

AMMEERPET, HYDERABAD-16.

Document NO. I

Memorandum of the Society

1. Name of the Society : The name of the Society shall be SISTER NIVEDITA FOUNDATION
2. Location of the Society : 7-1-47, D K Road, Ameerpet, Hyderabad – 500 016.
3. Aims and Objects :
 1. To impart general and professional education.
 2. To organize, whenever necessary public opinion on matters of educational importance.
 3. To develop the educational activities and to take necessary steps to build up the alumni to fit as citizens of India, by inculcating in them the patriotic spirit, optimistic outlook, civil sense, love of manual labour and above all noble character.
 4. To undertake and carry out any step to promote the objects.

"Certified that the Foundation is formed with no profit motive and no commercial activity is involved in its working".

"Certified that the Foundation would not engage in agitational activities to ventilate grievances".

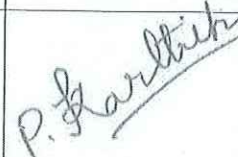
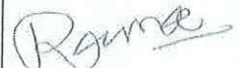
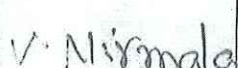
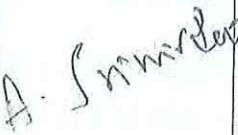
"Certified that the members of the Foundation will not be paid from the funds of the society".

Declaration: We undersigned persons all in the memo have formed into an association and are responsible to run the affairs of the Foundation and are desirous of getting the Foundation registered under Public Societies Registration Act 1350, fasli.


PRINCIPAL
SISTER NIVEDITA SCHOOL
 AFFILIATED TO CBSE, CODE No. 3630040
 AMEERPET, HYDERABAD-16.


CORRESPONDENT
SISTER NIVEDITA SCHOOL
 AFFILIATED TO CBSE, CODE No. 3630040
 AMEERPET, HYDERABAD-16.

MEMBERS

SL NO	NAME	DESIGNATION	ADDRESS	Signature
1	Dr. P Sudhakar Rao MBBS, DCH S/o P Gopal Rao Aadhar No: 987198150265 email; polsani@yahoo.com	President	6-3-862, Namrata Estates, Greenlands, Ameerpet Hyderabad -500016 Ph: 9848036972	
2	Mr. P Karthik S/o. Dr. Sudhakar Rao Polsani Aadhar No: 218075812129 Emial: polsani@gmail.com	Vice President	Villa No. 35, Legend Chimes, Kokapet Village, Gandipet Mandal, RR Dist. 9849031981	
3	Mrs. P Ramadevi B Sc. MBA W/o. Dr. Sudhakar P Aadhar No: 684831495791 Email: rama@polsani.com	Secretary	G-2, KLK Kshetra Road No: 12, Banjara Hills, Hyderabad -500034 Ph: 9848155836	
4	Dr. Niharika Gourineni W/o. Dr. Nandu Aadhar No: 417325807852 Emial: niharika@countryoven.com	Joint. Secretary	G-2, KLK Kshetra Road No: 12, Banjara Hills, Hyderabad -500034 Ph: 9848155812	
5	Mrs. V Nirmala Devi W/o/ Dr. V Kondal Rao Aadhar No: 823713050868 Email: agam301@gmail.com	Treasurer	H. No: 8-3-948/949 Flat No: 215, My Home Madhuban Apts, Srinagar Colony, Hyderabad -500016 Ph : 9848155818	
6	Mr. A Srinivasa Rao BE S/o. A Venkateswara Rao Aadhar No: 840872290563 Email: srinivasaraoarshanapalli@gmail.com	Executive Member	H. No: 1-8-484, Balasamudram SBI Balasamudram Branch, Hanamkonda, Warangal, Telangana- 506001 Ph: 9866665212	

Witnesses:

- Mr. R Siva Reddy
Plot No. 132, H.NO. 13-1-85/VP / 201, Motinagar,
Hyderabad - 18
- Mr. N. Surya Prakash Rao
Flat NO. 408, Swagruha Moti Apartments,
Motinagar, Hyderabad - 18

