

5/14/62907

15-7-14



পশ্চিমবঙ্গ পশ্চিম বাংলা WEST BENGAL

15AA 209168

copy applied on... 15.07.14.  
 Prepared on... 01.11.14  
 Delivered on... 11.11.14.

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 5/14/62907  
 vivek uday Students Welfare Society



Memorandum of Association  
 Registered on... 18/8/2014

Reg. of Firms, Societies &  
 Non-Trading Corps, West Bengal



WEST BENGAL SOCIETIES REGISTRATION ACT, 1961  
(Part-I)

P-79910  
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14/11/07  
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MEMORANDUM OF ASSOCIATION

1. Name of the association : Vivek-Uday Students' Welfare Society
2. The address of the registered office of the association : G. C. Roychowdhury Tower, Flat No.-A/405, 139 Feeder Road, Belgharia, Kolkata-700056, West Bengal

The objects for which the society is established are:

- a). To support and cooperate with underprivileged and meritorious students of all communities for their higher studies as a philanthropic mission.
- b). To arrange financial help to the needy students in their prosecuting studies, award scholarships, prizes, give books and other aids.
- c). To set up a hostel for students hailing from families below poverty line with the sole objective of supporting poor and meritorious students as a mission of charity and not for making profit.
- d). To establish harmonious teacher-student relationship by resorting to such activities, and by taking up such projects as are within the scope of section 4(2) of the W.B. Societies Registration Act, 1961, and by which promotion of knowledge shall be upheld to the real meaning of the term.
- e). To spread ideal and trend of thought of Swami Vivekananda's man making education.
- f). To acquire, establish, start, aid, run, maintain or manage school, colleges, libraries, hospitals for the benefits of the public.
- g). To arrange and organize lectures, debates, discussions, seminars and excursions for the diffusion of knowledge.
- h). To establish libraries with a view to inspiring people to study various subjects and become aware of various branches of knowledge so as to grow in them the reading habit and revive the precious sources of knowledge from old books and documents.
- i). To publish or promote the publishing of journals, books, magazines, papers etc, with the sole purpose of promotion of literature, arts, science or spiritual without any intention of making profit.

1. Name of the association : Vivek-Uday Students' Welfare Society  
18/08/09

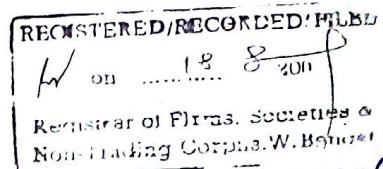


To equip the library with modern gadgets like computer with internet facility, provide devices to make the library a centre of special interest to children.

To promote, demonstrate, develop music, dance, scientific experiments or arrange spiritual discourses beneficial or meant for the public at large.

- l). To maintain reading rooms for members of the association and for general public to make available for reading newspapers, periodicals, journals, magazines and books.

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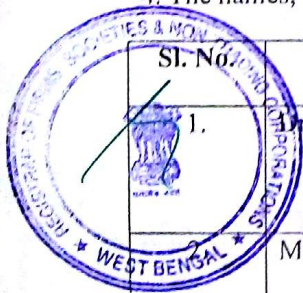
Tushar Kanti Nandi  
18/08/09

- m). To educate people to allow mentally deranged people to live with the relatives and friends as far as practicable and to engage them in different walks of life commensurate with their worth and ability.
- n). To conduct study circle to spread the idea of Swami Vivekananda.
- o). To collect and preserve manuscripts, painting sculptures, works of art, antiquities, natural history specimens, mechanical and scientific instruments and designs.
- p). To help elderly, sick, helpless and indigent persons.
- q). Provide all round support to similar welfare organizations.
- r). To engage and assist in such others philanthropic activities as may be deemed appropriate by the Governing Body of the Society.
- s). To collect donation and subscriptions for the purpose of the Society.
- t). To construct, maintain, improve, develop and alter any buildings, houses of other works necessary or convenient for the purpose of the society.

