

సంఘము, రిజిస్ట్రేషన్ కార్యాలయము

హైదరాబాదు

OFFICE OF THE REGISTRAR OF SOCIETIES
HYDERABAD

CERTIFICATE OF REGISTRATION

రిజిస్ట్రేషన్ ధృవపత్రము

(199 వ నెంబరు)

(No. 1260 OF 1998)

1350 ఫస్ట్ ఆండ్ సెకండ్, రెంజిన్ ప్రాంతపు, పబ్లిక్ సంఘముల రిజిస్ట్రేషన్ చట్టము, 1350 ఫస్ట్ 1వ చట్టము

క్రింద

వేరు రిజిస్ట్రేషన్ అయినది. ఇందునుగాలముగా ధృవపరచబడినది.

I hereby certify that SRI GOWTHAM ACADEMY OF GENERAL & TECHNICAL
EDUCATION, KUSHAIGUDA, HYDERABAD

is this day registered under the Andhra Pradesh (Telangana areas) Public Societies Registration
Act, 1350 Fasli (Act 1 of 1350 F.)

నా సంతకము, ముద్రానాన నందినది నందినది నందినది నందినది నందినది నందినది నందినది

నందినది నందినది నందినది నందినది నందినది నందినది నందినది

Given under my hand and seal at Hyderabad this the 10th

day of March, one thousand nine hundred ninety eight.

S. Lakshmi
Principal
Gowtham World School
Road No:3, Plot No: 5,
Venkateswara Colony, Saroor Nagar,
HYDERABAD

Secretary & Correspondent
GOWTHAM WORLD SCHOOL
Venkateswara Colony,
Saroor Nagar, R.R.Dist.



Sri Gowtham Academy of General and Technical Education

(Regn No 1260 of 1998)

10-2-249/250.6th lane, GVR's Laxmi Nivas, 5th No 6, West Marredpally, Secunderabad - 26

New Executive Committee as at 09-02-2015

S.No	Name of Members	Age	Designation	Occupation	Address	Signature
1	U Surendra Babu S/o U Subbarayudu	39	Chairman	Service	H.No:1-8-50 North Kamala Nagar Kushaiguda Hyderabad	U. Surendra Babu
2	KVN Pratap Reddy S/o K Narasimha Reddy	43	Vice Chairman	Service	G2, Vijaya vamsi residency, Karthikeya nagar, kapra Uppal Hyderabad - 76	KVN Pratap Reddy
3	K R K Reddy S/o Subba Reddy	64	Secretary and Correspondent	Business	E 305, & 405 Vasavi Dreams Apts Czech Colony Sanathnagar Hyderabad - 18	K R K Reddy
4	K Praveen S/o. K Venkateswarlu	37	Treasurer	Service	2-2 1129/1/1/A New ramalayam Lane New nallakunta Hyderabad - 44	K Praveen
5	T Sailaja D/o. Mallikarjun Rao	28	Member	Business	H.No:1-8-50 North Kamala Nagar Kushaiguda Hyderabad	T Sailaja
6	A Reshmi W/o KVN Pratap Reddy	41	Member	Service	G2, Vijaya vamsi residency, Karthikeya nagar, kapra Uppal Hyderabad - 76	A Reshmi
7	Amit Kishore Prasad S/o Chandra Kishore Prasad	47	Member	Service	Flat No:203 Lake Shore Towers Raj Bhavan Road Somajiguda Hyderabad	Amit Kishore Prasad

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Registrar of Societies

REGISTRATION NO.

: 1260/1998

SERIAL NO. OF THE DOCUMENT : C.C.No. 72/2016

NAME OF THE SOCIETY

: Sri Gowtham Academy of General
And Technical Education.

DATE OF SUBMISSION

: 23/06/2015

DATE OF ENTRY

: 08/02/2016

Sd/- xxxxx
Registrar of Societies

The seal of Registrar of societies
Hyderabad.

//True Copy//

1st & pages corrections

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Readers :

Examine :

Office of the Registrar of Societies,
Hyderabad.

Date the 08 day of Feb 2016.

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REGISTRAR OF SOCIETIES

HYDERABAD.

Secretary & Correspondent
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BYE LAWS OF

SRI GOWTHAM ACADEMY OF GENERAL AND TECHNICAL EDUCATION

NAME

1. The name of the society shall be Sri Gowtham Academy Of General & Technical Education.

REGISTERED OFFICE

2. The registered office of the society shall be located at 10-2-249/250, G.V.R.S. Laxmi Nivas, St. No 6, West Marredpally, Secunderabad, Andhra Pradesh.

SHORT TITLE

BYE - LAWS

3. These rules may be called Bye-Laws of Sri Gowtham Academy of General & Technical Education.

APPLICABLE LAWS

4. The provisions contained in the Andhra Pradesh Societies Registration Act, 2001 (No. 35 of 2001) and the rules framed there-under shall apply to this Society, subject to the additions, alterations, exclusions, substitutions and variations set out herein below. In the event of any inconsistency between the provisions of the Act and these presents, these presents shall prevail to the extent permissible under applicable law.

