

RAUNAQ EDUCATION FOUNDATION

(REGISTERED UNDER THE SOCIETIES REGISTRATION ACT, 1860)

Regd. Office : 414/1, 4th floor, DDA Commercial Complex, District Centre, Janak Puri, New Delhi – 110 058

Gurgaon Office : APOLLO TYRES LTD.7, Institutional Area, Sector 32,
Gurgaon – 122 001 Ph : (0124) – 2383002

LIST OF GENERAL BODY MEMBERS AS ON 30.06.2022

S.No	Name	Permanent Address
1	Mr. P.N Wahal	BP-79,Paschimi Shalimar Bagh, Delhi
2	Mr. Harish Bahadur	9950, Sarai Rohilla, New Delhi
3	Mr. Anil Chopra	339, Narmada Apartment, Alakanda, New Delhi-110019
4	Mr. Inrdanath Sinha	H/No 201, 500MI, Apartmant, SB Gorai Road, Asansol (NB) 713304
5	Mr. Kaushalendra Prakash Sharma	A-471, Sarita Vihar New Delhi-110076
6	Mr. Baljeet Ravinder Singh	C-5F, Delhi Police Apartment 9, mayor Vihar Phase I delhi -110091
7	Mr. Rahul Gupta	B-104, Vedic Apartment Opp DC office, Kapeshera, New Delhi-110037
8	Mr. Kewal Krishan Malhotra	C-1/159, First Floor, Janakpuri , W.D-58
9	Mr. Naveen Kapur	D-187, Ground Floor, Saket, Delhi – 110 017

For RAUNAQ EDUCATION FOUNDATION



(Rahul Gupta)
Secretary
Governing Body



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LIST OF GOVERNING BODY MEMBERS AS ON 30.06.2022

S.No	Name	Permanent Address
1	Mr. Naveen Kapur Chairman	D-187, Ground Floor, Saket, Delhi – 110 017
2	Mr. Rahul Gupta Secretary	B-104, Vedic Apartment Opp DC office, Kapeshera, New Delhi-110037
3	Mr. Inrdanath Sinha Treasurer	H/No 201, 500MI, Apartmant, SB Gorai Road, Asansol (NB) 713304

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July 8, 2022

Sub Registrar of Societies,
Sub Divisional Office,
South West District,
Sector 10,
Dwarka
New Delhi - 110075

Ref : Registration No. 4889/1970-71

Dear Sir,

**Reg : Raunaq Education Foundation – List of General Body
Members & Governing Body Members as on 30.06.2022**

In accordance with Section 4 of the Societies Registration Act, 1860 and Rule 14 of the Rules and Regulations of Raunaq Education Foundation, we enclose herewith the a List of General Body Members & Governing Body Members in the prescribed Performa as on 30.06.2022.

We hope you will find the above in order.

Please acknowledge the receipt.

Thanking you,

Yours faithfully,

For RAUNAQ EDUCATION FOUNDATION



(Rahul Gupta)
Secretary
Governing Body Members

Encl : as above



**MEMORANDUM OF ASSOCIATION
AND
RULES AND REGULATIONS
OF
RAUNAQ EDUCATION FOUNDATION
NEW DELHI**

दिल्ली में लागू संस्था पंजीकरण अधिनियम सन् 1860 (पंजाब संसोधन)
अधिनियम - 1957 के अधिन पंजीयन का प्रयास - पत्र 1

संख्या 4889 - -

सन् 1970 - - 1971

में प्रमाणित करता हूँ कि राजकम सुगुणदास ला/30-5210 / - - - -

को दिल्ली संघ राज्य क्षेत्र में लागू संस्था पंजीकरण अधिनियम सन् 1860 (पंजाब-
संसोधन) अधिनियम 1957 के अधिन आज के तारीख में पंजीकृत कर लिया गया है

यह धरे इस्तामर के अधिन आज दिनांक 25 मार्च 1971 - - - -

ज्ञे

दिल्ली (पते) पर जारी किया गया ।

50 रुपये का झुगलान पाया गया ।



Laund 22/3/71
संस्था पंजीयक, दिल्ली 1
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Duplicate Copy



