



Dedicated to Education  
for Empowerment & Excellence

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## KISNA EDUCATION SOCIETY

Vill. Lahendola - Gharoda, Ballabgarh-Manjhawali Road,  
Teh. Ballabgarh, Faridabad - 121101

E-mail : sdimtbusinessschool@gmail.com, Website : www.sdimt.in

Regd. Off. : # 4, Sector-46, Faridabad - 121003, E-mail : sandec56@yahoo.com

### List of Governing Body of the Society

(For the year 2012 - 2017)

List of Members of Society with complete Address, Qualification, Occupation, Designation and Signature

| S. No. | Name             | Address  | Occupation | Designation       | Signature |
|--------|------------------|--|------------|-------------------|-----------|
| 1.     | Gurmeet Singh    | 149, Manekshaw Road<br>Anupam Garden Sainik<br>Farms, New Delhi-65 | Business   | President         |           |
| 2.     | Jasvinder Kaur   | 149, Manekshaw Road<br>Anupam Garden Sainik<br>Farms, New Delhi-65 | Business   | Vice-President    |           |
| 3.     | Tarleen Kaur     | 401, Gayatri Apartment<br>Sector-45, Faridabad<br>Haryana-121010   | Business   | General Secretary |           |
| 4.     | Randeep Singh    | H-14/3, Malviya<br>New Delhi-110017                                | Business   | Treasurer         |           |
| 5.     | Rabinder Kaur    | 149, Manekshaw Road<br>Anupam Garden Sainik<br>Farms, New Delhi-65 | Business   | Executive Member  |           |
| 6.     | Inderpreet Kaur  | 18/65, West Punjabi<br>Bagh, New Delhi                             | Business   | Executive Member  |           |
| 7.     | Kanwaljeet Singh | 18/65, West Punjabi<br>Bagh, New Delhi                             | Business   | Executive Member  |           |
| 8.     | Ashveen Kaur     | 18/65, West Punjabi<br>Bagh, New Delhi                             | Profession | Executive Member  |           |

For Kisna Education Society

(President)

(General Secretary)

(Treasurer)

Certified to be True Copy

District Registrar of Firms & Societies  
Faridabad (Haryana) 27/12/2012



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# समिति पंजीकरण प्रमाण-पत्र

(वर्ष 1860 का इक्कीसवाँ अधिनियम)

क्रमांक 99 वर्ष 2007-2008

मैं एतद् द्वारा प्रमाणित करता हूँ कि Kisna Education Society

12 Sector-46, Faridabad

नामक समिति को समिति पंजीकरण अधिनियम इक्कीस आठ 1860 (तथा पंजाब संशोधन अधिनियम 1957 द्वारा मध्य संशोधन) के अन्तर्गत पंजीकृत किया गया है।

यह प्रमाण-पत्र मेरे हस्ताक्षर से आज दिनांक 8-8-07 तारीख 8 August को दफ्तर में जारी किया गया है।  
महरीमाती

KISNA EDUCATION SOCIETY

PRESIDENT

Distt रजिस्ट्रार समितियाँ, हरियाणा  
FARIDABAD



# KISNA EDUCATION SOCIETY

## MEMORANDUM OF ASSOCIATION

(1) NAME OF THE SOCIETY

The name of the society shall be "KISNA EDUCATION SOCIETY".

(2) REGISTERED OFFICE

Registered office of the society shall be presently situated at the following address:

KISNA EDUCATION SOCIETY

4, SECTOR-46

FARIDABAD- 121003

(3) AREA OF OPERATION

Area of operation of the society shall remain in the territory of HARYANA.

(4) AIMS AND OBJECTS:

The Aims and objects for which the society is established are as under:



(a) To start, establish & manage colleges, medical centers and University in all field of education, maintain and run schools to serve humanity without any differentiation, distinction or discrimination on the basis of caste, creed, language, religion or region or in any other manner what so ever.

(b) To do all other lawful things incidental or conducive to the attainment of or in pursuance of above main objects.