DEFINITIONS

5. Unless there is anything repugnant in the subject or context:
 - a) "Act" means the Andhra Pradesh Societies Registration Act, 2001 (No. 35 of 2001) and the rules framed there-under;
 - b) "Auditor" shall means a firm of chartered accountants of national repute, appointed as the auditor of the Society;
 - c) "Bye-Laws" means the registered bye-laws of the Society and includes a registered amendment of the bye-laws;
 - d) "Court" means in the cities of Hyderabad and Secunderabad, the City Civil Court and elsewhere, the Principal Civil Court of original jurisdiction;

- e) "Executive Committee" means a committee appointed under Section 14 of the Act or any persons to whom management of the affairs of the Society is entrusted by the Bye-Laws;
- f) "Financial Statements" Shall mean the balance sheet, profit and loss account statements and cash flows(audited or unaudited, as the case may be) of the society and the Institutions(as applicable);
- g) "Financial year" means the period of twelve months commencing from April 1 of one year and ending on March 31 of the immediately succeeding year, or such other period that may be decided by the General Body to be the financial year of the Society;
- h) "General Body" mean all the Members of the Society.
- i) "Independent Members" means Mr./Ms. or such persons as is appointed by the respective named persons to replace them on their resignation;
- j) "Institutions" means Institutions established, operated or managed by the Society to carry out the objects;
- k) "Member" means a person, individual or body corporate, who/which having been admitted to membership in the society has not resigned or ceased to be a member or been removed from membership in accordance with the Bye-laws of that society and shall include the ordinary Members and the Independent Members;
- l) "Memorandum" means the Memorandum of Association of the Society as originally framed or as altered from time to time, in pursuance of the provisions of this Act or the Andhra Pradesh (Telangana Area) Public Societies. Registration Act 1935 Fasli (Act 1 of 1350F) as the case may be;
- m) "Objects" the Objects for which the Society is established was established and more fully set out in the Memorandum;
- n) "Ordinary Members" means Mr./Ms. such persons as is appointed to replace such named persons by the General Body by way of a Special Resolution.

- o) "Ordinary Resolution" means a resolution put forth before the Members in a meeting of the General Body and passed by a simple majority either by show of hands or by proxy.
- p) "Society" means Sri Gowtham Academy of General & Education, registered as a society under the Act; and
- q) "Special Resolution" means a resolution put forth before the Members in a meeting of the General Body and passed by a 2/3rds majority of the Members, including the Independent y Members, present and voting, either by show of hands or by proxy.

MEMBERSHIP

CONSTITUTION & ELIGIBILITY

6.

- a) The number of Members of the Society shall be 7 (seven) and shall include:
 - i. 5 Ordinary Members; and
 - ii. 2 Independent Members.
- b) Any person who is of sound mind, has faith and commitment to the Objects and is desirous of the betterment of the Society and the General Body may admit such person as one of its Ordinary Members, if there is a vacancy and subject to approval by the General Body through a Special Resolution.
- c) No person shall be eligible for admission as a Member of the Society, if the person:
 - i. Is not a major;
 - ii. is of unsound mind and stands so declared by a competent court;
 - iii. Has been convicted of an offence involving moral turpitude or sentenced by a criminal court to a fine of not less than rupees one thousand or to imprisonment for a period of not less than six months; and

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- iv. Disqualified for such appointment by an order of the court

CESSATION OF MEMBERSHIP

7. A person shall cease to be a Member by:

- a) Resignation.
- b) Being declared by a competent court that he is of unsound mind.
- c) Being convicted of an offence involving moral turpitude or sentenced by a criminal court to a fine of not less than rupees one thousand or to imprisonment for a period of not less than six months
- d) Being disqualified for such appointment by an order of the court.
- e) Expelled by the General Body (by Special Resolution) for having acted contrary to the objects, interest and reputation of the Society, after first being given an opportunity to explain his conduct, in writing ; and
- f) Removed by the General Body by Special Resolution.

RE-ADMISSION TO THE SOCIETY

8. Any person, who ceases to be a member of the Society, may be re-admitted to the membership as the General Body may determine through a Special Resolution.

MEMBERSHIP REGISTER

9.

- a) The Society shall maintain at its registered office a Membership Register of its Members and shall enter therein, the following particulars, namely:
 - i) the name, address and occupation if any, of each member;
 - ii) the date on which the name of each person was entered in the register as Member;
 - iii) the date on which any person ceased to be a Member, and
 - iv) The specimen signatures of each of the Members.

- b) If any member changes his address, he shall notify his new address to the Secretary & Correspondent, who shall thereupon enter his new address in the roll of members. If the Member fails to notify his new address, the address in the roll of Members shall be deemed to be his address.

GOVERNANCE

ORGANS OF SOCIETY

10. The society be controlled and governed by the:

- a) General Body; and
- b) Executive Committee

GENERAL BODY

COMPOSITION OF GENERAL BODY

11. All Members on a given date shall constitute the General Body.

RIGHTS, PRIVILEGES AND DUTIES

12.

