MEMORANDUM OF ASSOCIATION OF THE KESHAV MAHAVIDYALAYA SOCIETY, KESHAVPURAM, DELHI-110 035

1. Name of the Society

The Society shall be named as the KESHAV MAHAVIDYALAYA SOCIETY

2. Registered Office The registered office of the Society shall remain in the National Capital Territory of Delhi and at present it is at the following address:

KESHAV MAHAVIDYALAYA SOCIETY
KESHAV MAHAVIDYALAYA
Keshavpuram, Delhi 110 035.

Aims and Objects

The objects for which the Society is established are:-

To establish, develop and maintain the edcuational institutions with clearance from concerned departments and to manage, supervise and administer affairs of the Society subject to the Act, Statutes, Ordinances, Rules and Regulations of the University of Delhi and to the conditions of the Government Grant, the Society shall have the power to do all things and acts necessary and incidental to the above mentioned objects and without prejudice to the generality of the above to doothe following things in particular:-

- to construct, demolish or alter any building which may be necessary or expedient for objects of the Society.
- ii) to provide hostels for students and residential accommodation for staff (both teaching as well as other staff).
- iii) to purchase, take on lease or accept as gift, or otherwise acquire, transfer, surrender, give on lease or otherwise alienate any real or personal property or rights thereif or provileges attaching thereto which may be necessary or convenient for purpose of the Society.
 - iv) toinvest/funds belonging to the society or under the control of the Society in such property and/ or securities as is authorised by law for the investment of trust funds or such other classes of securities as may from time to time be approved by the Covernment of India or in any other manner as may be specifically approved by the University Grants Commission.

marion

Tresourer

K. P. Chida contd...2
Secretary

- the objects of the Society with or without security by creating a charge lien or mortgage on
 whole or any part of its properties, assets,
 rights or prvileges on such terms and conditions
 and to such extent as may be determined by the
 Society from time to time. 'Provided that no such
 loan with or without security shall be taken by
 the Society without the prior approval of the
 University. The University shall have the rig-ht
 to examine the purpose for which loan is taken
 and whether or not the terms and conditions for
 grant of loan are reasonable and in the interest
 of the Keshav Mahavidyalaya.
- vi) to do all such other acts and things incidental and ancillary to attainment of any of the objects specified above as may be expedient for the fuunctioning of the Society as an educational institution;
- vii) to buy, sell endrose, negotiate or transfer government or other securities, negotiable instruments including equitites and to collect and realise interest, bonus, dividents and profits on such securities, negotiable instruments etc. for the purpose of the society;
- viii) a. All leases, properties, documents and title deeds relating to the properties movable and immovable of the Society shall be in the name of the Society;
 - b. All deeds of transfer and all leases, deeds and documents shall be signed by the Chairman and the Treasurer of the Governing Body jointly.
 - ix) to appointment, promote, remove or dismiss, reduce in rank any of the members of the teaching or nonteaching staff of the Society.
 - x) to frame rules, regulations, bye-laws for the administration of the Society provided, however such rules, regulations and bye-lawsshall always be in conformity with the Act, Statutes, Ordinances, rules, regulations and resolutions of the University of Delhi and such other conditions as may be prescribed for Government Grants to Keshav Mahavidyalaya.

infants

K.P. Chinda

xi) to appoint such committees or sub-committees.

as may be expedient;

The income of the Society from its property or any other source howsoever derived shall be applied solely towards the promotion of the objects of the Society and no portion thereof shall be paid or transferred directly or indirectly by way of bonus or otherwise to the persons, who, at any time, are or have been members of the Society or to any of them provided that nothing herein contained shall prevent the payment in good faith or remuneration to any officer, employee or servant of the Society or to any members thereof or any other person in return for any services rendered to the Society by such officer, employee or servant:

4. GOVERNING BODY :-

The membership of the Society shall be identical with that of the Governing Body. The affairs of the Society shall be administered and be vested in the Governing Body which shall be constituted in accordance with and subject to the provision of the Act, Statutes, Ordinances, regulations and resolutions of the University of Delhi.

