

Integrated Institute of Management & Technology (Society)
R-9/223, Raj Nagar, Ghaziabad 201 002

AMENDED BYE LAWS OF THE SOCIETY

1. **Name of the Society:** Integrated Institute of Management and Technology
2. **Address of the Society:** R-9/223, Raj Nagar, Ghaziabad -201002 (UP)
3. **Working Field of the Society:** Integrated Institute of Management & Technology has been established as a non-profit making society in order to cater to basic, as well as professional & job-oriented education in the sectors of management, commerce, arts, science, information technology, law, medical and teachers' education with extension to other allied areas, throughout or outside the country, with its registered office at Ghaziabad and branch offices anywhere in India or abroad.

4. **Membership of the society:**

a. **Promoter Members:**

Promoter members will be life member of the society. Promoter member may be any Individual in India or abroad who donates at least Rs. 21000/- on the formation of the society. A Promoter Life Member shall not pay any annual subscription. Promoter Members will not exceed 7 (seven) in number.

b. **Life Member**

Any member of the society can be registered as a life member of the society by paying at least a sum of Rs 21000/- subject to the approval of the Executive Council. New Life Member's name is required to be proposed and seconded by any two members and approved by the 2/3rd of Members actually present in a General Body meeting. Life Members including of Promoter Life Members will not exceed 21 (twenty one) in number.

c. **Special Members**

Any Individual in India or abroad, who can do constructive work in the advancement of the aims and objectives of the Society, can be given Special membership of the society. A Special Member shall have all the powers as a member without paying the membership fee. An individual shall be given special membership of the society by the Executive Council of the society by 2/3rd majority of Members present in the meeting. At the most two special members can be nominated by the Executive Council. The term of a special member shall be of one-year duration. All Special members appointed by the Executive Council of the society shall become members of the Executive Council and shall have all the powers like other Elected members of the society.

The duration of a Special Member can be extended, or reduced by the resolution of Executive Council at any time in the interest of the Society.

d. **General Members**

Any Individual, who is interested in contributing for the growth of the Society and the Institutions, can become a General Member by paying the Subscription amount of Rs 3300/- for the term and seeking approval of 2/3rd majority of Members of the Society. The term of General Members will be 3 years and can be renewed for further term/s on approval of 2/3rd majority members. However, the duration of term of a General Member can be reduced by a resolution of the Executive Council at any time in the interest of the Society. The General Members will not have any voting rights.

e. **Patrons**

Any responsible persons(s), who can enhance either the financial position of the society or contributes in image-building or promoting the aims and objectives of the society, can be appointed as Patron or Chief Patron of the Society by the Executive Council of the Society with 2/3rd majority.

5. **Functionaries of the Society:**

The society shall have two functionaries for running the society affairs under the laid down aims and objectives:

- a. General Body
- b. Executive Council

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General Body

i. Composition

All the Promoter Members and Life Members shall constitute the Body.

ii. Meetings

- There should be a general meeting of the General Body once in a year.
- In emergent cases an extraordinary meeting of the society can be called by the Chairman/Secretary or on requisition by one third of the total members with a specific purpose to be mentioned in the notice.

iii. Information Period

In case of General meeting a 15 days notice and in case of extraordinary meeting a 3-day notice in advance will be given.

iv. Quorum

Two third of the total members of the society will form a Quorum for the meeting. When the Quorum is not complete the meeting will be postponed for half an hour. Again after half an hour the meeting will commence. For the postponed meetings no quorum will be required.

v. Annual Function Dates

The annual function of the society will be held in the last week of April every year or as decided by the Executive Council of the society.

vi. Powers and Duties

- It will look after the overall development of the society.
- The General Body of the Society will elect the members of the Executive Council.

A. Constitution of General Body and its functions:

All the Promoter Members and Life Members shall constitute the General Body.

They shall elect the Executive Council by 2/3rd majority and lay down general rules for the election every fifth year for electing the Office Bearer and other members of the Executive Council. They shall also consider general matters of the society for further extending or promoting the aims and objectives of the society and exploring methods to enrich the financial status of the society, for the cause of the institute/school conducting the professional or other educational courses, from time to time.

At the initial stage all the Promoter Members shall only form the General Body and shall elect the office bearers and members of the Executive Council for a period of five years from the date of applying for registration of the society.

