

संख्या 02377/2020-2021

प्रारूप-9  
नियम 8(2) देखिये

दिनांक 27/10/2020



सोसाइटी के नवीनीकरण का प्रमाण-पत्र  
(अधिनियम संख्या 21, 1860 के अधीन )

नवीनीकरण संख्या:R/LUC/08731/2020-  
2021

पत्रावली संख्या:I-23905

दिनांक:1970-1971

एतद्वारा प्रमाणित किया जाता है कि इरप एजुकेशनल सोसाइटी, सी ब्लॉक, इन्दिरा नगर, लखनऊ, लखनऊ, 226016 को दिये गये  
रजिस्ट्रेशन प्रमाण-पत्र संख्या- 2051-1970-1971 दिनांक-25/02/1971 को दिनांक-10/10/2020 से पांच वर्ष की अवधि के  
लिए नवीनीकृत किया गया है |

1100 रुपये की नवीनीकरण फीस सम्यक् रूप से प्राप्त हो गयी है |



Digitally Signed By  
(ANIL KUMAR MISHRA)

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Date: 27/10/2020 2:18:28 PM, Location: Lucknow.

सोसाइटी के रजिस्ट्रार,  
उत्तर प्रदेश ।

जारी करने का दिनांक-27/10/2020

इरम एजुकेशनल सोसाइटी, सी-ब्लाक इन्दिरा नगर, लखनऊ  
प्रबन्ध कार्य कारिणी समिति की सूची वर्ष-2021-22

क्र. सं.	नाम	पिता/पति का नाम	पता	पद	व्यवसाय
1	श्रीमती कमर जहाँ	स्व. माशूक अली	बी-2000 कैम्पस इरम कालेज, इन्दिरा नगर, लखनऊ	अध्यक्ष	गृहणी
2	ख्वाजा बज्जी यूनूस	श्री मो० यूनूस	ए-841 इन्दिरा नगर, लखनऊ	प्रबन्धक	नौकरी
3	श्री ख्वाजा सै० सैफी यूनूस	स्व. ख्वाजा सै० मो० यूनूस	बी-2000, इन्दिरा नगर, लखनऊ	सचिव	नौकरी
4	श्री अब्दुल अलीम	श्री अब्दुल खालिक	अब्दुल्लाह बिल्डिंग, बरेली रोड, हल्द्वानी	संयुक्त सचिव / कोषाध्यक्ष	समाज सेवक
5	श्रीमती लैला खानम	श्री अब्दुल खालिक	अब्दुल्लाह बिल्डिंग, बरेली रोड, हल्द्वानी	सदस्य	गृहणी
6	श्रीमती इरफाना खातून	अब्दुल वाजिद	अब्दुल्लाह बिल्डिंग, बरेली रोड, हल्द्वानी	सदस्य	गृहणी
7	रिजवाना सिद्दीकी	इरशाद अहमद	193/7क वजीर गंज, लखनऊ	सदस्य	नौकरी
8	मो० मुशीर	स्व. खलीकुर्रहमान	वजीर गंज, लखनऊ	सदस्य	नौकरी
9	श्री खलीक अहमद खान	स्व. खलीक दादा खान	01, जनकपुरी, सेक्टर-11 इन्दिरा नगर, लखनऊ	सदस्य	समाज सेवक

पुराने सदस्य के हस्ताक्षर: 1. डा. रज़्मी यूनूस मृत्यु हो गयी	सत्य प्रतिलिपि (हस्ताक्षर)
नये सदस्य के हस्ताक्षर: 1. श्रीमती कमर जहाँ	1
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सत्य प्रतिलिपि

प्रधान सचिव,  
आचार्य विद्या सचिवालय  
एम्स सोसाइटीज तथा विद्या  
संस्थान, लखनऊ

1706.2021



Amendment Memorandum of Association  
Eram Education Society,  
Lucknow

1. Name : The name of the society will be  
Eram Educational Society, Lucknow
2. Place : The Head Office of the Society shall be at  
Lucknow
3. Area : All India
4. Aims & Objects :

1. To impart education to girls and boys from primary to junior high school classes, and to open departments of Arabic and Persian separately, in which girls and boys of all creed and castes would be eligible for admission. The school shall impart education in technology, agriculture, science, industry and theology and up to v classes' medium of education shall be Urdu.

2. To impart moral training to girls and boys and to instill in them love for the motherland and make them a useful citizen.

3. To arrange the study of Urdu, Arabic, Persian, other languages and subjects as per approved and sanctioned rules and regulations of the government.

4. To give for the establishment of a resident hostel for the students and to supervise it.

5. To impart training in hygiene and sanitation and physical fitness e.g., outdoor games etc. to the students and arrange for picnics and tours etc.