(5) CONDITIONS:

(i) The Property of the society shall be applied solely towards the promotion of the objects of the society as set forth in the memorandum of association and no portion thereof shall be paid or transferred directly or indirectly to the present or past member of the society in any manner.

(ii) No member of the society shall be appointed to any salary office of the society or any office of the society paid by fees that no remuneration shall be given by the society to any member except repayment of out of pocket expenses and interest on money lent or rent for premises of the society.

(iii) The society by its constitution shall apply its surplus, if any, in promoting its objects.

(iv) If upon the winding up or dissolution of the society there remains after satisfaction of all its debts and liabilities any property what so ever, the same shall not be paid to or distributed among the members of the society but shall be given or transferred to some other institution having objects similar to the objects of the organization to be determined by the members of the society at or before the time of dissolution.

KISNA EDUCATION SOCIETY



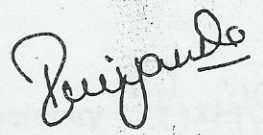

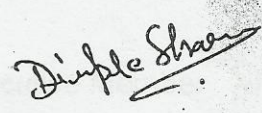
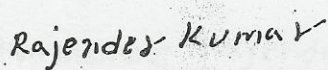
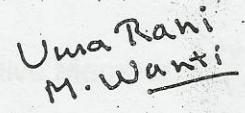
*[Signature]*  
President

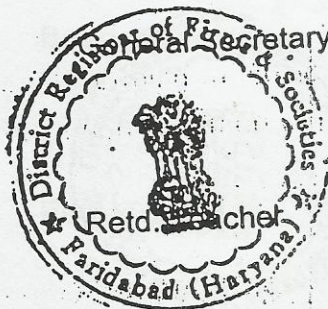
*[Signature]*  
Treasurer/G. Secretary



**DESIROUS PERSONS:**

We, the undersigned, are desirous of forming a society namely "KISNA EDUCATION SOCIETY" under the Societies Registration Act 1860 in pursuance of this Memorandum of Association of the Society:

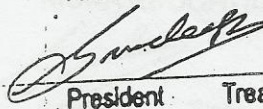
| S. No. | NAME & ADDRESS  | DESIGNATION      | SIGNATURE   |
|--------|---|------------------|---|
| 1      | Sandeep Sharma<br>S/o Shri Rohtash Kumar Sharma<br>275, Sector-21A<br>Faridabad-121001    | President        |    |
| 2      | Bharat Sharma<br>S/o Shri Rohtash Kumar Sharma<br>275, Sector-21A<br>Faridabad-121001     | Vice President   |    |
| 3      | Smt. Priyanka Sharma<br>W/o Shri Sandeep Sharma<br>275, Sector-21A<br>Faridabad-121001    |                  |    |
| 4      | Smt. Sheela Devi<br>W/o Shri Rohtash Kumar Sharma<br>275, Sector-21A<br>Faridabad-121001  |                  |  |
| 5      | Ms. Dimple Sharma<br>D/o Shri Rohtash Kumar Sharma<br>275, Sector-21A<br>Faridabad-121001 | Executive Member |  |
| 6      | Rajender Kumar Banga<br>S/o Shri Ram Swaroop Banga<br>974, Sctor-10,<br>Faridabad         | Executive Member |  |
| 7      | Uma Rani<br>W/o Shri Ram Swaroop Banga<br>974, Sctor-10,<br>Faridabad                     | Executive Member |  |

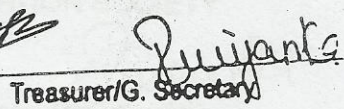


I witness the  
signatures of all  
the members who  
have signed in my presence



**KISNA EDUCATION SOCIETY**

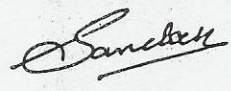

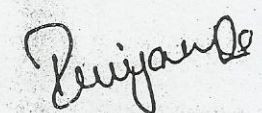
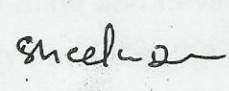
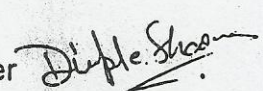
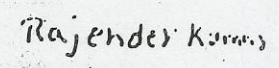
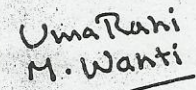
  