- a) The Members of the General Body shall elect the office-bearers and other members of the Executive Committee in accordance with these Bye-Laws.
- b) Every member of the Society shall have the right to participate in public meetings, cultural/educational functions and other lawful gatherings called and/or arranged by the Society.
- c) Every member shall have the duty to actively contribute their talent and expertise towards promoting the Objects of the Society.
- d) It shall be the duty of every Member of the Society to provide all the necessary information to the Society, pertaining to any matter which is necessary to be known by the Society.

18/11/20

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FUNCTIONS AND POWERS OF GENERAL BODY

13. a) The General Body is the supreme decision making body of the Society and it may amend or change or overrule any decision of the Executive Committee in accordance with these Bye-Laws.
- b) The General Body shall consider, frame and adopt the general policy and the programme of activities of the Society to be followed during the ensuing year.

MEETINGS

14.

- a) The General Body shall meet at least once in a Financial Year and such meeting shall be called the Annual General Meeting.

ANNUAL GENERAL MEETING

- b) Such Annual General Meeting shall be held not more than Six months from the end of Financial Year. The following matters shall be discussed in the Annual General Meeting:
- i) Review the activities of the Society;
 - ii) Set -up guidelines and targets for the achievement of the Objects of the Society;
 - iii) Review and approve the audited Financial Statements of the Society and Institutions for the previous year;
 - iv) Review and approve the annual report of the Society and Institutions for the previous year; and
 - v) Discuss and pass the annual budget recommended by the Executive Committee for the year
 - vi) To elect the Executive Committee.
 - vii) To appoint the Auditor of the Society for the year.

- c) Every Member shall be provided a copy of audited Financial Statement of the Society and the Institutions together with the Auditors report prior to the Annual General Meeting.
- d) The Chairman may convene a special meeting of the General Body if he thinks fit or if such a meeting is requisitioned by at least one of the Independent Members or at least one third of the Ordinary Members, in writing.
- e) All meetings shall be convened, as directed by the Chairman, under the signature of the Secretary & Correspondent
- f) The Chairman of the Executive Committee shall also be the Chairman of the General Body and shall preside over the meetings of the General Body.

NOTICE OF GENERAL MEETING

15.

- a) Any meeting of the General Body may be called by giving to the Members clear 7(seven) days notice or a shorter notice than of 7(seven) days if consent thereto is given by the Members in writing.
- b) The notice shall contain the date, place and time of the meeting with details of agenda and shall be dispatched under certificate of posting or delivered personally on obtaining acknowledgements. Such notice may also be communicated to Members through electronic medium.
- c) Any Member shall have the right to send proposals in writing to the Secretary & Correspondent for inclusion in the agenda at least 3(three) days before the General Body meeting and on receipt of such information the Secretary & Correspondent shall include the same in the agenda and re-circulate the agenda to the Members prior to the Meeting.

QUORUM AND PLACE OF MEETING

- 16. The quorum for a General Body meeting shall be 4(four) Members, including the Independent Members. If there is no quorum, the meeting shall stand adjourned to the same day in the next week. If at such adjourned meeting also, no quorum is present, the Members present in person or through proxy shall constitute the quorum. The meetings may be held at any place in or outside India or by way of teleconference, video conference or through any other medium.

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SPECIAL RESOLUTION/ORDINARY RESOLUTION

17. All matters listed in Annexure A shall be determined by the General Body through a Special Resolution. In the event that matters listed in Annexure A are placed for consideration before the Executive Committee, such matters shall be referred to the General Body for its decision.

- a) All other matters may be determined by the General Body through an Ordinary Resolution.
- b) Every Member of the Society present in person or through proxy shall have one vote.

CIRCULATION RESOLUTION

18.

- a) The business of the General Body may be carried out by circulation amongst all its members. Provided that the resolution has been circulated in draft, together with the necessary papers, if any, to all the Members at their recorded addresses, including email addresses. The resolution may be circulated through the use of electronic medium.
- b) Those matters that require a Special Resolution will have to be approved in writing by a two thirds majority of the Members signing, including the Independent Members.
- c) Those matters that require an Ordinary Resolution will have to be approved in writing by a majority of the Members signing.
- d) Resolutions passed by circulation shall be binding as if such resolution has been passed at a meeting of the General Body. The approval may be communicated through the use of electronic medium.

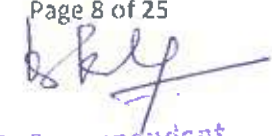
MINUTES

19.

- a) The Society shall maintain a book recording the minutes of the all proceedings of every General Body meeting. The minutes shall be signed by the Chariman.


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- b) Such minutes shall be communicated to all the Members within fifteen days of the said meeting.

EXECUTIVE COMMITTEE

COMPOSITION OF EXECUTIVE COMMITTEE

20. The strength of the Executive Committee (including office bearers and executive members) shall not be less than 5 and not more than 7.