**GOVERNMENT OF NCT OF DELHI
OFFICE OF THE DISTRICT MAGISTRATE, NEW DELHI DISTRICT
12/1, JAM NAGAR HOUSE, SHAHJAHAN ROAD, NEW DELHI-110011**

**AMENDED CERTIFICATE OF REGISTRATION
UNDER SOCIETIES REGISTRATION ACT, XXI OF 1860**

REGISTRATION NO S/4889/1970-71/1796

Dated:- 27/04/2018

I hereby certify that in pursuance of Section 12 and 12 A, of the Society Registration Act, 1860 the address of the Society **"Raunaq Education Foundation"** has been changed from.

**"Allahabad Bank Building, 17, Parliament Street,
New Delhi-110001"**

To

**"414/1, 4th Floor, DDA Commercial Complex, District Centre,
Janakpuri, New Delhi - 110058"**

w.e.f. 04.03.2018

Given under my hand at Delhi on this day of April two
thousand Eighteen.



**Registrar of Societies
Delhi**

M e

**REGISTRAR OF SOCIETIES
GOVT. OF NCT OF DELHI**

RAUNAQ EDUCATION FOUNDATION

Memorandum of Association

- 1) **Name:** The name of the Society is "RAUNAQ EDUCATION FOUNDATION".
- 2) **Registered Office:** The registered Office of the Society shall be situated presently at **414/1, 4th Floor, DDA Commercial Complex, District Centre, Janak puri, New Delhi- 110058.** It may be shifted to any other place as the trustees may from time to time decide.
- 3) **Objects:** (A) The Society is established solely for educational purposes.
Educational purposes will include:-
 - (i) (a) establishment, maintenance and management of schools, colleges, universities and other educational institutions for imparting pre schools elementary, secondary and university education, teacher education, technical and vocational education, social, moral and physical education,
 - (b) Libraries, laboratories, and workshops for studies, experiments, research and work experience.
 - (ii) Providing aid to other institutions existing solely for educational purposes
 - (iii) Grant of loans, stipends and scholarship for education including travel for foreign education

Provided that in furtherance of its objects the Society will not undertake any activity for profit.

(B) Towards the achievement of the objects set out in clause (A) above, the Society shall have authority to establish, maintain and manage hostels, boarding houses, staff quarters, hospitals, dispensaries and other conveniences for the benefit of the students, staff and other employees of the Society and other associations or institutions established and/ or managed by the Society.

4) All the incomes, earning, movable/or immovable properties of the society shall be solely utilized and applied towards the promotion of its aims and objects only as set forth in the memorandum of the society and no profit thereof shall be paid or transferred directly or indirectly by the way of dividends, bonus, profits or in any other matter whatsoever to the present or the past members of the society or to any person claiming through anyone or more of the present or past members. No member of the society shall have any personal claim on any movable or immovable properties of the society or make any profit, whatsoever, by virtue of his membership.

5) The names, address, occupations and designation of the Governing Body to whom by the rules of the Society the management of its affairs is entrusted, as required under section 2 of the Societies Registration Act XXI of 1860, (Punjab Amendment) Act 1957, as extended to the Union Territory of Delhi are as follows:

S.No	Name	Residence	Occupation	Designation
1.	Mr. Rajeev Koul	I-862, Ansal's, Palam Vihar, Gurgaon- 122017	Service	Chairman
2.	Mr. Indranath Sinha	H/No 201, 500MI, Apartment, SB Gorai Road, Asansol (NB) 713304	Service	Secretary
3.	Mr. Rahul Gupta	B-104, Vedic Apartment Opp DC Office, Kapeshera, New Delhi- 110037	Service	Treasurer
4.	Ms. Gunjan Singh	R-9/145, Raj Nagar, Ghaziabad D-5, UP	Service	Member

We, the undersigned are desirous of forming a Society under the Societies Registration Act XXI of 1860 (Punjab Amendment) Act 1957 as extended to the Union Territory of Delhi, in pursuance of this Memorandum of Association.