Contd...4

3

THATRMAN

TOFASIIRER

SECRETARY

The names, addresses, occupations and designations of the present members of the Governing Body of the Society are as follows:

sn	Nan	ne and a	ddress	Occupation	Designation in Society
01:	L.	n. O.P. -109, Sh ELHI - 1	astri Nagari,	Social Worker	Chairman
02	1		Garg, L Nagar, 110 035.	-do-	Treasurer
03	H		Chinda ew Rajinder Nagar, I - 110 060.	Educationist	Principal (Member Secretary)
04	1	ID-23,Vi	a Kant Bali, shakha Encl., ra,Delhi-34.	Journalist	Member
05		207, Vai	L. Dhamija, shali, ra,Delhi-34.	Educationist	-do-
06		74, Moun East of	nnish Puri, nt Kailash,SFS Kailash, HI - 110 016.	-do-	-do-
0	7.	Deptt.	.M. Chawla, of Chemistry, z Khas,N.D16.	-do-	-do-
C	1. 80	36. Har	i Nath, numan ^R oad, HI - 110 001.	Industrialis	t -do-
(09 🧃	51, Ri	s. Bhardwaj, shi Nagar, Pur,Delhi-34.	MLA Teacher	-do-
	103	BL-42	c. Tripathi, West Shalimar Bagh - 110 052:	Educationis:	t -do-
	11.	C-2/20	P. Nigam, -B, MIG Flats, Puram,Delhi-35.	Social Worker	-do-
	12.	9. Vai	s.P. Aggarwal shali, Pitam Pura, - 110 034.	Educationist	Nominee of Delhi Univ.
	13.	10-B	R.N. Goyale, DDA SFS Flats, Khan,DBG Road,N.D.	-do- -55•	-do-
	14.	1. Va.	K. Arora, ishali,Pitam Pura, - 110 034.	-do-	Member Teacher Representative
	15.	BJ-12	riti Sehgal, 9,(West) Shalimar Delhi-52.	-do-	-d p-
		m	. 0		Contd5
		CHAIRM	IAN	TREASURER	SECRETARY

DESIROUS PERSONS :-

We the undersigned whose names, address and occupations herein inscribed are desirous of being formed into a Society namely "KESHAV MAHAVIDYALAYA SOCIETY" under the Society's Registration Act. (Act XXI of 1860).

•NO	Name and address	Occupation	Signature
1.1	Sh. O.P. Sharmal, L-109, Shastri Nagar, Delhi-52,	Social Worker	man 15
02.		-do-	fuff
03.	Dr. K.P. Chinda ¹ , H-320 ¹ , New ^R ajinder Nagar, NEW DELHI - 110 060.	Educationist	K.P. Chinda
04.	Dr. Surya Kant Bali, ND-23, Vaishali, Pitam Pura, Delhi-34.	Journalist	,
05 <u>a</u>	Prof. N.L. Dhamfja, 9, Vaishali, Pitam Pura, DELHI - 110 034;	Educationist	repramed
06•	Prof. Munish Puri, 74, Mount Kailash, SFS East of Kailash, N.D 16.	-do-	Africa
07•	Prof. H.M. Chawla, Deptt. of Chemistry, IIT Hauz Khas, N.D16.	-do-	Merr
08.	Sh. Shri Nath, 36, Hanuman ^R oad, NEW DELHI - 110 001.	Industrialis	00
09•	Sh. G.S. Bhardwaj, 51, ^R ishi Nagar, Shakur Pur, Delhi-34.	M.L.A., Tead	t Junior
10.	Dr. S.C. Tripathi, BL-42, West Shalimar Bagh, DELHI - 110 052.	Educationis	t Juliu
11.	Sh. O.P. Nigam, C-2/20-B, MIG Flats, Keshav Puram, Delhi-35.	Worker	3 Mrs.
12.	Prof. S.P. Aggarwal, 9, Vaishali, Pitam Pura, DELHI - 110 034.	Educationis	RN. Soul
13	Prof. R.N. Goyale, 10-B, DDA SFS Flats, Motia Khan, DBG Road, NEW DELHI - 110 055.	-do-	
14	Dr. A.K. Arora 1, Vaishali, Pitam Pura, DELHI - 110 034.	-do-	Hay Aron
15	Ms. Priti Sehgal, BJ-129 (West), Shalimar Bagh, DELHI - 110 052.	-do-	In the fact of

Scanned with CamScanner

SECRETARY

5

RUMES AND REGULATIONS OF THE KESHAV MAHAVIDYALAYA SOCIETY. KESHAV PURAM, DELHI - 110 035.

