

OFFICE OF THE SUB DIVISIONAL MAGISTRATE – CUM- DEPUTY REGISTRAR NURPUR SUB DIVISION “EXERCISING THE POWER OF REGISTRAR”.

REGISTRATION CERTIFICATE UNDER HP SOCIETIES REGISTRATION ACT, 2006.

Regn.No.55/C.A

Date: 13.12.2011

This is certified that the PARTAP EDUCATION & RESEARCH SOCIETY V&PO CHANOUR Tehsil Indora Distt. Kangra HP has been Registered under the Himachal Pradesh Societies Registration Act, 2006 (Act No.25 of 2006) on the 13<sup>th</sup> day of December, 2011.

The registration will be subject to the term and conditions given below:

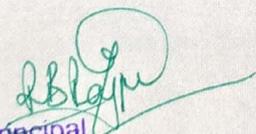
Regn Fee Rs .500/-  
Receipt No. 1191  
Date 13.12.2011

Sub-Divisional Magistrate  
Cum-Registrar, Nurpur  
Sub Division HP.  
Pin code -176202.  
Ph No 01893-220024



TERMS & CONDITIONS.

1. The society /Organization shall attract the provision of Right to Information Act, in case it receives any substantial Financial Assistance from the Govt.
2. Amendment of the memorandum of association or Organization whenever made shall be valid only if registered under the HP Societies Registration Act 2006.
3. Change of name of societies /Organization shall be valid only when such a change in name is got registered under the relevant provision of the Act, ibid.
4. The society / Organization shall once in the year file with the Registrar a list containing. The full name permanent address and Chief occupation with signature of governing body within the time limit prescribed in section 34 of the Act, ibid.
5. The society shall send a statement of income and expenditure to the Registrar as required under section 35 of the Act, ibid.

  
Principal  
Partap World School  
VPO. Chanour Indora-176401

  
Manager  
Partap World School  
V.P.O. Chanour, Teh. Indora (H.P.)

MEMORANDUM OF ASSOCIATION  
&  
RULES & REGULATIONS  
OF  
PARTAP EDUCATION & RESEARCH SOCIETY

  
Principal  
Partap World School  
V.P.O. Chanour Indora-176401

  
Manager  
Partap World School  
V.P.O. Chanour, Teh. Indora (H.P.)

**PARTAP EDUCATION & RESEARCH SOCIETY**

**Memorandum of Association**

1. The name of the society shall be **PARTAP EDUCATION & RESEARCH SOCIETY**.
2. The **HEAD OFFICE** of the society shall be until otherwise provided by a resolution of the Governing body of the society, situated at village Chanour, Tehsil Indora, District Kangra (Himachal Pradesh).

3. Registered address: -

**PARTAP EDUCATION & RESEARCH SOCIETY,  
VILLAGE CHANOUR, TEHSIL INDORA,  
DISTRICT KANGRA (HIMACHAL PRADESH)**

4. Area of Operation: -

The society will function within the area of Kangra District (HP).

5. **A I M S & OBJECTS: -**

(A). **MAIN OBJECTS:** The Society has been created for the public purposes and its objects shall include to promote the works of education among the students at large irrespective of their caste, creed, religion, region or social status and special emphasis will be given on the moral and character building of the students. The objects of the society would further include the followings: -

- i) To set up, establish, manage and run educational institutions.
- ii) To provide moral, physical, academic, cultural, religious and Technical Education among the students and general masses.
- iii) To provide and promote literacy among children especially among girls, backward classes and economically weaker section of society.
- iv) To provide monetary assistance to the intelligent, deserving, poor and needy students among the weaker sections of the society.
- v) To impart computer education to the students and promote information & Technology among masses.
- vi) To preach and practice Hindi script to promote Hindi as National Language. To endeavor sincerely to inculcate patriotism & socialism etc. in the raw minds of Kids / young generation.

*Received*  
31/5/2023  
Sub Divisional Officer (C)  
Murpur (H.P.) - 176202

*[Signature]*  
Principal  
Partap World School  
V.P.O. Chanour Indora-176401

*[Signature]*  
Manager  
Partap World School  
V.P.O. Chanour, Teh. Indora (H.P.)

