

**Institute Development Society, Government Polytechnic, Lakhisarai**  
**Rules and Regulations**

**1. Title**

1.1 These Rules and Regulations shall be called "The Rules and Regulations of the Institute Development Society, Government Polytechnic, Lakhisarai"

1.2 These Rules and Regulations shall come into force with effect from the date of registration of the Society by the Registrar of the societies.

**2. Status of the Institute Development Society, Government Polytechnic, Lakhisarai**

The Society shall be a juristic person, shall have perpetual succession and can sue or be sued in its own name through its Member Secretary. The Society shall also be registered in Section 12 A of Income Tax Act.

**3. General Scope and Application**

3.1 These by-laws shall extend to all the units and activities of the Institute Development Society, Government Polytechnic, Lakhisarai.

3.2 These by-laws shall come into force from the date on which the Institute Development Society, Government Polytechnic, Lakhisarai is registered under the Societies Registration Act.1860.

3.3 The Department of Science, Technology and Technical Education, Bihar will have absolute & over riding power in respect of Appointment, change & removal of its members as also in formation of Committees and Sub committees, aims and objectives under the by-laws mentioned hereinafter.

3.4 The activities and accounts of the Institute Development Society, Government Polytechnic, Lakhisarai shall always be open for verification by the State Government.

3.5 The Department of Science, Technology and Technical Education, Bihar shall have the power to issue such directions/ instructions as may be deemed necessary in proper functioning of the Institute Development Society.

**4. Definitions**

4.1 'Act' means the Societies Registration Act, 1860 (Act no. XXI of 1860);

4.2 'A.I.C.T.E' Means All India Council of Technical Education constituted under 1987 Act (Central Act 52 of 1987);

4.3 'Alumni' means ex-students of the Institute.

4.4 'Chairperson' means the Chairperson of the Governing Body and Executive Committee of the Society.

4.5 "Collector and District Magistrate" means Collector and District Magistrate of the revenue district in which the institute is established.

4.6 'Department' means the Science, Technology and Technical Education Department, Government of Bihar.

4.7 'Executive Committee' means the Executive Committee of the Society.

4.8 'Fund' means the fund of the Society.

4.9 'Faculty member' means a regular teaching faculty posted in the Government Polytechnic, Lakhisarai.

4.10 'Governing Body' means the Governing Body of the Society.

4.11 'Institute' means Government Polytechnic, Lakhisarai.



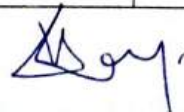
- 4.12 'Member Secretary' means the Member Secretary of the Governing Body and Executive Committee of the society.
- 4.13 'Meeting' means all meetings other than the Special Governing Body meeting of the society.
- 4.14 'Resolution' means a resolution of the Society duly passed and adopted by the Executive Committee or Governing Body.
- 4.15 'State Government' means Government of Bihar.
- 4.16 'Society' means the Institute Development Society, Government Polytechnic, Lakhisarai.
- 4.17 'Seal' means seal of the society.

## 5. Membership

### 5.1 Membership of the Institute Development Society, Government Polytechnic, Lakhisarai

The membership of the Governing Body of the **Institute Development Society, Government Polytechnic, Lakhisarai** consists of the following founder members who have signed the Memorandum of Association of the **Institute Development Society, Government Polytechnic, Lakhisarai**:

Sl. No.	Designation	Position
1.	Additional Chief Secretary/ Principal Secretary/ Secretary of the Department of Science, Technology and Technical Education, Government of Bihar (In Government Engineering College). Director, Department of Science, Technology and Technical Education, Government of Bihar (In Government Polytechnic Institute)	Chairperson
2.	Industrialist/ Educationalist/ Professional Nominated by the Department of Science, Technology and Technical Education, Government of Bihar.	Member
3.	Senior faculty of the college/Institute, nominated by the Principal/ Principal In-Charge.	Member
4.	Senior faculty of the college/Institute, nominated by the Principal/ Principal In-Charge.	Member
5.	Senior faculty of the college/Institute, nominated by the Principal/ Principal In-Charge.	Member
6.	Senior faculty of the college/Institute, nominated by the Principal/ Principal In-Charge.	Member
7.	Faculty (SC/ST category) of the college/ Institute, nominated by the Principal/ Principal In-Charge.	Member
8.	Faculty (Woman) of the college/ Institute, nominated by the Principal/ Principal In-Charge.	Member
9.	Principal/ Principal In-Charge of the college/Institute	Member-Secretary



