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RULES OF SITAPUR SHIKSHA SANSTHAN (SITAPUR) TRUST

1. In these rules :-

- (a) "Governing Body" means the Governing Body of the Sitapur Shiksha Sansthan (Sitapur) Trust,
- (b) "President" means the President of the Governing Body,
- (c) "Secretary" means the Secretary of the Governing Body,
- (d) "Treasurer" means the Treasurer of the Governing Body,
- (e) "Director" means the Director of the Institution,
- (f) "Institution" means the Institution or college which shall be established by the Trust for imparting education,
- (g) "Trust" means and includes the Sitapur Shiksha Sansthan (Sitapur) Trust,
- (h) "University" means the University to which an Institution or College of the Trust is affiliated,
- (i) "State Government" means the Government of any State/Union territory of India,
- (j) "Office bearers" means the office bearers of the Trust and/or of its Governing Body.

2. The registered office of the Trust shall be at Sitapur, Uttar Pradesh.

3. (1) The Trust shall consist of all the permanent members of the Governing Body.

(2) The Trust shall be irrevocable.

4. The Trust shall keep a roll of members and every member of the Trust shall sign the roll and state there-in his occupation and address. No person shall be deemed to be a member of the Trust unless he/she has signed the roll as aforesaid.

5. If a member of the Trust shall change his/her address, he/she may notify his/her new address in the roll of members but if he/she fails to notify his/her new address

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37. Notwithstanding anything contained in the rules, every member of the Trust shall have to pay Rs. 201/- per year or more if resolved by the Governing Body, as annual subscription.

38. The Trust shall not carry on any business.

39. **Common Seal :**

The Trust have a common seal and shall sue and be sued in the name of the Secretary of the Trust.


40. **Modification of the purpose of the Trust.**


Subject to the approval of the Trust, the Governing Body may amend any purpose or purposes for which the Trust is established.

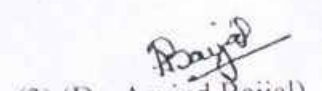
41. **Modification of Rules :**


The Governing Body may, with the approval of the Trust, alter the rules at any time by a resolution passed by a majority of two-thirds of the member present at any meeting of the Governing Body duly convened for the purpose and any such alteration may be made with retrospective effect.


We the following members of the Governing Body certify that the above Rules of the Trust is a correct copy :-

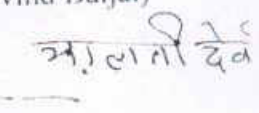

(1) (A.N. Sharma)



(2) (Dr. Suman Mehrotra)



(3) (Dr. Arvind Baijal)


Mahesh Mehrotra
(Mahesh Narain Mehrotra)


(Ram Das Gupta)


(Melhi Devi)


(Dr. Suman Mehrotra)


(Raj Rani)

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member or his relative is a partner or share holder or any other partner in such a firm or a private company of which the member is a member or Director.

36. Funds :

- (1) the Trust shall have a fund to which shall be credited:-
 - (a) All money received as membership fee,
 - (b) All money received as tuition fee & other charges from students,
 - (c) All money received from Central/State Governments and/or other agencies as grants.
 - (d) All money received as grants for research schemes from organisation like CSIR/UGC etc.
 - (e) All money received by way of grants, gifts, donations, benefactions, bequests or transfer.
 - (f) All money received in any other legitimate manner.
- (2) All money credited to the fund shall be deposited in such banks or invested in such manner as the Governing Body may decide.
- (3) (a) The fund of the Trust shall be applied towards meeting the expenses of the Trust and its institutions.
(b) The fund of the Trust shall not be utilized for any purpose other than the charitable purpose for the benefit of public at large.
- (4) The Trust and its Institutions shall maintain proper accounts and other relevant records and prepare an annual statement of accounts including balance sheet.
- (5) There shall be an audit at the end of each financial year and all accounts of the Trust, the balance-sheet and annual financial statement of accounts shall be audited.