ELECTION

- 21.
- a) The General Body shall elect annually at least three Members, by Special Resolution to the Executive committee, being the (i)Chairman,(ii)Secretary & Correspondent and (iii)Treasurer.
 - b) The other members of the Executive Committee, being independent third parties with adequate experience in the field of education, will be appointed by the General Body by Special Resolution for a period of 2 years.
 - c) A member of Executive Committee shall be eligible for re-election.

REMOVAL

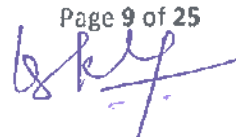
22. A member of the Executive Committee shall not be removed, until and unless it is found that the member is involved in any illegal activity which is confirmed by any Court of Law or competent judicial authority / body. A member can be removed for the said reasons, by Special Resolution, in a meeting specifically convened for such purpose after affording such member an opportunity of being heard.

CASUAL VACANCIES

- 23.
- a) Any casual vacancy in the Executive Committee for its remaining period shall be filled by a resolution passed by simple majority of the remaining members of the Executive Committee. Such appointments(s) shall be confirmed by the General Body at its next meeting through a Special Resolution.


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- b) In the event that such appointment is not confirmed by the General Body in the manner provided, the concerned member appointed to the Executive Committee shall vacate office with immediate effect and the members of the Society shall appoint another person to fill the vacancy through a Special Resolution.

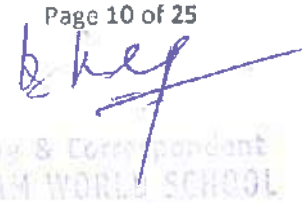
MEETINGS

24.

- a) The Executive Committee shall hold meetings as and when required but it shall meet at least once in every three months and at least four such meetings shall be held in every calendar year with a gap of not more than 90 days between two meetings.
- b) Any meeting may be called by giving to the members clear 3(three) days notice or a shorter notice than of 3 (three) days if consent thereto is given by the members of the Executive Committee in writing. Such notice and consent may be communicated through electronic medium.
- c) The notice shall contain the date, place and time of the meeting with details of agenda and shall be dispatched under certificate of posting or delivered personally on obtaining acknowledgements. Such notice may also be communicated to Members through electronic medium.
- d) The quorum of the meeting shall be 3 (three) members, including the Chairman. The meetings may be held at any place in or outside India by way of teleconference, video conference or through any other medium.
- e) Any member shall have the right to send proposals in writing to the Secretary & Correspondent for inclusion in the agenda at least 1 (one) days before the Executive Committee and on receipt of such information the Secretary & Correspondent shall include the same in the agenda and re-circulate the agenda to the members prior to the meeting.
- f) Each member shall have one vote. All matters shall be decided by a vote of majority of the members present and voting
- g) The Executive Committee shall maintain a book recording the minutes of the all proceedings of every Executive Committee meeting.

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- h) Such minutes shall be communicated to all the members of the Executive Committee and the Members within fifteen days of the said meeting.

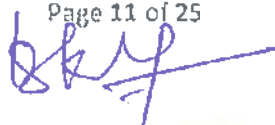
DUTIES AND POWERS OF EXECUTIVE COMMITTEE

25. In general, the Executive Committee shall exercise all the powers and duties except those reserved by the General Body or restricted in these Bye-laws, to manage the day to day affairs of the Society and to enable it to function smoothly and effectively. It shall, however, exercise these powers within the context of the Objects, these Bye-laws and the instructions it receives from the General Body. In particular, the Executive Committee shall have the following powers and duties:

- a) To supervise the activities of the Society for performing its Objects;
- b) Exercise general control over the policies of the Institutions to attain the Objects;
- c) To execute and enter into contracts and agreements permissible in terms of these Bye-Laws or for which approval of the General Body has been obtained in accordance with these Bye-laws;
- d) Have the power to appoint any person or persons in an enquiry committee to inspect the staff, registers, accounts and other documents of the Institutions
- e) Call for the reports from directors / principals/ heads of Institutions from time to time and to review the same;
- f) Appoint selection committees for appointment of teaching and non teaching staff.
- g) Appoint or get deputed persons to all the posts of non-teaching staff and teaching staff of all Institutions directly or through selection committees appointed by the Executive Committee.
- h) Do all acts necessary to ensure that the Society and Institutions obtain all consents and governmental approvals required for valid recognition of the Institutions under applicable law and to secure the effective management and operation of the Institutions.
- i) To keep a true account of assets and liabilities of Society.

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- j) To prepare the Financial Statements and annual report on the activities of the Society and Institutions.
- k) Make arrangements for the audit of the accounts of the Society and the Institutions by the Auditors, who shall be appointed by the General Body.
- l) Prepare and submit annual budget for the approval of the General Body.
- m) Prepare budget estimates for the coming year to present before the General Body.
- n) Make rules and regulations or by-laws for the administration of the Institutions.
- o) Constitute all relevant committees and governing bodies as required under applicable law for the effective management of the Institutions, including the staff selection committee, school governing body, managing committee etc;
- p) Be the custodian and shall administer all the properties of the Society in accordance with these Bye-laws;
- q) Any of the two members from the Executive Committee shall be the Authorized Signatory for the purposes of opening and operation of Bank Accounts jointly.
- r) To execute, transfer, assign, modify, and terminate any Contract, including lease deeds, master service agreements, facility management agreements, transportation agreements and manpower agreements.
- s) To Constitute a Management Committee and to delegate any of the powers of the Executive Committee.
- t) To delegate any of the above powers to any person as they may deem it necessary;
- u) To collect and / or accept funds for the Society by way of fees and grants to the Institutions.
- v) To institute medals, prizes, scholarships, etc;