President

  
Treasurer/G. Secretary



# GOVERNING BODY:

The management of the affairs of the society is interested in accordance with the Rule & Regulations of the society to a Governing body of which the first members are:-

| S. No. | NAME & ADDRESS  | OCCUPATION      | DESIGNATION       | SIGNATURE   |
|--------|---|-----------------|-------------------|---|
| 1      | Sandeep Sharma<br>S/o Shri Rohtash Kumar Sharma<br>275, Sector-21A<br>Faridabad-121001    | Businessmen     | President         |    |
| 2      | Bharat Sharma<br>S/o Shri Rohtash Kumar Sharma<br>275, Sector-21A<br>Faridabad-121001     | Businessmen     | Vice President    |    |
| 3      | Smt. Priyanka Sharma<br>W/o Shri Sandeep Sharma<br>275, Sector-21A<br>Faridabad-121001    | Businessmen     | General Secretary |    |
| 4      | Smt. Sheela Devi<br>W/o Shri Rohtash Kumar Sharma<br>275, Sector-21A<br>Faridabad-121001  | Retired Teacher | Treasurer         |  |
| 5      | Ms. Dimple Sharma<br>D/o Shri Rohtash Kumar Sharma<br>275, Sector-21A<br>Faridabad-121001 | Businessmen     | Executive Member  |  |
|        | Rajender Kumar Banga<br>S/o Shri Ram Swaroop Banga<br>974, Sctor-10,<br>Faridabad         | Businessmen     | Executive Member  |  |
| 7      | Uma Rani<br>W/o Shri Ram Swaroop Banga<br>974, Sctor-10,<br>Faridabad                     | Teacher         | Executive Member  |  |

Verified to be true copy

District Registrar of Firms & Societies  
Faridabad (Haryana) 7/27/11/08

KISNA EDUCATION SOCIETY

President

Treasurer/G. Secretary



I witness all the members signed in my presence



# KISNA EDUCATION SOCIETY

## RULES AND REGULATIONS OF THE SOCIETY

### 1 NAME OF THE SOCIETY:

Name the society shall be "KISNA EDUCATION SOCIETY",  
Registered office of the society shall remain in the territory of HARYANA'  
Main function of the society will be in the field of Education.

### 2 MEMBERSHIP:

The membership of the society is open to any person who is of sound mind and having interest in the aims & objects of the society and has attained the age of maturity and fulfils the terms and conditions of the society subject to the approval of the Governing Body of the society shall be eligible to become a member of the society.

**NOTE:** If the membership is not approved by the Governing Body of the society, the reason for the refusal shall be communicated to the persons/ applicant concerned.

### 3. ADMISSION FEES & SUBSCRIPTION:

The admission fee and the subscription shall be as under unless otherwise revised by the Governing Body of the society:

- I) Admission Fees Rs. 100/- at the time of admission
- II) Subscription Rs. 100/- per annum.

KISNA EDUCATION SOCIETY

President

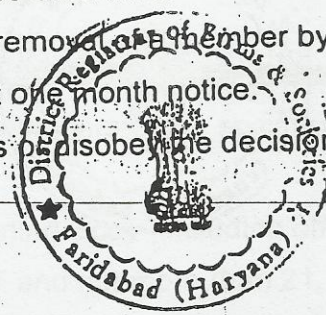
Treasurer/G. Secretary



#### 4. TERMINATION OR CESSATION OF MEMBERSHIP:

The Governing Body of the society shall have the powers to expel/terminate a Member or/and members from the membership of the above society on the following grounds:

- (a) on death,
- (b) on written voluntarily resignation,
- (c) if found to be involved in any anti- social activities,
- (d) if adjudged by any court of law to be a criminal offender,
- (e) if found guilty by means of anti propaganda of the aims and objectives of the society
- (f) if declared insolvent
- (g) If during the course of one year a member has not attended a single meeting, unless the society in its discretion decides otherwise.
- (h) If 2/3<sup>rd</sup> of the members votes for removal of member by name in special meeting called for this purpose on at least one month notice.
- (i) If disregards Rules & Regulations or disobey the decision of the Governing Body.
- (j) Mental Retardation of Member.
- (j) Moral Turpitude



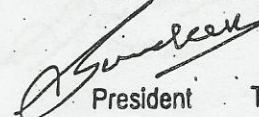
**NOTE:** The decision of the Governing Body regarding the termination from the Membership of the society shall be communicated to the member concerned by ordinary post.

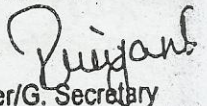
#### 5. APPEALS AND RE-ADMISSION OF MEMBER:

**APPEALS:** All the appeals shall be preferred to the General Body of the society and the decision of the General Body shall be final.

**RE-ADMISSION :-** In case, any of the member of the society is expelled by the Governing Body on the reason of non-payment of the subscription, he can be re- admitted, provide the member concerned pays all upto date dues with the permission of the Governing Body.

KISNA EDUCATION SOCIETY

  
President

  
Treasurer/G. Secretary



6. **RIGHTS AND PRIVILEGES OF MEMBERSHIP:**

All and every member of the society:-

- (a) Shall be entitled to participate in meetings, cultural/educational functions and other lawful gatherings called/arranged by the society,
- (b) have right to collect the Identity Card after depositing the required/prescribed fee ( fixed by the Governing Body from time to time ).

7. **DUTIES OF MEMBER:**

All and every member of the society shall have right / obligation to:-

- (a) elect the Governing Body of the society,
- (b) attend the General body Meetings regularly,
- (c) Give necessary information to the society, pertaining to any matter, which is necessary to be known by the society?
- (d) not indulge in activities which are prejudicial to the aims and objects and/ or the Rules and Regulations of the society.

8. **GENERAL BODY:**

- (a) General Body Defined: - All the members of the society will constitute the General Body of the society.
- (b) Strength: - The strength of Governing Body (including office bearers and executive member/s) shall not be less than 7 and not more than 21.
- (c) Notice :- Minimum fifteen days notice shall be given to the members before the date of General Body Meeting, enclosing agenda specifying date, time, place and issues to be discussed.
- (d) Meeting: - General Body Meeting shall be held once in every year regularly.
- (e) Quorum: - The quorum of General Body Meeting shall be 2/3<sup>rd</sup> of the total strength of members of the society.
- (f) Powers / Duties/Functions of General Body:-The General Body shall elect the governing body and lay down general rules of election for time to time for electing the governing body members. They shall also consider general matters of the society for promoting aims and objectives of the society and raise funds for promotion of society.