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34. **Expulsion of a Member of Trust :**

- (1) If it comes to the notice of the Governing Body that an office bearer or member of the Trust has fraudulently acquired the property of the Trust and/or its institution(s) either in his/her name or in the name(s) of his/her kiths and kins and/or has misappropriated the funds of the Trust or its institution(s) and if on preliminary considerations, there exists a prima-facie case, the Governing Body may constitute the a 3-Man Enquiry Committee as under to conduct an enquiry and submit its report :-
 - (a) One office bearer of Trust - Chairman
 - (b) Two office bearers of Trust - Members
 - (2) The Enquiry Committee shall serve on the accused a chargesheet and shall give him 14 days time from the date of receipt of chargesheet for submitting the reply.
 - (3) The Enquiry Committee shall also give him an opportunity for personal hearing.
 - (4) The Enquiry Committee shall submit its Enquiry Report to the President in three months. Provided that if the Enquiry Committee requires some more time for submitting its report, the Committee may seek extension of time.
 - (5) If the accused does not cooperate in the enquiry proceedings, the Enquiry Committee may proceed ahead on the basis of the records/ evidences in records and conclude the report on ex-parte basis.
 - (6) The President shall place the Report before the Governing Body. If in the enquiry report, the allegations against the accused are proved, the Governing Body may pass a resolution imposing suitable punishment(s) including expulsion from the Governing Body and debarring from the membership of the Trust.
35. No contract for the sale, purchase or supply of any goods or materials shall be made or financial agreements entered into for and on behalf of the Trust with any member of the Trust or the Governing Body, or his relative, a firm in which such

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- (3) He shall prepare and submit the annual statement of accounts and the balance-sheet for the consideration of the Governing Body.

32. Auditor :

- (1) The Auditor shall get the accounts of the Trust including its institutions audited from a Chartered Accountant annually for every financial year and shall submit the Audit Report to the Governing Body for their consideration alongwith his comments.
- (2) All the records of Accounts and /or Administration shall be made available to the Auditor while the audit is being conducted.
- (3) The Auditor may requisition any record of the Trust and its Institutions, which he feels, is necessary for audit purposes.

33. Director/Principal :

- (1) Each academic institution shall be headed by a Director or Principal, as may be deemed fit by the Governing Body.
- (2) The Director/Principal shall, subject to rules, bye-laws and the general or policy directives issued by the Governing Body and/or the President and / or Manager, exercise supervision and control in the day today functioning of the Institution headed by him/her.
- (3) The Director/Principal concerned shall be responsible to ensure that the academic programs of the Institution concerned are executed properly so as to warrant good excellent results.
- (4) The Director/Principal shall have powers to suspend any employee of class III/IV cadre. Provider that he/she shall forward the case with his/her comments together with evidences to the Manager of the institution within three days from the date of suspension for further necessary action.

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- (11) It shall be the duty of the Secretary to get prepared the annual report, the annual statement of accounts, the balance sheet etc.
- (12) The Secretary shall be responsible to execute and implement the decisions of the Trust and the Governing Body.
- (13) The Secretary shall jointly operate with the Treasurer the bank account of the Trust, its Governing Body and the Management Committee.
- (14) The secretary shall prepare the budget estimates of the Trust, its Governing Body and the Management Committee.
- (15) The receipts for donations and other money received by the Trust shall be issued by the secretary of the Governing Body.

30. Joint Secretary :

- (1) In the event, the office of the Secretary falls vacant on regular basis, the Joint Secretary shall act as Secretary with all those powers as are vested in Secretary till the new Secretary duly elected, assumes the charge of his office.
- (2) The Joint Secretary shall also look after the current duties of the Secretary during the casual absence of the Secretary from his office.
- (3) Subject to provisions of rules and bye-laws, the Joint Secretary shall also exercise such powers and perform such other duties as may be delegated to him by the President, the Governing Body and/or the Secretary.