6. To obtain Governments grant and aid for the school and also raise funds for other requirements of the school.

7. To acquire land, and other movable and immovable properties for the school through sale-deed, wakf, and agreements.

सत्य प्रतिलिपि

प्रधान सहायक

कार्यालय डिप्टी रजिस्ट्रार

सत्य प्रतिलिपि तहसील मीरत

लखनऊ



8. To construct the building for the school and supervise it.

9. To establish a library (Reading room) for the benefit of the students for the staff and to supervise it.

10. To act in all matters according to the provisions of societies and Registration Act xxi of 1860.

11. The Society shall establish educational and technical colleges and to arrange for technical education for the award of certificates as well obtain in this connection the Government grant. The society shall sanction scholarships to the trainees and to get it approved by the General Body.

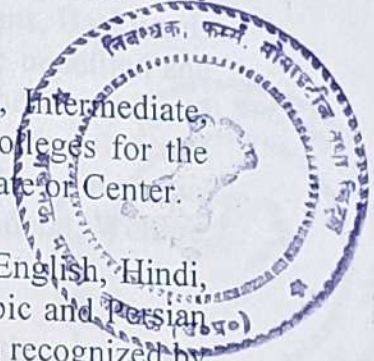
12. To construct 5 buildings for the institutions and supervise them.

13. To establish nursing homes and charitable clinics for the benefit of the public and to receive aids and donations from the Government and public make the institutions active and operative.

14. To establish and run the High Schools, Intermediate, Colleges, Degree Colleges & P.G.Degrees Colleges for the boys & girls and get them recognized by the state or Center.

15. To establish educational institutions of English, Hindi, and Urdu medium as well as to establish Arabic and Persian Madarsa in different parts of country, get them recognized by the state or the Central Govt. and to run them according to the syllabus of the Central Board of Secondary Education, New Delhi (C.B.S.E), Indian School Certificate, Delhi (I.S.C.E) for K.G., Montessori, Primary, Junior Secondary, Inter to Post Graduate level (Secondary Education Catholic Board) etc.

16. To establish libraries and reading rooms for the teachers, students and general public in Lucknow or other



सत्य प्रतिलिपि

प्रधान सहायक  
कोषाध्यक्ष डिप्टी एजिस्ट्रार  
फार्म संसाधन विभाग  
लखनऊ

07/04/18



parts of the country and obtain grant from the Govt, or Semi-Government bodies.

17. To arrange for the education of oriental classical languages as well as Urdu, Hindi and conduct the Examinations in the subjects mentioned above and get them recognized by the Govt.

18. To sanction awards to the teachers and other employees of the society for their better services and to publish special magazines and souvenirs etc. in the occasion.

19. To arrange for the publishing of standard text and general books for the developments of the language and literature and to establish a publishing house.

20. To establish teachers' training colleges to train the teachers for the nursery, Montessori, Primary, Junior and secondary level and get them recognized by the Govt.

To establish such educational, cultural, social, welfare voluntary institutions through which the Harijans, Backwards and the weaker sections of the society may be benefited and to fulfill these aims the society may apply to the Government or Semi-Government departments, such as, the different schemes of aid as laid down by the Central or Provincial Social Welfare Advisory Boards, Harijan Social Welfare, Harijan Kalyan Vibhag etc.

22. To recognize and give awards to the prominent literatures, poet, intellectuals and journalists of the country for their outstanding literary educational, cultural and important social services.

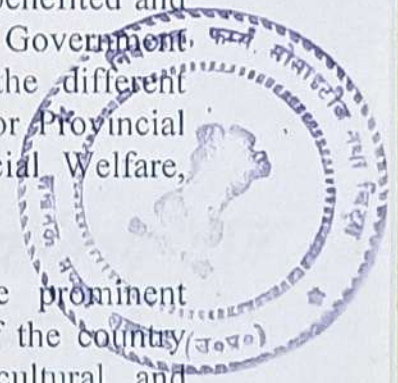
23. To assist in implementing the various Health Schemes of WHO/UNICEF, and other National/International Schemes, Rajiv Gandhi Foundation and other organizational plans. Also to assist in eradication and in giving awareness to the

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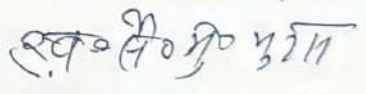
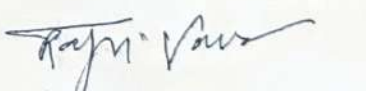


संस्था प्रभिलिपि  
प्रधान सहायक  
कार्यालय, जिला सचिवद्वारा  
कानून, सोसाइटीज तथा विद्वान  
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public of various diseases, such as Aids, Polio, Dengu and other vulnerable diseases in the State or outside.

