

**MEMORANDUM OF ASSOCIATION  
OF  
MATA MANSA DEVI EDUCATIONAL SOCIETY  
HOUSE NO. 246, SECTOR - 25, PANCHKULA**

**1. NAME OF THE SOCIETY:**

The name of the Society shall be **MATA MANSA DEVI EDUCATIONAL SOCIETY.**

**2. ADDRESS OF THE REGISTERED OFFICE:**

The Registered Office of the Society shall be at House No. 246, Sector - 25, Panchkula

**3. AREA OF OPERATION:**

At Present the area of operation of the society shall be the entire State of Haryana.

**4. AIMS AND OBJECTS:**

The aims and objects of the Society shall be:-

- To impart educational without discrimination to any caste, creed and to sponsor, open, takeover, administer, establish, maintain promote, run, manage and assist schools, colleges and other educational Institutions existing solely for educational purpose.
- To establish, run, manage and or aid educational, polytechnics, engineering and medical sciences institutions and institutions for business management, technical courses and allied subjects as well as centres for vocational training.
- To take over, set up, maintain and administer or run libraries and reading rooms for promotion of education and conducting study groups and organizing any seminars and other cultural programmes.
- To take over, establish run and manage teacher training Institute and medical sciences, nursing colleges and schools, paramedical courses and allied courses related to biomedical sciences, information and technology sciences.
- To carry out research in all field or education including applied sciences.
- To hold seminars, arrange lectures, conferences, debates, exhibitions and the like for the dissemination of knowledge and advancement of education.

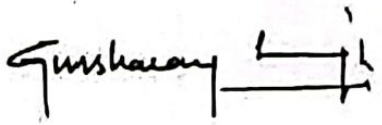
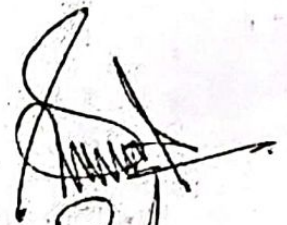
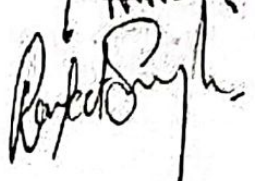
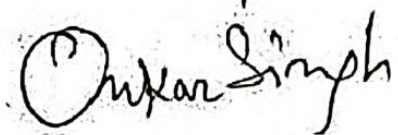
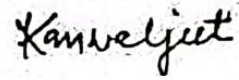

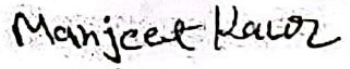


- To adopt and implement measures to promote intellectual, physical moral and social welfare of student and teachers of educational institutions and to supervise and improve the conditions of their residence, health and discipline.
- To open, take over, administer, establish, maintain, promoter, run manage hospitals, nursing homes and other medical institutions or Ayurvedic, Allopathic, Homeopathic and or of any other medical sciences solely for public health purpose.
- To administer, maintain, promote, run, manage any social and cultural activities solely of public interest and benefit for moral and social welfare.
- Organising and running of adult education centre and holding non formal education classes for children of age group 5-16 years.
- To do all such acts, deeds and things as may be or conducive to the furtherance of any of the above objects or incidental thereto.

**5. CONDITIONS:**

- The Income and property of the Society shall be applied, solely towards the promotion of the objects of the society as set forth in the Memorandum of Association and no portion thereof shall be paid or transferred, directly or indirectly, by way of dividend, bonus or otherwise by way of profit to the members or office bearers of the Society.
  - No member of the Governing Body of the Society shall be appointed to any salaried office of the Society or any office of the society paid by fees, that no remunerations shall be given by the Society to any member of the such Governing Body except repayment of out-of-pocket expenses, Interest on money lent & rent for the premises rented out to the Society. The Institution is required to apply its profile, if any, or other income, in promoting its objects.
  - The Society by its constitution is required to apply its profit, if any or other income of the Society in promoting the objects of the Society.
  - If upon the winding up or dissolution of the Society there remains after satisfaction of all its debts and liabilities any property whatsoever the same shall not be paid to or disbursed among the members of the Society, but shall be given or transferred to some other Institution/Society having objects, similar to the objects of the Society to be determined by the members of the Society at or before the time of dissolution.
6. We the several persons whose name, addresses and occupations are given below do here by subscribe to form a society under the Societies Registration Act, 2012 as per Memorandum of the Association.