## **5.2 Memberships Term**

- a) The members of the Society other than the *ex-officio* members shall hold membership of the Society for a term of five years.
- b) The Society shall function, notwithstanding that any person entitled to be a member by reason of his office is not represented in the Society for the time being. The proceedings of the Society shall not be invalidated by the existence of any vacancy or any defects in the appointment of any of these members.
- c) Any vacancy in the membership of the Society shall be filled up by nomination of the authorities entitled to make nominations, and the persons appointed in the vacancy shall hold office only for the unexpired period of the term of the membership.

## **5.3 Termination of Membership**

- a) A member of the Society shall cease to be such member, in case of his/her death, if he/she permanently leaves the country, resigns, becomes of unsound mind, becomes insolvent, is convicted of any criminal offence involving moral turpitude, do not attend three consecutive meetings without permission by the Chairperson.
- b) A member of the Society who is a member by reason of the office of appointment he/she holds, his/her membership of the Society shall terminate when he/she ceases to hold that office or appointment and another person taking charge of office from him/her or replacing him/her shall automatically become the member of the society.
- c) A resignation from the membership of the Society may be tendered to the Member-Secretary and shall not take effect unless it has been accepted on behalf of the Society by the Chairperson.

## **5.4 Register of Members**

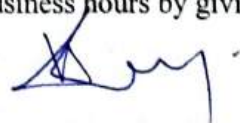
The Society shall, always, maintain and keep available for inspection by the Inspector General (IG) Registration, a register of members at its registered office, which shall be the permanent record of the Society and shall contain the names and addresses of the members, the date on which the member was admitted and the date on which member ceases to be a member. Every member shall sign the register. No member shall be entitled to exercise rights and privileges of a member unless he has signed the register as aforesaid.

## **5.5 Change of Address of the Member**

If a member of the Society changes his address, he shall notify his new address to the Member Secretary, who shall there upon enter his new address in the roll of members. But if a member fails to notify his new address the address in the roll of members shall be deemed to be his address.

## **5.6 Right of members**

- a) Each member shall have one vote at every meeting.
- b) All members shall have the right to inspect the books of account, book containing minutes of proceedings of meeting and register of members of the Society on any working day during business hours by giving reasonable notice.



## **6. Governing Body**

### **6.1 Member of the Governing Body**

The Governing Body of the Society shall consist of all members of the Society, as in clause 5.1.

### **6.2 Meeting of the Governing Body**

The Society shall hold a Governing Body Meeting of all its members once a year within the three months from the end of the financial year and this meeting shall be called Annual Governing Body Meeting. Provided that for any reason if it is not practical to convene the Annual Governing Body Meeting within the aforesaid period the Governing Body have powers to extend the date of such Annual Governing Body Meeting for a further period not exceeding three months.

### **6.3 Special Meeting of the Governing Body**

In addition to the Annual Governing Body Meeting, a Special Governing Body meeting may be called at any time on the requisition of the Executive Committee or one third of the total members of the Governing Body. The Special Governing Body Meeting shall be convened within Seven days from the date of requisition and will be called special/ Extraordinary Governing Body Meeting.

### **6.4 Notice of Meetings of the Governing Body**

For every meeting of the Governing Body, a notice of not less than fifteen clear days specifying the place, date, time, and agenda for the meeting shall be delivered personally or sent by post to the members of the society. An adjourned meeting can be called on the notice of at least five days. The notice must indicate the place date and hour thereof as well as the item of the agenda.