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Executive Council

i. Composition

- The Executive Council will be elected by the General Body for 5 years. It shall consist of following office bearers and members:

Chairman, Vice Chairman, Secretary, Treasurer and Elected member

In addition to above the Executive Council may have Ex-Officio members and Special members, subject to a maximum of two such members. Ex-Officio Members shall not be entitled to vote.

ii. Meetings

The Executive Committee will meet at least once in three months.

iii. Information Period

A notice of at least 15 days for general meeting, and 3 days for extraordinary general meetings should be given.

iv. Quorum

It shall be formed by at least 2/3rd members of the Executive Council. When the Quorum is not complete the meeting will be postponed for half an hour and again after half an hour the meeting will commence. For postponed meeting no quorum will be required.

v. Filling of Vacancies

If during the currency of the year there occurs any vacancy in Executive Council for any defined reason, the General Body shall have powers to fill up such vacancy by the consent of 2/3rd majority for the remaining period by its own function from amongst members holding necessary qualifications.

vi. Period of the Executive Council

The period of the Executive Council shall be 5 years.

5.B. Constitution of Executive Council and its Functions

The Executive Council shall be the executive body of the Society to manage the institutions conducting academic and professional programs. The Executive Council shall approve the budget of the Institute.

The Executive Council shall consist of the Following:

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|----------------------|---|-----|
| i. Chairman | - | One |
| ii. Vice-Chairman | - | One |
| iii. Secretary | - | One |
| iv. Treasurer | - | One |
| v. Members (elected) | - | One |
| vi. Special Members | - | Two |



At the initial stage the promoter members shall elect the office bearers of the society to constitute the Executive Council for a period of five years by 2/3rd majority of the Promoter Members.

The Executive Council shall select and appoint a suitable Director to head and administer various institutions running the academic and professional programs.

The Executive Council shall be empowered to obtain loan from any financial institution or an individual for the construction of institute's building or for purchase of any equipment vehicle or machinery and to arrange for its repayment.

5.B.i. Powers and functions of the Chairman

- To preside over all the meetings of the Society to be held by the General Body or Executive Council and to give approval to the Secretary of the Society for holding the meetings for the two bodies and approve the agenda items for discussion during these meetings.
- To control all the financial implications of the Society and to give approval to the budget passed by the Executive Council for each financial year.
- To ensure implementation of all the appointments to be made by the Director of the institute and approved by Executive Council.
- To consider to all references made by the Director in connection with the Institute's problems/decisions.
- To approve as per rules the termination of Services of employees as recommended by the Director.

5.B.ii. Power and functions of the Vice-Chairman

To act as Chairman in the absence of the Chairman and assist the Chairman in his functions

5.B.iii. Powers and functions of the Secretary

Secretary will be responsible for calling a meeting with the approval of the Chairman and recording all the minutes and resolutions passed or rejected in the house of meeting of the Society, and to implement the decisions of the Executive Council and to keep the records with him. He will do duties as are assigned by the Chairman/Vice-Chairman/General Body/Executive Council. He will do all appointments at the institutions as per recommendation of the Director, and recommend resignations and termination of staff to Chairman of the Executive Council.

It shall be part of duties of the Secretary to make arrangements for receiving loan and grant for construction of institute's building or for purchase of equipment or machinery and to repay loans. Either Secretary & Treasurer or otherwise Secretary & Chairman shall be jointly authorized to raise loans and to charge its assets- movable or immovable as securities for the amounts to be advanced from any financial institution or an individual.

5.B.iv. Powers and functions of the Treasurer

Treasurer will be responsible to collect various funds, keep records of accounts from time to time and perform such financial duties as and when directed by the Chairman and Executive Council.

5.B.v. Powers and functions of the Members

A member of the Executive Council shall be responsible to do any kind of executive/financial job as and when assigned by the Chairman/Secretary and participate in the discussion during a meeting for resolving matters in the interest of the Society.

5.B.vi. Powers and functions of the Director

The Director shall primarily be responsible for the growth of the institution and for creation of means for the same. Director will also be responsible for carrying on the aims and objects of the institutions; maintenance of discipline among students, staff and internal management; quality of students' admissions; quality induction of all human resources of the institutions; development of harmony among all stakeholders and their satisfaction; conservation of the institutional premises, equipment and other property; and have liaison with the universities and other statutory bodies of the government, industry, foreign institutions etc. He/she will exercise all rights vested in him/her by the Universities/Government/Executive Council of the Society. The Director will be involved in all financial matters and decisions of the institutions, will propose annual budget and operate the institutions' bank accounts jointly with the person/s authorized by the Executive Council. All communication, whether written or verbal, from or to the staff at all levels shall be essentially channeled through the Director.

The Director shall be the Ex-Officio member of the Executive Council.

6.A. Resignation from Membership

Resignation may be submitted by any member of the Society at any point of time which will be accepted or rejected by the General Body keeping in view the interest of the Society. Resignation by the Member will be submitted to the Executive Council, which must be accepted by 3/5th majority of votes in the General Body meeting called for the purpose by the Secretary of the Society.

6.B. Removal of Members

Any member of the society will be presumed removed from the membership of the Society in any of the following circumstances on approval in the General Body by 3/5th majority.

