

CERTIFICATE OF REGISTRATION OF SOCIETIES

(ACT XXI OF 1860)

No. 490 of 19 96-97

I here by certify that Babu Dalip Chand Mittal Memorial Educational Society, Farkar Road, Kotkapura.

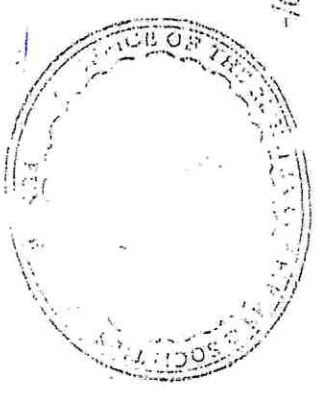
has this day been registered under the Societies Registration Act (XXI of 1860) and as amended by Punjab Amendment Act, 1977.

Given under my hand at Chandigarh this 19th

day of JULY one thousand Nine hundred and

Nineteen Six.

Fee Rs. 500/-



REGISTRAR OF FIRMS & SOCIETIES
PUNJAB: CHANDIGARH

Heary
Principal,

DCM INTERNATIONAL SCHOOL,
KOT KAPURA - 151204 (Punjab)
Affiliated to CBSE, Delhi
Aff. No. 1630824, Code-20808

Ramon MITAL
Manager,


DCM INTERNATIONAL SCHOOL,
KOT KAPURA-151204
Distt. FARIDKOT(Pb).

Left date Amended copy

Rules and Regulations of

Babu Dalip Chand Mittal Memorial Educational Society, Kotkapura

1. The name of the Society shall be Babu Dalip Chand Mittal Memorial Educational Society, Kotkapura.
2. The registered office of the society shall be situated at : Muktsar Road,, Kotkapura, 151 204, district Faridkot. Punjab
3. Aims and objects of the society shall be as follows :-
 - a) To raise , manage , run, administer Educational Institution for imparting academic, physical, social , technical education to the students (Boys and Girls) so as to raise and develop their/mental horizon and to make them ideal and productive citizens of nation.
 - b) to impart education to all sections, creed, of society in accordance with the schemes of studies adopted by state government with special regards to three languages.
 - c) to arrange for the education both boys and girls of this area i.e, Kotkapura and the neighbouring villages and localities.
 - d) to promote social, job-oriented, physical and play-way method education in consonance with culture and environment.
 - e) to promote fine arts & house hold education for girls.
 - f) to make programme related directly to the educational needs, interest, aspirations of life situations of the coming up generations and needs from time to time.
 - g) to arrange and educate in the field of music, physical development and games
 - h) to provide facilities and infrastructure for the promotion and to raise the standard the young generation through education and extra cocirricular activities.
 - i) to take all such steps which are necessary to meet the aims and objects of the Society so as to provide education further to do all such activities including raising of funds subscription, donation etc. so as to achieve the objects of the Society
 - j) to establish library, reading room, to publish magazine, to encourage the reading habits of students and to develop the litrary skills of students.
 - k) to popularise the community educationally and socially and to raise standard of living of common man.
4. In the interpretation of these rules there are following terms which constitute to corroborate with the subject.
 - a) The Society means : Babu Dalip Chand Mittal Memorial Educational Society, Kotkapura.
 - b) 'Member' means the member of the Society i.e. Babu Dalip Chand Mittal Memorial Educational Society.
 - c) Office bearers means : Chairman, President, Vice President, General Secretary-cum-Manager, Cashier & Executive Member's of the society.


SECRETARY

5. Membership :

Any person (Both sex) of adult constitution and of sound mind any caste or creed subscribing allegiance to the welfare of the society can become the member of the Society on submission of prescribed application for alongwith admission fee and annual subscription after the approval of the governing body by majority decision as the application for membership shall have to be approved by the Governing body which reserve the right to admit or reject any application without assigning any reason what so ever any whose decision shall be final.

b) Governing Body can take a decision to take two member as honorary members who can be beneficial for the upliftment of society.

6. The income and property of the society shall be applied solely towards the promotion of aims and objects of the society. No part of income or property shall be transferred directly/indirectly to the members of the society, excluding employees of Society/School taken as member of the Society.

7. Disqualification

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

- a) is of unsound mind.
- b) has been convicted by a court of law on offence involving moral turpitude within 7 years proceeding of the date of admission of member.
- c) shall cease to be a member of the Society in case of death.
- d) remains absent from attending atleast 3 meetings of the Society continuously without prior notice.
- e) His/Her activities are disgraceful/harmful/dangerous to the regards and respect of the Society.

8. Removal from Governing Body

Any member of the Governing Body act detrimental to the objects and aims of the Society of substitutes under it or not attending the meetings continuously for one year or any disqualifications as para No. 7 or does not pay the annual subscription after the expiry of the year shall be removed from the personnel of the governing body by President and Chairman alongwith simple majority of the body.