S.No.	Name & Address	Occupation	Designation	Signature
1.	Sh. Gursharan Singh S/o. Sh. Joginder Singh H. No 7, Block-F-1, Sector-10, DLF, Faridabad, Haryana	Business	President	
2	Sh. Sukhdev Singh S/o. Late Sh. Swaran Singh H. No. D-80, Sector - 11 DLF, Faridabad Haryana	Business	General Secretary	
3	Sh. Ranjeet Singh S/o. Sh. Jeet Singh H. No. D-78, Sector - 11 DLF, Faridabad, Haryana	Business	Vice President	
4	Sh. Onkar Singh S/o. Late Sh. Swaran Singh H. No. D-80, Sector - 11 DLF, Faridabad, Haryana	Business	Treasurer	
5	Smt. Kanwaljeet Kaur W/o. Sh. Gursharan Singh H. No 7, Block-F-1, Sector-10, DLF, Faridabad, Haryana	Housewife	Member	
6	Smt. Manmeet Kaur W/o. Sh. Prabhjot Singh H. No. D-78, Sector-11, DLF, Faridabad, Haryana	Housewife	Member	
7	Smt. Manjeet Kaur W/o. Sh. Sukhdev Singh H. No D-80, Sector-11 DLF, Faridabad, Haryana	Housewife	Member	



**RULES AND REGULATIONS  
OF  
MATA MANSA DEVI EDUCATIONAL SOCIETY  
HOUSE NO. 246, SECTOR – 25, PANCHIKULA**

**INTRODUCTIONS:**

Different eminent personalities from different fields have joined hands to constitute a Society under the name and style of MATA MANSA DEVI EDUCATIONAL SOCIETY, House No. 246, Sector – 25, Panchkula which will be operative in the entire State of Haryana & other parts of the Country.

The Eleven founder members have contributed Rs. 21000/- each as initial subscription for establishment of the MATA MANSA DEVI EDUCATIONAL SOCIETY to impart education. Besides these members, the membership will be open to all persons of sound mind and above 18 years of age regardless of caste or creed, who will depose his/her faith in the aims and objects of the society. The members of the Society will be categorized as under:-

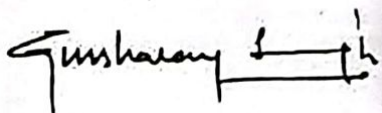

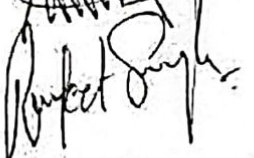




1. Life Members: Any citizen of India not below the age of 18 years who gives a donation amounting to Rs. 11000/- or as determined by the society/managing committee from time to time may become as life member of the Society with the prior approval of the Managing Committee.

General Members:- Any citizen of India not below the age of 18 years, whosoever depose faith in the rules and regulation of the society and want to become the member of the society with the mere admission fees of Rs. 1100/- may become member & will be termed as General Member, The General member will have to pay the subscription of Rs.501/- annually and shall be entitled to vote at meeting of the society only after completion of three years and in case subscription is not in arrears.



**Certified to be true copy of rules and regulations of MATA MANSA  
DEVI EDUCATIONAL SOCIETY at House No. 246, Sector – 25, Panchkula  
(Haryana) as approved in the General Body meeting held on .....**

We the below signed members are desirous of forming a Society and have been authorized to sign on behalf of the Society for pursuance of this Memorandum of Article and the Rules & Regulations of the Society for its registration under the Societies Registration Act 2012 with the registration authority so as to become a Society in existence.

S.No.	Name & Address	Occupation	Designation	Signature
1.	Sh. Gursharan Singh S/o. Sh. Joginder Singh H. No 7, Block-F-1, Sector-10, DLF, Faridabad, Haryana	Business	President	
2.	Sh. Sukhdev Singh S/o. Late Sh. Swaran Singh H. No. D-80, Sector - 11 DLF, Faridabad Haryana	Business	General Secretary	
3.	Sh. Ranjeet Singh S/o. Sh. Jeet Singh H. No. D-78, Sector - 11 DLF, Faridabad, Haryana	Business	Vice President	
4.	Sh. Onkar Singh S/o. Late Sh. Swaran Singh H. No. D-80, Sector - 11 DLF, Faridabad, Haryana	Business	Treasurer	
5.	Smt. Kanwaljeet Kaur W/o. Sh. Gursharan Singh H. No 7, Block-F-1, Sector-10, DLF, Faridabad, Haryana	Housewife	Member	
6.	Smt. Manmeet Kaur W/o. Sh. Prabhjot Singh H. No. D-78, Sector-11, DLF, Faridabad, Haryana	Housewife	Member	
7.	Smt. Manjeet Kaur W/o. Sh. Sukhdev Singh H. No D-80, Sector-11 DLF, Faridabad, Haryana	Housewife	Member	