- i. Death of the Member
- ii. Mental Retardation
- iii. Involvement in any criminal activity
- iv. Moral turpitude
- v. Acting against the interest of the Society



6.C. On the death of the Promoter Member, his nominee chief legal officer will if not factor be the promoter member in his place.

7.A. Modification of Rules & Regulations or Byelaws of the Society

To modify rules and regulations or bye-laws of the Society, it is essential that resolutions to such effects are proposed by a member, duly seconded by another member and passed by the Executive Council; passed in a separate Special General Body meeting by 3/5th majority, and thereafter reconfirmed and finally resolved by 3/5th majority of actually present members of a separate Special General Body meeting. The modifications shall be registered and approved by the Registrar of Societies.

7.B. Legal representative of the Society in the Court of Law

- i. The Secretary or the person appointed by Secretary shall be legal representative of the society in the courts of law etc.
- ii. All the documents that may have to be executed in the name of the Society shall be executed under the signature of then Secretary.

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7.C. Dissolution of the Society

if the Society is de-affiliated or dissolved at any time, all the property and funds of the institutions and the Society as well as its claims and rights of every type shall be transferred subject to the provisions of the Society Registration Act, 1960 under section 13 & 14.

8.A. Financial Powers of the Society and Audit of its Accounts

The entire financial and executive powers are vested with the Chairman or with a person authorized by him, in both cases after approval of the Executive Council. All bank and Post Office accounts will be operated by the Chairman or by the authorized member of the Executive Council along with the Director of the institutions being run under the society. All the accounts of expenditure and income shall be audited by a Chartered Accountant appointed by the Chairman of the Society in consultation with Executive Council members. Special annual meeting of the General Body shall be called by the Chairman to present the audited accounts of the Society and of the Institutions as of 31st March of each year. Secretary shall present the annual budget of the society and institutions respectively, as proposed by the Director, for the next financial year.

8.B. Borrowing or Raising Funds for the Functions of the Society

The institute may raise/borrow funds from any financial or banking agency to meet the objectives of the Society or nay institute run by it and refund the same.

The Chairman will nominate and authorize the Secretary through resolution of the Executive Council to open an account with any financial/banking institution, borrow money from any Bank or Financial institution and repay back from resources of the institutions as per agreement between the Society and the financial/banking institution.

8.C. Donating Funds to Other Society/Trust having Similar Objectives

The Society may support or fund any other society/trust out of its surplus funds for its development without any consideration, if the interests and objectives of the other society/trust match its own.

9. Operation of Bank and other Accounts:

There will be two bank accounts:

The first account will be called the Principle account in the name of Society- "Integrated Institute of Management and Technology" and shall be operated jointly by any two of Chairman, Secretary, and/or Treasurer of the Executive Council.

All the funds raised by the Society members from public in the form of membership fee, durations and earnings from the Society's surplus investment or any other source of income shall be deposited in the Principle account.

The bank account should be opened through a resolution of the Executive Council in the above said name and shall be operated under the signatures of the office-bearers mentioned as above under the Society's seal.

The Secondary Bank accounts will be opened in the name of the Institutions e.g. "Integrated Academy of Management and Technology" and shall be operated by the either the Secretary or the Treasurer of the Society jointly with Director of the institutions.

The account will consist of the funds collected from students, other resources of the institute and the funds transferred from the Principle account to meet the expenditure of capital nature and other deficits as per budget proposed by the Director and approved by the Executive Council.

The Chairman of the Society shall authorize the Director of the Institutions to operate the routine accounts of the institute and no bills shall be paid unless duly approved and sanctioned by the Director. Director shall be the final authority for managing Institutions' accounts and implementing the approved budget sanctions. In case of unapproved miscellaneous expenditure to be incurred out of a sudden, the Director can approve such expenditures up to Rs. 5000/- in the interest of the Institute.

10. Records and Books of Accounts

All the records and files regarding the members of the society, meeting registers, stock registers and book of accounts shall be maintained by the Secretary of the Society duly countersigned by the Chairman. It shall be entirely the responsibility of Secretary to maintain all such records and registers as may be required according to the Society Act 1860 under Section 13.

Society Bylaws Amended (31.12.07)

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Signature

Signatures of the Executive Council Members

1. Mrs. Saroj Gupta (Chairperson)
2. Mrs. Latika Gupta (Vice Chairperson)
3. Mr. Krishan Swarup Gupta (Secretary)
4. Mr. Subhash C Garg (Treasurer)
5. Mr. Pankaj Gupta (Elected Member)



Saraj Gupta

Latika

Krishan Swarup Gupta
Subhash C Garg
Pankaj Gupta

Place: Ghaziabad (UP)

Dated: December 31, 2007

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सहायक निदेशक
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