24. To create, establish and/or develop or assist in Muslim Minority Educational Institutions of different levels e.g., Inter, Degree, Post Graduate College or other Professional Colleges including Health, Engg, with prior permission of Govt. approval, affiliation etc. from various authorities for creating/establishing such Institutions for Muslim.
25. To assist/implement various schemes of Samaj Kalayan, Mahila Kalayan, Minority Welfare and to assist in all the current & new schemes of Nagar Nigam NSS, Avas & Vikas, Irrigation, Cultural, Handicapped, Health Awareness, CAPAT, NABARD, DOKRA, SHIPSA, Women and Child Welfare, Rural Development and other voluntary government & non governmental, Public Welfare Plans/Schemes.
26. To open/establish Medical, Paramedical institutions & Training Centers with prior permission of state/ central Govt.

Verified Copy

Signatures

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सत्य प्रतिलिपि

प्रधान सहायक  
कार्यालय विन्दी रजिस्ट्रार  
पानना कारखाना तथा विद्दस  
साहिबगंज नगरपालिका  
07/04/18





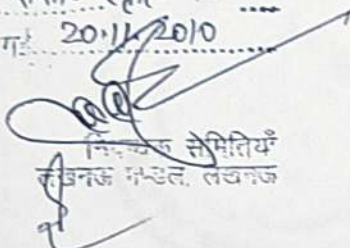
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कृषि का क्रम.....

आ. सं. का क्रम.....

आज दिनांक संशो. स्मृति 43.....

को फाइल की गई 20/11/2010.....



निदेशक, समितियाँ  
कृषि विभाग, नई दिल्ली

**AMENDED RULES OF  
ERAM EDUCATIONAL SOCIETY, LUCKNOW**

1.		The name of this Constitution shall be "Rules and Regulations (scheme of Administration of Eram Educational Society, Lucknow).
	(i)	The amended rules and regulations have been approved by the General Body of the Society in its meeting held on 29-12-2019 for enforcing the same.
	(ii)	All the proceedings held before the enforcement of these rules and regulation would be considered valid, but all the proceedings held after the enforcement of these rules and regulations, which are contrary to the provisions of these rules and regulations would be deemed invalid and illegal.
2.		<b>DEFINITIONS:-</b> In these rules and regulations unless there is anything repugnant to the subject of the context the following words will have the meaning as assigned to them :-
	i.	'General Body' means Eram Educational Society, Lucknow.
	ii.	'Act' means Intermediate Act, 1921, or any Approved Act for that purpose.
	iii.	'Board' means Board of High School and Intermediate Education, U.P. Allahabad and any other recognized Board.
	iv.	'Institution' means Eram Schools, Colleges, Madrasas, Mini ITIs etc.
	v.	'Approved' means examinations of U.P. Board and other Boards and also admission to them and preparation for them.
	vi.	'Section' means Sections of Intermediate Education Act with amendments of 1958 or any concerned Boards.
	vii.	'Committee' means Executive Committee of the Society and any Committee formed by the Society/ Institutions.
	viii.	President, Vice-President, Secretary, Manager, Joint Secretary/Treasurer, Members means office bearers of the Executive Committee and similarly members of the Society. Property of the Institution means movable and immovable property owned by the Society or its institutions.
		<b>GENERAL RULES, FUNCTIONS AND JURISDICTION OF THE SOCIETY :</b>
	(a) Rules	
	i.	The Society so established shall be irrevocable and its funds shall in no circumstances, what so ever, be paid or lent to or be applied for the benefit of the settler.
	ii.	The dissolution of the Society, if any, will be according to the

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प्रधान अधिकारी  
कार्यालय डिप्टी सचिव  
पुस्तक सहायक विभाग  
24/12/2019



		Rules 13 & 14 of Societies Registration Act 1860 and that all the Funds/Assets of the Society will be transferred only to some other Society having similar objectives or through Arbitration.
	iii.	The beneficiary of the Society are not the specific individuals, these are the specific sections of the public.
	iv.	The Funds/Property and other Assets of the Society are to be used only for the objectives of the Society.
	(b) Functions	To open and start schools and colleges to impart education to boys and girls of all caste creeds who would be admitted in them. The institutions will also impart education in modern, professional/ Technical courses of Pharmacy, Management, Medicine, Law, Unani Medicine and any other suitable courses being pursued presently by other Societies and/ or are likely to come in future with the advancement of modern world technology such as Nano Technology, Bio Technology, Artificial Intelligence, Cloud Computing or any other such Technology along with courses of Urdu, Oriental Studies, Arabic and Persian. Separate branches for imparting education in Persian and Arabic would be opened. The Jurisdiction/Area of operation for the functions of the Society will generally be the whole country. It will however especially look for the interest of the residents of the state of U.P.
	ii	The schools shall impart the current prevalent religious, modern or professional education to girls and boys of different religions and creeds and also instill in them deep values of morality and love for their mother land to make them a valued citizen of tomorrow.
	iii	To arrange for the study of Urdu Language in Junior classes as per approved and sanctioned rules and regulations of the Government and to impart Islamic religious education to those who desire it.
	iv	To establish libraries and reading rooms for the benefit of students and teachers and general public.
	v	To impart physical fitness training e.g. Yoga outdoor games etc. to students and arrange for tournaments, picnics and outside tours.
	vi	To obtain Government grant-in-aid from desired sources, aid from Urdu and Persian department of the local bodies and also to raise funds for other requirements of the Institutions. Since the Society has the FCRA license it may accept Funds from foreign donors also accordingly.