2 | Page

vii) To set up educational Institutions for achievement of the objectives mentioned herein relevant clauses of Memorandum of Association and the first institute will be opened under the name of Partap Education & Research Society at Village - Chanour, Tehsil Indora, District - Kangra (Himachal Pradesh)

viii) To take up such steps as are necessary and conducive for activating the above objectives i.e., to raise funds through subscription, donation, fees grants-in-aid, loan from approved financing institution, to open account or accounts in bank or banks, to execute documents and to arrange for and offer sureties / securities as may be required from time to time.

ix) To Adopt and follow the syllabus for teaching in its institutions as may be prescribed by the department of education, Himachal Pradesh, the central Board of secondary education, New Delhi and other educational boards & universities etc as the case may be from time to time.

x) To observe, follow, enforce and charge fees and funds in the institutions run by it as may be prescribed by the Government of Himachal Pradesh, the Central Board of secondary Education, New Delhi and other educational boards & universities as applicable from time to time.

xi) To support, manage and conduct activities for the advancements of education and may also carry other objects of general public utility. However, the society will not carry on any activity for profit within the meaning of Income Tax Act.

xii) And generally, to do all such acts and perform things and take all such steps as are lawful, proper and conducive to the attainments of objectives of the society.

**(B) ANCILLARY & OTHER OBJECTS: -**

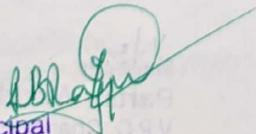
(i) To establish, promote, maintain and administer schools, college, boarding houses, sports centers, welfare centers, hospital, dispensaries and other such institutions which are considered desirable by the general body of society for the culture and social upliftment of the human beings.

(ii) To give special attention to the upliftment of children of backward classes, Scheduled castes or scheduled tribes etc. pertaining to the weaker sections of the society.

(iii) To establish, promote and assist and assist in the establishment and promotion, to subscribe to and become a member of any other society or institution whose objects are similar or in part similar to be objects of the society.

(iv) To purchase, sell, construct, improve, develop, lease, mortgage, dispose of an otherwise deal with movable and or immovable property in the name of the society or institution established under the ownership/banner of society.

(v) To hire, take on lease, purchase or otherwise acquire any land or building for the purpose of the society from any person whosoever may be including its members, office bearers etc. on such term & conditions as may be agreed and to construct any building, structure or property there on for benefits of the society.

  
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- (vi) To obtain recognition, affiliation and seek educational assistance from the govt. or any other institution / Educational boards or universities to carry out the aims and objectives of the society.
- (vii) To borrow and raise money from banks, financial institutions, individual, firms, companies, corporations, other societies, associations or bodies which may be required for the purpose of running the affairs of the society upon bonds, agreements, mortgage of property or through any other mode by creating lien on the society's property and or on the property of one or more members / office bearers of the society including their friends or relatives voluntarily willing to do so, on such terms & conditions as may be agreed and to pay interest on such borrowings.
- (viii) To Guarantee the payments of money secured by or payable under lien or in respect of promissory notes, bonds, contracts, mortgages, charges, obligation, instruments and securities of any body, institutions including financial institutions or banks or of any authority or of any person whosoever and to guarantee or become surety for the performance of any contract or obligation in connection with the any activity or objects of the society.
- (ix) To open accounts with banks, individual, firm companies, Corporation or financial institutions and to pay into or withdraw money from such accounts as per by – laws of the society registered under the Societies Registration Act, 1860 and as provided in other laws applicable to the society.
- x) To enter into arrangements and to take all necessary or proper steps with Governments or with Educational Boards Universities or authorities national, international, local or otherwise of any place in which the society may have interest and to carry on any negotiations or operation for the purpose of directly or indirectly carrying out the objects of the society.
- xi) To prepare the students of all ages for various examinational, conduct by Central / State Govt./ Boards / Technical Universities / AICTE under technical education development programmes.
- xii) To enter into agreement with anybody or authority including municipal committees and Gram panchayats to take on Lease or tenancy any land or property for the purpose of carrying out the objects of the society
- xiii) To enter into arrangement for rendering and technical services and or technical collaboration Or affiliations with individuals, firms Educational Boards, universities or bodies whether in India or outside India.
- xiv) To receive and accept donation gift contributions grants and accept loan & deposits from the members of the society, its well-wishers, general public and institution etc. for the purpose of fulfillment of the object's society.
- xv) The society shall do all such lawful acts deeds or thing as are conducive, incidental, ancillary Or allied to the attainment of it aims and objects.
- xvi) All the incomes earnings moveable and immovable properties of the Society shall be solely Utilized and applied toward the promotions f the Aims & objectives of the Society only and subject to the provisions of the Memorandum of Association and its bye- laws .No portion thereof Shall be transferred directly or indirectly by way of dividend, bonus or profit etc to the members of the society provided that nothing herein shall prevent

  
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the payment of remuneration to its office bearers staff or any other persons as the case may be as return for any services rendered by them to the society.