I.

1. NAME OF THE SOCIETY: KESHAV MAHAVIDYALAYA SOCIFTY

2. MEMBERSHIP DEFINED:

The Constitution, composition, term of office of members and the Chairmanship of the Governing Body of the Society shall be in accordance with Statute 30 read with Ordinance XVIII of the University of Delhi.

3. ADMISSION AND QUALIFICATION FOR MEMBERSHIP:

The admission and qualification for membership shall be in accordance with Statute 30 read with Ordinance XVIII of the University of Delhi.

4. SUBSCRIPTION :

Applicability of the rules:

The Rules hereinafter contained shall apply to the Society and the Colleges subject to such Acts, Statutes and Ordinances. Regulations and Resolutions of the University as are in force and as may be amended or revised from time to time.

5. CESSATION OR THE MEMBERSHIP OR VACATION OF OFFICE:

A member of the Governing Body shall cease to hold office if he/she :-

- (a) dies or voluntarily resigns his office;
- (b) is adjudged to be an insolvent or of unsound mind;
- is convicted of any offence involving
 moral turpittide;
- (d) ceases to hole the qualifications, if any, required for nomination or election or appointment as member of the Society.

Definitions :

Unless the context otherwise provides :-

- (a) The expression "Governing Body" occurring hereinafter shall mean the Governing Body of Keshav Mahavidyalaya Society.
- (b) The expression "University" occurring hereinafter means the University of Delhi.
- (c) The expression "College" occurring hereinafter shall mean Keshav Mahavidyalaya maintained and administered by the Keshav Mahavidyalaya Society.

CHAIRMAN

TREASURER

K. P. andle Contd...2 SECRETARY

II. GENERAL BODY :

1. GENERAL BODY DEFINED:

The composition of the General Body shall be identical with that of the Governing Body.

2. POWERS AND DUTIES, FUNCTIONS OF THE GENERAL BODY:

The powers, duties and functions of the General
Body shall be identical with that of the Governing
Body.

3. NOTICE OF MEETING AND PERIODICALLY OF MEETING:

- a) The Governing Body shall meet at least once in every quarter or four times in each year and, subject as hereinafter provided, shall have general supervision and control of the affairs of the colleges and shall maintain records of its own proceedings.
 - b) The Chairman, may, whenever he thinks fit, and shall upon requisition in writing signed by not less than five members of the Governing Body, convene a special meeting of the Governing Body, provided that no such meeting ordinarily be convened during any period of vacations.
 - The ecretary shall ordinarily circulate among the members a notice of such meeting of the Governing Body at least seven days before the date fixed for such meeting, stogether with a statement of the nature of business to be brought before the meeting. The Chairman may direct, in case of emergency, special meetings to be called by a shorter notice. At every meeting of the Governing Body, 1/3rd of the members shall form the quorum.

III. MANAGING/GOVERNING BODY/EXECUTIVE COMMITTEE:

1. Managing/Governing body/Executive Committee defined,

Minimum and maximum strength including office bearers,

Composition,

4. Election and its mode,

The Constitution, composition, term of office of members and the Chairmanship of the Governing Body of the Society shall be in accordance with Statute 30 read with Ordinance XVIII of the University of Delhi.

No member/members of the Sockety shall be answerable for any loss or damage arising from the administration

k o

SECRETARY

or application of the trust funds or for any damage or deterioration in any movable or immovable property, of the Society unless such loss, damage or deterioration is brought about by his willful neglect or default.

5. TERMS OF THE OFFICE OF THE GOVERNING BODY :

Term of the office of the Governing Body shall be for one year.

- 6. POWERS AND DUTIES OF THE OFFICE BEARERS :
- A. Powers and duties of the Governing Body:

Subject to Regulations of the University of Delhi, the Governing Body shall be the Executive authority and shall have general supervision and control of the affairs of the college and shall maintain its own record of its promeedings which shall be open to inspection by the inspection authority of the University. The Governing Body shall hold, control and administer the property and funds of the Colleges as well as other funds placed at the disposal of. the college for any specific object. The Governing Body shall appoint a Treasurer from among its own members who shall discharge such duties and exercise such powers as are hereinafter specified. It may also appoint a Finance Committee to advise it on matters relating the finance. The Governing Body shall, in addition to other duties vested in it, have the following powers :-

- (i) To enter into, very, carry out, confirm and cancel contracts on behalf of the college.
- (ii) To consider the Annual Report, the Annual Accounts and the Financial Estimates.
- (iii) To lay before the University and/or the University Grants Commission annually a statement of the financial requirements of the colleges.
- (iv) To fix admission, tuition and other fees to be charged from students reading and/or residing in the College (subject of any limitations laid down by the Delhi University).