KISNA EDUCATION SOCIETY

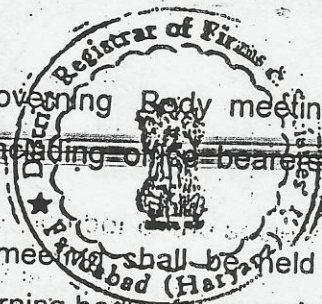
*Sandeep*  
President

*Pratyak*  
Treasurer/G. Secretary



9. **GOVERNING BODY:**

- (a) **Governing body defined:-** The member of the society who will govern the society, will constitute governing body of the society.
- (b) **Strength: -** The strength of Governing Body (including office bearers and executive member/s) shall not be less than 4 and not more than 11.
- (c) **Term: -** Term of every Governing Body shall be 5 years.
- (d) **Notice :-** Minimum 3 days notice shall be required for every Governing body Meeting of the society but urgent Governing Body Meeting can be called by 24 hour notice.
- (e) **Quorum :-** Quorum of every Governing Body meeting shall be  $\frac{2}{3}^{\text{rd}}$  Of total strength of Governing Body (including office bearers and executive members).
- (f) **Meeting :-** Governing Body meeting shall be held once in three months regularly (or as and when governing body of the society may decide from time to time).
- (g) **Urgent Meeting: -** The urgent Governing Body Meeting may be called by giving a notice of 24 hours but quorum for the same urgent governing body meeting shall be  $\frac{2}{3}^{\text{rd}}$  of total strength of governing body of the society.
- (h) **Filling Up Casual Vacancies:-** Any casual vacancy amongst Governing Body, shall be filled by a resolution passed by Governing Body. Such appointment(s) shall be confirmed by the General Body in its coming Meeting.



KISNA EDUCATION SOCIETY

President

Treasurer/G. Secretary



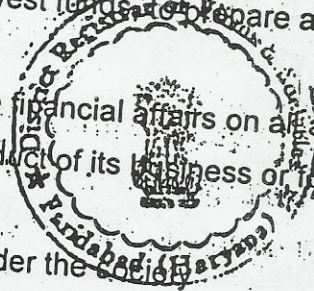
(i) **Functions & Powers Of Governing Body:-**

- Governing Body shall be responsible for management and administration of all affairs of the Society, and is also authorized to appoint any office bearer / executive member to look after any particular activity.

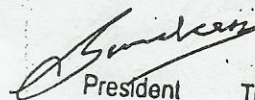
▪ All decisions shall be taken by majority votes.

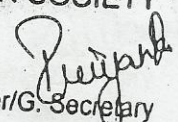
- Governing Body shall have all powers as mentioned in the Memorandum of the society and in these rules and regulations. The Governing Body shall have also following powers:

- (i) To prepare plans, projects and programmes.
- (ii) To appoint Election Officer and his/ her powers.
- (iii) To receive subscription, to invest funds, to prepare annual budgets, sanction expenditure
- (iv) To have general charge of the financial affairs on all activities.
- (v) To make bye laws for the conduct of its business or for management of all the institutions.
- (vi) To appoint sub committees under the society.
- (vii) To manage all the property of the society and to make addition to the property.
- (viii) To fill a vacant seat, if any, in the executive committee by nomination.
- (ix) To appoint, remove, discharge or otherwise punish the employee of the society and grant increments to them.
- (x) To purchase or otherwise acquire government securities, land & buildings by way of gifts or lease and to construct building thereupon for the furtherance of the aims and objects of the Society with the prior approval of the general body.
- (xi) To mortgage the property and securities in order to raise funds from the banks and government, corporation with the prior approval of the general body of the society.
- (xii) To open and operate accounts in bank & post office in the name of the Society.
- (xiii) To delegate its power and function to any office bearers singly or jointly, to sign and execute documents, deeds or any other papers on behalf of the society.
- (xiv) To draw, make, endorse and accept of all kind of drafts, cheques and other negotiable instruments and to borrow money on all kind of securities needed in the interest of the society.
- (xv) To celebrate/organize social and religious function/festivals



KISNA EDUCATION SOCIETY

  
President

  
Treasurer/G. Secretary



(j) **Composition of the Governing Body:-**

The composition of the Governing Body shall be as under:

- |                       |                     |
|-----------------------|---------------------|
| (a) President         | : One               |
| (b) Vice – President  | : One               |
| (c) General Secretary | : One               |
| (d) Treasure          | : One               |
| (e) Executive Members | : From One to Seven |

10. **POWERS AND DUTIES OF OFFICE BEARERS:**

A. **PRESIDENT:**

- (a) President shall preside over all meeting of the society to have general control of all affairs of the society;
- (b) He/she shall be entitled to vote as an ordinary member in the meeting.
- (c) At the time of voting on any matter (subject except election), if the total votes of group of members happen to be equal to number of the president has power to cast an extra vote to decide the matter/ subject.
- (d) President shall have power to allow inclusion of any matter/ subject in agenda for discussion in course of proceeding/ meeting.
- (e) President will sign all paper/ letters, on behalf of the society, to conduct its correspondences.