**Declarations**

- A. The society shall not take up any object for the purpose of earning of its members.
- B. The objects shall always remain restricted within the scope of section 4(2) of the Act.
- C. The refuge of the W.B. Societies Registration Act, 1961 shall not be taken to avoid the application of and registration under other acts, wherever required, such as W.B.A. Apartment Ownership Act, W.B. Co-operative Societies Act etc.
- D. The income generated from the society or properties built out of the society's fund shall not be utilized for consumption of or distribution amongst members of the society and these shall be ploughed back to the activities of the society in their entirety for furtherance and fulfillment of the objects of the association.
- E. The terms of employment, provident fund etc applicable to the employees of the society, or any other matter having no direct relationship with the matters of registration shall not come under the scope of the Memorandum of Society and such matters shall be settled between parties related thereto in appropriate for a or courts of law depending upon the nature of the matters.

4. The names, addresses and descriptions of the members of the Governing body:



Sl. No.	Name	Address	Post held in the Association
1.	Mr. Basudev Pradhan	Vill. + P.O. – Bamanda, P.S. – Datan, Dist. – Paschim Medinipur, PIN – 721426	President
	Mr. Debabrata Mondal	Somadeep, 165 Balia Main Road, Garia, Kolkata -700084	Vice-President

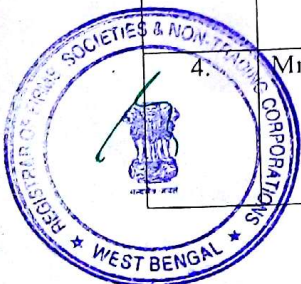
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3.	Mr. Tushar Kanti Nandi	Samui Bhawan Nutanpally 4 <sup>th</sup> lane P.O. - Talpukur Barrackpore, Kolkata-700123	Secretary
4.	Mr. Amit Bera	Vill.- Bahargram, P.O - Panskura R.S., Dist - East Medinipur, PIN - 721152	Joint Secretary
5.	Mr. Arup Samanta	W123/5 Haziratan Lane, P.O.-Bartala, P.S.-Rabindra Nagar, Kolkata-700018	Joint Secretary
6.	Mr. Swarup Kumar Panda	77/H Baderaipur Road Jadavpur, Kolkata- 700032	Treasurer
7.	Mr. Biplab Bhattacharya	Vill.+P.O.-Daharkundu, PS-Arambagh, Dist- Hooghly, PIN-712617	Member
8.	Mr. Anupam Mandal	19 Sevalal Road, Udaypur, Nimta, Kolkata- 700049	Member
9.	Mr. Joydip Mitra	Vill:-Mrizapur,P.O.: Basirhat College, Dist: 24 Parganas(North), PIN:-743412	Member
10.	Mr. Apurba Satpati	Vill. + P.O.- Baragadra, Dist: -Bankura, PIN- 722150	Member
11.	Mr. Manas Mondal	G.C. Roychowdhury Tower, Flat No.-A/405, 139 Feeder Road, Belgharia, Kolkata- 700056	Member

5. We, the several persons whose names, address and occupations are hereinto subscribed are desirous of being formed into an association on pursuance of this memorandum of association.

Sl. No.	Name	Address	Occupation	Signatures
1.	Dr. Basudev Pradhan	Vill. + P.O. – Bamanda, P.S. – Datan, Dist. – Paschim Medinipur, PIN – 721426	Postdoctoral Fellow	<i>Basudev Pradhan</i>
2.	Mr. Debabrata Mondal	Somadeep, 165 Balia Main Road, Garia, Kolkata - 700084	Service	<i>Debabrata Mondal</i>
3.	Mr. Tushar Kanti Nandi	Samui Bhawan Nutanpally 4 <sup>th</sup> lane P.O. - Talpukur Barrackpore, Kolkata-700123	Service	<i>Tushar Kanti Nandi</i>
4.	Mr. Amit Bera	Vill.- Bahargram, P.O - Panskura R.S., Dist - East Medinipur, PIN - 721152	Research Scholar	<i>Amit Bera.</i>