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सत्य प्रतिनिधि  
 प्रधान सहायक  
 कार्यालय शिक्षण विभाग  
 फर्ग्यूसन रोड, लखनऊ  
 21/09/2020



	vii	To give practical shape to the above mentioned aims and objects for which the following actions shall be done.
	(a)	Acquiring of property immovable and movable through sale-deeds, mortgage, waqfs, gifts and agreements.
	(b)	To construct the Society buildings and then supervise them.
	(c)	To perform all the duties in pursuance of the provisions of Registration Act XXI of 1860.
	(d)	Any other job/act to achieve the above.
4.		<b>MANAGEMENT OF THE SOCIETY</b>
		To achieve the aims and objects mentioned herein above. The Society shall have two Committees/Bodies for the purpose as giving below: The Office Bearers & Members of these Committees/Bodies have their rights protected, and cannot be sued in individual capacity for Society's work. If the majority of these Committees/Board needs their services, they may be co-opted again even being out for any reason.
	i.	GENERAL BODY
	ii.	EXECUTIVE COMMITTEE
5.		<b>CONSTITUTION OF GENERAL BODY</b>
	i.	Any person who wants to assist in the cause/s of the Society and wishes to financially help may become an ordinary member of the General Body subject to approval of the Executive Committee. He is required to pay Rs 10 per month or Rs. 120 per annum as annual subscription.
	ii	Anybody who pays Rs.5,000/- to the society in cash would be the special member.
	iii.	A person who donates Rs.10,000/- to the Society would be the patron of the Society.
	iv.	The Executive Committee shall have powers to co-opt as Members of the Society. Any person who has done a remarkable service to the country and for the institution may also become a Member.
		<b>GENERAL BODY :</b>
	i.	<b>Formation:</b> All kinds of members will mutually constitute the general body.
	ii.	<b>Meeting:</b> The meeting of the General Body will be held annually or whenever desired by the Executive Committee or 1/3 of the total members.
	iii.	<b>Notice:</b> The notice of the meeting will be sent to members at least fifteen days before.
	iv.	<b>Quorum:</b> The resolutions in the meeting will be passed by 2/3

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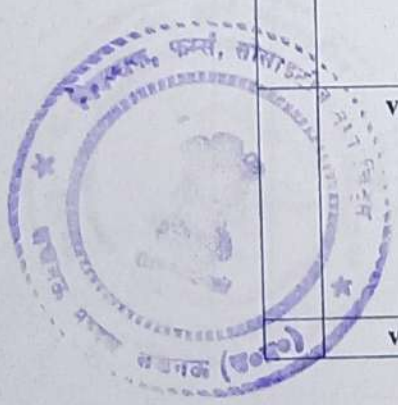
		(Two third) majority of the members.
7.		<b>POWERS &amp; DUTIES OF GENERAL BODY:</b>
	i.	To form the Executive Committee after the expiry of its time.
	ii.	To pass the annual Budget of income & expenditures.
	iii.	To pass the statement of annual income and expenditure as well as the progress report.
	iv.	To decide general policy & programme.
	v.	To watch the activities of the Executive Committee.
	vi.	To approve the genuine resolution passed in its meetings.
	vii.	The General Body would form an Executive Committee.
8.		<b>EXECUTIVE COMMITTEE:</b>
	i.	The sole responsibility of managing the affairs of Institutions and General Body will be of the Executive Committee. It will have the powers to enforce the orders passed off and on by the Education Department of U.P. and/or any such authority including various Boards of Educations e.g. Uttar Pradesh Board of Madrasa Education, any other Board and local bodies.
	ii.	The first Executive Committee will function from the date of registration for three years and after the expiry of this period, new Executive Committee will be constituted as per rules and regulations of the Society, whose new members would remain in their office for a period of five years from the date of taking over charge. Fresh selection would be held after each five years.
	iii.	The Manager of the Society will be responsible to manage all the institutions run under the Society. His term would be usually 3 years with the approval of the Executive Committee. In the interest of work he may continue till a new Manager is appointed, after the end of his tenure.
	iv.	The new Manager will be selected after the expiry of the term of the previous Manager. However, if the Manager resigns willingly or due to some personal reasons he does not function, a substitute Manager will be nominated by the Executive Committee till a proper selection takes place.
	v.	The basic number of the Executive Committee of the Society will be nine, who would be selected by the General Body of the Society for the first time. If the existing number of the members is short of nine, then the required number would be selected by the General Body on the recommendations of the existing Executive Committee.
	vi.	If due to any reason there is any vacancy of a basic member,