6. The management of the affairs of Society is entrusted by the regulations of the society to the Governing Body, whose names addresses and designation are specified below: -

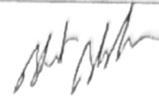
Sr.No.	Name /Shri	Address for Correspondence	Designation
1.	Bharat Bhushan Mahajan	Village Surajpur, Tehsil: Indora Distt: Kangra (HP)	Chairman
2.	Aruna Mahajan	Village Surajpur, Tehsil: Indora Distt: Kangra (HP)	Vice President
3.	Vishal Mahajan	Village Surajpur, Tehsil: Indora Distt: Kangra (HP)	General Secretary & Cum Manager
4.	Rishav Mahajan	Village Surajpur, Tehsil: Indora Distt: Kangra (HP)	Cashier
5.	Rakesh Mahajan	Damtal Road. Tehsil - Indora, Distt - Kangra (HP)	Member
6.	Dr. Sahil Mahajan	Lambi Gali, Tehsil - Nurpur Distt - Kangra Ward No. 1 Bhamoli, Distt - Kangra, (HP)	Member
7.	Chain Singh	Ward No. 1 Bhamoli, Distt - Kangra, (HP)	Member
8.	Dharmu Ram	Village Bhatwara PO Gehra Chamba HP	Member
9.	Dr. Aman Mahajan	Village - Baghni, Tehsil - Nurpur, Distt - Kangra (HP)	Member
10.	Aditya Vaid	Maya Niwas, Mohalla Charpat, Chamba Hp	Member
11.	Meghna Mahajan	S2/207, Arya Niketan New Garden colony Lamini Mission road Pathankot 145001	Member

  
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7. One copy of the regulations of the Society duly certified as required by sec.6 of the Himachal Pradesh Societies Registration ACT, 2006 (No. 25 of 2006) is filled with this memorandum of association.

We, the several persons whose names and addresses are subscribed below are desirous of forming a Society in pursuance of the aforesaid Memorandum of Association and have signed the memorandum in the presence of witnesses as shown below: -

Sr. No.	Name and permanent address of the subscribers with father / Husband names.	Age Years	Occupation	Signature
1.	Bharat Bhushan Mahajan S/o Sh Partap Chand Mahajan Village Surajpur, Tehsil: Indora Distt: Kangra (HP)	65	Business	
2.	Aruna Mahajan, w/o Sh Bharat Bhushan Tehsil: Indora Distt: Kangra (HP)	65	Business	Aruna Mahajan
3.	Vishal Mahajan s/o sh Bharat Bhushan Village Surajpur, Tehsil: Indora Distt: Kangra (HP)	40	Business	Vishal Mahajan
4.	Rishav Mahajan s/o Sh Rattan Mahajan Village Surajpur, Tehsil: Indora Distt: Kangra (HP)	28	Business	Rishav Mahajan
5.	Rakesh Mahajan S/o Sh Partap Chand Mahajan Damtal Road. Tehsil - Indora, Distt - Kangra (HP))	71	Business	Rakesh
6.	Dr. Sahil Mahajan S/o Sh umesh Kumar Mahajan Lambi Gali, Tehsil - Nurpur Distt - Kangra Ward No. 1 Bhamoli, Distt - Kangra, (HP)	41	Business	
7.	Chain Singh S/o Sh Jampo Ram Ward No. 1 Bhamoli, Distt - Kangra, (HP)	71	Retd. Serviceman	Chain Singh
8.	Dharmu Ram S/o Lakha Ram Village Bhatwara PO Gehra Chamba HP	59	Retd. Serviceman	Dharmu Ram

6 | Page

  
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9.	Dr. Aman Mahajan S/o Pawan Mahajan Village - Baghni, Tehsil - Nurpur, Distt - Kangra (HP)	37	Businessman	
10.	Aditya Vaid S/o Pardeep Vaid Maya Niwas, Mohalla Charpat, Chamba Hp	32	Service	
11.	Meghna Mahajan W/o Saurabh Mahajan  Maya Niwas, S2/207, Arya Niketan New Garden colony Lamini Mission road Pathankot 145001	39	Service	

Signature from serial No. 1 to 11 above are hereby attested

Dated:-

To

\_\_\_\_\_

\_\_\_\_\_

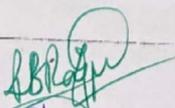
*Received*  
↓  
*31/5/2023*  
Sub Divisional Officer (C)  
Haripur (H.P.) - 170202

Witness-----

Signature-----

Name-----

Address-----

  
Principal  
Partap World School  
V.P.O. Chanour Indora-176401

*Vinay*  
Manager  
Partap World School  
V.P.O. Chanour, Teh. Indora (H.P.)