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5.	Mr. Arup Samanta	W123/5 Haziratan Lane, P.O.-Bartala, P.S.-Rabindra Nagar, Kolkata-700018	Research Scholar	<i>Arup Samanta</i>
6.	Mr. Swarup Kumar Panda	77/H Baderaipur Road Jadavpur, Kolkata-700032	Research Scholar	<i>Swarup K. Panda</i>
7.	Mr. Biplab Bhattacharya	Vill+PO- Daharkundu, PS-Arambagh, Dist-Hooghly, PIN-712617	Research Scholar	<i>Biplab Bhattacharya</i>
8.	Mr. Anupam Mandal	19 Sevadal Road, Udaypur, Nimta, Kolkata-700049	Service	<i>Anupam Mandal</i>
9.	Mr. Joydip Mitra	Vill:-Mrizapur, P.O.: Basirhat College, Dist: 24 Parganas(N), PIN:-743412	Research Scholar	<i>Joydip Mitra</i>
10.	Mr. Apurba Satpati	Vill. + P.O.- Baragadra, Dist: - Bankura, PIN-722150	Student	<i>Apurba Satpati</i>
11.	Mr. Manas Mondal	G.C. Roychowdhury Tower, Flat No.- A/405, 139 Feeder Road, Belgharia, Kolkata-700056	Service	<i>Manas Mondal</i>

Witness to the above signatures:

Signature: *Sudip Malik* 13.07.2009.

Address: Polymer Science Unit, IACS,  
2A & 2B Raja S.C. Mulkik Rd., Jadavpur  
KOL-32

Occupation: Assistant Professor.



*Dr. Sudip Malik*  
Assistant Professor  
Polymer Science Unit  
Indian Association for the  
Cultivation of Science  
Jadavpur, Kolkata-700 032



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पश्चिमबंग पश्चिम बंगाल WEST BENGAL

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vivek-uday Students welfare Society



Regulations of Association  
 Registered on...18/8/09...  
 Sd/-  
 Registrar of Firms, Societies &  
 Non-Trading Corps, West Bengal



(Part-II)

**Rules and Regulations of Vivek-Uday Students' Welfare Society under the provision of W.B. Societies Registration Act, 1961.**

**1. Definitions:**

- a) "Governing Body" means the body which will manage the affairs of the society under the regulations.
- b) "Member" means the individual or the institution or the body corporate admitted as the member of the society.
- c) "Memorandum of Association" means the Memorandum of Association as under Part I of the present set of documents with objects and names of first members of the Governing Body included therein.
- d) "President" the formal head and includes one who acts as the formal head for the time being.
- e) "Vice President" means one who is next to the formal head and acts as formal head in absence of the regular formal head.
- f) "Regulations" means the present document included under part II and shall, unless formally amended partially or in whole, guide the activities and rules of business of the society.
- g) "Secretary" means the Principal Executive officer of the society as well as of the Governing Body.
- h) "Assistant / Joint Secretary" means the person who shall act as the principal executive officer in case the regular principal Executive officer is not available.
- i) "Treasurer" means the person who shall supervise the management of funds of the society to the extent empowered by the Governing body.
- j) "Act" and "Rules" means the W.B. Societies Registration Act, 1961 and the W.B. Societies Registration Rules, 1963, 1963 respectively.

**2. Governing Body**

**2.1. The Composition of the Governing Body:**

The Governing Body shall comprise the minimum 7 (seven) members and maximum 16 (sixteen). The office bearers shall include President, Vice President(s), Secretary, Joint Secretary (one or more) and Treasurer. The remaining persons shall be members of the Governing Body.

**2.2. Manner of election or appointment:**

The members of the Governing Body shall be elected by the general members in the annual general meeting every year. The elected members in equal number to the number of posts of office bearers shall be appointed to the posts of different office bearers in the Annual General Meeting or in the first meeting of the Governing Body of the newly elected members. However the governing body will hold the power to redistribute the post of office bearers in a meeting of governing body.

**2.3. Resignation or Removal:**

A member of the Governing Body shall be at liberty to resign from the membership of the Governing Body and such resignation may be accepted by the Governing Body after



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due consideration. The same rule shall apply to any office bearer intending to resign from the post held by him.

Removal of any member of the Governing Body shall automatically apply if the concerned member disqualifies himself or herself by virtue of section 28 of the Act.

Removal of a member of the Governing Body shall also be effected for anti-society activities and for activities prejudicial to the interest of the organization. However, in such cases, the concerned member shall be afforded reasonable opportunity of self-defense by serving upon him a show - cause notice. The reply to the show-cause notice should be submitted within 3 weeks and on receipt thereof the same shall be examined by the Governing Body. In case, the member does not reply within 3 weeks, the Governing Body shall examine the papers and records substantiating the proof of the member's anti-organization activities. The decision of the Governing Body in respect of the concerned member's removal shall be binding upon him. However, no consequential damage or loss in case of subsequent withdrawal of removal of the member by the Governing Body, shall be granted.