COOPERATIVE
SISTER MIVEDITA SCHOOL
APPROVED BY THE
COMMISSIONER OF
TELANGANA

Document NO. II

Rules & Regulations of the Society

1. Name of the Society : SISTER NIVEDITA FOUNDATION
2. Location of the Office : 7-1-47, D K Road, Ameerpet, Hyderabad – 500 016.
3. Aims and Objects :
 1. To impart general and professional education.
 2. To organize, whenever necessary public opinion on matters of educational importance.
 3. To develop the educational activities and to take necessary step to build up the alumni to fit as citizens of India, by inculcating in them the patriotic spirit, optimistic outlook, civil sense, love of manual labour and above all noble character.
 4. To undertake and carry out any step to promote the objects.

4. Membership

Persons above the age of 18 years are eligible to become members. The Governing council shall have the right to accept or reject any application for any class of members without assigning any reason.

The Foundation shall consists of the following classes of Membership:

Class "A":

PATRONS: Paying a minimum donation of Rs. 5,000/- to the permanent funds of the Society including endowment, building and maintenance funds. Once admitted their membership is for Life time.

Class "B":

LIFE MEMBERS: Paying a minimum donation of Rs. 2,500/- to the permanent funds of the foundation including Endowment, Building and maintenance funds.

Class "C":

ORDINARY MEMBERS: Paying Rs. 500/- towards admission fee and Rs. 100/- annual membership fee every year.

RULES OF THE SOCIETY/FOUNDATION

1. The Foundation aims to promote, establish and run schools and colleges to impart education.
2. The Foundation wishes to establish and run Hostels for the students and staff of the schools and colleges.
3. The Foundation desires to establish publication division and run book stores to promote reading habit among students and general public.

GOVERNING COUNCIL:

4. The Administration of the affairs of the Foundation shall be vested in the Governing Council.
5. The Governing Council shall elect from among its members a President, a Vice President, A Treasurer and one or two Secretaries. It shall be open to the Governing Council to appoint an Administrative Officer or a Manager or Superintendent or any other Officer.
6. The Governing Council shall be responsible for efficient Management of the affairs of the Foundation and its institutions. They shall arrange for the collection of the funds and be incharge of money & properties with both movable and immovable belonging to the Foundation.
At the annual general meeting they shall present to the General body of members a report on the working of the Foundation and its institutions for the year together with an audited Balance Sheet and shall also submit for approval of the General Body budget for the ensuing year.
7. The governing council shall have power to invest the funds of the Foundation in such manner as they may deem fit and expedient and to open account with any bank or banks on behalf of the society and to overdraw such account if necessary.
8. The governing council shall have powers to borrow loans or raise monies/ debentures from any bank or any financial institutions or from others in order to acquire any movable or immovable properties for conducting the day to day affairs of the society or any of its institutions on such security of the properties of the society at such rate of interest the Governing Council deem proper provided however, the monies or loans borrowed always be in the best interests of the society and its institutions.
9. The Governing Council shall have power to consider and dispose of all applications for membership and frame by-laws from time to time, to regulate the collection of subscriptions and donations to carry on the work of the society and for similar other purpose. A report shall be made to the General Body of the By-laws so made.