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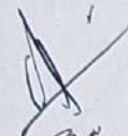
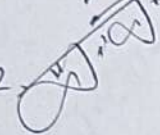
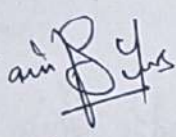
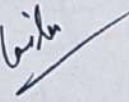
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4 सत्य प्रतिष्ठानि  
 प्रधान सहायक  
 कार्यालय डिप्टी रजिस्ट्रार  
 फर्ग्युस सोसाइटीज प्रभा विद्या  
 21/01/2019



		the remaining members will nominate any person in his or her place by a majority.
	vii.	The Members of the Executive Committee will be elected by majority vote of members of General Body, and available Life Members and Patrons. No other proceeding will be held in the meeting conducting election. The old members will remain working till the new members take charge from them. Old staff must hand over its charge to freshly elected members within ten days after the election.
	viii.	The institution (Society) will be managed, in all respect, by Muslims only.
9.		Persons not eligible for election for the Executive Committee are as follows:
	(a)	Any person who has been dismissed or removed from any service of State, Central or Local Bodies' employment and has been imprisoned for the charges of embezzlement, theft or offence/s involving moral turpitude. He may however be retained as a Member of the General Body.
	(b)	Any person declared insolvent, or convicted for 3 years or more for an offence of moral turpitude.
	(c)	Any person from whom Surety has been demanded to keep peace under section 109/110 of the Cr.P.C..
	(d)	Any person found acting against the interest of the Society and/or its bye-laws. His contravention should, however, be approved for such removal by the Executive Committee.
	(e)	Any member absenting himself willingly for more than 3 meetings continuously. This may however should also have been approved by the Executive Committee.
	(f)	Any person declared insane, torment, or working in a place of personal gain without the permission of the Executive Committee.
10	i	Members of the Executive Committee or the Manager may raise a question against a member for not allowing him to attend a meeting on a reasonable ground; subject to approval of the Executive Committee .The Executive Committee may itself take such a decision by resolving in all cases, by a two-third majority. Such a member shall be informed in writing mentioning also therein that he is not allowed to cast his vote.
	ii	Any person who defaults in making payment of the membership subscription for six months (maximum). may cease to be a Member.

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सत्य प्रतिलिपि  
प्रधान सहायक  
कार्यालय डिप्टी कमिश्नर  
फार्म सोसाइटीज तथा विद्या  
21/8/2018



	iii	The vacancies caused in any way in the Society or in the institutions (Schools colleges etc.) shall be filled by the Executive Committee, as per procedure given below:
	(a)	<b><u>FOR PRINCIPAL/IN CHARGE/HEAD MASTER:</u></b> The Executive Committee shall form a sub-committee consisting of the President, Manager and the Principal (if available) if not then a senior member of the Society. The Manager shall act as a Chairman of this Sub-committee & this Committee will select the concerned persons.
	(b)	<b><u>FOR TEACHERS:</u></b> For appointing Teachers, Office Assistants, Lab Assistants: For making appointments of any of the above staff, the Executive Committee shall form a Sub-committee consisting of the President, Manager and the Principal or Head Master as the case may be. The Manager here also will act as Chairman of the Sub-committee. However if a vacancy is caused in the so formed Sub-committees of the Selection itself then the Executive Committee may nominate a replacement by majority vote of their choice, who will remain in this office for remaining period of the term, and this Committee will select these person.
	(c)	<b><u>FOR MEMBER OF THE EXECUTIVE COMMITTEE:</u></b> As per procedure given before in para 8(v).
	(d)	<b><u>FOR MEMBER OF THE GENERAL BODY:</u></b> As per procedure given before in para 5.
11	i	<b><u>QUORUM</u></b> :-The quorum of the Selection Committee for the appointment of Headmaster, Headmistress or Principal will be two, and for the appointment of Teachers the decision of the Manager shall be final.
	ii	<b><u>QUORUM AND POSTPONEMENT OF A MEETING :</u></b> The quorum for ordinary and extra-ordinary meeting shall be 1/3 including the office bearers. Due to lack of quorum, the President, after waiting for 30 minutes can postpone the meeting and the President will then and there announce the date, time and place of the next meeting. Fresh notice must be issued. There is no quorum for an adjourned meeting and only adjourned agenda will be pursued.
12		<b><u>MEETING OF THE EXECUTIVE COMMITTEE :</u></b>
	i.	The Manager or Secretary can call the usual meeting every three months fixing an appropriate date.
	ii.	Extraordinary meetings can be called by the Manager to decide immediate and essential matter. This meeting can only be called when four members in writing demand such a