#### **2.4. Terms of office of the members of the Governing Body, the President, Secretary, and other officer:**

The term of office shall be two years and in consonance with 2.2. ibid.

Governing Body may co-opt other members in its body from the general members within the period.

The old Governing Body shall make over charge to the newly elected Governing Body within 30 days from the date of election.

### **3. Membership:**

#### **3.1. Admission to Membership:**

Any person including an artificial juridical person eligible to enter into a contract irrespective of the gender, faith or caste may be admitted as a member of the society provided he/she agrees to be guided by the Memorandum of Association and Regulations of the society.

The Governing Body shall be satisfied that the member admitted has interest in the advancement of the objects of the organization and has got no sectarian views thereby Governing Body shall be the final authority to admit or refuse to admit a person as member.

The above shall not be applicable to the first members of the Governing Body as they happen to be automatically the only members of the society at the time of registration of the society and till any new member is admitted.

#### **3.2. Resignation and Removal of members and automatic cessation of membership:**

**Para 2.3.** As applicable to the members of Governing Body shall apply to all members of the society.

#### **3.3 Classes of Members:**

##### **a) Individual Member:**

An individual qualified to be a member of the society in terms of Para 3.1 ibid may be called an individual member of any of the following categories viz.,

##### **i) Ordinary Member**

by paying ordinary membership fee as may be determined by the society from time to time and enjoying voting right,





**ii) Honorary Member**

by accepting the offer of membership of honor or dignity without enjoying voting right;

**iii) Associate Member**

by making himself eligible to avail of certain services on payment of the periodic requisite fee as may be fixed by the society from time to time and without enjoying voting right.

**b) Institutional (or Corporate) Member:**

An artificial juridical person or a body corporate interested in the advancement and furtherance of the objects of a society may become the Institutional (or Corporate) member by paying such membership fee as may be fixed by the society from time to time. The Chief executive or any other officer as may be nominated by the concerned organization shall represent the organization without enjoying the voting right on behalf of the organization in the society.

**3.4. Rights and obligations of Members:**

- a) To cast vote or to be elected (if the member has voting right) in the society's election.
- b) To suggest ways for society's improvement.
- c) To inspect accounts and proceedings with prior appointment.
- d) To clear all dues relating to membership in time.
- e) To uphold self-esteem and hold the society in high esteem.

**4. Maintenance of Register of members and facilities for inspection thereof by the members:**

The society shall maintain the Register of members in terms of sub-section (1) of section 14 of the Act, and sub-section (2) of section 14 shall always be guarded. Any member may requisition for the inspection of the register and the register shall be open for his inspection on the appointed date and time in the registered office.

**5. The safe custody of the property of the society, including in particular the manner of keeping or investing any money of the society:**

- a) As provided in section 18 of the Act, the property of the society shall be deemed to have been vested in the Governing Body and the Governing Body shall manage its affairs properly.
- b) The funds and money of the society shall be kept or invested in Banks, Post offices or other institutions as may be decided by the Governing Body of the society from time to time in the best interest of the society.
- c) Operation of such financial accounts shall be done jointly by any two out of the President, one Vice-President, Secretary and Treasurer.

**6. Meeting and Voting**

**6.1. Classes of meetings and incidence of the meetings:**

**a) Governing Body Meeting**

At least four meetings (well spanned) of the Governing Body shall be held in a year. More than 50% of the members shall be in a position to requisition a meeting of the Governing Body which shall be convened by the Secretary within 7 days failing which the requisitions themselves shall call such meeting and the decision of the meeting shall be binding upon the Governing Body. General members also may be requested to attend the meetings to ensure the spirit and smooth functioning of the society.



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**b) Annual General Meeting**

The Annual General Meeting shall be convened by the Secretary every year having complied with the provisions of sub-sections (1) and (2) of the section 16 of the Act.