31. Treasurer :

- (1) The Treasurer as per directions of the Governing Body, shall open the account in bank as may be approved by the Governing Body and shall jointly operate the same with the Secretary.
- (2) He shall keep the accounts of daily transaction of money and shall maintain a cash book, the ledgers, the Cheque-Books, and all other records relating to depositing, drawing and disbursing of money.

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29. **Secretary**

- (1) The secretary shall be the Chief Executive of the Trust and the Governing Body.
- (2) He shall exercise supervision and control over the staff employed in the office of the Trust, its Governing Body and the Institution(s).
- (3) He shall be responsible for proper administration of the Institution (s) in his capacity as Manager thereof.
- (4) Subject to the budget provisions made for the specific purpose, he shall have powers to incur expenditure in accordance with the procedure as may be laid down by the Governing Body from time to time.
- (5) He shall have powers to employ technicians and workmen paid from contingencies involving emoluments not exceeding Rs. 200/= per head per day.
- (6) Notwithstanding anything contained in the rules and bye-laws, he shall be the appointing authority in respect of the Class IV posts sanctioned for the Office of the Trust, its Governing Body and/or the Institution(s).
- (7) He shall be the custodian of records of the Trust, its Governing Body and its institutions.
- (8) He shall prepare the agenda, get it circulated, and record the minutes of the meetings of the Trust, its Governing Body and the Management Committees of the Institutions.
- (9) All correspondence on behalf of the Trust, its Governing Body or the Management Committees shall be done by the Secretary.
- (10) Notwithstanding anything contained in the Rules and Bye-laws, all documents shall be authenticated under the signatures of the Secretary and he shall deal with and sign contracts, agreements etc. with Government, its agencies, Private Person(s), Firms, Companies, Corporations etc. for and on behalf of the Trust, with the prior approval of the Governing Body.

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26. There shall be a Finance Committee, an Academic Committee, which shall start functioning after the Governing Body frames necessary rules with the approval of the Trust, for their constitution and functioning.

27. Powers and duties of the President of Governing Body.

(1) The President shall ordinarily preside over the meeting of the Governing Body. It shall be the duty of the President to ensure that the decisions taken by the Governing Body are implemented.

(2) Notwithstanding anything contained in the bye-laws, the President shall have powers to fix on the recommendations of the Selection Committee set up by or under the bye-laws, the initial pay of an incumbent at a stage higher than the minimum of the scale in respect of the posts to which appointments can be made by the Governing Body.

Provided that if the pay so fixed is to be allowed for a period exceeding six months, such fixation shall be got ratified by the Governing Body.

(3) The President shall exercise such powers as may be delegated to him by the Governing Body.

(4) In emergent cases, the President may exercise the powers of the Governing Body and inform the Governing Body of the action taken by him for its approval.

28. Vice President :

(1) In the event, the office of the President falls vacant on regular basis, the Vice President shall act as President with all those powers as are vested in President, till the new President duly elected assumes the charge of the office of President.

(2) The Vice President shall also look after the current duties of the President during the casual absence of the President from his office for what-so-ever reasons.

(3) Subject to the provisions of Rules & Bye-laws, the Vice President shall exercise such powers and perform such duties as may be delegated to him by the President or the Governing Body.

