



NO: 5575-RS/1013

Dated:- 28.4.93

Certificate of Registration of Societies

Act VI of 1998 (1941 A. D.)

No. 1971-S of 19 93

I hereby certify that NEW GANDHI MEMORIAL EDUCATIONAL
SOCIETY, MIRAN SAHIB TEH. R.S.PURA JAMMU.

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has this day been registered under the Societies Registration
Act VI of 1998 (1941 A. D.).

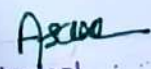
Given under my hand at _____
this _____ day of _____

one thousand nine hundred and _____
Change of name from New Gandhi Memorial Academy
Miran Sahib, R.S.Pura, Jammu to New Gandhi
Memorial Educational Society Miran
sahib Teh. R.S.Pura, Jammu has been sd/-
effective vide resolution passed by the
society on 20.1.99 and conveyed **REGISTRAR OF SOCIETIES**
to this office by the society on 6.2.99 J & K GOVERNMENT
This cancels the previous name allotted to
the society .

No/1971-Rc/631

Dt 15-2-1999


Registrar
Societies / Jammu
J&K Government


Principal
The Asian School- Jammu
Dhinde Kalan Miran Sahib

MANAGEMENT COMMITTEE OF NEW GANDHI MEMORIAL EDUCATIONAL SOCIETY
MIRAN SAHIB, TEH.R.S.PURA, DISTT. JAMMU, J & K STATE.

S.NO NAME WITH ADDRESS QUALIFICATION PROFESSION STATUS SIGN.

1. Sh.Sushil Mahajan M.A. B.Ed. Private Service Chairman *Sushil Mahajan*
S/O Sh. Om Parkash
R/O Miran Sahib.
Phone: 63308.
2. Sh.Vijay Khar B.A.M.Ed. Private Service Vice-Chairman *Vijay*
S/O Sh.Govind Ram,
R/O Krishna Nagar,Miran Sahib.
Phone: 63045.
3. Smt.Neelam Gupta M.A. B.Ed. Private Service Secretary *Neelam*
W/O Sh.Sushil Kumar
R/O Miran Sahib.
Phone: 63083.
4. Sh.Ramesh Kumar Matric Self-employed. Member *Rampr*
S/O Sh.Om Parkash
R/O Miran Sahib.
5. S.Gian Singh Retired teacher Retired teacher Member *G.Singh*
R/O Link Road,
Simbal More, Miran Sahib.
6. Sh.Shakti Kumar Graduate Self-employed. Member *Shakti Kumar*
S/O Sh.Dina Nath
H.No.1,Ward No.3,
R.S.Pura.
Phone: 50521.
7. Miss Loveleena Mahajan M.B.B.S student Member *Loveleena*
D/O Sh.S.Mahajan
R/O Miran Sahib.
8. Smt. Meenakshi, Graduate un-employed Member. *Meenakshi*
W/O Sh. Kushal Kumar
H.No.1,Ward No.3,
R.S.Pura.
9. Sh.Nand Gopal Matric Private Service Member *Nand Gopal*
S/O Sh.Sukhdev Raj
R/O Miran Sahib.



Sushil Mahajan
Chairman,
New Gandhi Memorial Educational Society,
Miran Sahib, R-S. Pura.
Jammu.

BYE - LAWS

NAME OF THE SOCIETY: The name of the society shall be
"New Gandhi Memorial Educational Society"

2. HEAD QUARTER:

The Headquarter of the society shall be
at Miran Sahib, Teh. R.S. Pura, Dist. Jammu
J&K. The branches may be at any place of
J&K State as per the requirements of the
area people.