7 | Page

RULES AND REGULATIONS OF THE SOCIETY

OF

PARTAP EDUCATION & RESEARCH SOCIETY

1. The rules be called the Rules and Regulation of Partap Education & Research society, village chanour, Tehsil – Indora, District - Kangra (Himachal Pradesh).
2. These rules shall come into force with effect from the of registration thereof in the office of Registrar Societies under the Himachal Pradesh societies Registration Act, 2006 (No. XXY of 2006)

3. DEFINITIONS: -

Unless otherwise expressed in the text specifically the:

- a. Rules mean the Rules & Regulations of Partap Education & Research society.
- b. Society means Partap Education & Research society, village Chanour, Tehsil Indora District kangra (Himachal Pradesh).
- c. Member means the member of Partap Education & research society and its committees & bodies framed/ appointed in accordance with the Rules & regulations of the society for the time being in force.
- d. The House shall mean "General house" consisting of all the member of the society who associate themselves for the purpose /aims and object described in the memorandum of association therefore, the word "society wherever used in the bye-laws would invariably mean "General house of the society.
- e. The Governing body means the members of the Governing Body duly constituted as provided in these Rules and Regulation for the conduct, management and administration of the society.
- f. The managing Committee shall mean the body of persons constituted, elected or nominated by the society to manage the affairs of the institution's setup /managed by the society.
- g. The Executive Committee shall mean the "Executive committee of Managing committee" constituted elected or nominated by the Managing Committee to manage the day affairs pf the institution set up by the society.
- h. The institution shall mean the educational institutions run under the control of the society.
- i. Office Bearers means the chairman, President, Vice- President, General Secretary, Joint Secretary, Manager, Treasurer/ Cashier for the time being of the society.

8 | Page

  
Principal  
Partap World School  
V.P.O. Chanour Indora-176401

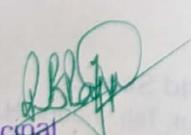
  
Manager  
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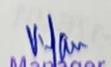
4. AIMS & OBJECTIVES: -

The aims and objectives of the societies shall be as specified in the Memorandum of association attached here to.

5. MEMBERSHIP: -

- I. The minimum members of society will be where as the maximum members will be twenty-five.
- II. All the signatories of the memorandum of association will be considered to be the members of the society.
- III. Any person who believes in the objects of the society and is above the age of 18 years and as recommended by at least two existing members of the Society may be admitted as a new member of the Society on the payment of subscription & admission fee as may be prescribed from time to time.
- IV. The admission fee for the membership shall be Rs. 1100/- and the annual Subscription shall be Rs. 500/- which is to be paid at the time of time of admission / acceptance. The continuing member shall pay the membership fee before 30<sup>th</sup> June of every year failing which he / she shall lose his /her membership from the society. The provision of "Life Members", "Donors", Corporate member shall be determined by the Governing Body by its resolution , from time to time. The Life – member shall pay subscription of rupees fifteen thousand once in life and the payment of annual fee of Rs. 500/- will be optional for him.
- V. Every new member will have to make an application in writing to the Society and the same will be considered and disposed of by the Governing Body of the society. The Governing Body will have full powers to accept/ reject any application for membership and in case of rejection, the body need not give any reason thereof.
- VI. The Governing Body subject to the approval of the General House may nominate any person from within or outside the area of operation of the society as Member in consideration to his social status, usefulness and services rendered to the society. Such member may take part in proceedings of the society. Give suggestions etc but shall not be eligible for voting.
- VII. Every member shall be bound by the rules and regulations of the society. Every member shall have one vote. No member shall be eligible to exercise his / her right of franchise if he /she is in arrears of any of dues payable to the society. Further no member shall be allowed to exercise his / her right of franchise through proxy.
- VIII. Any member of the society found immoral, insincere or dishonest or who becomes of unsound mind or is declared insolvent or is convicted of any offence under I.P.C may be removed from the membership,
- IX. Any member wishing to resign may do so by making an application in writing which may be placed for disposal before the duly convened meeting of the General Body or General House of the society.

  
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9 | Page

**6. GENERAL BODY: -**

All the members on the live list of membership of the society, unless becomes defaulter or earn any disqualification under the rules shall constitute General Body or General House of the society.

**POWERS:**

- 1) Final Powers in all matter shall vest in the General House.
- 2) Without prejudice to the foregoing clause, the General House shall have the following powers and duties.
  - i. Election of the Governing Body / Managing Committee.
  - ii. Consideration of annual reports of Society and approval of future plans / budgets.
  - iii. Consideration of audit report and taking appropriate action / steps thereon and to appoint auditors for the ensuring year.
  - iv. Amendment of Memorandum of Association and its Rules and Regulations.
  - v. Calling for and consideration of explanation of members and taking just and lawful action thereon.