2. HONORARY MEMBERS:

Any person of eminence may be elected as Honorary Member on the recommendation of the Managing Committee of the society for such period as they may feel proper but not exceeding one term of two years in a row.

3. MEMBERSHIP FEE:

All the member shall pay Rs. 500/- per annum or as prescribed from time to time by the Society / Managing Committee as Annual Membership Fee.

Further the membership fees to be paid by the members shall be as follows:

Sr. No.	Particulars	Fees
1	Founder Member	21000
2	Life Member	11000
3	Membership Fees	1100
4	Annual Fees	500

4. MANAGING COMMITTEE:

All Life Members, General Members, Honorary Members of the Society shall elect Managing Committee at the General Meeting of the Society; Managing Committee will not consist of more than eleven members including Founder Members.

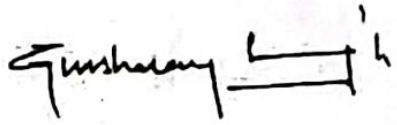


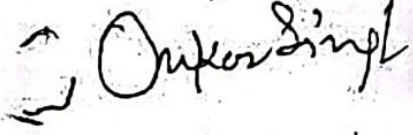

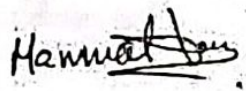
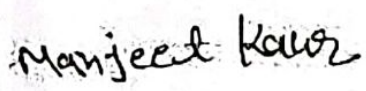
The Managing Committee shall have the following office bearers:-

- President
- Vice-President
- General Secretary
- Treasurer

5. MANAGING/EXECUTIVE BODY:

The Control and the management of the society shall be in the hands of its Governing Body, in accordance with its rules and regulation. The persons shall be the members of its first Managing Body. Their name, address and occupation and designation are as under;



S.No.	Name & Address	Occupation	Designation	Signature
1.	Sh. Gursharan Singh S/o. Sh. Joginder Singh H. No 7, Block-F-1, Sector-10, DLF, Faridabad, Haryana	Business	President	
2.	Sh. Sukhdev Singh S/o. Late Sh. Swaran Singh H. No. D-80, Sector - 11 DLF, Faridabad Haryana	Business	General Secretary	
3.	Sh. Ranjeet Singh S/o. Sh. Jeet Singh H. No. D-78, Sector - 11 DLF, Faridabad, Haryana	Business	Vice President	
4.	Sh. Onkar Singh S/o. Late Sh. Swaran Singh H. No. D-80, Sector - 11 DLF, Faridabad, Haryana	Business	Treasurer	
5.	Smt. Kanwaljeet Kaur W/o. Sh. Gursharan Singh H. No 7, Block-F-1, Sector-10, DLF, Faridabad, Haryana	Housewife	Member	
6.	Smt. Manmeet Kaur W/o. Sh. Prabhjot Singh H. No. D-78, Sector-11, DLF, Faridabad, Haryana	Housewife	Member	
7.	Smt. Manjeet Kaur W/o. Sh. Sukhdev Singh H. No D-80, Sector-11 DLF, Faridabad, Haryana	Housewife	Member	

**6. ELECTION OF THE OFFICE BEARERS:**

All the office bearers shall be elected by the Managing Committee at the Meeting of the Society to be held for this purpose and they shall hold office for a period of Three years only, but will be eligible for re-election.



**7. HOW MEMBERSHIP CEASES:**

A person shall cease to be a Member:-

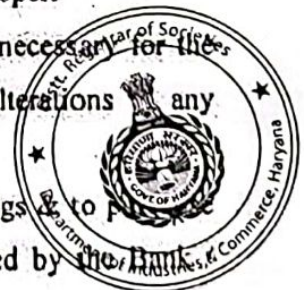
- On Death or Resignation
- On being adjudged of unsound mind or insolvent by a competent court of law.
- On conviction for an offence involving moral turpitude and on being at a meeting of the members passed by a majority of 2/3 members present provided that such resolution forms a part of the agenda circulated to the members at least 21 days before the date of the meeting at which it is passed.