### **6.5 Quorum for the Meeting of the Governing Body.**

The quorum for all Governing Body meetings of the Society shall be half of the total strength of the members for the proceedings to be validly conducted. In case the quorum is not met, the meeting will stand adjourned, and the Member Secretary must convene an 'adjourned meeting'. If in the adjourned meeting also, the quorum is not present the members present shall constitute the quorum. The members present at such 'adjourned meeting' may transact the business for which the meeting was called.

### **6.6 Business of the Governing Body**

Every meeting of the Governing Body shall be presided over by the Chairperson or in his absence by one of the other members, elected by the members present from among themselves. Each member including the member presiding at the meeting of the Governing Body shall have one vote, but the presiding member shall also have a casting vote in addition to his vote as member, in case of equality of votes. All the matters shall be decided by a majority of votes.

### **6.7 Minutes of the Governing Body Meeting**

A copy of the minutes of the proceedings of each meeting shall be furnished to the Governing Body members as soon as possible after the completion of the meeting. The Chairperson or the Member of the Governing Body who chairs the meeting shall approve the proceedings of the meeting. Proceedings of every meeting shall be kept by



the Member Secretary and shall be read out at its next meeting and confirmed by the members present.

### **6.8 Resolution of the Governing Body**

Every resolution of the Governing Body shall be passed by a majority of members present and voting for the resolution to be valid. In case of expediency, the Member Secretary of the Society may circulate any resolution for approval and such resolution shall be deemed to have been passed if a majority of the members approve it, provided that such resolution so passed by circulation shall be recorded in the proceedings of the next meeting of the Governing Body. Any member can move a resolution at a meeting of the Governing Body only with the prior permission of the Chairperson.

### **6.9 Functions and power of the Governing Body**

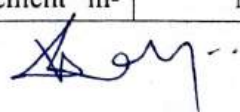
- i. The Governing Body shall provide overall policy guidance and direction for the efficient functioning of the Society in fulfilling its vision and objectives as laid down in the Memorandum of Association.
- ii. Approve with or without amendments the financial statements, Balance Sheet, Income and Expenditure Statement together with the annual audited accounts & notes to accounts along with the remarks by the Executive Committee.
- iii. Approve the Vision document, Annual Action Plan, and budget for the ensuing year.
- iv. It shall ensure that the Society adheres to the Memorandum of Understanding and fulfils all the direction of the State Government.
- v. Add, modify, or amend the Memorandum of Articles of Association and these by-laws provided that all such additions, modifications or amendments shall be aimed at promoting the objectives of the Society.
- vi. In adherence with the regulations and subject to approval of the Department, set HR Policy including staff positions, salary, incentive structure and selection process of the Society. However, any permanent post in the Society can be created only after approval from the Department of Science, Technology and Technical Education, Government of Bihar.
- vii. Approve the financial and administrative rules & procedures of the Society.
- viii. Approve the appointment of the auditors of the Society.
- ix. To add or remove members of the Executive Committee.
- x. Delegate to the Executive Committee/ Member Secretary any of the above powers.

## **7. Executive Committee**

### **7.1 Members of the Executive Committee**

The Executive Committee shall have a maximum of nine members excluding Co-opted members. The Executive Committee of the Society, to whom the management is entrusted, shall consist of the following members:

<b>S. No.</b>	<b>Designation</b>	<b>Position</b>
1	Principal/ Principal In-Charge	Chairperson
2	One member nominated by the chairperson of the Governing Body.	Member
3	Faculty member -Training and Placement in-	Member



S. No.	Designation	Position
	charge	
4	Faculty member -Examination in -charge	Member
5	Faculty member -A.I.C.T. E in-charge	Member
6	Chief Warden	Member
7	Faculty member (SC/ST category) nominated by the Principal/ Principal In-Charge of the college/Institute	Member
8	Faculty member (woman) nominated by the Principal/ Principal In-Charge of the college/Institute	Member
9	Faculty member -Academic in-charge	Member-Secretary

### 7.2 Meeting of the Executive Committee

The Executive Committee shall meet as and when necessary, with the permission of the Chairperson for the management of the affairs of the Society, provided that the Executive Committee shall meet at least once in three months.