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- w) To establish liaison with such other societies/non-governmental organizations and other bodies as is considered in the interest of the Society and to decide upon the representation of the Society on such Bodies;
- x) The members of the Executive Committee shall be duty bound to attest the signatures of all the members of newly elected Executive Committee and to see that the said signatures of the out-going Executive Committee tally with the annual list as filed with the Register of Societies.

OFFICE BEARERS OF THE EXECUTIVE COMMITTEE

26. The Executive Committee shall have the following office bearers who shall be appointed by the General Body through a Special Resolution:

- a) Chairman, who shall be a Member;
- b) Secretary & Correspondent, who shall be a Member; and
- c) Treasurer, who shall be a Member.

The Executive Committee may assign any specific responsibility to any of its members.

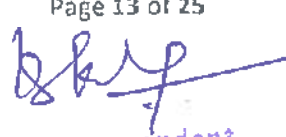
DUTIES AND POWERS OF CHAIRMAN

27.

- a) The Chairman shall preside over all the meetings of the General Body and the Executive Committee.
- b) The Chairman shall have the right to call for an meeting of the General Body or the Executive Committee for transacting matters of urgent importance, if the Secretary & Correspondent fails to do so;
- c) Any of the two members from the Executive Committee shall be the Authorized Signatory for the purposes of opening and operation of Bank Accounts Jointly;
- d) If the Chariman is out of station for more than a month but less than two months, he shall delegate his powers in writing to anyone of the Members to act as Chairman-In-Charge during his absence. If the Chairman is out of station for more

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than two months, his office shall be deemed vacated and the General Body shall appointed a new Chairman in accordance with these Bye-Laws.

- e) The Chairman shall perform all the duties and responsibilities delegated or assigned to him from time to time by the Executive Committee or the General Body.

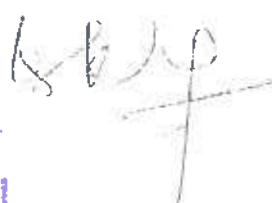
DUTIES AND POWERS OF SECRETARY & CORRESPONDENT

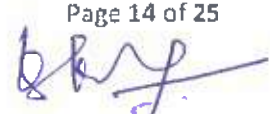
28.

- a) The Secretary & Correspondent shall convene the meetings of the General Body and Executive Committee as provided for in these Bye-Laws.
- b) The Secretary & Correspondent shall attend all meetings of the General Body and the Executive Committee.
- c) The Secretary & Correspondent shall be the chief executive of the Society and shall carry out all the resolutions of the General Body and the Executive Committee.
- d) The Secretary & Correspondent shall be in charge of all the records of the Society and shall be responsible for their proper maintenance and custody;
- e) The Secretary & Correspondent shall place at the Annual General Meeting the budget estimates for the coming year and the audited annual accounts including the audited balance sheets of the Society and the Institutions for the completed previous year.
- f) The Secretary & Correspondent shall be liable to sue and be sued in the name of the Society.
- g) Any of the two members from the Executive Committee shall be the Authorized Signatory for the purposes of opening and operation of Bank Accounts Jointly;
- h) The Secretary & Correspondent shall prepare the agenda for the meetings of the General Body and the Executive Committee in consultation with the Chairman.
- i) The Secretary & Correspondent shall also act as the ex-officio correspondent of all the Institutions till independent correspondent or correspondents are appointed for the Institutions.

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- j) The Secretary & Correspondent shall maintain or cause to be maintained the minutes of the proceedings of all the meetings of the General Body and Executive Committee which shall be signed by the Chairman. These minutes shall constitute the permanent record of the Society.
- k) The Secretary & Correspondent functioning as the Correspondent of the Institutions or the correspondents duly appointed for the Institutions shall:
- (i) Look after the day-to-day administration of the Institutions;
 - (ii) Call for and obtain from the Heads of the Institution information required from time to time by competent authority, including but not limited to the educational department of Government of Andhra Pradesh.
 - (iii) Have the power to award punishment such as suspension or withholding increment to any of the teaching or non teaching staff of the Institutions. The affected party may appeal against the order of the Secretary & Correspondent, within fifteen days of receipt of such orders, to Executive Committee shall be final;
 - (iv) Carry out all government orders, proceedings of the Director of Public Instruction, Government of Andhra Pradesh and of the other authorities, with the approval of the Executive Committee;
- l) Any of the above powers may be delegated to any person with the prior approval of the Executive Committee.
- m) The Secretary & Correspondent shall be in charge of all correspondence and records of the Society and keep the minutes of all the meetings. The Secretary & Correspondent shall exercise general supervision over the staff and affairs of the Society.
- n) The Chairman and the Secretary & Correspondent shall dispose of minor matters, which in their Judgment, do not call for submission to the entire Executive Committee, subject to approval of the Executive Committee as its next meeting.