#### 8. FILLING OF THE VACANCY:

Any vacancy falling in the Managing Committee before the next election shall be filled up by co-option of the Managing Committee from amongst the Membership of the Society until the next election.

#### 9. POWER OF THE MANAGING COMMITTEE:

- To carry on the Management of the Institutions set up by the Society,
- To appoint the employees for Institutions and to approve their terms and conditions of service.
- To take on lease or accept as gift or to purchase any land for building which may be necessary or convenient for the purpose of the Society and on such terms and conditions as they may think fit and proper.
- To construct any building or buildings, which may be necessary for the purpose of the society and make any additions or alterations any building or buildings hold by the Society.
- To raise loan for Institutions for Construction of buildings to Financial Institutions even up to the extent of mortgaging the Property/Assets of the Society in their name as security.



- To enter into any arrangements with the Government or any other person or persons for receiving grants for the Institutions.
- To raise any borrowing money or bonds, promissory notes or any other obligations or securities sounded or based upon all or any of the properties or assets of the Society.
- To lease or let any properties of the Society on such terms and conditions as they may deem fit and proper.
- To invest the funds of the Society in or upon such securities as they may deem fit from time to time.
- To make such grants as they think fit for the benefit of any employee or employees of the Society.
- To make such rules and byelaws as they consider necessary from time to time for regulating the Management of the Institutions.

#### **10. MEETING OF THE MANAGING COMMITTEE:**

- The Managing Committee shall meet at least twice a year. The report, balance sheet and accounts for the previous year must be passed at one of these meetings.
- All meeting shall be summoned by the Secretary, who will give seven days notice for such meetings. Meeting of the Society / Managing Committee may be held either at Panchkula or at any other Institution of the Society, wherever it will be situated.
- The quorum of the General Body meeting shall be constituted with the 2/3 of the total members of the Society after the agenda has been issued for meeting, any member may send to the Secretary his / her view in writing and all the terms in the agenda and the same shall be placed before members in the meeting.
- The President shall preside over the meeting and in his absence the Vice President shall preside.
- The record of the meeting of the General Body and Managing Committee as well as of the Society shall be kept by the Secretary / Joint Secretary



and signed by the person presiding at the net meeting of the Society / Managing Committee.

**11. EMERGENT MEETING:**

The President or Secretary concerned shall have the power to call an emergent meeting of the General Body at any time and place to decide any urgent matter which shall be stated in the agenda drawn up by the President or by the Secretary in consultation with President.

**12. ACCOUNTS:**

The Treasurer of the Managing Committee shall cause true accounts to be kept of the Society's transactions and of all sums and moneys received and expended by them, and the matters in respect of which such receipts and expenditures take place and the credits on behalf of the Society, the books of accounts shall be kept at the office of the society.

**13. AUDITORS:**

The Managing Committee shall appoint Auditors for such period and on such remuneration as they think fit.

**14. GENERAL MEETING OF THE SOCIETY:**

- The General Meeting of the Society shall be held once in every year and 2/3 member on roll shall constitute the quorum for the meeting. If sufficient quorum is not present, the General Meeting may be adjourned on such date as the President may determine and 2/3 quorum shall be required for the adjourned meeting.
- The Managing Committee may of their own motion or on the written requisition of Seven Member shall call on extra ordinary General Meeting



of the Society. The notice of such meeting and the subject thereof shall be served to each member of the Society with notice of at least 21 days before the date fixed for the meeting.

## **15. POWERS AND DUTIES OF OFFICE BEARERS:**

### **i. PRESIDENT:**

1. The President shall be the executive head of the General Body and Managing Committee.
2. He shall be Ex-Officio Member and Chairman of all Governing Council of all Institutions run by the Society.
3. The President shall discharge all such functions and exercise such authority as are delegated to him by the Managing Committee.
4. He shall preside over the meeting of the General Body and also of Managing Committee and Governing Council.
5. He shall do every act for the benefit of Society. He can raise loan for the Society from Banks and other Financial Institutions with the approval of Managing Committee for the working of the Society.
6. He may take disciplinary action against any member, who violates the rules and regulations of the Society.
7. The President shall have casting vote in case of trial of strength in the meeting of Managing Committee or General Body.

