

Certificate of Registration of Societies

File No. Applied on 27/07/2024
WEST BENGAL ACT XXVI OF 1961
No. 5/31217 of 1980-1981

I hereby certify that Burba Educational
Institution

has this day been registered under the West Bengal Societies
Registration Act, 1961.

Given under my hand at Calcutta

this Twenty third day of February

One thousand nine hundred and eighty one

Registrar of Firms, Societies &
Non-Trading Corporations,
West Bengal



CERTIFIED TRUE COPY

26/07/24

Registrar of Firms, Societies &
Non-Trading Corporations, West Bengal

Mai

Principal
Ashok Hall Girls' Residential School
Majkhali, Ranikhet (Almora) U.K.
Pin - 263652

[Signature]

Manager
Ashok Hall Girls' Residential School
Majkhali, Ranikhet (Almora) U.K.
Pin - 263652

Feb 21 - 27 2024

3/2/2024



पश्चिम बंगाल WEST BENGAL

97AB 460380

3/3/2024

"Birla Educational Institution"



Registrar of Association
Enrolled on 25/2/24

West Bengal
14th Floor, 1st Floor, West Bengal

समवाचीकरण दिनांक २०२४

क्रमांक १०

पत्र

दिनांक

Handwritten signature

पता - श्री. अज्ञान मठ
कोलकाता - ७, हि. एम. बाजार हाटबंद, पत्र २१

03 JUN 2024



REGISTERED UNDER THE WEST BENGAL SOCIETIES
REGISTRATION ACT OF 1961

RULES AND REGULATIONS
OF
SIRLA EDUCATIONAL INSTITUTION

OFFICE OF THE INSTITUTION

1. The Registered Office of the Institution shall be situated at Calcutta. The Institution may from time to time, open, abolish and re-open branch offices at such other place or places as the Managing Committee may from time to time decide.

MEMBERS & MANAGING COMMITTEE

2. The Institution shall consist of -

- (i) Permanent Members - 11
- (ii) Ordinary Members - 10

3. (a) The following shall be the first Permanent Members of the Institution:-

- 1. Shri Basant Kumar Birla
- 2. Smt. Sarala Birla
- 3. Smt. Jayashree Mehta
- 4. Smt. Manjushree Khaitan
- 5. Shri Prakash Kumar Mehta
- 6. Shri Shullesh Kumar Khaitan

(b) The following shall be first Ordinary Members of the Institution:-

- 1. Shri Mahantlal Bagrodia
- 2. Shri Krishna Kumar Khanna
- 3. Shri Shiv Kumar Parikh
- 4. Shri Binayak/Himansingha
- 5. Shri Chitranjini Kojriwal

4. The total number of members shall not exceed twenty-two in number.

5. The Managing Committee of the Institution by two-third majority, subject to limit prescribed in the preceding clause 4, may admit to membership any person of any caste, creed or sex who has attained the age of eighteen years and agrees in writing to be bound by the Memorandum of Association and Regulations of the Institution and who in the opinion of the Managing Committee will be interested in advancement of the object of the Institution.



23/2/81

Be it noted that the power to admit members is the sole and absolute power of the Managing Committee and the Managing Committee may refuse to admit any person as a member without assigning any reasons whatsoever.

6. A person shall cease to be member of the Institution in any one of the following events:

- (a) If he resigns
- (b) If he is adjudged insolvent
- (c) If he becomes insane
- (d) If he is convicted of any offence in connection with the formation, promotion, management or conduct of the affairs of the Institution or of any offence involving moral turpitude.

7. Subject to the articles, the management of the whole of the affairs funds and assets of the Institution shall be entrusted to and be vested in a Managing Committee consisting of not less than five and not more than eight persons, out of which five would always be reserved for permanent members each of whom shall have right and be entitled during his/her life time to direct and nominate successor to his/her office by will or other instructions who may similarly be permanent member during his/her life with power to nominate and direct succession to his/her office by will or other instructions on the same terms and conditions as contained herein except with such modification as may be directed by the concerned permanent member.