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- (12) to appoint committee or committees for such purpose and with such powers as the Governing Body may deem fit. The Governing Body may co-opt such person or persons in such committees, as it may deem fit.
- (13) to delegate by resolution to a committee or the President such of its powers for the conduct of its business as it may deem fit, subject to the condition that the action taken by any committee or the President under the powers delegated to them, under this clause, shall be reported for confirmation at the next meeting of the Governing Body.
25. (1) There shall be a separate Management Committee for each institution established by the Trust only for the management of the institution.
- (2) All money and properties-moveable or immoveable acquired or received as gift or donation for the Trust and its Institutions shall always vest in the Trust.
- (3) The Management committee shall consist of all the permanent members of the Governing Body.
- (4) The Director or the Principal of the Institution shall be ex-officio member of the Management committee.
- (5) The office bearers of the Governing Body shall hold the same offices in the Management committee as are held by them in the Governing Body except that the Secretary shall also be the Manager of the institution and shall have the same functions and duties in regard to holding of meetings of the Management Committee as they have and perform as office bearers of the Governing Body.
- (6) The Management Committee shall exclusively be responsible for running, managing and controlling the affairs of the Institution concerned and shall be answerable to the Governing Body and the Trust.
- (7) The provisions of rules 14 to 23 ante shall mutatis-mutandis apply to the meetings of the Management Committees.

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- (h) the rent to be changed from the hostel inmates, members of the Trust and residents of the staff quarters,
- (i) any other subject matter relating to the administration and management of the Trust, its Institutions and properties.
- (5) to receive, hold in custody and spend the funds of the Trust and manage the properties thereof.
- (6) to purchase, take on loan or exchange, hire or otherwise acquire, mortgage or dispose off any property whether movable or immovable, or take gift of any property for the purpose of the institutions, subject to any law in force relating to transfer of the properties of trust.
- (7) to create academic and other posts for the Trust and its Institutions.
- (8) to appoint such of the sanctioned staff as may be required for the efficient management of the affairs of the Trust and its Institution(s) and regulate their appointment and service conditions.

Provided that the Governing Body shall, as far as possible, take into consideration the norms of the All India Council for Technical Education, the University Grants Commission or the Medical Council of India etc., while deciding the staff structures of the Institutions of the Trust.

- (9) to prepare annual report and annual statement of accounts for the consideration of the Trust.
- (10) to prepare budget estimates of the Trust and its institutions(s) for the next financial year and present it before the Trust for consideration and approval of the Trust. Each financial year will be from 1st April of a year to 31st March of the next year. The budget for the next financial year will be passed before 31st March each year failing which the Governing Body shall pass a vote of accounts for a maximum period of 3 months, during which period the budget must be passed.
- (11) to sanction expenditure within the limits of the budget as approved by Trust.

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22. All orders and decisions of the Governing Body shall be authenticated by the signature of the Secretary or any other person authorised by the Governing Body, in this behalf.
23. A member of the Governing Body or the Trust shall be entitled to such travelling allowance as may be fixed by the Governing Body from time to time.
24. The powers and functions of the Governing Body shall be :-
- (1) to take decision on question of policy relating to the administration and working of the Trust and its Institutions;
 - (2) to prepare and execute detailed plans and estimates for the establishment of the Institutions;
 - (3) to chalk out academic programmes for the institutions concerned and take, if necessary, into consideration the Education Policy of the Government.
 - (4) to frame, with the approval of Trust, bye-laws which may provide for all or any of the following matters -
 - (a) the formation of teaching departments,
 - (b) the fee to be charged for courses of study in the Institution,
 - (c) the creation of fellowships, scholarship, prizes and medals,
 - (d) the holding of seminars and scientific meets,
 - (e) the classification and methods of appointment and the determination of the terms and conditions of the appointment, terminations, suspension, removal, dismissal, other service conditions etc. of the teachers and other staff members of the Institutions/Governing Body.
 - (f) the constitution of the provident fund for the benefits of the staff members of the Trust and its Institutions,
 - (g) the establishment and maintenance of hostels for students and residential quarters for the employees of the Trust and its institutions and members of the Trust,

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- 16. Five members of the Trust or the Governing Body, as the case may be, shall constitute quorum for any meeting. Provided that if a meeting is adjourned for want of quorum, no quorum shall be necessary for the adjourned meeting.
- 17. The President, if present, shall preside at every meeting of the Trust or Governing Body. In the absence of the President, the Vice President shall preside. In the absence of both, the members present shall elect one from amongst themselves to preside over the meeting.
- 18. Each member of the Trust or the Governing Body shall have one vote and all matters shall be decided by a majority of votes. In case of equality of votes, the President shall have a casting vote.
- 19. Agenda of the meeting of the Trust or the Governing Body shall be circulated to the members at least ten days before the date of the meeting.