**7. MEETINGS:**

1. **NOTICE:** At least ten days' notice for general meeting and three days' notice for governing body. Managing committee and other committee under the control of society stating date, time, venue and agenda of the meeting in general shall be given to each member either under postal certificate, personally or through messenger, in case of urgency the period of the notice may be curtailed to twenty-four hours until & unless provided otherwise in these Bye-laws which will be applicable in case of any contradiction,
2. **QUORUM:** The quorum for a meeting shall be two third of the total members on roll. If at the hour fixed for meeting, the quorum is not forthcoming, it shall be adjourned and meeting reconvened after giving fresh notice to all the members.
3. **PROCEEDINGS:** All matters discussed at a meeting shall be decided by two third majority of vote of the members present in the meeting except as otherwise stated elsewhere in these rules & regulations and as amended from time to time. In the event of tie. the person in Chair shall have a casting vote. The Secretary or such person as may be appointed for the purpose shall record the entire such business discussed and decided in a meeting in the minutes book of the society which shall be attested by the person in Chair at the minutes recorded.
4. **SPECIAL GENERAL MEETING:** A special general meeting may be requisitioned stating agenda for the meeting duly signed by not less than one third members and handed over to the Chairman / General Secretary of the Society. Such meeting shall not discuss any business other than the agenda listed in the requisition. In the event of non-availability of quorum, no adjournment will be given and the requisitioned meeting shall be called off without discussing any business. No such meeting shall be requisitioned for the purpose of amendment of Memorandum of Association and or the Rule &

10 | Page

  
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Regulation. Extra ordinary meeting of the General House can be called in the following circumstances: -

- (A) In the case office of the president and chairman both remains simultaneously vacant for more than six months.
- (B) In case the governing body is convinced that the subject matter pending before them is vital importance and requires the consciousness of the society.
- (C) In case of deed n look in the governing body or in the committees under the control of society due to which the working of the committees or general body is halted.
- (D) In any other case when just fair and necessary.

#### 5) ORDINARY MEETINGS:

Ordinarily the General House shall meet once a year. The Governing Body shall call the annual general meeting within not more than three months form the date of becomes due. Generally, the meetings of the Governing Body, managing committee and other committees under the control of society shall be convened by the secretary as often as be necessary. Provided further that the Chairman shall be empovered to call a meeting of the general House. Governing body Managing committee and other committee and other committee and committees under the control of society at time.

#### 8) AMENDMENT: -

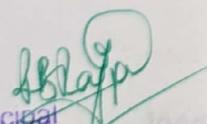
The General body of the society shall be authorized to make amendment in the constitution, rules & regulation including area of operation of the society etc. Any amendment in the constitution of the society shall be considered, resolved and adopted after it has been passed by not less than two third members of the society on roll. However, in case of urgency, the Governing body shall be authorized to amend the rules & regulations of the society with majority of two third members on roll and present in the duly convened meeting.

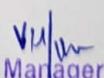
#### 9) GOVERNING BODY:

**1 CONSTITUTION:** The governing body constituting not less than five members shall be Constituted in a general meeting held under the provisions of these rules. However, the total members of the governing body shall not exceed eleven.

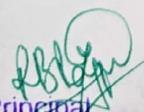
**2 QUALIFICATION & DISQUALIFICATION:** No person shall be eligible for appointment / election as a member of the governing body of the society if he / she:

- a) Possesses any of the disqualifications as per state in the rules & regulations of the society or
- b) Is in arrears of subscription or any type of other contribution / dues payable to the society; or
- c) Is interested directly or indirectly in the profits of the society;

  
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- 3) **Members of the Governing Body:** All the office bearers of the society shall be ipso- fact to members of the governing body, other members of the governing body will be nominated by the chairman of the society every three year or in the alternative, the society may authorize the chairman to order the election of the remaining members of the governing body.
- 4) **TENURE:** a) Any member of the governing body shall ordinarily hold office for five years subjects to disqualification here in above mentioned and shall be eligible for re-election for any office in the new Governing body.
- 5) **POWER & DUITES:** The Governing body shall exercise all powers and discharge all the duties required for the advancements of the society except those exclusively reserved for general body. The meetings of the governing body may be held frequently and two third members on roll will form the quorum of the meetings. The decisions will be taken by simple majority of the total strength on roll of the governing body, in particular the function of the governing body shall be: -
- a) To run & look after the day to day working and general Administration of the society.
  - b) To maintain or cause to maintained true and accurate accounts of all moneys received and spent and of properly and assets of the society.
  - c) To prepare and lay before the general house annual report of the working of the society.
  - d) To get the accounts audited periodically every year, consider audit report and submit them in the next general meeting along with compliance / action taken report for consideration and approval of the general house.
  - e) To sanction contingent expenditure;
  - f) To consider applications for admission of new member and take decision thereon.
  - g) To arrange for recovery of dues payable to the society by any person whether members and / or non- members.
  - h) To give direction to the General Secretary for convening general house and other meeting etc. and to carry out day to day function of the society.
  - i) To raise fund by way of subscription, donations, grant- in -aid, special grants to raise loan or loans, to execute necessary documents through its representatives appointed for the purpose by a special resolution, give advances and credits in the name of and for & on behalf of the society to release or compound any debt owing to the society.
  - j) To employ suspend, dismiss, terminate, retire and or re-instate employees/ servants of the society. Fix their remuneration, grades and other service conditions thereof from time to time subject to various enactments of the Government as may be applicable there to.
  - k) To institute, conduct, pursue, defend, compromise, compound or withdraw any matter cases, legal proceedings by or against the society and to engage and appoint advocates for lawful conduct of proceedings whenever so required with full powers to add, substitute and dispense with their services at any time the governing body deems just and proper.
  - l) To open and operate bank account or accounts and authorize and appoint any two or more persons from amongst the office bearers of the governing body to operate the Bank especially to withdraw balances from time to time till further instructions to the Bank concerned.

