society is open to any educated person over 21 years of age, bearing good moral character, dedicated to the cause of education and having interest in welfare and development of the Society/school, who shall apply for membership, pay admission fee and annual subscription, recommended by any two existing members of the Society and approved by the President of the Society, one person shall be nominated by the president.

5. **CEASING OF MEMBERSHIP**

A member shall cease to be a member of the society under the following circumstances:-

- a) By convicted under moral turpitude or declared of unsound mind by any court by Law.
- b) By expulsion due to (i) Non payment of annual subscription (ii) Not attending three consecutive meeting of the society. (iii) Commissioning of any charge against he members (iv) Works against the welfare of the Society/School
- c) By Registration.
- d) By any other reason as deem fit to remove a person from membership by the Governing Body.

6. **FILLING OF VACANCY**

In case of vacancy, it shall be filled within two month upon proposal of at least two existing Governing Body members of the society and approved by the President.

7. **OFFICE BEARERS**

The following shall be the present office Bearers of the Society:

- (i) President
- (ii) Sr. Vice President
- (iii) General Secretary
- (iv) Cashier

8. **GOVERNING BODY**

The Governing body of the society shall consist of atleast 7 (seven) members which shall include all office bearers and other active members of the society.

Certified Copy **POWERS AND DUTIES OF OFFICE BEARERS**

PRESIDENT

The President shall be constitutional head of the Society. He shall preside over all the meeting and function of the society or nominate his representatives amongst the Governing body members for the same.

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The president shall give directions to call meeting, take decisions and take vote in the election. He shall cast his vote in case of tie. The president can appoint any person for any duty of the society. The president shall be responsible for smooth functioning of the society and shall direct the member of the society for the proper management.

The president shall be responsible for all appointment and dismissals of the members as well as of the School/Institution. All the important paper and documents related to the society shall be kept in the custody of the president. The president shall receive donation, grants, gifts and other financial assistance from the individuals, firms, institution, Govt. Departments and shall utilize the same in the best interest of the society. The president shall have the power to sale, purchase, cheques, bills, drafts etc, related to the society.

If the president feels about any member that he/she is not doing justice to his/her duties as assigned to him/her and that his/her activities are detrimental to the welfare of the society, he can terminate the powers of that member and take all his (member) powers in his (President) hands till the new appointment is made.

In case of emergency or in the case of the society is not working properly, the president shall also take all powers and charges in his hand till the society is reconstituted afresh and in the meantime, he can choose the best way to utilize the assets of the society.

VICE PRESIDENT

The Vice president shall perform all such duties and functions of the president in his absence. He cannot use the special powers of the President in any case. He shall function all such duties as assigned to him by the president from time to time.

GENERAL SECRETARY


The General Secretary shall keep and maintain the record of the proceedings of the society under the direction of the president. The General Secretary shall maintain a minute book for the general and Governing Body Meetings of the Society. The Secretary shall convene meetings of the society on the direction of the president and circulate the agenda to all the members. The General Secretary shall provide the respective paper and documents required for the meeting and keep record thereof. The General Secretary shall also maintain all records and proceedings of each meeting and function of the society under the guidance of president.

The General Secretary will prepare agenda of the meeting in consultation with president and circulate to the members. The General Secretary shall do all such acts and works as are assigned to him/her by the president. The General Secretary shall also receive donations, grants, gifts, and other financial assistance from any individual, firm, institution, Govt. Departments and shall utilize the same in the best interest of the society under the directions of the president.

The General Secretary shall be the Executive office of the society. The General Secretary shall manage and arrange all amenities to the school. The General Secretary shall be responsible for the smooth functioning of the school. The General Secretary shall make correspondence with all Govt Offices, Educational Departments and other organization on behalf of the school and shall keep record of the same. The General Secretary shall take all steps on all matters of the school and shall sign on all important papers of the school under the direction of the president.

The General Secretary shall be responsible for all appointment and dismissals of the members as well as of the School/Institution. All the important paper and documents related to the society shall be kept in the custody of the president. The General Secretary shall receive donation, grants, gifts and other financial assistance from the individuals, firms, institution, Govt. Departments and shall utilize the same in the best interest of the society. The General Secretary shall have the power to sale, purchase, give on rent/lease, exchange or transfer the full or part of the property movable or immovable of the institutions. The General Secretary shall deal with all cheques, bills, drafts etc, related to the institutions.