### 7.3 Notice of Meeting of the Executive Committee

For every meeting of the Executive Committee, a notice of not less than seven working days specifying the place, date, time, and agenda for the meeting shall be given to all members. If an Executive Committee meeting is adjourned due to a quorum, an adjourned meeting can be called on a date fixed by the Chairperson. But in case of emergency the Chairperson may reduce the above period of notice to such number of days as he deems fit in the circumstances of the case.

### 7.4 Quorum for the Meeting of the Executive Committee

The quorum at all meetings of the Executive Committee shall be not less than one third of the total strength of the Members of the Executive Committee as per clause 7.1 for a proceeding to be validly conducted. In case the quorum is not met, and the meeting is adjourned, the Member Secretary must reconvene the adjourned meeting.

### 7.5 Business of the Executive Committee

Every meeting of the Executive Committee shall be presided over by the Chairperson or in his absence by one of the other members, elected by the members present from among themselves. Each member including the member presiding at the meeting of the Executive Committee shall have one vote, but the presiding member shall also have a casting vote in addition to his vote as member, in case of equality of votes. All the matters shall be decided by a majority of votes.

### 7.6 Minutes of the meeting of the Executive Committee

A copy of the Minutes of the proceedings of each meeting shall be furnished to the Executive Committee members as soon as possible after the completion of the meeting. The Chairperson or the member of the Executive Committee who chairs the meeting, as the case may be, shall approve the proceedings of the meeting. Proceedings of every meeting shall be properly kept by the Member Secretary and shall be confirmed at its next meeting.

### 7.7 Resolution of the Executive Committee



Every resolution of the Executive Committee shall be passed by a majority of members present and voting for the resolution to be valid. In case of expediency, the Member Secretary of the Society may circulate any resolution for approval and such resolution shall be deemed to have been passed if a majority of the members approve it, provided that such resolution so passed by circulation shall be recorded in the proceedings of the next meeting of the Executive Committee. Any member can move a resolution at a meeting of the Executive Committee only with the prior permission of the Chairperson.

#### **7.8 Co-opted members of the Executive Committee**

The Executive Committee shall have the right to co-opt eminent persons / officials in the field of activities related to the objectives of the Society. The Executive Committee may co-opt a maximum of three members. The co-opted members shall have a right to participate in the meetings of the Executive Committee but shall not have voting rights and they shall not constitute the quorum. The Chairperson can also invite experienced officials and eminent persons for specific issues to the meetings of the Executive Committee.

#### **8. Functions and Power of Executive Committee**

Subject to the provisions of the Memorandum of Association and the Rules, the Executive Committee shall have the control and management of the business and affairs of the Society and shall have all advisory, executive, and financial powers to conduct the affairs of the Society through its Member Secretary. All the duties, powers, functions, and rights, whatsoever, consequential and incidental to the carrying out of the objectives of the Society shall only be exercised or performed by the Executive Committee.

In particular, and without prejudice to the generality of the foregoing provision, the Executive Committee will:

- a) consider the vision document, annual budget and the annual action plan, its subsequent alterations placed before it by the Member Secretary from time to time and pass/propose it with such modifications as the Executive Committee may think fit.
- b) accept grants/gift/donations/funds /capital from Government, semi-Government, non-Government entities, individuals, societies, groups, trusts, foundations, CSR funds, alumni, and other financial institutions or give grants upon such terms and conditions as it may think fit.
- c) delegate its powers to the Chairperson, as per requirement.
- d) appoint committees, sub-committees, expert panels, taskforce, working or study groups and Boards etc. for such purpose and on such terms as it may deem fit, and to remove any of them.
- e) develop, adopt, and implement the financial, administrative and Procurement rules as per the norms of Government of Bihar and procedures of the Society as approved by the Governing Body.
- f) appoint auditors for auditing the accounts and legal advisors of the Society with the approval of the Governing Body.
- g) ensure that the Society considers and takes appropriate actions on the comments made by funding agencies on the progress in the implementation of the projects sponsored and funded by them.