  
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- m) To arrange for safe custody of valuables belonging to the society.
- n) To accept or reject resignations (s) from members (s) / office bearers subject to ratification by general house. The Governing Body shall also accept or reject resignation of its employees.
- o) To fill up vacancies by co- options caused vacant on the Governing body during the currency of its tenure.
- p) To fix up fess etc., to be charged from students subjects to the criteria fixed by Government and other terms and conditions for intake of students in its institutions.
- q) To arrange for buildings either proprietary or on hire /rental basis to house and accommodate the institution, their faculties' co -curricular and allied activities.
- r) To fix up maximum limits within which any of the office bearers may expend money in single transaction out of the governing body's own powers fixed or determined.
- s) To constitute sub committees and delegate necessary powers to them from time to time for their smooth, lawful and effective discharged of the duties assigned to such sub committees.
- t) To discuss decide and take appropriate steps in all other matters for which no provision is made in these rules by taking into consideration all aspects thereof by-passing appropriate resolution and giving effect there to in exercise of the best prudence of a common professionals / administrator.
- u) And generally, to do all such acts, execute all such deeds documents and performs all such things as are deemed lawful, proper and conducive to the achievements of aims and objection of the society or incidental thereto.

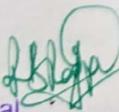
#### 10. HEAD OF THE INSTITUTION: -

The head of the Institution shall have powers and functions as follows: -

- i) The Head of the Institution shall be the principal who shall be an ex- officio and honorary member of the managing Committee.
- ii) The principal shall be overall in charge of the Institution and shall be responsible for the education & general administration of the Institution.
- iii) The principal shall be drawing and dispersing authority.
- iv) The principal shall be responsible for the proper maintenance of institution ' records service books, fund registers, cash books , stock registers, library records, order books, acquaintance roll and other statistics as may be specified by the society or as may be required under any law or by educational boards or universities etc.
- v) The principal shall conduct proper physical verification of the property of the institution and ensure its proper maintenance.

#### 11. MANAGING COMMITTEE: -

- I. Every institution opened by the society shall have a separate Managing Committee which will consist of not more than twenty-five members.

  
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VPO. Chanour Indora-176401

  
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Partap World School  
V.P.O. Chanour, Teh. Indora (H.P.)

- e) It shall take disciplinary action against the staff if needed to be.
- f) It shall guide & delegate powers to the Executive Committee for the taking day to day decisions for the smooth working of the institutions.
- VII. The meetings of the managing committee shall be convened from time to time with a notice of seven days in order to take decisions for smooth running of the institutions. An urgent meeting can be called with a notice of twenty-four hours.
- VIII. The Quorum of all the meeting of managing committee shall be eleven member and the decisions will be taken by majority of votes of the total strength of the Managing Committee.
- IX. Every members present in persons shall have one vote and every person present either as a proxy of a members or as duly authorized representative of an Education Board, University or education departments or institution etc. as the case may be, shall have one vote.

#### 12. EXECUTIVE COMMITTEE: -

- i. All the Bearers of the Managing committee shall form the executive committee. However, more members can be included, if required for the smooth working of the executive committee.
- ii. The executive committee shall run the day working and general Administration of the institution.
- iii. It shall appoint teachers and other employees as per their qualifications required.
- iv. It shall have financial power beyond those delegated to principal within the budgeting provisions of the institution.
- v. It shall avail the services of Chartered Accountants from getting its accounts audited.
- vi. It shall follow & implement the directions/ decisions of the managing committee.
- vii. The meeting of the executive committee may be held frequently and four members will form the quorum of the meeting.
- viii. The decision of the executive committee will be taken by two /third majority of the total strength of the committee

#### 13. OFFICE BEARERS: POWERS & DUTIES

The following shall be the office bearer of the society: -

(1) Chairman (2) vice-president (3) General secretary Cum Manager (4) cashier. The above office bearers shall also jointly form a body known as Governing Body" of society The power & duties of office bearers of the Society and its bodies are stated below: -

##### 1) CHAIRMAN:

  
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Partap World School  
V.P.O. Chanour Indora-176401

  
Manager  
Partap World School  
V.P.O. Chanour, Teh. Indora (H.P.)