9. General Body

All the members shall form the General body of the Society which number shall not be less than 7 in any case. The following among the other shall functions of the body.

- a) to elect the governing body.
- b) to appoint auditor to audit the accounts of the Society.
- c) to receive from the governing body report of the working of the Society of the proceeding financial year together with statements showing the receipts and expenditure, assets and liabilities etc.
- d) to consider the amendments in the rules of the Society.
- e) To consider any other business matter brought forward.

10. Governing Body

The Governing body shall not consist of less than 5 members in any case. The governing body shall have the following functionaries.

- 1) Chairman,
- 2) President,
- 3) General Secretary-cum-Manager,
- 4) Treasurer,
- 5) Executive member,

Governing Body is empowered for nominations of any two persons as its members in consideration of his special ability and sympathies for the society. But the number of such nominee shall not exceed two and the tenure of such member shall not exceed three years, but they will be eligible for renomination after the expiry of their previous term.

11. Removal of members and office bearers of Governing Body

President and Chairman of the governing body shall be empowered to remove any such member or office bearer by the two third majority of votes to remove the member or office bearer, who constituents as such is in its opinion deterrent to interest of the society or who has become unfit on account of illness to discharge his duties. Quorum for such a meeting would not be less than two-third of the members.

12. Filling up of vacancies

If any vacancy cause on account of any member/office bearer's removal or resignation etc. the governing body shall be competent to fill the vacancy by majority of votes at meeting to be held at least two third of the members of the said governing body. The governing body shall be entitled to continue functioning even inspite of existence of a vacancy one or more of the offices.

13. Alienation and transfer of Society property

The governing body would be competent to aliriate movable or immovable properties of the Society and to raise loans in order to meet necessity in the interest of the well being of the Society.

14. Amended Clause : Superintendence and the Management of the Society's Property

It will be the duty of the Governing body to look after the property of all the movable and immovable properties of the Society. The said body would be empowered to interests all its movable and immovable properties in some useful beneficial way, but such resolution would only be passed by a majority of votes at a meeting attended by at least two third members of the general body of the Society. If fails/dissoled it would be competent to alienate all movable and immovable properties of the Societies to any local or outside Society/Trust having similar aims & objectives.

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15. Appointment and dismissal of teachers

The powers of appointment or dismissal of teachers and setting of their accounts will rest with the governing body from time to time, but the principal's report with regard to the same will have special weight. The service and leave rules prepared by the governing body shall be binding on all the employees of the institution.

16. Meetings

Ordinarily the governing body will meet once in three months. The President and Chairman would be entitled to call ordinary or extra-ordinary meetings of the governing body/general body whenever necessary. On the requisition of at least one fourth of member of the general body the President and Chairman shall call a meeting of the general body within seven days on receipt of notice

POWERS OF THE OFFICE BEARERS AND MEMBERS OF THE GOERNING BODY

a) President/Chairman

- a) The President and Chairman is authorised to call ordinary/extra-ordinary meetings of the Committee.
- b) Chairman would be entitled to use a casting vote in case the members are equally divided on a matter.
- c) The Chairman can of his own authority, spend Rs. 1000/- per month to meet contingent expenses but a statement of all such expenses shall be put before the governing body for sanction. It would be in his power to occasionally check the accounts, correspondence and other papers of the society and monthly bills of the contingent accounts.

b) President

In the absence of the Chairman, President is authorised to do the all things which is authorised to the Chairman.

c) General Secretary-cum-Manager

The General Secretary shall kept the safe custody of all the documents and papers of the general body and will also keep regular accounts of income and expenditure put the accounts of income and expenditure and put the same before the governing body in its meeting. He shall at the instance of the Chairman or the President to convene ordinary or extra ordinary meeting of the governing body. In case of the ordinary meeting of the governing body twenty four hours before the appointed time and that of extra ordinary meeting issue a notice twenty four hrs. before the appointed time and that of extra ordinary meeting issue a notice giving reasonable time for the members to meet. The said notices shall also contains to agenda of the work. The general Secretary and the Chairman shall put before the General Body and all the papers pertaining to the Agenda. It will be the duty of the General Secretary to carry on the correspondence of the society without prejudice to the powers of Chairman and the President.