- h) inter into contract/ agreement with agencies/ consultant/firms for various activities and invite experts in its meeting for seeking advice in the matters connected with the Aims & Objectives of the society.
- i) Subject to approval of the Governing Body, deal the service matters including recruitment/appointment for various positions according to the qualification, selection process, service conditions, pay and emoluments, conduct and disciplines.
- j) monitor activities of Society to ensure achievement of its objectives.
- k) monitor the financial position of the Society to ensure smooth flow of funds, review annual audited accounts and provide management and fiduciary oversights of programmes implemented by the Society.
- l) approves opening of the Bank Accounts of the Society or delegate the power for the opening of the Bank Account to the Chairperson of the Society as per norms of Government of Bihar.
- m) engage NGOs, Consultants or enter into public private partnerships to achieve the objectives of the Society.

#### **9. Chairperson of the Executive Committee**

The Principal/ Principal In-Charge of the college/Institute who is the Member Secretary of the Governing Body will be the ex-officio chairperson of the Executive Committee of the Society.

#### **10. Powers and Duties of the Chairperson of the Executive Committee.**

The Chairperson shall have the power to:

- a) ensure that the affairs of the Society are run efficiently and in accordance with the provisions of the Memorandum of Association, rules, and regulations of the Society.
- b) call, or ask the Member Secretary to call, a meeting of the Executive Committee at any time and on the receipt of such requisition the Member Secretary shall forthwith call such a meeting.
- c) authorize acquisitions by gift, purchase, lease or otherwise, any property, movable or immovable, and to construct, operate and maintain any building for purpose of the Society as deemed appropriate by the Executive Committee.
- d) authorize investment of the funds of the Society in such securities and/or to sell or transfer such investments in such a manner as the Executive Committee may consider necessary, for the safety and benefit of the Society and to convert or change such investments, as required by the Executive Committee, subject to the approval by the Governing Body and Department of Science, Technology and Technical Education, Government of Bihar.
- e) shall have oversight of the physical and financial usage of the funds disbursed by the Society to achieve the aims and objective of the Society on monthly basis.
- f) invite tender and award contracts as per norms of Government of Bihar and incur expenditure on research, innovations, civil works, and consultancy to achieve the objectives of the Society up to the limit as may be fixed by the Governing Body.



- g) may direct the Member Secretary to call a special meeting of the Executive Committee at a short notice, in case of emergency.

### **11. Member Secretary**

The faculty academic in-charge shall be the member Secretary of the Executive Committee.

### **12. Functions and Power of the Member Secretary**

- a) Shall be responsible for planning and executing the work of the Society.
- b) She/he shall be responsible for the implementation of all the policies laid down by the Governing Body/Executive Committee and shall attend to statutory requirements imposed on the functioning of the Society.
- c) The Management and control of the day-to-day administration and control of finance within sanctioned budgets of the Society.
- d) Shall sign or cause to be signed all documents and proceedings requiring authentication by the Society. Shall also represent or cause to be represented the Society in business and legal transactions.
- e) She/he shall receive on behalf of the Society and disburse all funds of the Society based on instructions from the Executive Committee and/or chairperson of the Executive Committee.
- f) Exercise such financial powers as delegated by the Executive Committee, from time to time.
- g) Issue notice of meeting of the Executive Committee with the approval of chairperson and keep a record of proceedings of the meeting in accordance with these rules.
- h) Supervise and control over the officers and staffs of the Society; and
- i) Discharge such other functions as may be assigned to him by the Executive Committee/Chairperson in furtherance of the objects of the Society.

### **13. Management of the Society**

The Management of the affairs of the Society shall be vested with the Executive Committee as enshrined in the by-laws framed for the purpose.

### **14. Authority to Correspond**

The Member Secretary of the Society shall be the authority to correspond on behalf of the Society.