The chairman shall be elected in the general house of the society out of the members holding life membership only. the chairman shall president over all meeting of the bodies & committee of society and supervise and conduct all business of the society as laid down in these bye laws. Further in the absence of president or in case the post of president becomes vacant due to any eventuality the chairman will assume all the following functions shall. The ruling of the Chairman in all matters shall be final and binding the following functions shall be performed by the chairman: -

- a) The chairman shall preside over the meetings of the Governing as general & other bodies of the society.
- B) Conduct proceedings in accordance with the rules and give rulings on any point or order.
- c) Exercise his right of casting vote whenever there is a tie on any matter.
- d) Exercise general supervisions over the conduct and affairs of the society.
- E) To incur fixed under these rules from time to time subject to its ratification by the general body in its

## 2) VICE PRESIDENT

The vice president shall be elected be in the General house of the society. There could be more than one vice-president if so, decided by the society. The vice president shall the power duties & function of the president in his absence and otherwise also exercise such power duties and function as may be delegated to him by the chairman, president or the governing body of the society. However, the vice-president cannot act continuously as the president for more than a period of one year. In such eventuality general house shall be called upon to elect a new president the following shall be power & functions of the vice-president.

- a) To assist the president in discharge of his duties to do such duties as assigned to him by the president from time to time.
- b) In the absence of president, to exercise all such power and discharge all such duties as officiating.

## 3) GENERAL SECRETARY & CUM MANAGER:

The general secretary will have to perform the following functions.

- a) To call under the advice of president and attend meetings of the governing body as well as the general house and also to record the proceedings thereof.
- b) To keep all accounts and registers up-to-date and maintain or cause them to be properly maintained.
- c) To prepare and maintain or cause to be prepared and maintained under his /her signatures all documents. Vouchers etc, required in the working of the society and keep or case to be kept all records in safe custody.
- d) To Conduct correspondence in the name and for & on behalf of the society under his/her signatures.

  
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V.P.O. Chanour Indora-176401

  
Manager  
Partap World School  
V.P.O. Chanour, Teh. Indora (H.P.)

- e) To prepare or case to be prepared and place before the governing body the inspection audit and annual /periodical reports of the society for consideration and appropriate decision thereon.
- f) To take effective steps to implement the decisions taken by general /governing body of the society from time in their letter & sprit.
- g) To sign and authenticate all documents formats periodical returns statements attest copies of records and proceedings etc. under his/ her signatures.
- h) To incur contingency expenditure from out of the consolidated, find of the society up to the extent fixed under these rules from time to time subject to ratification by the governing body in its immediate next meeting.
- i) And generally, to do all such acts, execute all such deeds /documents and perform all such things as are deemed lawful proper in the interests of society and conducive to the achievements of aims and objectives of the society or incidental thereto.

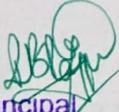
**MANAGER:**

The manager will as co - coordinator the society and the managing committees the manager may call the govt. or private departments in relation with the matters of the managing committee and other committees & bodies of the society wherever necessary. He would appoint the staff of the institution for its proper functioning with the consultation of the chairman. However, the manger shall not interfere in the day-to-day functioning of the institution.

**4) CASHIER:**

The following shall be the functions of cashier/ Treasurer: -

- a) To make arrangements for the functions of account book and records with the directions issued from time to time.
- b) To take charge of and valuables and also documents relating to immovable property and fixed assets of all the society except those specially assigned to and place under the immediate express charge and control of any head of other official and keep the same in safe custody.
- c) To sign cash book maintained in the society in token of accuracy with cash balance worked out and being in safe custody with the cashier.
- d) To produce all cash and other valuable etc at the time of inspection, audit or otherwise requisition for reference, inspection, verification etc. and thereafter to re-take them in his/her safe custody.
- e) To expand money and/ or deliver documents in safe custody with him/her when so required on the advice of Chairman /General Secretary /governing body as the case may be in the manner so advised against proper and lawful receipt. He shall get such payments accounted for in the books of account of the society.
- f) And to do all such acts as are advised lawful from time to time by the authority competent under these rules.

  
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V.P.O. Chanour Indora-176401

  
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Partap World School  
V.P.O. Chanour, Teh. Indora (H.P.)

