

RULES & REGULATIONS OF SHRI RAGHU NATH RAI MEMORIAL EDUCATIONAL & CHARITABLE TRUST

1. Name of the Trust :

The Trust shall be known as "Shri Raghu Nath Rai Memorial Educational & Charitable Trust".

2. Head Office of the Trust

The registered office of the Trust shall be situated at H.No. 2350, Sector 71, Mohali Distt. Ropar for the present and any other place in the Indian Union as may be determined by the Governing Body.

3. Objects

The objects of the Trust shall be as mentioned in the Memorandum of Association.

4. Governing Body

The Governing Body shall consist of following members:

- a) Director Administration
- b) Director Finance
- c) Director Secretarial
- d) Director Academic
- e) Chief Executive Officer

5. Functions of the Governing Body.

Function of the Governing Body shall be to decide the awarding of the scholarship to the deserving candidates and such decision shall be made as per the policy of the Trust.

Governing Body may call meeting to consider the opening of new Institutions, Technical or Professional, in India or Abroad, to effect its decision so obtained and approved jointly with the mutual consent in writing by all the functionaries i.e. Director Administration, Director Finance, Director Secretarial and Director Academic & Chief Executive Officer.

The decision of the General Body shall be sub-servient to the decision of the Trust, that in case of any dispute the decision of the Trust shall prevail.

6. Membership of the Trust

The following shall be the categories of the members:

- i) Patron Members: Those who form the trust by affixing their names and signatures to the byelaws shall be the patron members, and their numbers shall be 10 (Ten).
- ii) Life Members: All the patron members shall be life members. The number of life member shall not exceed 10. The Governing Body of the Trust shall be eligible to appoint life members. A life member shall carry voting right to

Anu Guleria

Rajh Garg

Rachna Garg

ਪ੍ਰਮਾਣਿਤ ਸਹੀ ਨਕਲ

ਅਭੀਨਵ ਟਰਸਟਰਜ਼ ਆਫ ਸੁਸਾਇਟੀਜ਼

ਜਿਲਾ ਉਦਯੋਗ ਕੇਂਦਰ ਆਰ. ਐਸ. ਜਿਲਾ ਰੋਪੜ ਪੰਜਾਬ।

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Arman Singh
Arshdeep

appoint governing body. In case of death or disability (Legal/Physical) of any of the life member of the Trust, the nominee of the concerned Member would automatically become the life Member of the Trust, the nominee shall be from own family of the concerned member.

- iii) Honorary Members: The honorary member shall be nominated by Governing body, an honorary member shall have no voting rights.
- iv) Ordinary Members: A member other than Patron, Life or Honorary member shall be an ordinary member. The ordinary Member shall have no voting right.

Who can be a member :

- i) a person who is above 18 years and competent to contract is eligible to become a member of the trust.
- ii) Such person shall apply in writing for membership to the governing body alongwith the membership fee in the prescribed Performa.
- iii) On receipt of such application the governing body will have the liberty to accept or reject the application without assigning any reason. No complaint in this respect shall be entertained.

Membership Fee :

- i) Patron & Life Member : Rs. 1100/-
- ii) Honorary Member : Rs. 1/-
- iii) Ordinary Member: Rs. 500/-

No person shall be entitled to become a member of the Trust if he/she

- i) is of unsound mind.
- ii) has been convicted by a court of law for an offence involving moral turpitude within seven years proceeding the date of admission as member.

7. Management of the Trust

- a) The overall management of the affairs of the Trust shall be vested with the Governing Body.
- b) The Governing Body shall appoint a Chief Executive Officer, The Chief Executive Officer need not be a member of the Trust.
- c) Governing Body of the Trust shall consists of five members only; namely (i) Director Administration (ii) Director Finance (iii) Director Secretarial (iv) Director Academic and (v) Chief Executive Officer
- d) In case of any casual vacancy, the remaining body shall govern the affairs of the Trust till the date of filling of the casual vacancy.
- e) Every member of the Governing Body shall have right to cast one vote.
- f) Every member of the Governing Body shall have right to be represented in the Governing Body.
- g) Offices shall be mutually decided after the period of 2 (Two) years.
- h) In case, the Director Administration, is not present in the meeting of the Trust, the meeting shall be chaired by any of the office bearer present in the meeting.
- i) All decision will be finalized and will come into force only after approved and signed by the three out of five functionaries of the Governing Body of

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ਅਭੀਨਵਲ ਚੀਫ਼ ਆਫਿਸਰ ਅਤੇ ਸਕਰਟਰੀਜ਼
ਜਿਲਾ ਫ਼ਿਰਕਾ

Handwritten signature: Rajat Simha

Trust i.e. Director Administration, Director Finance, Director Secretarial, Director Academic and Chief Executive Officer.

- j) In case of intentional lapse or misdeed or any other act which is detrimental to the objects of the Trust, the members of the Governing Body by majority vote can remove any office bearer and appoint other member in his/her place.