CHAIRMAN O

TREASURER

Contd..4

v) To appoint Principals and other members of teaching and non-teaching staff excluding Class IV employees of the college in accordance with the procedure laid down under Ordinance XVIII.

Provided that every teacher shall be appointed under an agreement of service to be executed by the teacher in accordance with Ordinance XII of the University and no action shall be taken which shall be in contravation of any Statute, Ordinance or Regulation or Rule made by the University in this behalf.

- vi) To grant on the recommendation of the Principal, Study Leave and Leave without pay to the teaching staff of the college subject to the Rules and Regulations of the University and the directions of the University Grants Commission from time to time.
- vii) To institute, suspend or abolish such teaching and non-teaching posts, as may be considered necessary.
- viii) To open an account or accounts in the name of the college with such scheduled bank or banks as the Governing Body may think fit and to keep the funds of the college deposited with such banks.
- ix) To take such insurance in respect of property or employees of the college, as the Governing Body may think fit.
- To make rules and to alter, amend or repeal the same, provided, all such alterations and amendments and repeals receive the approval of the University of Delhi.
- xi) To delegate, at its discretion, any of its power as may be necessary from time to time to the Chairman and/or the Principal.
- xii) To exercise such other powers and to do such other acts or things as may be necessary or expedient for the proper performance of its duties.

No member/members of the "Society shall be answerable for any loss or damage arising from the administration or application of the trust funds or for any damage or deterioration in any movable or immovable property of the Society unless such loss, damage or deterioration is brought about by his willful neglect or default.

CHAIRMAN

Contd...5

SECRETARY

B. POWER OF CHAIRMAN :

- The Chairman shall preside over the meetings of the Governing Body. In the absence of the Chairman at any paeticular meeting, the member present shall elect one of their members to be the Chairman of the meeting.
 - ii) In any emergency, in which, in the opinion of the Chairman, immediate action is required, the Chairman shall after considering the opinion of the Principal of the college, take such action subject to these "Rules" as he thinks necessary and shall report the action taken by him to the Governing Body at its next meeting for approval and confirmation.

C. TREASURER :

- i) The Governing Body shall appoint a Treasurer from among its members in accordance with Ordinance XVIII (4) (1) to supervise the receipts and expenditure of the Governing Body. The Treasurer shall be responsible for the proper maintenance of its accounts.
- ii) The Treasurer shall advise the Governing Body in regard to its financial policy.
- iii) The Treasurer, shall, subject to the direction and control of the Governing Body, manage the property and investments of the college and shall be responsible for the presentation of the Annual Estimates and the Annual Statements of Accounts.
- iv) The Chairman and the Treasurer acting jointly shall be authorised to sign all contracts on behalf of the college subject to Clause 6 of the Memorandum of Association.
- v) The Treasurer shall be the custodian of the funds and securities of the college.
- vi) Subject to the direction and control of the Governing Body, the Treasurer shall have power to buy, sell, endorse and otherwise, negotiate or transfer all Government or other securities, stocks, shares and other instruments of a similar character on behalf of the college and to realise interest dividend, bonds of profit due thereon.
 - vii) All suits and proceedings; by or against the college affecting property, investment and other financial matters, shall be filed and defended in the name of the Treasurer.
 - viii) The Treasurer shall exercise such further powers and perform such other duties as may be prescribed by the Governing Body.