**5) EXECUTIVE MEMBERS: -**

1. To remain present in the meaning of governing body & general house of the society.
2. To take effective part in the meaning on matters put before the meeting for deliberations and give their opinion.
3. To do such jobs and performs such duties as may be assigned to them from time to time.

**14. AFFILIATIONS: -**

The society may seek affiliation with Central Board of Secondary Education, Delhi as well as with other boards, universities institution or organizations having similar aims and objects, working in India or Abroad.

**15. BORROWINGS: -**

The Chairman, vice-president & general secretary shall jointly be authorized to borrow from the bank on the behalf of the society for meeting aim & objects of the society which includes the construction of any building for the society as well as for the institution set up under the control of society. The office bearers stated above are hereby authorized to raise loan from bank for their first educational institutions being set up under the name & style of Partap world School at village, Chanour, Tehsil Indora (HP). However, loan for institutions to be set up in future shall be raised specific resolution by the governing body of the society.

**16. PROFITS & LOSSES: -**

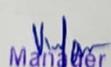
1. Profits of the society, if any shall not be distributed among its members but shall be utilized for upliftment of the society and promotion of the aims & objectives of the society in the manner and for the purpose contemplated and approved through a resolution passed by the governing body from time to time.
2. Losses, if any shall be carried over to the next year unless otherwise adopted by resolution passed by the governing body and ratified by general house to be written off or made good by contribution.

**17. ACCOUNTS: -**

The accounts of the society will be prepared regularly. Books of accounts can be checked by the members of the society during office hours after getting permission from the president at the office of the society only.

All the accounts in the banks shall opened in the name of the society and shall be operated jointly by the Chairman along with any one out of the vice president, general secretary or joint secretary of the society.

  
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**18. AUDIT: -**

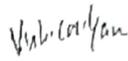
The accounts of the society shall be got audited every year by a chartered accountant appointed by the Governing Body of the society for the respective year at the expense of the society and audit report submitted to the General House and prescribed.

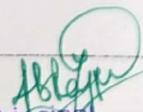
**19. DISSOLUTION / WINDING UP: -**

The society shall be dissolved /wound up under the procedure laid down in the Himachal Pradesh Registration of Societies Act,2016 and / or the societies Registrations Act, 1860 as may be application.

  
CHAIRMAN

Aruna Mahajan  
VICE PRESIDENT

  
GENERAL SECRETARY CUM MANAGER

  
Principal  
Partap World School  
VPO. Chanour Indora-176401

  
Manager  
Partap World School  
V.P.O. Chanour, Teh. Indora (H.P.)

# Partap Education & Research Society

## MEMBERS/OFFICE BEARERS: -

The Followings are the Members/ Office Bearers of "Partap Education & Research Society" registered in accordance with the Societies Registration Act,1860.

SR. NO.	NAME	FATHER/HUSBAND'S NAME	ADDRESS	DESIGNATION	SIGNATURE
1	Bharat Bhushan Mahajan	S/o Sh. Partap Chand Mahajan	VPO - Surajpur, Tehsil: Indora Distt: Kangra: (HP)	Chairman	
2	Aruna Mahajan	W/o Sh. Bharat Bhushan	VPO - Surajpur, Tehsil: Indora Distt: Kangra (HP)	Vice president	
3	Vishal Mahajan	S/o Sh. Bharat Bhushan	VPO - Surajpur, Tehsil: Indora Distt: Kangra (HP)	General Secretary & Cum Manager	
4	Rishav Mahajan	S/o Sh. Rattan Mahajan	VPO - Surajpur, Tehsil: Indora Distt: Kangra (HP)	Cashier	
5	Rakesh Mahajan	S/o Sh. Partap Chand Mahajan	Damtal Road. Tehsil - Indora, Distt - Kangra (HP)	Member	
6	Dr. Sahil Mahajan	S/o Sh. Umesh Kumar Mahajan	Lambi Gali, Tehsil - Nurpur Distt - Kangra	Member	
7	Chain Singh	S/o Sh. Jampo Ram	Ward No. 1 Bhamoli, Distt - Kangra, (HP)	Member	
8	Dharmu Ram	S/o Lakha Ram	Village Bhatwara PO Gehra Chamba HP	Member	
9	Dr. Aman Mahajan	S/o Pawan Mahajan	Village - Baghni, Tehsil - Nurpur, Distt - Kangra (HP)	Member	
10	Aditya Vaid	s/o Pardeep Vaid	Maya Niwas, Mohalla Charpat, Chamba Hp	Member	
11	Meghna Mahajan	W/o Saurabh Mahajan	S2/207, Arya Niketan New Garden colony Lamini Mission road Pathankot 145001	Member	

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20 | Page

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