The Agenda of the meeting shall include

- (i) Confirmation of the proceedings of the last Annual General Meeting,
- (ii) Acceptance of the annual report on the activity of the society,
- (iii) Acceptance of the audited accounts of the immediately past accounting year,
- (iv) Appointment of auditors for the current year,
- (v) Any other matters of importance and
- (vi) Election, if due.

**c) Extra-Ordinary General Meeting**

The Governing Body shall convene an Extra-Ordinary General Meeting in case the next Annual General Meeting is not due to be held in near future, to take up such issues which require general members' participation such as settlement of a constitutional crisis, settlement of a matter which may cause harm to the interest of the society, any change or amendment required in the memorandum of Association or Regulations of the society, etc.

**d) Special General Meeting or Requisition**

More than two thirds of the total members enjoying voting rights may requisition such meeting. The Governing Body shall convene such meeting within 4 weeks from the date of requisition. In case the Governing Body does not convene the meeting, the requisitionists themselves shall call the meeting and decisions taken in the meeting shall be binding upon the society.

**6.2. Quorum:**

One-third members personally present shall constitute quorum in all the above four classes of meetings under 6. 1. ibid.

**6.3. Method of Voting:**

In case of voting in the election of the Annual General Meeting the Chairman of the meeting shall explain the method of voting and the manner of election.

In the case of other meetings, voting shall be applicable only if there is tie on any issue of decision-making. The chairman of the respective meetings shall have a casting vote in those meetings.

**6.4. Period of Notice / Intimation:**

a) The meeting of the Governing Body shall require 7 days' notice / intimation specifying place, time and items of discussion. In case of emergent meeting a minimum of 24 hours notice / intimation, if mutually agreed upon by the members, shall be required.

b) The Annual General Meeting shall require 15 clear days' notice / intimation specifying venue, date and time of the meeting.

c) The Extra-Ordinary General Meeting shall require 14 clear days' notice / intimation specifying venue, date and time of the meeting.

d) The Special General Meeting on Requisition shall require 7 days' notice / intimation specifying venue, date and time of the meeting.

**6.5. Proxy:**

Proxy shall not be accepted in any election.



*Handwritten signature or initials.*



## 6.6. General Procedure of Meeting:

All classes of meetings shall be chaired by the President (or Chairman or Chairperson) of the society and in his/her absence by the Vice President of the society or any other person so selected. Majority decision shall prevail with Chairman's casting vote, if need be.

## 7. The Maintenance and audit of Accounts:

7.1. Sub-sections (1) and (2) of section 15 of the Act shall be strictly followed in relation to accounts and audit.

### 7.2. Accounting Year:

The Accounting year of the society shall be the financial year commencing from 1<sup>st</sup> April of a year to 31<sup>st</sup> March of the next year.

### 7.3. Auditor:

The accounts shall be audited by a qualified auditor as defined in sub-section (2) of section 15 of the Act.

### 7.4. Book of Accounts and Inspection thereof:

The Books of Accounts and other statutory books are to be kept at the registered office and shall be open for inspection of any member on written request at the appointment date and time.

## 8. Proceedings of Meetings and Inspection thereof:

Proceedings of meetings shall be carefully mounted in bound registers to be separately maintained for each class of meetings and kept at the registered office of the society. All proceedings shall be countersigned by the respective Chairperson of the meetings.

The proceedings shall be open for inspection of any member of the society on written request at the appointed date and time.

## 9. Power and Duties of the Governing Body:

The Governing Body shall have the following powers and duties for the efficient management of the affairs of the society:

- a) To appoint employees of the society of such terms and contract as may be determined by the Governing Body.
- b) To form sub-committees for specific purpose for the fulfillment of the objects of the society.
- c) To deal with the property of the society in the best interest of the society.
- d) To generate fund through gifts, donations and to acquire property both movable and immovable in the name of the society for perpetuating the existence and activities of the society.
- e) To manage the funds and liquid assets of the society in the best possible manner.
- g) To remain duty bound and vigilant about all statutory requirements of the society.
- h) To open one or more bank account(s) in the name of Society in one or more banks. It will be operated by any two of the following four members of G.B. - (i) President (ii) Secretary (iii) Treasurer and (iv) any one of G.B. members to be decided by G.B.
- i) To transact all other business that may come up on different situations.