IRMAN TREASU

Contd...6

K.J.Chirde
SECRETARY

D. POWERS OF PRINCIPAL (MEMBER SECRETARY) :

- The Principal being the Head of the college under the Act is the Chief Executive Officer of the college.
- b) The Principal shall realise and receive all grants or other money due to the college from the Central and State Governments, and the University and other persons, bodies and authorities.
 - The Principal shall not accept the membership of the Governing Body of any other college of the University of Delhi.
 - d) The Principal shall, in addition to his duties as Principal be also required to undertake teaching work in the College or the University.
 - e) The Principal shall be responsible for the organisation of teaching and co-curricular activities of the colleges.
 - f) The Principal shall sanction increments to the non-teaching staff according to the rules except that in cases where the increments are to be stopped of postponed, the same way be done only with the prior approval of the Governing Body.
 - g) The Principal shall sanction leave of all types, within the rules prescribed, to all non-teaching staff and officiating arrangements, wherever necessary, will also be made by him in accordance with the kules.
 - h) The Principal shall sanction all types of leave excepting study leave, leave without pay and privilege leave to the teaching staff in accordance with the rules except that in case the grant of leave involves appointment of a substitute, the same will be done by him with the approval of the Chairman.
 - The Principal may suspend any non-teaching employee after recording in writing the reason for the same and proceed to take disciplinary action, but no final decidion regarding punishment etc. will be taken by him without the prior approval of the Governing Body.
 - j) Subject to control by the Governing Body the Principal shall in addition to his other powers and functions (i) operate the Student's fund (ii) have powers to appoint class IV Staff, and suspend and dismiss such staff and report the same to the Governing Body.
 - k) The Principal will decide the policies regarding Examination (College), promotion and admission to the college after consultation with the Staff Council as constituted under Ordinance XVIII (6).

CHAIRMAN

TREASURER

Contd...7

- The Principal will sanction the remission of tuition fees within the financial limit laid down under the rules on the basis of the recommendations of the committees of teachers constituted for the purpose.
- m) The Principal, in order to keep the members of the Governing Body informed of the progress of expenditure of the college shall submit a half yearly statement of income and expenditure of the college through the Treasurer, to the Governing Body for information according to the Budget heads.

E. DOMESTIC BURSAR :

The Governing Body on the recommendation of the Principal shall appoint a Domestic Bursar in accordance with the provision of Ordinance XVIII(4) (2). The Bursar shall be a member of the teaching staff and he shall, subject to the directions of the Governing Body through the Principal and of the Treasurer manage the domestic and internal finances of the Colleges.

The Bursar of the college shall help the Principal in the maintenance of the accounts and in the day-to-day financial affairs of the colleges.

F. SECRETARY:

The Principal shall be the Member Secretary of the overning Body and shall not accept the membership of the Governing Body of any other college of the University of Delhi. It shall be the duty of the member secretary to summon meetings in accordance with the Regulations framed for the purpose and to record proceedings of the meetings.

70. QUORUM AND NOTICE OF THE MEETINGS :

The Secretary shall ordinarily circulate among the members a notice of such meeting of the Governing Body at least seven days before the date fixed for such meeting, together with a statement of the nature of business to be brought before the meeting. The Chairman may direct, in case of emergency, special meetings to be called by a shorter notice. At every meeting of the Governing Body, 1/3rd of the members shall form the quorum.

8. FILLING WP CASUAL VACANCIES:

Only to be filled at the time of re-constitution of the next Governing Bedy.

IV. SUB-COMMITTEES, IF ANY FORMATION-II (COMPOSITION III) DUTIES AND FUNCTIONS:

Teaching Staff:

CHAIRMAN

The appointment of the teaching staff, their confirmation extension of service, termination of service, grant

increment, scales of pay, leave, conditions of service and any dispute arising therefrom, will be governed by the provision laid down under Ordinance XVIII and conditions of the Government grant to colleges, as amended from time to time.

Staff Council:

The college shall have a Staff Council, subject to the general supervision of the Governing Body in accordance with the provision of Ordinance XVIII (6) of the University of Delhi.

V. SOURCES OF INCOME AND UTILISATION OF FUNDS :

100% funded by the Government of N.C.T., Delhi and the utilisation will be for purposes and affairs of the Society.

VI. AUDIT OF ACCOUNTS :

The accounts of the college shall be maintained in the name of the college and not in the name of a particular Trust or Society whether financing or sponsoring the college or not. The accounts of the college shall be kept in such form as may be laid down by the Governing Body and shall conform to the rules prescribed by the University Grants Commission.

The Governing Body will submit a panel of three auditors for the approval of the University Grants Commission and out of the panel approved, appoint one auditor to audit the accounts for a particular year, provided that no auditor shall audit the accounts of the college for more than three consecutive years. The Audit Cerfificate shall be appended to the application for grant. The accounts of the colleges will be open to audit by the Comptroller and Auditor General of India wat his discretion.