### **15. Funds of Society**

The funds of the Society shall consist of the following:

- a. grants/gift/donations/funds /capital from Government, semi-Government, non-Government entities, individuals, societies, groups, trusts, foundations, CSR funds, alumni, and other financial institutions.
- b. development fund collected by the college/institute from the students.
- c. grant received from the State Government.
- d. income from consultancy services/projects.
- e. income from the assets of the society.
- f. receipt from any sources other than mentioned above.

### **16. Operation of the Funds and Account:**



The bank account of the Society shall be opened in a scheduled commercial bank which will be operated by the chairperson and the Member secretary of the Executive Committee or as decided by the Executive Committee.

#### **17. Accounts and Audit**

- a. The Audit year of the Society shall begin on the first day of April and end on the 31st day of March next year.
- b. The Society shall maintain proper accounts and other relevant records and prepare annual statement of accounts comprising of the Balance sheet as on end of financial year, Income and Expenditure accounts & Receipts and Payment Account, in such form as may be prescribed by the Registrar of Societies of the State Government in keeping with the Rules in force under the Act, subject to the condition that in respect of grants from the Central and/or State Government, directions of the Centre/State Government shall be adhered to.
- c. The statutory audit of the annual statement of accounts of the Society shall be carried out annually by the Chartered Accountant, appointed by the Executive Committee, in accordance with provisions of the Act.
- d. The audited accounts shall be finalized by the Executive Committee and approved by the Governing Body.
- e. The accounts of the Society shall also be subject to the provisions of the Comptroller and Auditor General (Duties, Powers, and Conditions of Service) Act, 1971, as amended from time to time.

#### **18. Annual Report**

The Annual Report on the working of the Society and the work undertaken by it during the year together with Balance Sheet, Income & Expenditure, Receipt & Payment accounts, and Books of accounts shall be prepared by the Executive Committee or person authorized by the Executive Committee. Annual Report along with auditor's report thereon shall be placed before the Governing Body in its annual Governing Body Meeting for approval.

#### **19. Properties of the Society**

- a. All properties of the Society shall belong to the Society itself. The Society may acquire, purchase or otherwise own, take on lease or hire movable or immovable properties and sell, mortgage, transfer or otherwise dispose of any such movable or immovable properties in furtherance of the objectives of Society subject to approval from Department of Science, Technology and Technical Education, Government of Bihar.
- b. The income and the property of the Society shall be utilized only towards the promotion of the objectives as set forth in the Memorandum of Association of the Society. It will be subject to terms and conditions as the Executive Committee may impose in respect of expenditure to be incurred from grants sanctioned to the Society from time to time.


- c. No portion of the income or the property of the Society shall be paid or transferred directly or indirectly by way of profits to persons, who may at any time be or have been members of the Society.
- d. No member of the Society shall have any personal claim on any movable or immovable property of the Society or make any profit whatsoever by virtue of his membership.
- e. Provided that nothing herein contained shall prevent payments in good faith of remuneration, allowances, or honorarium in return for any service rendered by them to the Society.

#### **20. Suits and Proceedings**

- a. The Society may sue or be sued in the name of Society through its Member-Secretary.
- b. No suit or proceedings shall abate by the reason of any vacancy or change in the holder of the office of the Chairperson or Member-Secretary, or any office bearer authorized in this behalf.
- c. Every decree or order against the Society in any suit or proceedings shall be executable against the property of the Society and not against the persons or the property of the Chairpersons, Member-Secretary, or any officer bearer of the Society.
- d. Any person, including a member of the Society who damages, injures, or destroys any property of the Society or otherwise acts in a manner resulting in pecuniary loss to the Society can be sued by the Society. The fact that such a person may be a member of the Society shall not in any manner prevent the Society from proceeding against him in a court of law.