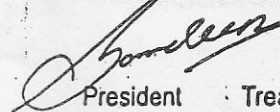
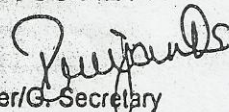
B. **VICE-PREDIDENT:**

- (a) To discharge all the duties of the President in his absence.
- (b) To assist the president in the discharge of such duties as are specifically assigned to him by the president.

C. **GENERAL SECRETARY:**

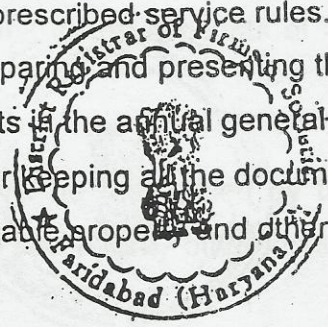
- (a) General Secretary will summon and attend meetings of the Governing body and General Body.
- (b) General Secretary will conduct all correspondence to keep true records of the society and its meetings keep accounts and will do all such things as may be beneficiary to the society.

KISNA EDUCATION SOCIETY

 President       Treasurer/G. Secretary



- (c) General Secretary will prepare Membership Register as well as Proceeding Register to record minutes of proceedings of the Governing Body Meetings and the General Body Meetings and have them duly signed by all the members who attends the meetings.
- (d) To approve all appointments to be made by members of the society on recommendations of the governing body.
- (e) To approve all recommendations / suggestions made by the members in connection with academic and administrative problems of the Society.
- (f) To approve termination of services of employees of the Society as recommended by Governing body according to prescribed service rules.
- (g) He/she will responsible for preparing and presenting the annual general meeting report along-with the audited accounts in the annual general meeting.
- (h) He/she shall be responsible for keeping all the documents, title deeds, records and registers of movable or immovable property and other essential papers of the society.



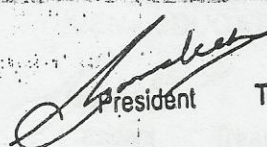
**D. Treasurer:**

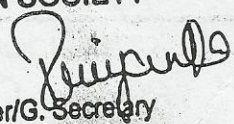
- (a) All funds of society shall remain under care and management of the Treasurer.
- (b) The Treasurer shall maintain accounts of all money which is received and/or paid by him/ her on behalf of the society.
- (c) The Treasurer shall make disbursement in accordance with direction of Governing Body.

**E. MEMBERS:**

General body members shall attend meetings on regular basis of the society and committ and take active interest in all the activities and shall abide by the decision of the socie irrespective of personal views.

**KISNA EDUCATION SOCIETY**

  
President

  
Treasurer/G. Secretary



11. ELECTION :

General Body in its Annual Meeting, will elect its President, all Office Bearers and Executive Members of the Governing Body, after every Five Years by secret ballot papers or by show of hands as the Election Officer may decide.

12. MANAGEMENT OF FUNDS:-

All surplus of the society shall be utilised only for promotion and up-lift ment of Aims and Objects of the society.

All the cash money shall be kept in bank in the accounts of Society. The treasurer can keep cash in hand only for daily expenses.

The aims and objects of the society will be maintained by the income derived from grants, private subscriptions, donation, and fee and by any other income from investment in movables or immovable properties.

All subscription, donation and other money receivable by the society shall be received by the President/General Secretary/treasurer of the society. The receipts of either of whom shall be sufficient.

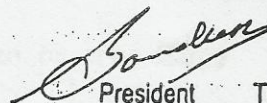
All funds will be invested in the name of society. No funds shall be invested nor any existing investment to be realized or altered except under the sanction of the society. No any fund can be diverted for any individual/member of the society.