S.No.	Name	Permanent Address	Occupation	Signatures
1.	Mr. P. N Wahal	BP-79, Paschimi Shalimar Bagh, Delhi	Service	Sd/-
2.	Mr. Harish Bahadur	9950, Sarai Rohilla, New Delhi	Service	Sd/-
3.	Mr. Anil Chopra	339, Narmada Apartment, Alakanda, New Delhi- 110019	Service	Sd/-
4.	Mr. Rajeev koul	I-862, Ansal's, Palam Vihar, Gurgaon- 122017	Service	Sd/-
5.	Mr. Indranath Sinha	H/No 201, 500MI, Apartment, SB Gorai Road, Asansol (NB) 713304	Service	Sd/-
6.	Mr. Kaushalendra Prakash Sharma	A-471, Sarita Vihar, New Delhi- 110076	Service	Sd/-
7.	Mr. Baljeet Ravinder Singh	C-5F, Delhi Police Apartment 9, Mayur Vihar Phase 1, Delhi – 110091	Service	Sd/-
8.	Mr. Rahul Gupta	B-104, Vedic Apartment Opp DC Office, Kapeshera, New Delhi- 110037	Service	Sd/-
9.	Ms. Gunjan Singh	R-9/145, Raj Nagar, Ghaziabad D-5, UP	Service	Sd/-
10.	Mr. Kewal Krishan Malhotra	C-1/ 159, First Floor, Janakpuri, W.D-58	Service	Sd/-

RULES & REGULATIONS

RAUNAQ EDUCATION FOUNDATION

1. Raunaq Education Foundation, New Delhi hereinafter referred as "Society" shall be governed by its Memorandum of Association and these Rules & Regulations.

APPLICATION OF THE ACT

2. All the provisions of the society Registration Act (XXI of 1860) (Punjab Amendment) Act, 1957 as extended to the NCT of Delhi will apply to this Society.

DEFINITION

3. In these Rules and Regulations unless there is something in the subject or context inconsistent therewith:
 - I. The Society means Raunaq Education Foundation, New Delhi.
 - II. "Ordinary Member" means the persons, who having been admitted to membership according to the Rules and Regulations of the Society and shall not have ceased to be a member in accordance with Rules and Regulations.
 - III. "Office Bearer" includes the Chairman, the Secretary and the Treasurer.
 - IV. "Chairman" means the Chairman of the Society.
 - V. "Secretary" means the Secretary of the Society.
 - VI. "Treasurer" means the Treasurer of the Society.
 - VII. "Governing Board" and or "Council" means the Governing Body of the Society.
 - VIII. "Rules", "Rules and Regulations" means the Rules and Regulations of the Society as in force from time to time.
 - IX. Words importing the singular number includes the plural number and vice versa.
 - X. Words importing the masculine gender also include the feminine gender.

MEMBERSHIP

4. There shall be one class of members:

Ordinary Members: All such persons, not below the age of 18 years, who may be admitted to the membership in accordance with the rules.

5. An application for membership shall be made in writing on the application form prescribed by the Governing Board.
6. All applications for admission received by the Society shall be placed before the Governing Body which shall consider the applications and may resolve to admit the application by resolution passed by a simple majority of the members present and voting.

If the candidate is duly approved for admission, the Secretary shall notify him/ her name entered in the Register of Members.

7. The society shall keep and maintain a register to be called "Register of Members" which shall contain the names and other particulars of its members.
8. At the General Meeting of the members of the Society each member shall be entitled to cast one vote.
9. A member shall cease to be members of the Society, if
 - I. By notice in writing addresses to the Society he resigns from his/its membership.
 - II. In the case of an individual members upon the death of the said members.
 - III. On his/its expulsion of membership under the Rules & Regulations of the Society.
10. In case any Member of the Society conducts himself in an unbecoming manner as a result of which it is felt that his continuance as a member would not be in the best interests of the Society of our would bring discredit to the Society, the Governing Board may resolve, to expel such Member from the society by a two third majority.
11. A member whose name has been removed from the list of members under the operation of clause 10 may have his name restored to the list, if the Governing Board is of the opinion that for good sufficient reasons his name ought to be resigned thereto.