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CASHIER/TREASURER

The Cashier shall deal with all financial matters of the society. He/she shall keep record of all the income & expenditures of the society. The Cashier shall maintain a day book and keep the day to day entry of the finance. The Cashier shall collect money, subscription and donations from the member as well as outsiders against valid receipt and shall deposit the same amount in the bank. The Cashier shall prepare a balance Sheet and/or statement of the Income & Expenditure of the society and present before the house for approval. The Cashier shall arrange to audit of the finance of the Society.

10. RIGHTS & PRIVILEGES OF MEMBERS

- a) Right to Vote
- b) Right to elect as office bearer
- c) Right to receive notice.
- d) Right to receive copies of Bye-Laws
- e) Right to be heard
- f) Right to resolve dispute.

11. POWERS AND DUTIES OF MANAGING COMMITTEE

- a) To control budget and pass Balance Sheet of the School/Society.
- b) To consider annual log book, reports of the working of the school/society as submitted by the manager.
- c) To control and maintain movable and immovable properties of the school/society.
- d) To collect and utilize the funds and its disposal in the interest of the school/society and to do all acts and things in connection with the aims and objects of the society.
- e) To appoint auditors, internally or externally to audit the accounts of the school/society
- f) To Governing body may extend special invitation to anybody to attend and take part in the meetings but such invitees shall be above the maximum limit of member and can give opinions but shall have no right to exercise vote in the decision.
- g) The President shall be responsible for all internal and external affairs of the society.

12. MEETING

The Governing Body of the Society may meet once in a month to discuss the working of the society and to evaluate the past performances, while the managing committee shall meet as and when required by the Governing Body but not later than 12 month. The General Secretary in consultation with President shall decide the date, time and venue of the meeting shall prepare agenda of the meeting and circulate them among the members.

13. QUORUM

Atleast four members including President and General Secretary shall form the quorum in the Governing Body meeting. The meeting of the Managing committee and General Body shall be considered valid with 4/9th member present in the meeting. An adjourned meeting shall needs no quorum.

14. MINIMUM & MAXIMUM

The minimum number of member of the society shall be seven while the maximum number of member shall be twenty one or as decided by the Governing Body from time to time.

15. TENURE

The Tenure of the Governing Body shall be Three years however a annual list of member of Governing Body be revised and maintained every year and be filed with the concerned authorities.

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ELECTION

The Election of the Governing Body shall be held after every three years in the month of the governing body committee shall be considered by the General Body.

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17. **FINANCIAL YEAR**
1st April to 31st March shall be financial year of the Governing Body/Managing committee of the school/society.

18. **OPERATION OF ACCOUNTS**
The accounts of the society shall be opened in scheduled banks approved by the Governing Body and shall be operated independently by the President or Cashier of the society of any other member authorized by the Governing Body.

19. **GENERAL**

- a) All the provisions under all sections of the society Registration Act, XXI of 1860 (Punjab Amendment Act, 1957) shall apply to this society.
- b) The General Body shall may alter/change, modify and amend the rules and regulations and aims and objects of the society.
- c) The Society shall follow the Rules & Regulation and other instructions as prescribed/issued by the Punjab School Education Board and/or Central Board of Secondary Education and/or State/Central Educations Departments or PTU, Jalandhar and AICTE. The society shall manager and run any other school(s) the may be started late, whatsoever, may, if required and necessary.
- d) The medium of instructions of the school be Hindi, Punjabi, and English.
- e) The Governing Body may delegate any of its powers to any of its members with consent of the President.
- f) For the purpose of section 6 of the societies Registration Act. XXI of 1860, the President and/or manager shall be the persons who may sue or to be sued on behalf of the society.
- g) The Governing Body shall form one or more SUB-COMMITTEES for achievement of specific purpose from time to time. The President or his representative shall be the Ex Officio President of such Sub-Committee.
- h) Any persons or institutions wants to use the property of the Society shall have to take prior permission if the President.
- i) In case of dissolution of society, or in case of the school is closed, all assets and liabilities of the Society/School shall be vested to the President living at the time and who shall decide the best way to utilize the property(ies). Building and fund in accordance with relevant provisions of the Act.

20. **CERTIFICATE**

Certified that this is the true copy of Rules & Regulations of the Society entitled "SHIVA EDUCATIONAL SOCIETY, VILLAGE TAJPUR P.O DORANGLA DISTRICT GURDASPUR (PUNJAB)" in the state of Punjab, Society formed and constituted under the provision of the Societies Registration Act, XXI of 1860 (Punjab Amendment Act, 1957).

Nitin Sharma
PRESIDENT

Santosh Sharma
VICE PRESIDENT

*Sunil Kumar
Sharma*
GEN. SECRETARY

Kamal N.
CASHIER

Certified Copy
[Signature]
Additional Registrar of Societies
-cum-General Manager
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