DUTIES AND POWERS OF THE TREASURER

29.

- a) The Treasurer shall be the chief custodian of all the properties of the Society and the books of accounts of the Society and Institutions;
- b) The Treasurer shall be in charge of all cash and other finances of the Society.
- c) Any of the two members from the Executive Committee shall be the Authorized Signatory for the purposes of opening and operation of Bank Accounts jointly;
- d) The Treasurer shall be the joint signatory of all loans borrowed by the Secretary & Correspondent in the name of the Society.

Any one of the member from the Executive Committee shall make payment of the bills and countersign on the same.

- e) The Treasurer shall supervise and look into the accounts maintained by the Society and the Institutions.
- f) The Treasurer shall supervise preparation of the accounts including balance sheet of the Society and the Institutions and submit them for audit.
- g) The Treasurer shall prepare budget estimates of the Society and the Institutions and submit the same along with the audited statements of the Society and Institutions to the Executive Committee and General Body through the Secretary & Correspondent.
- h) The Treasurer shall not retain with himself more than Rs. 5,00,000/- (Rupees Five Lakhs only) at any time in cash for more than one week.
- i) The treasurer shall receive all the sums of money due to the Society and the Institutions and issue receipts thereof.

COMMITTEES

30. The Executive Committee, subject to the approval of the General Body through a Special Resolution, may elect/nominate various standing or adhoc committees/

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sub-committees for any specified purpose as they think fit and may delegate any of the powers to them and prescribe their functions and proceedings to be followed.

ADVISORY BOARD

31. The Executive Committee, subject to the approval of the General Body through a Special Resolution, may appoint an Advisory Board on such terms and conditions as it deems fit which may have persons other than the Members of the Society. They may be permitted to attend meetings of the Society by the Executive Committee however they shall not have right to vote.

CONDUCT OF BUSINESS BY CIRCULATION

32.

- a) The business of the Executive Committee may be carried out by circulation amongst all its members. Provided that the resolution has been circulated in draft, together with the necessary papers, if any, to all the members at their recorded addresses, including email addresses. The resolution may be circulated through the use of electronic medium.
- b) Resolutions passed by circulation and approved by a majority of its members signing shall be binding as if such resolution has been passed at a meeting of the Executive Committee. The approval may be communicated through the use of electronic medium.

CONTRACTS AND AGREEMENTS

33. Subject to these Bye-laws, all contracts and agreements for and on behalf of the Society shall be signed by the Secretary & Correspondent or any other member of the Executive Committee of the Society subject to prior or post-facto approval from the General Body/Executive Committee, depending on the subject matter of such agreement. Provided that the General Body /Executive Committee may through a Special Resolution empower the Secretary & Correspondent or any other member of the Executive Committee with general powers to execute some or all types of contracts or agreements.

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FINANCIAL MANAGEMENT

FUNDS

34. The sources of income of the Society are as under:

- a) Admission fee, tuition fee and other fees collected from students of the Institutions.
- b) Gifts, special contributions, grants or loans by individuals, the Government, Public Sector undertakings, private enterprises, associations, institutions and organizations in India or abroad.
- c) Grants from Governments and University Grants Commission and tuition and other fees collected from the student/trainees of the Institutions.
- d) Fund Raising activities
- e) Income from investments.
- f) Receipts of the Society from other sources; and
- g) The Society may, subject to approval of the General Body, also borrow or raise any money that may be required by the Society upon such terms and conditions as may be deemed necessary and expedient.

BANK ACCOUNTS

35.

- a) The funds of the Society shall be deposited in a scheduled commercial bank, approved by the General Body, in the name of the Society.
- b) No member can retain with himself any funds of the Society for more than a week without deposit in the bank account.
- c) Any of the two members from the Executive Committee shall be the Authorized Signatory for the purposes of opening and operation of Bank Accounts Jointly.
- d) The Executive Committee shall set up a Management Committee for operating the Society including but not limited to operating any of the Bank accounts of Society.

- e) To meet the day to day expenditure the Treasurer may keep a reasonably small amount with him as cash, but the bulk of the sums received by the Society shall be deposited in bank accounts in the name of the Society.
- f) The General Body may, however from time to time authorize one or more Members to singly or jointly operate subsidiary accounts of the Society for specific purposes.
- g) The Executive Committee may, however from time to time authorize opening of impressed bank accounts that may be operated by one or more members of the Executive Committee and / or other officers of the Society/Institutions, to singly or jointly operate such impressed accounts of the Society for specific purposes.
- h) Sincere effort should be made to ensure that all the transactions of the Society are made through proper banking channels, vide cheques ("account payee only" wherever possible), drafts, online transfers etc., so that all the monetary transactions are easily traceable and transparent.
- i) The funds shall be spent only for the attainment of objects.

BOOKS OF ACCOUNTS

36.