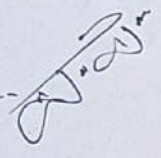
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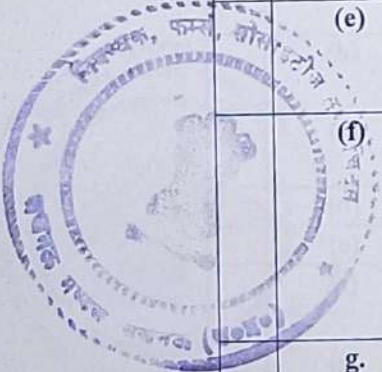


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20/10/2020



		meeting, which must contain the resolution clarifying the cause for calling such a meeting.
13		<b>NOTICE OF THE MEETINGS :</b> At least seven days notice is given for an ordinary Executive & 15 days for a General Body Meeting and three days for an extra-ordinary meeting. The notice should be sent to members either through a peon or under certificate of posting, so as to reach a member 9 days before an ordinary General Meeting and 4 days before an Extra-Ordinary Meeting of both this may be sent on the Members last known address. The notice must contain agenda for the Members with date, time, nature and place of the meeting.
14		<b>RULES &amp; REGULATIONS OF THE MEETING :</b>
	(a)	The President of the Committee will preside. In his absence, the Manager will preside. In the absence of the Manager, Secretary will preside. If none of the above is present, then members will elect by voice vote among themselves to hold the meeting.
	(b)	The resolution envisaged to be discussed in a meeting must reach the Manager/ Secretary at least a fortnight before the meeting, so that it may be circulated with the agenda.
	(c)	Any other matter not included in the agenda can be discussed with the permission of the Chair, but that should not be in an extra-ordinary meeting.
	(d)	Before starting the proceedings of the meeting, the minutes of the previous meeting must be read and approved. If any member objects to the genuineness of the previous minutes, then the Presiding Officer of the previous meeting, with the advice of the members present in that meeting, will decide the issue by the majority vote. No discussion will be allowed on the contents of approved minutes.
	(e)	If the Mover of a resolution is absent, then with the permission of the Chair, some other member can move that resolution, if he so desires.
	(f)	In case of dispute, the majority opinion of the members present will prevail. But in the matters of termination of services of permanent staff, or matters concerning the immovable property of the Society, it shall be decided by all the members of the Executive Committee including the Office Bearers.
	g.	The proceedings of a meeting held in contravention of the above provisions shall be declared invalid.

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सत्य तिलिपि  
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21/08/2022



15		<u>DECISION OF DISPUTE CONCERNING THE OFFICE BEARERS AND MEMBERS OF THE EXECUTIVE COMMITTEE</u>
	i.	The dispute regarding the elections/ selection of Office Bearers and Members would be referred to Manager, whose decisions shall be final. If the dispute relates to the office of President, then the Executive Committee by its majority judgement could decide the issue.
	ii.	Pending decision on the disputed posts, the Manager will temporarily appoint any person in charge of that post. The charge for the Presidential post will be decided by the Executive Committee.
16		<u>RIGHTS &amp; DUTIES OF THE EXECUTIVE COMMITTEE</u>
	i.	To consider and approve the budgets.
	ii.	To constitute different Sub-Committees for appointment of Head Master/Head Mistress/ Incharge or Principal and Other Teaching Staff, whose Membership will be 3 to 5 including Chairman.
	iii.	To accord permission for expenses outside the budget. To have general supervision of the Society and Institutions appoint and dismiss staff or suspend and punish them. To enter adverse remarks in the character roll of the employees and decide appeals against these entries.
	vi.	To supervise the overall funds, properties, Waqfs of the Society and to repair the properties of the Society and take legal steps for their preservation.
	vii.	To delegate its authority to any Sub-Committee or individual and to ask for its recommendations. The duties of the individual or the Sub-Committee to whom the Executive Committee delegates its powers, shall be as follows :-
	(a)	To consider about the punishment, suspension or promotion of any member of the staff in emergency and present its recommendations.
	(b)	To advise on the method of collection of funds or seeking loans if required for the betterment of the Society.
	(c)	To advise for the development of the society, e.g. opening of new branches etc. of the Institutions.
	(d)	To procure Grants and Assistance for the Society.
	(e)	To see whether General Body is functioning properly.
	(f)	To run the institutions according to the departmental rules and regulations.
	(g)	To sign Contracts/Agreements on behalf of the Society and/or