#### **21. Alterations to the Memorandum of Association of the Society**

The Society may alter the Memorandum of Association or extend the purpose for which it is established, as per the provisions of the Societies Registration Act, 1860 and on the fulfilment of the following conditions:

- a) Executive Committee Obtains the permission of the Governing Body for the proposal for such alteration or extension as aforesaid.
  - b) Executive Committee furnishes the proposal for such alteration or extension as aforesaid to the members of Governing Body of the Society in a written or printed form.
  - c) Executive Committee convenes a Special Governing Body meeting of the members of the Society according to these Rules for the consideration of the said proposition.
  - d) The report is delivered or sent by post to every member of Governing Body of the Society delivered in person at such Special Governing Body Meeting as aforesaid.
  - e) The proposal is agreed to by two-third of the vote of the members of the Society present and voting at such Special Governing Body meeting as aforesaid; and
  - f) A copy of the resolution of the Special Governing Body meeting adopting the alteration is filed with the Registrar within the period prescribed under the law.
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- g) Any amendment in the Memorandum of Association and Rules of the Society will be carried out in accordance with the 'Societies Registration Act, 1860'.

## **22. Modification of the By-Laws**

After obtaining the permission of the Governing Body and concurrence of the Department of Science, Technology and Technical Education, Government of Bihar, subject to the provision to the Society Registration Act, 1860, the Society may amend, add to, alter, or delete any of these by-laws by a resolution passed at the Special Meeting of the Governing Body duly convened for the purpose. The modified by-laws shall be deemed to have come into force in accordance with the provision of the said Act.

## **23. Common Seal**

The Society shall have a common seal of such make and design as the Executive Committee may approve.

## **24. Power of the State Government**

The Additional Chief Secretary/ Principal Secretary / Secretary, Department of Science, Technology and Technical Education, in Government of Bihar shall have the power to issue any direction as it deems fit to on behalf of the Government: -

- a) Alter, add, or delete any item of the Memorandum of Association
- b) Alter, add, or delete any item of Article of Association.
- c) Advises the Governing Body of the Society to terminate and/or make an appointment in place of any member of the Society or any member of the Executive Committee.

The exercise of this power by the Government of Bihar hereunder shall be final.

## **25. Notice**

Notice may be served upon any member of the Society either personally or by email or by post to the address of such member at the address mentioned in the register of members.

## **26. Records of the Society**

- a. The Society shall keep in its registered office all the records required by the Act and proper books of accounts as per the double entry system, in which following should be entered accurately: -
  - a. All sum of money received and the source thereof, all sums of money expended by the Society and the object or purpose for which such sums are expended.
  - b. The assets and liabilities of the Society.
- b. The records will be as follows:
  - a) Member register.
  - b) Proceedings Register of the Governing Body.
  - c) Proceedings Register of the Executive Committee.
  - d) Cash Book, Bank Book, and General Ledger.
  - e) Records of the Employees of the Society.
  - f) Records of the Accounts and Claims.
  - g) Stock Register.



h) Fixed Asset Registers.

All such other records required for proper and systematic functioning of the Society and are required by any law applicable to the Society.

**27. Interpretation of the Rules**

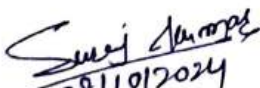
In the case of misperception, if any, arises in the interpretation or implementation of any provision of Rules of the society, it shall be referred to the Department for direction, and the decision of the Department in such matters shall be final.

**28. Dissolution of the Society**

Subject to the provisions of the Act, the Society may be dissolved by a resolution passed at a Special Meeting of the Governing Body of the Society duly convened for the purpose and supported by at least two-third of the total members of the Society. The Governing Body shall prescribe procedure for such dissolution by the resolution. The Asset and Liabilities shall be surrendered to the Government.

Nothing contained in the provision of by-laws and notwithstanding the provisions of the by-laws applicable, there would be no attempt to import-expressed or implied, anything repugnant or contrary to the intentions of this Society as expressed in the Memorandum of Association.

**Certified that this is the true copy of rules and regulations of society.**

  
08/10/2024  
Member

  
Member Secretary  
08.10.2024

  
Chairperson