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THE GENERAL FUNCTION OF THE GOVERNING BODY

- i) to consider the application for membership.
- ii) to appoint, terminate or dismiss employees with majority decision and other terms and conditions of their employment.
- iii) to buy, sell, possess, mortgage, hypothecate any movable or immovable property of the society for the welfare of the society.
- iv) to borrow or raise money for the objects and purposes of the Society and enter into agreements for the same.
- v) to acquire by gift, purchase, exchange, lease, hire or other wise any land, building in the name of the Society.
- vi) to build, construct and maintain houses and building and to alter extend, improve, repair any existing building of the Society.
- vii) to make from time to time amend the rules and regulations of the Society by the majority of votes and in case of tie the casting of Chairman vote shall be deciding factor vote,
- viii) to delegate any of the power of the governing to any office bearer of the Society.
- ix) to do all such acts and things as are incidental to the attainment of the object of the Society.
- x) to print, publish and distribute literature, books, magazine etc. to propagate the purposes for which the Society stands for.
- xi) The families which have produced prominent personalities in the different walk of life such as intellectual, spiritual, army, social service and takes pride in such figures and if such families wish that society will do its best in making institution in appearance and spirit a benefiting memorial to such great personalities (both sex). For this purpose the Society will make a suitable gallery in their memory where their portraits can be kept and certain portion of the building/gallery may be named on their names alongwith the donor who may wish to get portion of building rooms, halls, library, hostel or portion of building etc. in their respective name or in the name of their past elder as the case may be but these will remain the property of the Society.

MEETINGS

- i) The general body shall meet once in a year positively and notice will be issued to this effect prior to the meeting at least 15 days. The time, date and place will be fixed up by the governing body.
- ii) Majority of the members of the society can also requisite a general body meeting after getting the notice issued to all such members and to consider the following matter :-
 - a) to consider any urgent subject brought forward before the society duly approved by the majority of the members.
- iii) Governing body will meet once in every three month or earlier and proceeding of the notice and all that will be followed prior notice of 7 days must but in extra ordinary meeting can be convene on a short notice.

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DECISION

All the decision will be made by majority of the votes and in case of tie the casting vote of the chairman shall decide the issue.

ACCOUNTS

The Bank Account of the society shall be kept in the name of the society in any scheduled Bank/Banks and shall be operated by the President/Chairman/General Secretary or any other person duly authorised by the President/Chairman of the society.

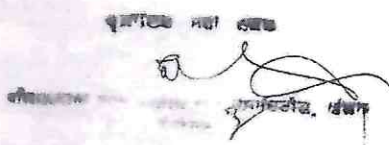
DISSOLUTION

The governing body will be dissolved at any time by resolution to this purpose passed in a meeting of the general body of the Society with majority passed in a meeting of the strength. In case of dissolution all the movable and immovable properties of the Society shall remain with the President, Chairman and General Secretary jointly till some regular constituted body takes over the charge of the governing body.

GENERAL : No member shall have more than one vote at :

- i) any meeting of the Society except that in case of equality of votes. Chairman shall have casting vote.
- ii) No profit shall be taken by any of the member of the Society. However members shall be entitled to such as TA/DA for attending meeting of the Society as may be decided by the governing body of the Society.
- iii) Without any prejudice to the above provision any member who work whole time in the Society may be paid such remuneration as may be fixed from time to time by the governing body.
- iv) Annual accounts of the society shall be got audited by a Chartered Accountant duly appointed by the governing body.
- v) Governing body can decide to send the teachers and other members of the Society to send anywhere in India for their orientation to improve the standard of education from time to time. These members/teachers can be paid TA/DA to attend such workshops from time to time.

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Following members will be the first governing body of the Society and have set their hands in witness herewith in the annexure enclosed.

S.No.	Name and address	Qualification	Designation	Sign.
1.	Shri Pawan Mittal s/o Shri Dalip Chand Surgapuri, Kotkapura	M.A.	Chairman	
2.	Ashok Chawla s/o Shri Ronak Ram Chawla Devi Wala Road, Kotkapura	M.A.B.Ed.	President	
3.	Rakha Mittal w/o Shri Pawan Mittal Surgapuri, Kotkapura	M.A.	Vice President	
4.	Shammi Chawla s/o Shri Mangat Ram Surgapuri, Kotkapura	Businessman	Cashier	
5.	Mrs. Neelam Chawla w/o Sh. Ashok Chawla, Devi Wala Road, Kotkapura	M.A.B.Ed	Executive Manager	
6.	Balwant Garg, s/o Shri Om Parkash Surgapuri, Kotkapura	MBA.LLB	Secretary cum-Manager	
7.	Shri Kawal Krishan s/o Shri Wailaiti Ram Near PNB, Kotkapura	Business	Executive Member	

Pawan mittal
Chairman/President
Babu Dalip Chand Mittal Memorial
Educational Society, Kotkapura

Ashok Chawla
President
Babu Dalip Chand Mittal Memorial
Educational Society, Kotkapura

Neelam Chawla

Pawan

**Principal,
DCM INTERNATIONAL SCHOOL,
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Affiliated to CBSE, Delhi
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[Signature]

Pawan mittal

**Manager,
DCM INTERNATIONAL SCHOOL,
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