3. AIMS & OBJECTIVES OF THE SOCIETY.

1. The society strive to disseminated the
lofty ideal of Indian culture among
its pupils. It will not be a Political
Institution.
2. The society will be import ^{instructions} institutions
to the children according to the latest
scientific principles of Education
including activity methods.
3. The society shall help its pupils to
develop their personalities to maximum
extent and make them grow both physi-
cally and mentally and help the citi-
zens of the nation.
4. The society will have a library of its
own in the head office and other suit-
able branches/Institutions. The books
on "Gandhian" and "Nehru " philosophy ^{shall be available}.
5. To uplift and educate the handicapped, ^{on concessional basis}
orphen and children of the rural areas
To abrogate the Un-touchability, and
make special arrangements for the

[Signature]
Secretary

[Signature]
Chairman

[Signature]
Vice-Chairman

upliftment of Scheduled Caste/backward
classes and women of rural areas
through all round Education and
Trainings by its Educational and
training institutions.

4. PATRON OF THE SOCIETY: The following shall be the patron
of the society:-

1. Sh. Gushil Mahajan,
2. Smt. Neelam Gupta,

5. MEMBERS OF THE SOCIETY: 1. Management Committee,

2. Sh. Gushil Mahajan
3. Smt. Neelam Gupta,

6. MEMBERS OF THE MANAGEMENT 1. Chairman

2. Vice-chairman
3. Secretary
4. Minimum six executive members.

7. FUNCTIONS AND DUTIES OF THE MANAGEMENT COMMITTEE.

The management committee will have maximum strength of 11 members
and minimum strength of 7 members, which is the sole authority
to conduct business and to exercise discipline to issue instructions
and to control all the activities of the institutions being run
by the society. The powers shall absolutely be vested in the
Management Committee of the Society. There shall be a separate

by the society which will not less than 6 members
unanimously out of the total strength of the members
the society and 2 members from the locality in which the
institution is functioning and one Govt. representative nominated
the Govt.

Every resolution shall be passed by the 2/3 majority of the
Management committee.

FUNCTIONS AND DUTIES OF THE CHAIRMAN

a) All the meetings of the Management committee shall be presided
over by the Chairman. The society ^{shall} have general body meeting
after every three years and notice to all members will be given
at least 15 days in advance. All the Management committee
meetings will have once in a year or as and when required.

b) The Chairman shall cause the important papers and the matter
to be presented ^{before} the General Body or Management committee
of the society.

c) Issue directions as the method of carrying out the decisions
of the Management committee or General Body.

d) The Chairman shall have the powers to expell any member of
the Management committee without any notice at any time
without statting any reason.

e) All the Accounts of the society/Institutions being run by
the society will be Audited/Re-checked by the Chairman
of the society after every financial year.



- f) All the proposals and appointments of the staff shall be got approved by the Chairman. The Chairman have the powers to select or reject any proposal or recommendations made by the Administration of the Institutions.

9. FUNCTIONS AND DUTIES OF VICE CHAIRMAN.

In the absence of the Chairman, all the powers of the Chairman shall be exercised by the Vice-Chairman.

10. FUNCTIONS AND DUTIES OF SECRETARY.

- a) Under the general control of the Chairman, The Secretary should call the meetings off the committee under the directions of the Chairman/ Vice-chairman.

- b) Drawing up the Agenda for each meeting of the committee and supply the same to each member alongwith Notice of annual meeting.

- c) Maintenance of the minutes of the meetings of the Management committee.

Chairman



MEMBERS OF THE MANAGEMENT BOARD/MANAGEMENT COMMITTEE OF
INSTITUTIONS BEING RUN BY THE SOCIETY.

1. President
2. Secretary.
3. 6 Executive members and one Govt. representative.

12. FUNCTIONS AND DUTIES OF THE MANAGEMENT BOARD/COMMITTEE.

The Management Board/committee have maximum strength of 9 members including Govt. representative. The Management Board/Committee will look after the functionings of the Institution being run by the society. The Management Board/Committee will fix the fee structures and other funds to be charged by the students of the institution and also give suggestions for the welfare of the students as well as the teachers of the Institution to the Management Committee of the Society.

2. The term of the office bearer of the Management Board/Committee shall be three years.
3. After the expiry of every three years the Management Committee of the society will sit and select the New Management Board/Committee amongst of its members and general people of the area.
4. The Management Board/Committee shall meet at least once in a year or as and when required. The President or the Principal of the Institution may call emergency meeting of the Management Board/Committee when necessary.