10. The Governing Council shall have power to acquire take on lease or sell or lease out the properties both movable and immovable in the interests of the society provided that no immovable property shall be sold without the approval of the General Body.
11. The Governing Council shall have power to fix the strength of the teaching staff and office staff of the institutions of the society, make appointments to regulate grant of leave to members of the staff in accordance with By-laws framed in this behalf and to take cognizance of any misconduct or indiscipline on the part of any member of the staff.
12. The Governing Council shall ordinarily meet once in a quarter and oftener if necessary. The quorum for the meeting shall be atleast four. Ex-office member if and when appointed of the Governing council shall not be counted for the purpose of quorum.
13. The Governing Council, may if found, in the interest of the society of institutions, necessary to co-opt the council such persons from the staff of the institutions of the society or in public life, subject however, that the total of such co-opted members shall not exceed six. All such co-option of members shall be extended by the Governing Council for such a period as deemed fit. Casual vacancies in the Governing Council shall be filled by the remaining members of the council.
14. Wherever the Governing Council desire to start, affiliate or incorporate institutions under the Management of the Society it shall place such a proposal before a meeting of the General Body. In such cases decision shall be by a majority of two thirds of the number of members present at the meeting.
15. The Governing Council shall also appoint an Advisory Body consisting of people of eminence in respective fields and people of importance in public life to give suggestions on the proper conduct and running of the society or its institutions or to take up any affiliated objects connected with the main object or to generally aid the running of the society.
16. The Governing council shall regulate the working of the institutions of the Foundation by the constitution of separate Managing Committee for each of the institutions. The Governing Council shall regulate the Budgetary provisions of all the institutions and have power to ratify the expenditure within the approved budget. The Governing Council may, however, delegate from time to time such power to Managing Committee as it may consider necessary to ensure smooth working of the institution.

The Governing Council shall review at its meeting the Working of the Managing Committee and shall have powers to revise or modify the decisions of the Managing Committee if found necessary. The President of the Governing council shall be ex-office chairman of all such managing committee.

17. MANAGING COMMITTEE:

- a) There shall be a Managing Committee for each institution which shall assist in the collection of funds, exercise close supervision over the institution, consider every proposal suggestion emanating from teachers or college council regarding appointment to the staff of the institutions, report on any matter referred to it by the Governing Council and take action in routine and urgent cases.
- b) The Managing Committee of each institutions shall consist of the President of the foundation the Head of the Institutions, one other member of the teaching staff of the Institution or college council and four members of the governing council to be nominated by the Governing Council.
- c) The Secretary of the Foundation shall be an ex-office members of the Managing Committee of all the Institutions and shall be Convener of all the Managing Committees. The Managing Committee shall meet as often as may be necessary during the working hours of the society between 9.a.m to 5.p.m.
- d) The quorum for each Managing Committee meeting shall be four.
- e) The members of the executing committee (governing body) shall be duty bound to attest the signatures of all the members of the newly elected executive committee (Governing body) and to see that due said signatures in shape of an annual list as filed with the Registrar of the Societies before 15th day of the succeeding month in which elections were held.

18. OFFICE BEARERS:

- a) The President of the Governing Council shall be the Chief controlling authority of the Society and all its institutions. He shall preside at all meeting of the General Body and that of Governing Council . He shall alone sign and execute all documents for purchase or lease and all immovable properties, raising loans or debentures, operate bank accounts, by and behalf of the society and all its institutions.
- b) The Vice-President, shall act for The President in his absence and perform all such functions as may be assigned to him by the President time to time.
- c) The Treasurer shall be custodian of funds and investments of the Society. He shall sign cheques or other documents in the absence of the President if so delegated power by the President.

- d) The Secretary shall be the Chief Executive officer of the Society. He shall unless otherwise prescribed convene all the meetings of the General Body, Governing Council and Ad-hoc Committees. He shall maintain records of the proceedings thereof. He shall conduct all correspondence on behalf of the society and be incharge of the records of the society and exercise supervisions over the accounts of the several institutions under the control of the society. He shall also arrange for the proper custody and accounting of the properties of the society both immovable and movable. He will be assisted by an Officer and /or officers to be appointed by the Governing Council.

19. FINANCE:

The funds of the society shall include:

- i) All monies, grants received as Endowments.
- ii) Donations from members of the Class A, B, C and others.
- iii) Such other sums of money as the Governing Council transfer to it from time to time. They shall be invested as directed by the Governing Council.
- iv) Membership fee collections.
- v) FUNDS: The funds shall be spent only to the attainment of the objects of the Foundation and no portion thereof shall be paid or transferred directly or indirectly to any of the members through any means.

20. The bank accounts shall be in the name of the foundation or in the name of the institution as may be concerned and accounts in both names shall be operated by the President. The President shall have the power to nominate any members of the Foundation to operate Bank accounts.