### **ii. VICE PRESIDENT:**

- The Vice President will preside over the meeting and when the President is not available, In case President is absent or is out of station for longer period, Vice President will perform the duties of the President



iii. **GENERAL SECRETARY:**

- He will be responsible for carrying out the policies and decisions of the Society and its Managing Committee, carry on correspondence on behalf of the Society, summon meeting, record and maintain minutes of proceedings and perform such other functions of the Society as its Managing Committee may direct.
- He shall also draw up and presents the budget of the Society approved by the Managing Committee. He may receive, disburse money for and on behalf of the Society and incurred the expenditure authorized by the Managing Committee.

iv. **TREASURER:**

- The Treasurer will receive all subscription, donations and other amount payable or receivable by the association and shall keep or cause to be kept regular accounts. He shall get prepared and submit every year the statement of accounts duly audited by the auditor appointed by the Managing Committee. It shall be the duty of the Treasurer to present the budget of the accounts before the General Meeting of the Society. The Treasurer may keep an imprest up to Rs.5000/- Upon his resignation / termination from the Society, he shall handover the funds, accounts books and other property to his successor or person authorized by the President / Governing Body.

16. **CORRESPONDENCE WITH THE REGISTRAR OF FIRMS AND SOCIETIES:**



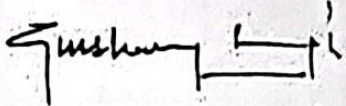
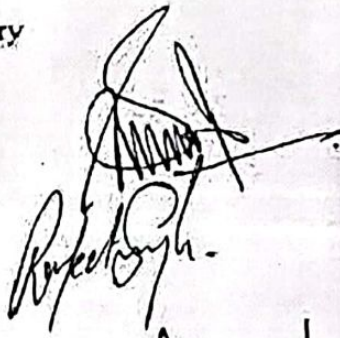
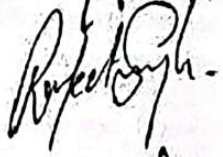
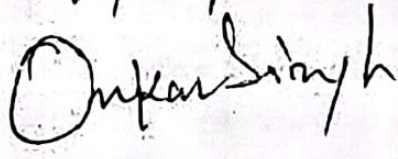

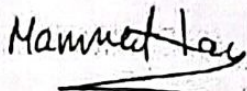
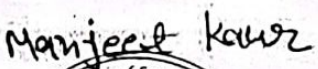
The Secretary / Joint Secretary of the Society will be also responsible to make the correspondence with the office of the Registrar of Firms and Societies of the concerned Jurisdiction.

**17. AUTHORITY OF CHANGE RULES & REGULATIONS:**

Rules or Regulations of the Society can be changed by 3/4<sup>th</sup> majority of the members on roll, either present in a meeting or present by proxy or by circulations.



The Following were nominated as office bearers of the Executive Committee:-

S.No.	Name & Address	Occupation	Designation	Signature
1.	Sh. Gursharan Singh S/o. Sh. Joginder Singh H. No 7, Block-F-1, Sector-10, DLF, Faridabad, Haryana	Business	President	
2.	Sh. Sukhdev Singh S/o. Late Sh. Swaran Singh H. No. D-80, Sector - 11 DLF, Faridabad Haryana	Business	General Secretary	
3.	Sh. Ranjeet Singh S/o. Sh. Jeet Singh H. No. D-78, Sector - 11 DLF, Faridabad, Haryana	Business	Vice President	
4.	Sh. Onkar Singh S/o. Late Sh. Swaran Singh H. No. D-80, Sector - 11 DLF, Faridabad, Haryana	Business	Treasurer	
5.	Smt. Kanwaljeet Kaur W/o. Sh. Gursharan Singh H. No 7, Block-F-1, Sector-10, DLF, Faridabad, Haryana	Housewife	Member	
6.	Smt. Manmeet Kaur W/o. Sh. Prabhjot Singh H. No. D-78, Sector-11, DLF, Faridabad, Haryana	Housewife	Member	
7.	Smt. Manjeet Kaur W/o. Sh. Sukhdev Singh H. No D-80, Sector-11 DLF, Faridabad, Haryana	Housewife	Member	