- a) The Society shall keep at its head/registered office proper books of accounts in which shall be entered accurately:
 - i. All sums of money received with source thereof, and all sums of money expended by the Society and the Objects or purpose for which such sums are expended.
 - ii. The assets and liabilities of the Society
 - iii. The details of immovable property acquired by the Society.
- b) The Society shall maintain the following procedure/books of accounts:
 - i. The accounts of the Society shall be maintained in accordance with the accounting policies determined by the General Body for the Financial Year ending 31st March of each year.
 - ii. The Society shall follow double entry book-keeping system and shall maintain all books/registers of accounts required.

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- iii. The computerized system of accounts and audit may be followed.
 - iv. Cash book showing daily receipt and expenditure, and the balance at the end of each day.
 - v. Receipt book, containing forms in duplicate, one of each set to be issued with details for money received by the Society and other to serve as counterfoil.
 - vi. Voucher's file, containing all debit and credit vouchers, numbered serially and filed chronologically.
 - vii. Stock register for keeping the record of all the consumable and permanent articles of the society.
- c) The books of account shall be open to inspection by the members during business hours

AUDIT

37. The accounts of the Society and the Institutions shall be audited annually by an Auditor, to be appointed annually by the General Body by Special Resolution.

STAFF

38.

- a) The Executive Committee may employ the persons for the purpose of the Society and give salaries, wages and other emoluments to them.
- b) The staff may be employed on full time and/or part/time basis. The rules for appointment, working and removal of the staff members shall be framed by the Executive Committee.
- c) The staff will be directly under the supervision and control of the Secretary & Correspondent and the Chairman.
- d) No paid official of the Society is entitled to become a Member of the General Body.

NO PROFIT MOTIVE

39.

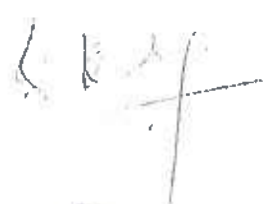
- a) The Society will have neither profit motive nor its profit shall be distributed among its Members.
- b) All the income, earnings moveable and immovable properties of the Society shall be solely utilized towards the promotion of the Objects.
- c) The Society may accumulate the surplus portion of income received by it and invest the same in accordance with the provisions of Section 11(5) and other relevant provisions of the Income-tax Act, 1961.
- d) No profit shall be paid or transferred directly or indirectly by way of dividends, bonus, or in any manner whatsoever to the Members.
- e) Members shall be entitled to travelling allowance and other allowances and perks as determined by the General Body and the reimbursement of expenses incurred in the performance of their duties.
- f) The volunteers and experts who render their services to the Society may be entitled to honorarium as determined by the General Body.

INFORMATION RIGHTS

40. The Executive Committee shall, furnish to the Members the following information in respect of the Society and the Institutions to the satisfaction of the Members:

- a) Audited annual Financial Statements within 90 (ninety) days after the end of each Financial Year;
- b) Unaudited quarterly Financial Statements within 30 (thirty) days from the end of each calendar quarter;
- c) A Segment-wise annual operating and capital expenditure budget (including quarterly budget congaing an income statement, a statement of cash flow, a balance sheet and detailed breakdown of working capital) within 30 (thirty) days prior to the end of each Financial Year of the following Financial Year;

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- d) A certified true copy of the bank statement in respect of in respect of the bank accounts of the society / Institutions with in 10 (ten) days from the end of every financial quarter
- e) Monthly management information statements within 15 (fifteen) days from the end of each month;
- f) Any information relating to the occurrence of any event which would, or is likely to have an adverse effect on the Society, within a maximum period of 7 (seven) days;
- g) Other information reasonably requested by the Members.

RECORDS AND INSPECTION

41. The Society shall maintain and keep at its registered office the following:

- a) Registered of Mortgaged and Charges reflecting all mortgages or changes affecting the property of the Society and the Instructions;
- b) Copies of all instruments creating mortgages or charges;
- c) A copy of the Act with up to date amendments incorporated;
- d) A copy of the Registered and updated Memorandum and Bye-laws reflecting all amendments made from time to time;
- e) The Minutes books of the General Body and any other committee thereof;
- f) Accounts of all sums of money received and expended by the Society and the Institutions and their respective purpose;
- g) Accounts of all purchase and sales of goods by the Society and the Institutions;
- h) Accounts of all purchase and sales of goods by the Society and the Institutions;
- i) An update Register of Members (with voting rights)for the current year prepared within 30 days of the closure of the society's financial year;

- j) Register of members of the Executive Committee showing names, addresses and occupations of the person who are the members of the Executive Committee;
- k) Copies of the Audit reports and if any, compliance reports thereon; and
- l) Any other accounts, records and documents as may be required under the Act.

The above records shall be open to inspection by the Members during business hours.

AMENDMENT

- 42. The Memorandum / Bye-laws may be amended if such a proposal has been Approved by a Special Resolution in a General Body meeting called for such purpose. Provided that no amendment to add, alter or delete in any clause of the Memorandum / Bye-laws shall be made effective without the prior approval of the Income Tax authorities.

DISSOLUTION OF THE SOCIETY

43.