GOVERNING BOARD/COUNCIL

12. It is hereby expressly declared that the Governing Board shall have and exercise the following powers;-
 - I. To raise any fees, subscription or donations
 - II. To accept any grants, gifts or donations whether in cash or kind
 - III. To purchase, take on lease or in exchange, hire or otherwise acquire any property and in particular any land, building workshops, factories, laboratories, machinery, plant, apparatus, and any rights or privileges necessary or convenient for the purpose of the Society and to construct, erect, alter, improve and maintain any buildings which may from time be required for the purposes and objects of the Society and to manage,

- develop, sell, demise, let, mortgage, dispose of, turn to account or otherwise deal with all or part of the same.
- IV. To borrow or raise any money that may be required by the Society upon such terms as may be deemed advisable
 - V. To sell, lease, exchange and otherwise transfer all or any properties of the Society
 - VI. To undertake and accept the management of any endowment or trust fund having objects similar to the object of the Society
 - VII. To invest the funds or moneys entrusted to the Society in such manner and in such deposits or securities as may from time to time be determined by the Board of Governing Boards
 - VIII. For the purpose of Society to draw, accept, make, endorse, discount and deposit Government of India and other promissory notes, bills of exchange, cheques or other negotiable instruments
 - IX. To establish and support or aid in the establishment and support of associations, Institutions, funds, trusts calculated to benefit employees of the Society or the institutions established and / or managed by the Society or the dependents or connections of such persons and to grant pensions and allowance to and make payments towards insurance of such persons
 - X. To do all such lawful things as are conducive or incidental to the attainment of the above objects
 - XI. To delegate any of its powers to such persons or sub-committees as the Board of Governing Boards may think fit.
 - XII. To frame bye-laws regarding matters concerning the working of the Society.
13. The property and affairs of the Society be managed by the Governing Board Council.
14. The Governing Board shall consist of not less than three members are not more than twelve members.
- 15.(a) The member of the Governing Board shall be appointed by the Society in its general meeting and will hold office until replaced by rotation or re-elected. At every annual general meetings of the Society one fourth of the elected members of the Governing Board shall retire by rotation.
The election/ re- election will be made by raising of hands.
- b) The members of the Governing Board to retire by rotation at every annual general meeting shall be those who have served longest in office since their appointment.
- c) At the annual general meetings at which the elected member retires as aforesaid, the Society may fill up the vacancy by of re-appointing the retiring member or some other person thereto.
- 16.(a) If the office of any elected member of the Governing Board is vacated Pre-maturely the resulting casual vacancy may be filled by the Governing Board at its next meeting.
- (b) Any person so appointed shall hold office only up to the end of the term of

- office of the elected member in whose place he is appointed.
17. Any vacancy caused among these office bearers for any reasons whatsoever, shall be filled by election among the member in whose place he is appointed.
18. A member of the Governing Board shall *ipso facto* be said to have vacated his office:
- (a) If by any notice in writing to the Council he resigns his office.
 - (b) If he absents himself from three consecutive meetings of the Governing board without leave of absence from the council and the council passes a resolution that he has by reason of such absence from the council and the council passes a resolution that he has by reason of such absence vacated office.
 - (c) If by a resolution passed by the members in General Meeting of the Society, where not less than three- fourth of the members on the rolls of the Society as on that date shall be present, he is removed from office.
19. a) The Governing board shall ordinarily meet once in every three months to conduct the affairs of the Society and to exercise reserved authorities.
- b) Quorum for the meetings of the Governing Board shall be one third or two members whichever is higher, personally present.
 - c) Every member of the Governing Board shall have one vote and in the event of equality of votes, the Chairman shall have a casting vote.
 - d) In any Meeting of the Governing Board, in the absence of the Chairman, the other members of the Council shall elect their own Chairman.
20. The Governing Board will constitute separate committee(s) for day-to-day running of the schools under the Society and for any other purpose and the Governing Board may delegate such duties and functions as it may think fit. Such committees formed shall report to the Governing Body and shall conform to any regulations that may be imposed on it by the Governing Board.
21. All acts done by the Governing Board shall, notwithstanding that it be afterwards discovered that there was some defect in their appointment or procedure, be valid as if the Governing Board has been duly constituted and the correct procedure had been observed.