21. The Bank accounts of the society or institutions shall be held in any Nationalised or Scheduled Bank.

22. It shall be duty of Governing Council to arrange for the audit of the accounts of the society or its institutions and the annual statement as on for the year ending 31st March of every year duly certified by a Chartered Accountants.

23. The monthly concurrent internal audit of the society account shall be conducted by an Internal Auditor who shall be under the direct control of the President and the responsible for the pre-audit of payments by cheques and draft for the audit of revenue and stores accounts in all institutions under the control of the society. He shall certify to the correctness of monthly accounts placed before the respective Management committee and Governing Council.

24. The several institutions of the society shall submit monthly returns of accounts to the Secretary of the Governing Council on time

25. GENERAL BODY:

The Annual General Body Meeting of the Society shall be held before the end of March of the succeeding financial year. Special meetings may be convened on the representation of the one tenth of the total number of members of the society entitled to vote who shall state in writing the business for which they wish the meeting to be convened and the Governing Council shall within ten days from the date of receipt of the requisition proceed duly to call a meeting for the consideration of the business stated on day not later than forty days from the date of receipt of the requisition. Notice of all meeting of the General Body shall be given 21 days before the date fixed for the meeting. Notice of any preposition intended to be moved at the meeting shall be given in the Secretary 14 days before the meetings and a list of such propositions shall be notified on the notice board of the society five days before the meeting. The quorum of any meeting of the General Body shall be half of the total members listed in the register immediately before the General body. If there is no quorum present – the meeting it shall be adjourned sine- die or the Chairman may adjourn it to any other date when the business on hand shall be transacted irrespective of there being a quorum or not.

26. Voting in all cases shall be in person and in case of the election by ballot. In the case of tie, Chairman shall have a casting vote. The Governing Council shall from time to time frame rules for the conduct of elections to be held by the General body.

27. Cessation of Membership: A member who defaults payment of subscription and a member who continuously absent himself without obtaining leave of absence will automatically ceases to be a member.

28. MISCELLANEOUS: The Society shall be used in the name of Secretary.

29. AMENDMENTS: Any amendment or addition to the above rules shall be made by the General Body at a meeting specially convened for this purpose at which not less than two thirds of the members present shall vote in favour and at which not less than 21 days notice shall have been given, and is confirmed by 2/3rd of the members present at the second special meeting.

30. WINDING UP: In case the Governing Council decides to dissolve the Foundation they shall do so only after the sanction of not less than two thirds of the number of members at a general body meeting convened for this purpose. After the dissolution the properties remaining after clearing the liabilities shall be used solely for the advancement of education and such properties shall be transferred to any other societies, institutions having one of its objects as promotions and advancement of education.

MEMBERS

SL NO	NAME	DESIGNATION	ADDRESS
1	Dr. P Sudhakar Rao MBBS, DCH S/o P Gopal Rao Aadhar No: 987198150265 email: polsani@yahoo.com	President	6-3-862, Namrata Estates, Greenlands, Ameerpet Hyderabad -500016 Ph: 9848036972
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4	Dr. Niharika Gourineni W/o. Dr. Nandu Aadhar No: 417325807852 Email: niharika@countryoven.com	Joint. Secretary	G-2, KKK Kshetra Road No: 12, Banjara Hills, Hyderabad -500034 Ph: 9848155812
5	Mrs. V Nirmala Devi W/o/ Dr. V Kondal Rao Aadhar No: 823713050868 Email: agam301@gmail.com	Treasurer	I. No: 8-3-948/949 Flat No: 215, My Home Madhuban Apts, Srinagar Colony, Hyderabad -500016 Ph : 9848155818
6	Mr. A Srinivasa Rao BE S/o. A Venkateswara Rao Aadhar No: 840872290563 Email: srinivasaraoarshanapalli@gmail.com	Executive Member	I. No: 1-8-484, Balasamudram SBI Balasamudram Branch, Hanamkonda, Warangal, Telangana-506001 Ph: 9866665212

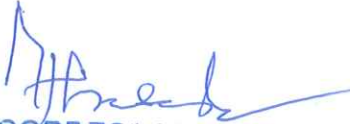
Witnesses:

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