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21/07/2024



17	(a)	to authorize a Manager to sign such Contracts/Agreements. <b>RIGHT AND DUTIES OF THE OFFICE-BEARERS</b> <b>PRESIDENT:-</b> He will:
	i.	Preside over the meetings of the Executive Committee.
	ii.	Approve the dates of the meetings, adjourn them or postpone them as the case may be.
	iii.	Look after the Constitution of the Society whether it is being followed faithfully or not.
	iv.	Sign the agreement with the Manager.
	v.	He can spend Rs. 2000/- without the approval of the Executive Committee.
	vi.	In emergency cases he may take suitable steps for the betterment of the Society in the absence of a meeting, and send its report to the Committee.
	vii.	He will perform the duties and powers which have been vested in him by the Constitution or through the resolutions of the Executive Committee.
	(b)	<b>MANAGER:</b> He is:
	i.	To procure gifts, donations, subscriptions, government grants etc. and issue receipts under his signature, and to fulfill all financial obligations as entrusted to him.
	ii.	To supervise the library, buildings and other developments, funds, to utilize the property and grants from the Government and Local Bodies and other sources.
	iii.	To file returns to the departments, and do all the correspondence on behalf of the Society.
	iv.	To supervise and manage all the properties of the Society as resolved by the Executive Committee.
	v.	To keep control and manage the budget according to the rules or the General Body and besides any other financial authority which the Executive Committee has vested in him.
	vi.	To keep accounts of the Society in such a way that it may be audited annually by the government auditors. He will keep and maintain all the registers and records pertaining to finance, properties and proceedings of all the meetings and shall keep the files of the office safely.
	vii.	To give sanction for paying dearness allowance, other arrears to the staff of the Society and to other essential expenditures.
	viii.	The Manager can spend Rs.5000/- without the approval of the committee. For more expenditure than Rs.5000/- the approval of the Executive Committee will be essential.
ix.	The Society may sue or be sued in the name of its Manager.	

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 फसल सोसाइटी तथा विरस  
 24/11/2018



	(c)	<b>SECRETARY:</b> He will
	i.	Assist the Manager in the performance of his duties.
	ii.	Act as Manager in the absence of Manager.
	iii.	Do all other acts assigned to him.
	(d)	<b>JOINT SECRETARY-cum- TREASURER:</b>
	i.	His duties will be to deposit the money in the bank according to the Resolutions passed by the Executive Committee. He will withdraw the amount from the bank and will maintain the accounts of deposits and withdrawals.
	ii.	The amount of the Society, which will be deposited in the bank, will be withdrawn through the signature of the Manager or the Treasurer.
18		<b><u>DUTIES &amp; POWERS OF HEAD MISTRESS / HEAD MASTER OR PRINCIPAL/INCHARGE :</u></b>
	i.	The Head Mistress, Head Master, Incharges or Principals will be Muslim as far as possible. The duties will be as per Government regulations as stated under :-
	ii.	He/She can spend up to Rs.500/- without the approval of the Executive Committee or Manager, but will have to obtain permission of the Manager to spend a sum exceeding Rs.500/-
	iii.	They will act according to Government Circulars, which are issued off and on or Intermediate or other concerned Act, U.P. Madrasa Education Board and Education Code.
	iv.	They will be answerable to the Executive Committee for the discharge of the duties through the Manager.
	v.	They will have no financial or other responsibilities except those assigned to them and will abide by the orders which are received through the Manager. The channel or communication between the Executive Committee and the staff will be through these authorities.
19		<b><u>AUTHORITY AND PERFORMANCE OF DUTIES:</u></b>
		The Executive Committee Office-Bearers, Manager, Principal or Head Mistress/ Head Master, Incharge will be ever ready for the performance of their duties and may use their authorities which are granted to them by the Act and Code of the Education Department, provided the fundamental rights granted by the Indian Constitution in section 3C are not infringed.
20		<b><u>FUNDS AND OTHER PROPERTIES</u></b>
	(i)	Waqfs & Reserve Fund (cash), Any type of Bonds Savings Certificate etc. will be kept in a locker obtained in a suitable bank of the town, under the signature of the Opener (to be