- a) The General Body may, by passing a Special Resolution, determine that the Society shall be dissolved and thereupon, with prior intimation to the Registrar, it shall be dissolved at the time specified in the resolution and all necessary steps shall be taken for the disposal and settlement of the property of the Society, and its claims and liabilities in accordance with provisions of the Act.
- b) No part of the properties, assets or monies of the Society shall be distributed amongst the Members or any other person, body corporate, firm or association of persons but shall be delivered to some other Society with a similar objective to be named by the General Body through a special resolution or in default thereof, by the Court.

RESIDUAL MATTERS

- 44. All matters not specifically covered under these by-laws, the jurisdiction and the decision shall rest with the Executive Committee, subject to the approval of the General Body.

ANNEXTURE A

MATTERS REQUIRING SPECIAL RESOLUTION

- 1. Appointment, removal, expulsion and/or readmission of Ordinary Member or any change in control of the Society;

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2. Change in the constitution of the Executive committee , including without limitation, any increase or decrease in size, election, removal and filling of casual vacancy of members to the Executive Committee;
3. Appointment/dissolution of adhoc committee /advisory boards;
4. Amendment to the memorandum or by-laws;
5. Dissolution of the Society and distribution of the properties, assets or monies of the society to another Society;
6. Change in the object of the Society;
7. Amalgamate the Society with one or more Societies;
8. Divide the Society into two or more Societies;
9. Commencement of any new line of activity or the closure of any existing activity by the society/Institutions;
10. Open a new Institution or closure/shifting of an existing Institution;
11. Change in the name of the Society or the Institution;
12. Maintain, alter or construct any structure or buildings of the Institutions;
13. Any related party transactions, including without limitation, any arrangements, agreements, commitments, undertakings, contracts or transactions (including any amendment or termination thereof) by the Society, or any member, with any affiliates or any related party, of the Independent Members and their respective affiliates;
14. Change in the constitution of the Executive Committee, including without limitation, the manner of their appointment, any increase or decrease in size of the Executive Committee;
15. Appointment, removal or determining and modifying the emolument paid to members of the Executive Committee, key employees of the Society and any other employee of the Society/Institution whose remuneration exceeds 1,000,000 (Rupees One Million Only);
16. Delegation of authority or any of the powers of the Executive Committee to any person or Committee;
17. Any change in the accounting methods or in the policies(including the financial year for preparation of annual financial statement) or any change in tax election, tax account or seeking any new tax deduction/exemptions by the Societies/Institutions;
18. The approval and adoption of the final financial statement of the society/ Institution;
19. Appointment of or change in the statutory or internal auditors of the Society/Institution;
20. The execution, transfer, assignment, modification, termination by the Society/Institution of any Contract, including lease deeds, master service agreements, facility management agreements, transportation agreements and manpower agreement of a value in excess of Rs. 500,000 (Rupees Five lakhs only) and which is not contained in the business plan or budget for which previous approval of the General Body / Executive Committee / Management Committee has been obtained;

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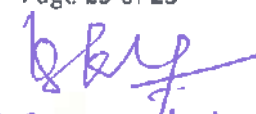
21. The purchase or lease of any real estate or property for use by the Society/Institutions other than as specified in the business plan or budget, which has been previously approved by the General Body;
22. Any change in the Registered Office of the Society;
23. Commencement of bankruptcy, liquidation, winding up, dissolution, composition with creditors, sale of assets, other similar or related actions either by or of the Society, whether or not voluntary, or any restructuring or recognition which has a similar effect, general assignments for the benefits of the creditors of the Society or any consent to the entry of a decree or order to relief from creditors, admission by the Society of its inability to pay its debts or any other action constituting a cause for involuntary declaration of insolvency, bankruptcy or similar action;
24. Capital expenditures or acquisitions Of assets in excess of the approved capital expenditure limit in any annual business plan;
25. Borrow or otherwise raise funds or enter into guarantees in excess of Rs 10,00,000(Rupees Ten Lakhs Only)(or in excess of what is approved in any annual business plan) on behalf of the Society as well as the Institutions other than borrowing for commencement of any new line of business for which such borrowing has been previously approved by the General Body;
26. Any sale, transfer or creation of any form of security interests or encumbrances on the assets of the Society/Institutions other than as specified in the business plan or budget which has been previously approved by the General Body;
27. The formulation, adoption or modification of any business plan or annual budget of the Society/Institutions;
28. The acquisition or sale of shares, securities, bonds, debentures or partnership interest or any other form of investments in any Person by the Society;
29. Collect and or accept funds for the Society by way of subscription, donations, grants, gifts, etc.
30. Any agreement or commitment to give effect to any of the foregoing.

It is clarified that any monetary limits stated in this Annexure, unless specified otherwise, are indicated on an aggregate basis, and such limits shall apply to both a single transaction and a series of transaction carried out by the Society in a particular Financial Year. It is further clarified that once a matter or a monetary limit is approved as part of the business plan or budget by the General Body, no further approval from the General Body shall be required in respect of such matter or monetary limit.

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