All the funds, belonging to the college or under the control of the Governing Body, shall be shown separately in the accounts of the college.

The college shall maintain the following Bank accounts:

Capital

2. Maintenance Grant

3. Student's Societies

4. Hostel

Subject to the availability of funds and the limits laid down for expenditure under different items by the University Grants Commission for purposes of approved expenditure, the accounts will be operated and the cheques will be signed by persons as follows:

Contd...

Name of the Account Persons authorised to operate and to issue cheques

Alternative Persons

Capital Accounts

The Chairman and the Treasurer signing jointly

In the absence of the two the Principal will sign the cheques in his place.

Maintenance Grant Accounts

The Treasurer and the Principal signing jointly

In the absence of the Treasurer, the Principal, and the Bursar will sign the Cheques.

Student's Societies The Principal and

the Bursar signing jointly

In the absence of either of the two the Treasurer will sign the Cheques in his place.

Hostel Accounts

The Principal and the Warden signing jointly.

.......

All expenditure will be incurred in accordance with the rules to be framed for the purpose. There shall be a suitable imprest cash for the Principal to meet the day-to-day contingent expenses.

Investment of funds:

Investments of funds belonging to the college or under the control of the Governing Body shall be made in property and securities authorised by law for the investment of trust funds or such other classes of security as may, from time to time, be approved by the Government of India, or in any other manner as may be specifically approved by the University Grants Commission.

Provident Fund:

- The Governing Body shall establish and maintain a) a provident Fund for the member of the college staff in accordance with Ordinance XVIII (10) and such other rules as may be approved by the Government of India.
- The accounts of the Fund shall be duly audited b) each year and a copy of the accounts so aduited shall be furnished to each subscriber to the Fund.

Contil..10

VII. OPERATION OF BANK ACCOUNT :

Explained under (VI) above.

VIII. ANNUAL LIST OF MANAGING/GOVERNING BODY (SECTION 4 of ACT):

Once in every year list of the office/bearers and and members of the Governing Body of the Society shall be filed with the Registrar of Societies Delhi, as required under Section 4 of the Societies Registration Act 1860.

IX. LEGAL PROCEEDINGS (SECTION 6 OF THE ACT) :

The Society may sue of the sued in the name of the Chairman Secretary as or be sued in the name of the Chairman/Secretary as per provisions laid down under section 6 of the Societies Registration Act 1860 as applicable to the Union Territory DELHI.

X. AMENDMENT OF THE MEMORANDUM OF THE ASSOCIATION :

In case it is deemed expedient to alter, extend and abridge, the purpose for which the Society is established or to amalgamate wholly or partially with any other society or change any other clause or the memorandum, the same shall be done in accordance with the procedure laid down in Section 12 of Societies Registration Act, 1860(Act XXI of 1860).

Amendments of the Rules :

The Governing Body may at any time amend any of the rules of the Society but no such amendment shall be made which is not in on ormity with the Act, Statutes and Ordinances, of the University and further no such amendment shall come into force unless the same is approved by the Executive Council of the University.

Any amendment in the Memorandum of Association or Rules will be carried out in accordance with procedure Contd...11

laid down under Section 12 and 12A of the Societies Registration Act 1860.

XI. DISSOLUTION AND ADJUSTMENTS OF AFFAIRS:

If the Society need to be dissolved it shall be dissolved as per the provisions laid down under Section 13 and 14 of the Socities Registration .

No College shall be closed without the consent of the University. If the college ceases to exist with the consent of the University, the disposal of its assets where not already specifically provided for, shall be settled by the Governing Body and the University of Delhi in consultation with the Government of India. Should these bodies fail to reach an agreement, the Government of India shall appoint an arbitrator acceptable to the other two. The decision of the arbitrator shall be final.

We, the undersigned members of the Governing Body certify that this is a true copy of the Rules of the KESHAV MAHAVIDYALAYA SOCIETY, DELHI.

CHAIRMAN

TREASURER

SECRETARY

ESSENTIAL CERTIFICATE

Certified that this is the correct copy of the Rules and Regulations of the Society.

CHAIRM AW PRESIDENT

SECRETARY TREASOREX