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		decided by Executive Committee) who shall operate it as per need.
	(ii)	Other funds, if any, will be kept in a nearby bank or Post Office. A suitable amount for any emergency shall be kept with the Treasurer of the Society or any person nominated for this purpose.
	(iii)	Accounts books shall be kept in the Head Office of the Society under the charge of a responsible person appointed for this purpose. He will take care of it and shall provide whenever asked for. The accounts will be audited as per procedure regularly.
	(iv.)	The Auditor appointed by the Excessive Committee must audit the accounts at least once a year.
	(v)	The loan, if any required by the Society or for any of its colleges, shall be applied only as per procedure given here under. a- These loans would be taken only from a bank. b- These would, however, be applied only after a proper resolution having been passed by the Executive Committee in a meeting and is duly signed by the Manager. c- In case of need or mortgaging of Society's property for this purpose, it shall also be under the signature of the Manager.
21		<b>BUDGET :-</b> The annual budget for every financial year will be prepared through the Manager, and it would be presented annually to the Executive Committee before 31 <sup>st</sup> January of each year. The budget must be passed at least 30 days before the commencement of the next financial year.
22		<b>ASSISTANCE IN THE RESEARCH PROJECTS FOR THE INTEREST OF THE SOCIETY :</b> The Teachers will apply to the Head Master/ Head Mistress or the Principal/ Incharge for all the research work for the benefit of the institution except work against allowance or remuneration from the High School Board, Departmental Examination or U.P. Madrasa Education Board or any other Boards. The Principal/ Incharge or the Head Master or Headmistress will assess the proposed expenditure, nature and importance of work. If such application is from the Principal/ Incharge or Head Master or Head Mistress, then Manager would consider it. While considering such applications, it must

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21/1/2020



		be borne in mind that the routine working of the institution is not affected and these applications must be in conformity with the directions of the Director of Education.
23		<b><u>PUNISHMENT FOR TARNISHING THE IMAGE AND PRESTIGE OF THE SOCIETY OR PUTTING OBSTACLES IN THE WAY OF ITS DEVELOPMENT AND INFLECTING FINANCIAL LOSS TO THE SOCIETY:-</u></b>
	a.	Such punishments on the defaulter/s would be imposed by a 2/3 <sup>rd</sup> majority of the members of the Executive Committee for expelling a particular member from the General Body or Executive Committee, and the Executive Committee will have powers to intimate its legal powers to initiate legal proceeding. An expelled member shall have no right in the properties and fund of the Society.
	b.	The Executive Committee must afford an opportunity of defence to the accused member before pronouncing the final judgement. The Executive Committee can cancel, amend or alter its earlier judgement.
24		<b><u>STAFF OF THE SOCIETY (TEACHERS AND EMPLOYEES):</u></b>
	i.	The Executive Committee will appoint permanent staff of the Society as per norms, but such appointments must be ratified by the Executive Committee within 3 months.
	ii.	The condition of service of the staff of the Society shall be governed by various Acts-the Education code, and the Society bylaws (Rules) etc.
25		<b><u>CONSTITUTION OF THE SOCIETY:</u></b> The Constitution of the Society can be amended by majority of the members of the Executive Committee in a specially convened meeting for this purpose only then the said amendment would be valid.
26		<b><u>MISCELLANEOUS:-</u></b> If there happens to be some dispute among the amended sections of the Constitution or that of General Body and its rules & regulations and bylaws, the former shall prevail. The other disputes may be settled through Arbitration.
27		<b><u>STATUS:</u></b> All the Institutions established under the Society will be deemed to be the Muslim Minority Institutions.
28		<b><u>RENEWAL OF SOCIETY:</u></b>
	i.	The renewal of the registered Society will be obtained on expiry from time to time.
	ii.	The Society will not claim for the sanction of grant from the

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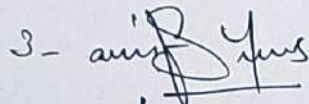


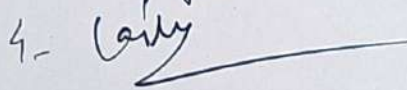
		Provincial govt. The institutions may get recognition from the U.P. Board of H.S. & Intermediate Education and affiliation from the Central Board of Secondary Education New Delhi or Council of Indian School Certificate Examination, New Delhi.
	iii.	The scales of pay and the rates of allowances allowed to the teaching staff and non- teaching staff of the Institutions will not be less than those allowed to the teaching staff and non-teaching staff of the government aided and recognized schools.
	iv.	The service conditions of the employees of the Institutions will be laid down and there will be provisions for them to be benefited with the advantage of retirement.
	v.	The Society/Institutions will follow all the rules and regulations as well as the orders of the government & all concerned authorities issued from time to time.
	vi	The records of the schools will be maintained in the Head Office in the prescribed forms and registers.
	vii	No correction and contradiction will be made in the above restrictions from 1 to 8 above without the prior approval of the Executive Committee.

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प्रधान सहायक

कार्यालय डिप्टी रजिस्ट्रार

फर्गुसन सोसाइटीज तथा विदुस

सिवाजी नगर, गुरुग्राम

21/07/2013