# Department of Industries & Commerce, Haryana

## Form-VII

**"Revised Certificate of Registration Issued under Section 9(4) of the Haryana Registration and Regulation of Societies Act, 2012 upon allotment of a new registration number"**

(See sub-rule (2) of rule 8)

### Revised Certificate of Registration of Society

I hereby certify that **Mata Mansa Devi Educational Society**(name of the society) registered vide registration number **98** on 2007-09-21 00:00:00 Registered with District Registrar has been allotted a new Registration Number as undermentioned on this 29 day Sep month 2016 year under the Haryana Registration and Regulation of Societies Act, 2012 (Haryana Act No. 1 of 2012).

State Code		District Code			Year Of Registration				Registration Number				
H	R	0	1	9	2	0	1	6	0	0	6	9	2
Name Of the Society						Registered Office Address							
Mata Mansa Devi Educational Society						House number : 246, sector 25 Panchkula							

Issued under my hand at [Panchkula] this [29] day of (month)[Sep] (Year)[2016] having Unique Identification Number - 2001114931



*Handwritten signature*

Issuing Authority  
District Registrar,  
Panchkula  
(Signature of District Registrar)

#### SOME IMPORTANT PROVISIONS OF THE HRRS ACT 2012 TO BE FOLLOWED :

- One Flat one vote.
- Videography of each meeting/ election of society is mandatory.
- Collegium Scheme to be approved from District Registrar if members strength is more than 300.
- Administrator if appointed will not enroll new members, incur capital expenditure and give employment in the society.
- Terms of Governing Body not to be more than 3 years.
- Member to be not less than 21 year age.
- Office bearers of society (Three to twenty one).
- General Body and other meeting should be conducted with quorum i.e 1st meeting - 40%, 2nd meeting - 25% and 3rd meeting - 15%  
(see entire Provisions)
- Submission of mandatory Annual Returns i.e. list of members, list of members of collegium, list of office bearers, Annual Report on working, Balance Sheet & Auditors Report, Copy of special resolution otherwise shall attract penalties & fines as per provisions of Act.
- In case of Joint Apartment owners, 1st owner will be eligible to contest the elections.
- Proxy voting not allowed.
- Condominium/ Association covered under Apartment Ownership Act 1983 is to be formed by owners only.
- Election observer may be appointed by District Registrar or on request of Society

Verification Link: <https://haryanaindustries.gov.in/msme/verify/societyexistingregistration/id/114931>

erning Body of the Society

SNo.	Name of Member	Membership Number	Full Address	Date of Enrollment	Designation	Mobile Number
1	GURSHARAN SINGH	1	HOUSE NO 7, BLOCK F1, SECTOR 10, FARIDABAD	2015-10-14	President	
2	SUKHDEV SINGH	2	HOUSE NO D 80, SECTOR 11, FARIDABAD	2015-10-14	General Secretary	
3	RANJEET SINGH	3	HOUSE NO D78, SECTOR 11	2015-10-14	Vice President	
4	ONKAR SINGH	4	HOUSE NO D80, SECTOR 11	2015-10-14	Treasurer	
5	KANWALJEET KAUR	5	HOUSE NO F-1, SECTOR 10	2015-10-14	Executive Member	
6	MANMEET KAUR	7	HOUSE NO D78, SECTOR 11	2015-10-14	Executive Member	

Members of the Society

SNo.	Name of Member	Membership Number	Full Address	Date of Enrollment	Aadhar Number	Mobile Number
1	GURSHARAN SINGH	1	HOUSE NO 7, BLOCK F1, SECTOR 10, PANCHKULA	2015-10-14		9871295149
2	SUKHDEV SINGH	2	HOUSE NO 80 D, SECTOR 11, FARIDABAD	2015-10-14		9871608029
3	RANJEET SINGH	3	HOUSE NO D78, SECTOR 11	2015-10-14		9999181648
4	ONKAR SINGH	4	HOUSE NO D80, SECTOR 11	2015-10-14		9999573821
5	KANWALJEET SINGH	5	HOUSE NO F1, SECTOR 10	2015-10-14		9910696839
6	MANJEET KAUR	6	HOUSE NO D80, SECTOR	2015-10-14		98716008029

		11			
MANMEET KAUR	7	HOUSE NO D-78, SECTOR 11	2015-10-14		9871340397