8. Power of Director Administration

- i) He/She is authorized to call ordinary and extra-ordinary meeting of the Governing Body of the Trust.
- ii) He/ She is authorized to use a casting vote in case the members are equally divided on a matter.
- iii) It shall be obligatory on the Director Administration to certify and append a certificate in respect of the Minutes Book, which shall be maintained for recording the Minutes and shall be numbered and initialed by him/ her.
- iv) It would be in his/her power to check the accounts, correspondence and other papers of the Trust/ Institution(s).
- v) To make arrangement for the development and progress of the Trust/Institution and is empowered after taking the Director Finance, Director Secretarial, Director Academic & Chief Executive Officer of the Committee in confidence, to take appropriate legal/positive action against the erring employee(s) (Teaching & Non-Teaching).

9. Power of Director Academic.

In the absence of the Director Administration, Director Academic is authorized to exercise the powers, exercisable by the Director Administration

NOTE: Absence of the Director Administration shall mean that the Director Administration has gone on leave and written intimation to that effect has been sent to the office. In case the Director Administration leaves the office for more than 7 days, a written intimation to that effect is must otherwise he shall be considered absent for this clause..

10. Power of Director Secretarial

- a) The Director Secretarial shall keep the safe custody of all documents and papers of the Trust/Institution(s).
- b) The Director Secretarial shall have powers to run the affairs of the Trust/ Institute(s) with the mutual consent and with the advice of the Director Administration and Chief Executive Officer.
- c) He/ She shall prepare and present the annual report of the Trust before the Governing Body every year alongwith Annual Balance Sheet of the Trust.

11. Powers of Director Finance

- a) The Director Finance shall look after the financial matters of the Trust and shall present accounts before the Governing Body at the end of every financial year.

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ਅਧਿਕਾਰਤ ਅਤੇ ਮੁਸ਼ਾਹਿਦਾ

ਨਿਮਨ ਦਿਸ਼ਤ ਕਾਰਜਾਂ ਲਈ, ਨਿਮਨ ਰੇਖਾ ਪੰਜਾਬ

ਮੁਸ਼ਾਹਿਦਾ

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- b) All the Assets and funds of the Trust shall remain under the care and under the management of treasurer of the above Trust.
 - c) He/She shall make disbursement in accordance with the directions of the governing body of the Trust.
 - d) He/She shall maintain the accounts of all money which is received or/and paid by his /her on behalf of the Trust.

12. Quorum, Notice of meeting, Periodicity of the meeting of the Governing Body

- a) The meeting of the Governing Body shall be held four times a year and atleast once in three calender months. The place, date and venue shall be decided by the Governing Body. The meeting of the Governing Body will be presided over by the Director Administration & in his absence any member the Governing Body as mutually decided.
- b) The quorum of the meeting of the Governing Body shall be 3/5th of the total members of the Governing Body. In case in any meeting of the quorum is not completed within 15 minutes of the appointed time, the meeting shall be adjourned for a period of next 15 minutes. After expiry of this period, the requirement of quorum shall not be necessary.
- c) The minutes of proceeding of every meeting of the Governing Body shall be entered in a book to be kept for that purpose and signed by the Director Administration of such meeting. The minutes shall be read in the subsequent meeting of the Governing Body and should be approved by the members present there. Approved minutes would be conclusive evidence of the business and other matters transacted in such meeting.
- d) A minimum of three days prior notice in writing from the date of issue of the meeting shall be essential for the meeting of the Governing Body. However, meeting at shorter notice can be held and approved by the quorum of the meeting.
- e) Every notice in the meeting of the Governing Body shall state the agenda for the meeting.

13. Extra-Ordinary Meeting of the Governing Body

- a) In event of any emergency, an extra-ordinary meeting of the Governing Body may be called within one day after the service of the notice in writing to the members, the notice shall state type of emergency.
- b) Either minimum three members of the Governing Body or its Director Administration shall be entitled to call an extra-ordinary meeting of the Governing Body.

14. Power, Duties and Functions of the Governing Body

- a) To call the meeting of the Governing Body.
- b) To cast their vote on all major issues, presented before the Governing Body.
- c) To make appointment of any person to run the affairs of the Trust.
- d) To make regulations, rules and by laws for the smooth running of Trust.
- e) To approve the accounts of the Trust for previous financial year.

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ਜਿਲਾ ਰੋਪੜ ਪੰਜਾਬ।

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15. Bank Account

The account of the trust shall be opened and kept with one or more approved banks to be operated by the Governing Body. The account would be operated by any three office bearer of the Governing Body viz Director Administration, Director Finance, Director Secretarial, Director Academic & Chief Executive Officer.

16. Financial Year

The financial year of the Trust shall be from 1st April to 31st March of the succeeding year.