13. INSTITUTIONAL HEAD.

1. Director.
2. Principal.

14. FUNCTIONS AND DUTIES OF THE DIRECTOR OF THE SOCIETY.

1. The Director of the Society will be "Whole time paid employee"

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shall be responsible to execute the workings of the society.

He shall exercise the administrative control over all the employees of the Institutions being run by the society.

3. The Director may sanction the appropriation of expenditure contingencies of supplied & services of articles required for the working of the office of the society subject to the prior approval of the Chairman.
4. The Director will execute all the decisions of the Management Committee & will maintain all its records. He will conduct the correspondence, he ^{can} ~~might~~ resort to all necessary measures for persuance & achievement of above said aims.
5. Preparation of Annual Budget with the consultation of the Management committee.
6. The Director shall sign all important papers on behalf of the Institutions as well as the Society. He will also be the Drawing & disbursing officer of the society.
7. The Director shall operate the Bank Accounts in the name of the Institutions as well as the society independently.
8. All the entries in the Service Books of the staff as well as the releasing of Annual increments shall be got countersigned by the Director. All the appointment orders of the staff appointed in the Institutions being run by the society shall be made by the Director.

Chairman



FUNCTIONS AND DUTIES OF THE PRINCIPAL OF THE INSTITUTION.
Principal of the Institution shall be "whole time-paid employee" of the institution and shall be responsible to execute the workings of the institution in Academic matters.

2. He shall exercise the administrative control in the institution under the directions of the Director of the Society.
3. The Principal will sign on behalf of the institution regarding Academic matters.

15. SERVICE CONDITIONS OF THE STAFF.

1. The Teacher\employee working is entitled to avail 15 days casual leaves according to the Service length in the year.

2. The teacher is entitled to get half pay of those days which exceeds five days continue holidays after six months service and full pay after one year continuous service.

3. In case of illness the teacher\employee is directed to produce Medical Certificate of the Authorised Medical Attendant of State Govt. after six months continuous service will get half pay.

4. If the teacher\employee has availed all the casual leaves can get without pay leave.

5. Continuous two days casual leave or without pay leave be got sanctioned by the Director in advance after



recommendation of the Principal of the Institution, failing which the disciplinary action will be taken against the defaulter.

The teacher/employee is entitled to get 8.33% C.P.Fund after the completion of six months continuous service and the same 8.33% will be deducted from his salary also and shall be deposited in the Bank with 8.33% contribution of the institution. This amount shall be released at the time of retirement or termination of the service. These rules will be applied when the Grant-in-Aid given or sanctioned by the Govt.

7. If the teacher/employee wants to leave the service he/she will have to give one month prior Notice to the Management at the end of the Academic session. But the teacher/ employee will not leave the service during the academic session keeping in view the carrier of the students. If, however, due to un-avoidable/ special circumstances (which the management deems fit) or for Govt. service he / she will have to issue one month prior notice to the management.

8. The teacher/ employee can be terminated from his services by the Management committee at any time if the committee is not satisfied with his work. The daily wages/contract basis or temporary teachers/ employees can be terminated at any time without any notice. But the permanent employees can be terminated only after giving the one month notice to the employee, in case of no information to the employee the Management will pay one month's salary to the employee in advance.

Chairman



The teacher/employee will deposit one month's pay as security in the institution and will be returned to the teacher/employee at the time of retirement or termination of the services. These rules will be applied at the time when Grant-in-Aid given or sanctioned by the Govt.

10. The teacher/employee is entitled to get Maternity leave for one month on full pay from the date of delivery. The leave will be sanctioned after producing a Medical certificate issued by the Medical Officer. The maternity leave will be got sanctioned by the Director after the recommendation of the Principal of the institution.

11. The teacher/employee shall be punctual of times, responsible of duties assigned to him. The teacher/employee coming late and going earlier for continuous three days will be treated as half day's casual leave.

12. The teacher/employee can not disobey the orders of the Administration regarding duties assigned to him, failing which the disciplinary action can be taken against him by the Administration/Management committee.