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## 10. Duties of the Office-Bearers:

### 10.1 President:

- a) To act as the formal head of the society.
- b) To chair all meetings.
- c) To lead in the matters of disciplinary actions in consultation with the Governing Body.
- d) To advise Secretary and other office-bearers as leader of the team.
- e) To call emergent meetings.
- f) To act as joint signatory with Secretary, Treasurer and other if necessary in relation to Bank operations.
- g) To decide on special matters with produce and dignity.

### 10.2 Vice-President:

In absence of the President, the above duties of President under 10.1 ibid shall apply to Vice-President.

### 10.3 Secretary:

- a) To convene all meetings of the society.
- b) To maintain minute books in proper order.
- c) To process membership proposals and place them before the Governing Body.
- d) To issue notices and circulars.
- e) To issue pay orders and countersign receipts.
- f) To assist the President in all matters of statutory requirements.
- g) To maintain accounts and arrange audit with the help of the Treasurer.
- h) To act as joint signatory with President, Treasurer and other if necessary in relation to Bank operations.
- i) To ensure efficient handling of all statutory and special matters.
- j) To keep in touch with the Governing Body and not to take decisions unilaterally. However in case of urgency may initiate action with the advice of President.

### 10.4 Joint Secretary:

- a) To assist the secretary in all matters of statutory requirements.
- b) In absence of the Secretary, the above duties of Secretary under 10.3 ibid shall apply to Joint Secretary(s).

### 10.5 Treasurer:

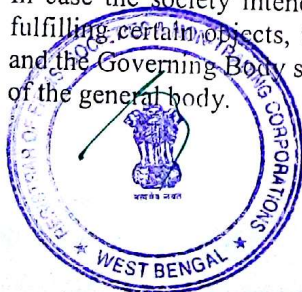
- a) To account for all receipts such as subscriptions, donations, grants and any other deposits and current receipts, and also all payments in the nature of capital and revenue payments.
- b) To maintain cash book, ledger and other books of accounts.
- c) To plan funds of the society and prepare budgets annually.
- d) To act as joint signatory with President, Secretary and other if necessary in relation to Bank operations of the society.
- e) To discharge all other functions related to finance as may be delegated to him.

## 11. Alteration of Memorandum of Association and Regulations of the Society:

The provisions of sections 8 and 9 shall be complied with whenever any part of the Memorandum or Regulations shall be taken up to alteration, modification, deletion or addition etc. The Governing Body shall be authorized to process the matter subject to the approval of the general body.

## 12. Amalgamation with any other Society:

In case the society intends to amalgamate with any other society in future for jointly fulfilling certain objects, the provisions of section 12 of the Act shall be complied with and the Governing Body shall be authorized to process the matters subject to the approval of the general body.



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### 13. Name of the Society to be prominently shown:

The society shall display its name outside the registered office and in all such places wherever the business of the society is carried on. Also, the society shall have a seal with its name engraved thereon. The provisions of section 13 of the Act shall be complied with in the above matters. All documents executed in favor of the society shall have the society's name mentioned therein in terms of section 13 of the Act.

### 14. Suit and legal proceedings:

All suits and legal proceedings by or against the society shall be in the name of the President, the Secretary, or any other office bearer as may be authorized by the Governing Body. The matters shall be guided by section 19 of the Act.

### 15. Dissolution of Society:

The Society may be dissolved by a resolution to be passed by three fourths members of the society at a general meeting subject to compliance of provisions of sections 24 and 27 of the Act. The said meeting shall also decide the manner of disbursement of the funds and assets of the Association, if any after dissolution. Here it may be noted that all movable and immovable properties/assets will be unconditionally handed over to one or more like-minded organizations to be decided by the Governing Body.

We, the undersigned members of the Governing Body of the Society, do hereby certify that the above is true copy of the Regulations of Society.

Signature of three members of the Governing Body:

1. *Debrata Mondal* (DEBABRATA MONDAL)
2. *Basudev Pradhan* (BASUDEV PRADHAN)
3. *Swarup Kumar Panda* (SWARUP KUMAR PANDA)

Date: 13/07/07



*Compared by*  
*P. S. N.*  
*16/10/14*

CERTIFIED TRUE COPY  
*M. S. S.* 01/11/14  
Addl. Registrar of Firms, Societies &  
Non-Trading Corps. West Bengal