DUTIES & RESPONSIBILITIES

22. The duties and responsibilities of the office bearer shall be as follows:

THE CHAIRMAN

He shall have general supervision over its office bearers subject, however, to the control of the Governing Board. He shall from time to time report to the Governing Board all matters which to his knowledge are in the interests of the society, shall preside over the meetings of the council and / or of the members, shall sign and execute in the name of society all contracts or other instruments authorised by the Governing Board except where the signing and execution thereof shall be

expressly delegated or permitted by the Governing Board or by the Rules to some other office bearer of the Society.

THE SECRETARY

The Secretary shall send notice of meetings to the members and to the council members. He shall keep the minutes of the meetings of the Society and of the Council. He shall maintain a membership roster a roll of membership attendance and such books, papers, and records as the Society or Council may direct which shall be open to the inspection of any member of the Council. He shall promptly notify members of their nomination, election or appointment of the office.

THE TRESURER

The treasurer shall receive all funds, including dues, fees and charges and shall deposit such funds in the name of the Society in banks or other depositories. He shall disburse funds only as authorized of receipts and expenses and shall appropriate records of receipts and expenses and shall exhibit such at all reasonable time to any member of the council. The Treasurer shall make a full financial report at the annual meeting of the Society. He shall be responsible to file all tax returns and also necessary forms to be filed before various tax authorities.

ADDITIONAL DUTIES

All officers shall perform all duties incident to their respective offices and such other duties as are assigned by the Council.

GENERAL BODY MEETING:

23.A General Body Meeting of the Society shall be held once atleast in every calendar year and not more than fifteen months after the holding of the last General Meeting and within a period of Six months after the close of the relevant accounting year.

- a) Besides the Annual General Meeting specified in the proceeding Clause 22, an Extra Ordinary General Meetings may be convened as necessary.
- b) The Governing Board may, whenever it thinks fit, and upon requisition made by at least 1/3 of the total number of members of the Society, convene an Extra Ordinary General Meetings. A Meeting convened by requisition shall be fixed for a date not later than Six weeks from the date of the requisition. The requisition should specify the object of the meeting and not only business so specified shall be discussed at the meeting.
- c) A 21 days clear notice period shall be given before an Extra Ordinary General Meeting specifying the place and hour of the meeting and the nature of the business to be meeting and the nature of the business to be conducted to all the members of the Society.

24.The business of the Annual General Meeting shall be to receive and pass the accounts for the preceding financial year, to elect the member of the Governing

Board, to appoint the Auditors and to consider and transact any business which under these Rules and Regulations, business transacted at an Annual General Meeting. All other business transacted at an AGM is deemed special, and no such special business be brought forward unless notice thereof shall have been given to the Secretary of the Society atleast 14 days before the date of such meeting.

25. (a) One third of members, who are entitled to vote, shall form the quorum for a general meeting.

(b) If within half an hour from the time appointed for holding a meeting the quorum is not present, the meeting if called upon the requisition of members shall stand dissolved.

(c) In any other case, the meeting shall stand adjourned to the same day in the next week, at the same time and place on as the Chairman of the Meeting may determine.

(d) If at the adjourned meeting, a quorum is not present within half an hour from the time appointed for holding the meeting the members present shall be the quorum.

26. (a) Every meeting of General Body shall be chaired by the Chairman and in his absence the members present and entitled to vote at the General Body meeting shall elect a Chairman of that meeting from amongst themselves.

(b) All questions coming up before the meeting shall be decided by a majority of votes, of the Members present and voting and in the case of equality of votes the person presiding over the meeting shall have a second or casting vote.

(c) The Chairman shall have full authority to conduct the meeting including the authority to decide on the admissibility of any question, expunging any remarks, directing the conclusion of debate and putting any motion to vote. The Chairman's decision on the conduct of a meeting shall be final.

OPENING OF BANK ACCOUNT AND DELEGATION OF POWERS

27. I) The Governing Board shall be authorised to open such account in the name of Society with such bank or banks as they may think necessary from time to time, and may authorise official (s) to operate such account.

II) The Board of Governing Board may delegate such of their powers to such one or more of themselves as they may think fit and they may vary, alter or rescinded such powers or any of them as they from time to time think fit.