13. All the employees/teachers before joining their duty in the Institution will have to give declaration in support of the above said Service conditions of the staff.

14. Proforma regarding Declaration of the Teacher/Employee.

I _____, S/O, D/O, W/O _____ do hereby solemnly

affirm and declare that I have neither any affiliation/ involvement with any Political Party, Anti-social or

national elements nor I will do against the Unity
and integrity of the country. I further declare that I
shall work with the honesty in the institution for the
welfare of the society and shall abide by the rules and
regulations of the institution failing which I shall
have no right for any claim of service or pay.

Signature of the employee/teacher.

16. REMOVAL OF THE MEMBERS OF THE MANAGING COMMITTEE

The Management committee possesses the absolute right of
removal of any member of the society from the basic member-
ship who acts in a prejudicial manner to the interest or work
of the society. This removal shall be effective by the Chairman
of the Managing Committee. The Managing Committee shall also not
disclose any reason for such removal. The matter shall be final.

17. THE TERM OF MANAGING BODY.

1. The term of the member and office bearer of Managing body
shall be for three years.
2. After the expiry of every three years the general body
will sit and select the new Management board amongst of
its members.



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Management committee shall meet at least once in a year
as and when required. The Chairman, Vice-Chairman or
Director may call emergency meeting of the Managing committee
when necessary.

FUNDS OF THE SOCIETY.

1. The society will raise its funds by getting loan from the
members of the Management committee or any person who is
interested to give interest free loan to the society to
achieve the Aims & objectives of the society.

2. The society will also accept donations from the people
who voluntarily interested to give it.

Chairman
Vice
The institutions being run by the society will get only
Admission Fee and Tution Fee from the Parents/Guardians
whose wards are studying in these institutions as approved
by the Management committees of these institutions. No any
type of donations shall be accepted by these institutions
regarding Admissions.

Chairman
The Funds of the Society/Institutions shall remain in the
Saving Account of any Bank easily possible to the society/
Institutions and branches from time to time.

5. All the institutions being run by the society will have
their separate Accounts which should be Audited by the
Chartered Accountant individually after a financial year.

20. POWERS TO WRITE OFF LOSSES.

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Management committee shall be competent to write off upto Rs5000/- (Rs five thousands) in individual case not exceeding Rs 20,000/- (Rs Twenty thousands) in any financial year in case falling under any or all following categories:-

1. Loss of irrecoverable value of stores or of public money due to theft , fraud or such other case.
2. Loss or irrecoverable advance other than Loan, deficiency and depreciation in the value of store.

21. PREPARATION AND SUBMISSION OF PROGRAMME:

1. In each year on such date as may be fixed by the Management committee the society will prepare a programme of work subject to the approval of all members of the Managing committee.

2. Particulars of the scheme which institutions prepares to execute whether in the part or whole during the next year.

3. The Management committee may make any alteration of addition in the scheme adopted by the institutions in previous approval of the Management committee.

AMMENDMENTS IN THE CONSTITUTION OF THE SOCIETY.

The management committee of the society reserve the right to make any ammendment in the above said constitution by 2/3 majority of the members subject to the condition that this majority shall total membership.

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TRAVEL ALLOWANCE:

Office bearer visits institutions/branches of the Society or attend to any other office work can be entitled to I.A. as decided by the Management Committee.

FINANCIAL YEAR OF ACCOUNTS:

The financial accounting year of the society shall be 1st April to 31st March every year.

25. OPERATION OF ACCOUNTS

The Accounts of the Society/Institutions being run by the society shall be operated by the Director of the Society.

Certified that this constitution of New Gandhi Memorial Educational Society, Miran Sahib, Teh.R.S.Pura, Distt.Jammu J&K State is true and correct copy of the original ammended upto 1st February, 1999.

(Mrs. N. Gupta)

Secretary

(Sh. V. K. Khatri)

Vice-Chairman

(Sh. Sushil Mahajan)

Chairman

Managing Committee

New Gandhi Memorial Educational Society

Miran Sahib, R.S.Pura, Jammu.