17. Audit of Accounts

- the accounts of the Trust shall be audited every year after the close of financial year by the auditor appointed by the Governing Body for this purpose.
- The books of the accounts of the Trust shall be kept at the registered office of the Trust under the supervision of Director Finance.
- The Annual accounts of the Trust shall be presented by the Director Secretarial before the Governing Body for approval.

18. Dissolution

- The Trust shall be dissolved if majority of the members of the Governing Body feel it is not possible to fulfill the aims and objectives of the Trust or there is paucity of funds necessary to run and organize the day to day function and working of the Trust etc.
- In event of the dissolution of the Trust, the assets and liabilities will be transferred to any other registered Trust having similar aims and objectives.

19. Amendments

The Governing Body shall have the power to alter, change, amend or modify the above said Rules & Regulations or by laws by resolution passed by majority of the votes of the Governing Body. The Governing Body can also make new rules for smooth running of the Trust by majority of votes of the Governing Body.

20. Arbitrator

In the event of any dispute, the matter of the Trust shall be referred to the arbitrator consisting a panel of three members. The names of the three arbitrators will be decided by 3/5th majority of the Governing Body. All the members of the Trust are debarred to put any matter relating to Trust before any court of law. All the matters shall be decided by the arbitrators and if the arbitrators are not unanimous in any decision, majority of arbitrator shall prevail. The arbitrators shall give their award within two months from the day, the matter is referred to them.

Dee Gupta

Rachna Garg
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ਅਫ਼ੀਸਰਨਲ/ਰਜਿਸਟਰਾਰ ਆਫ਼ ਸੁਸਾਇਟੀਜ਼
ਜ਼ਿਲ੍ਹਾ ਉਦਯੋਗ ਰੋਡ ਮੋਹਾਲੀ, ਜ਼ਿਲ੍ਹਾ ਰੋਪੜ ਪੰਜਾਬ।

Anu Guleria

Rajit Garg

SHRI RAGHU NATH RAI MEMORIAL EDUCATIONAL & CHARITABLE TRUST

H. No. 2350, Sector 71, Mohali, Distt. Ropar

Extract from the proceedings of the First General Meeting of SHRI RAGHU NATH RAI MEMORIAL EDUCATIONAL & CHARITABLE TRUST on the day of 29-09-2003 at 10 A.M. at H. No. 2350, Sector 71, Mohali, Distt. Ropar.

The following is the record of attendance :

Sr. No.	Name	Signatures
1.	Sh. Bhim Sain Gupta	Sd/-
2.	Sh. Ashwani Kumar	Sd/-
3.	Sh. Desh raj Thakral	Sd/-
4.	Smt. Rachna Garg	Sd/-
5.	Sh. Amit Kumar Gupta	Sd/-
6.	Ms. Anu Guleria	Sd/-
7.	Sh. Ashok Kumar	Sd/-
8.	Sh. Kanhiya Lal	Sd/-
9.	Sh. Jagat Singh	Sd/-
10.	Sh. Rajat Garg	Sd/-

2. Sh. Bhim Sain Gupta occupied the Chair and presided over the meeting.

3. The following is the record of the decision taken by the meeting.

i) Approval of the name of the Trust

Unanimously resolved that the name of the Trust

SHRI RAGHU NATH RAI
MEMORIAL EDUCATIONAL & CHARITABLE TRUST and

SHRI RAGHU NATH RAI
MEMORIAL EDUCATIONAL
& CHARITABLE TRUST be
hereby approved.

ii) Registration of the SHRI RAGHU NATH RAI MEMORIAL EDUCATIONAL & CHARITABLE TRUST

Unanimously resolved that SHRI RAGHU NATH RAI MEMORIAL EDUCATIONAL & CHARITABLE TRUST

as the Trust
under the Societies Registration
Act, 1860 at Mohali

be got
registered as a Trust under the
Societies Registration Act, 1860 at
Mohali

Further unanimously resolved that Sh. Bhim Sain Gupta, Director Administration of the SHRI RAGHU NATH RAI MEMORIAL EDUCATIONAL & CHARITABLE TRUST be and hereby is authorized individually to take necessary action in this behalf.

iii) Election of the 1st Executive Committee body.

Resolved that the following members has been elected as first governing

- Director Administration
- Director Finance
- Director Secretarial
- Director Academic
- Chief Executive Officer

Sh. Bhim Sain Gupta
Sh. Ashwani Kumar
Sh. Deshraj Thakral
Smt. Rachna Garg
Sh. Manmohan Kumar Garg

B.S. Gupta

Anu Guleria

Rajat Garg

asst. Secy
Rachna Garg

ਪ੍ਰਮਾਨਿਤ ਸਹੀ ਨਕਲ

ਅੰਤਰਿਕਸ਼ਟਰਿਕ ਅਤੇ ਸੁਸਾਇਟੀਜ਼
ਜਿਲਾ ਉਤਰਾਖੰਡ ਦੇ ਦਰ ਸਹਾਇ, ਜਿਲਾ ਰੋਪੜ ਪੰਜਾਬ।