Provided that a member of the Trust or the Governing Body may move a resolution at a meeting of the Trust or the Governing Body after giving a notice of one clear week or with the permission of the President or the person presiding over the meeting.

Provided further that these provisions shall not apply in the case of emergent meeting.

- 20. The ruling of the President in regard to all questions of procedure shall be final.
- 21. The minutes or the proceedings of a meeting of the Trust or the Governing Body shall be drawn up and circulated amongst the members of the trust or the governing body, as the case may be, if present in India. The minutes alongwith any amendments suggested shall be placed for confirmation at the next meeting of the Trust or the Governing Body, as the case may be. After the minutes are confirmed and signed by the President, the same shall be recorded in the Minutes Book which shall be kept open for inspection of the members of the Trust or the Governing Body at all times during office hours.

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Provided that the Trust shall meet at least once in a financial year on a date, place and time decided by the Governing Body by two-thirds of the members present, to transact the following business:-

- (1) Confirmation of the minutes of the last meeting.
 - (2) Consideration and approval of the annual report on the activities of the Trust and its institutions,
 - (3) Consideration and approval by a majority of two-thirds of members present, the rules, regulation, by-laws, amendments there-in etc.
 - (4) Consideration and approval of the annual statement of accounts, the balance-sheet, the audit report etc. for the last financial year.
 - (5) Consideration and approval of the reappropriation of budget for the current financial year and budget estimates for the next financial year.
 - (6) Election of an office bearer to fill in a permanent vacancy in the Governing Body.
 - (7) Any other matter conducive to the interest of the Trust and its institutions.
14. (1) The Governing Body shall ordinarily meet once in every four months.
- (2) In emergent situation, the meeting of the Governing Body may, however, be convened at a short notice of twenty-four hours.
- (3) The meeting of the Governing Body shall be convened by the President on his /her own initiative or at the request of the Secretary or on a requisition signed by not less than three members of the Governing Body.
15. For every meeting of the Trust or the Governing Body, fifteen days clear notice shall be given from the date of issue of the letter of notice for the meeting, which shall not be sent by ordinary post. Provided that in case of emergency, the President may reduce the period of notice to such period as he/she deems fit.

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criminal offence involving moral turpitude or if he/she is removed by Governing for his/her acting against the interest of the Trust or if he/she accepts a full-time appointment in the institution(s) of the Trust or if he/she does not attend three consecutive meetings of the Governing Body without leave from the President or if he/she does not regularly pay the membership fee for consecutive two years.

10. Resignations:

- (1) The President may resign his/her office by a letter addressed to the Secretary and his/her resignation shall take effect from the date it is accepted by the Governing Body.
- (2) Any other office bearer may resign his/her office by a letter addressed to the President and his/her resignation shall take effect from the date it is accepted by the President.

11. Any vacancy in the Governing Body shall be filled in the following manner:-

- (a) If the office held by a permanent member falls vacant, the vacancy shall be filled in by the permanent members of the Trust by electing a suitably qualified and deserving candidate by a majority of votes from amongst the names suggested by the Secretary or any other office bearer.
- (b) If the office held by a nominated member falls vacant, the same shall be filled in by the President by nomination, on the advice of the Secretary.

12. No act or proceedings of the meetings of the Trust and/or the Governing Body shall be invalid merely by reason of the existence of any vacancy therein or any irregularity in the appointment or nomination of any of its members.

13. The Trust shall meet whenever the President thinks fit or on the written requisition of the Secretary or at least three members of the Governing Body.

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