FUNCTIONS OF SOCIETY

28. (a) The Society shall have the option to accept charity, donation, and/or subscription from any person or institution in furtherance of the objects by the Governing Body.

(b)The funds of the Society shall be invested in furtherance of the aim of Society by a Resolution passed by majority of members voting in a meeting of the Governing Body.

(c) The Society shall have the power to invest funds in immovable property, fixed deposits receipts, saving fund accounts in Scheduled Banks.

(d)The Society shall have the power to borrow money against fixed deposits and the property of the Society as and when considered necessary to accomplish the aims and objects of the Society.

(e)The Society shall utilize the income of the society and if in any year the Income exceeds the expenditure, the excess amount shall be carried over to the Reserve funds. The Society shall have the power to draw upon this reserve fund to meet current expenses in case of emergency.

ACCOUNTS & AUDIT

29.The Governing Body shall maintain true accounts of all funds received and money expended by the Society and of all matters in respect of which such receipt and expenditure take place and of the assets, credits and liabilities or the Society.

30.Once at least in every year the accounts of the Society shall be examined and correctness of the Profit and Loss Accounts and Balance Sheet ascertained by Auditors.

31.Every account of the Governing Body when audited and approved by a General Meetings shall be conclusive except as regards any errors discovered therein three months next after approval thereof. Whenever any such error is discovered within that period the accounts shall forth with be corrected and the corrected accounts shall be conclusive.

32.The Governing Board may fill up any casual vacancy in the office of the Auditors.

AMENDMENT OF RULES & REGULATION.

33.Any Amendment in the Memorandum of Association or Rules will be carried out in accordance with the procedure laid down under section 12 and 12-A of Societies Registration Act, 1860.

INDEMINITY

34.Every member of the council and the Committee, and Officer of the Society or any person (whether officer of the Society or not) employed or not by the Society shall be indemnified out of the funds of the Society against all liability incurred by him in the said capacity in defending any proceedings whether civil or criminal, in which judgement is given in his favour, or in which his is acquitted.

LEGAL PROCEEDINGS

35. The Society may sue or be sued in the name of the Chairman or Secretary as per provisions laid down under section 6 of the societies Registration Act, 1860 as applicable to the NCT of Delhi.

ANNUAL LIST TO BE FILLED

36. The Governing Board shall arrange for the annual list of members of the Board of Governing Boards being filed every year with the Registrar of Societies, Delhi, In accordance with the provisions of Section 4 of Act XXI of 1860

Provided further that every such alteration etc. shall be duly communicated to the Commissioner of Income Tax of the region in which the Society is situated.

CHANGE OF OBJECTS OR RULES

37. The Members of the Society may in a special meeting convened for that purpose, alter, extend or abridge any purposes of the Society or may amend, alter or modify any of the Rules and Regulations of the Society In accordance with the procedure prescribed by Section 12 Of the Society Registration Act, 1860

Provided that the object clause shall not be altered so as to interfere with the character of the Society as one established solely for educational purposes.

APPLICATION OF FUNDS




38. The Income of Society from its property, donations, fees etc., whensoever derived, shall be applied solely towards the promotion of the objects of the society as set out in its Memorandum of Association 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 or any person claiming through any of them, provided that nothing herein contained shall prevent the payment in good faith of remuneration to any officers or servants of the Society. The Board of Governing Boards may from time to time pay any amounts from the fund of the Society to any other Trust or Society having objects similar to those of the Society.

PROCEDURE OF DISSOLUTION

39. If upon dissolution of the Society there shall remain after the satisfaction of all its just debts and liabilities, any property whatsoever the same shall not be paid to or distributed among the members of the Society or any of them but shall be given or transferred to some other institution or society having objects similar to the objects of this Society.

40. All the provisions of the Societies Registration Act XXI of 1860 (Punjab amendment) Act, 1957 as extended to the Union Territory of Delhi will apply to the Society.

41. We, the undersigned Governing Boards certify that this is a correct copy of the Rules and Regulation of " Raunaq Education Foundation".

Sd/-	Sd/-	Sd/-
		
(Rajeev Koul)	(Indranath Sinha)	(Rahul Gupta)
Chairman	Secretary	Treasurer