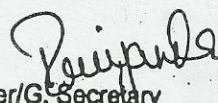
The un invested funds of the society shall be deposited with such banks or Bankers and in such manner as the society decides.

13. FINANCIAL YEAR:-

Financial year of society shall be from 1st April to 31<sup>st</sup> March every year.

KISNA EDUCATION SOCIETY

  
President

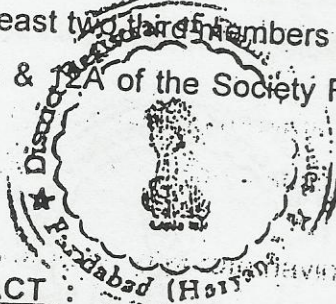
  
Treasurer/G. Secretary



- (III) In case of any difference of opinion in regards to interpretation of any clause of the constitution, the decision of the president shall be final.
- (IV) That the society shall is a body corporate having perpetual succession with the power to sue and be sued in the name of the society.
- (V) The society will remain authorized to appoint sub-committee, adhoc committee or managers for its different projects and establishment to achieve its aims objects of the society.

20. AMENDMENT :

- Any amendment/alteration in Memorandum, Rules and Regulations can be carried out at any time by a consenting votes of at least two third of members of the society in general body meeting or in accordance with Section 12 & 12A of the Society Registration Act, 1860 as applicable to HARYANA.

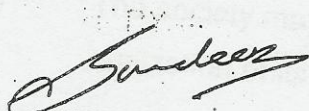


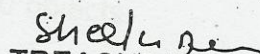
21. APPLICATION OF THE ACT :

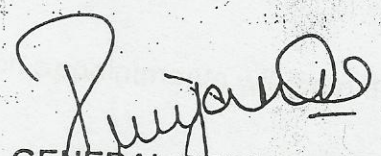
All the provisions of the "Societies Registration Act, 1860" as extended and applicable to HARYANA shall be applicable to this society.

22. ESSENTIAL CERTIFICATE :

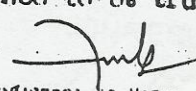
Certified that this is the correct copy of the Rules and Regulation (Bye-laws) of the society.

  
PRESIDENT

  
TREASURER

  
GENERAL SECRETARY

Certified to be true Copy

  
District Registrar of Firms & Societies  
Faridabad (Haryana)

27/11/08



14. AUDIT OF ACCOUNTS :

The accounts of society shall be kept in proper way and shall be audited by the qualified auditor (Chartered Accountant) every year appointed by the Governing Body.

15. BANK ACCOUNT OPERATION :

Bank account/s shall be operated jointly by the Treasurer and any one out of Chairman and General Secretary.

16. ANNUAL LIST OF GOVERNING BODY :

Once in every year, a list of the Office-Bearers and the Executive Members (of the Governing Body) shall be filed in the office of the Registrar of Societies, Faridabad as it is required under Sec. 4 of Society Registration Act.

17. DISSOLUTION :

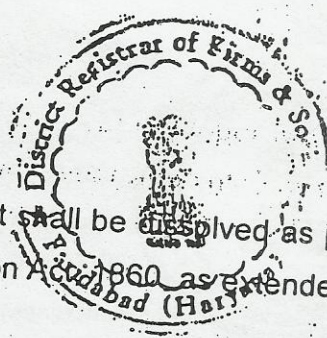
If the society needs to be dissolved, it shall be dissolved as per provisions laid down under the Sections 13 & 14 of Society Registration Act, 1860 as extended and applicable to HARYANA.

18. LEGAL PROCEEDINGS :

Society may sue and / or be sued in the name of President as per provisions laid down under Sec. 6 of the Society Registration Act, 1860, as extended and applicable to HARYANA.

19. MISCELLANEOUS RULES:

- (I) The society may appoint patrons whenever it feels that such appointments will help it in realization of its aims and objects.
- (II) The society will be responsible for its all affairs of income and expenditure & property of the society.



KISNA EDUCATION SOCIETY

President

Treasurer/G. Secretary