8. The Managing Committee of the Institution at the date of adoption of the articles consists of the following permanent members:

- 1. Shri Bansat Kumar Birla
- 2. Smt. Sarala Birla
- 3. Smt. Jayashree Bhatia
- 4. Smt. Manjushree Khaitan

9. The Managing Committee of the Institution at the date of adoption of the articles consists of the following ordinary members:

- 1. Shri Krishna Kumar Choudhary
- 2. Shri Shri Kumar Parik
- 3. Shri Chiranjit Kojriwal

10. Shri Bansat Kumar Birla shall be permanent Chairman of the Institution during his life time unless he vacates his office by giving notice in writing to that effect. Shri Bansat Kumar Birla shall be entitled to nominate and direct succession to his office by will or other instructions who may similarly be Chairman during his/her life with power to nominate and direct succession to his/her office by will or other instructions on the same



terms and conditions as contained herein except to such modification as may be directed by Shri Bhanant Kumar Birla or his future successor in office from time to time.

11. The Chairman shall appoint the Hony. Secretary as well as Treasurer of the Institution.

12. A person shall cease to be member of the Managing Committee in any of the following events:

- (a) If he dies
- (b) If he becomes bankrupt or is adjudged insolvent
- (c) If he is found lunatic or of unsound mind, or by reason of age or infirmity or otherwise becomes incapable to act as a member of the Committee
- (d) If he is convicted of an offence involving moral turpitude,
- (e) If he fails to attend six consecutive meetings of the Managing Committee
- (f) In case of permanent members if so desired by the Chairman calling him if so resolved by two-third of the members for the time being of the Managing Committee and in case of others if so resolved by two-third of the members for the time being of the Managing Committee
- (g) If he resigns his post.

13. The vacancy occurring in the Managing Committee due to the death or resignation in the office of the permanent members as aforesaid shall be filled in in the similar manner by way of nomination as aforesaid failing which such vacancy shall be filled in by the remaining permanent members. Any vacancy occurring in the Managing Committee in the events other than death or resignation as mentioned in the preceding clause shall also be filled in by the remaining permanent members.

14. The vacancy occurring in the Managing Committee in the office of the ordinary members shall be filled in by the members of the Managing Committee by simple majority and vacancy of ordinary member so filled up by the other members of the Managing Committee shall be subject to retirement at the next Annual General Meeting of the Institution.

15. At every Annual General Meeting of the Society one-third of the ordinary members of the Managing Committee excepting the permanent members shall retire from the office of the Managing Committee and if their number be not a multiple of three the number nearest to one-third shall retire from the office.

16. The ordinary members to retire every year shall be those who have longest in office since their respective last admission or election but the permanent Managing members on the same day those to retire shall



unless they otherwise agree amongst themselves be determined by lot. A retiring member shall be eligible for re-election.

17. If at any Annual General Meeting at which election of ordinary members takes place the places of the retiring members are not filled up, the retiring members or such of them who have not had their places filled up shall be deemed to have been re-elected at such meeting.

MEETINGS OF THE MANAGING COMMITTEE

18. Meetings of the Managing Committee shall be held as often as may be necessary. Usually three days' notice shall be given but in case of urgent necessity, the meeting may be called on short notice. The Honorary Secretary of the Managing Committee may convene a meeting of which 3 days notice shall be given. All notices of meetings shall state the business to be transacted at the meeting.

19. The Chairman or the Honorary Secretary may whenever he thinks fit and he shall upon requisition in writing signed by fifty percent of the members of the Managing Committee convene a meeting of the Managing Committee.

20. The Chairman, if present, shall take the Chair at all meetings and in his absence the members present shall elect a chairman for the meeting.

21. The quorum at any meeting of the Managing Committee shall be 3 members of the Committee present in person. A meeting adjourned for want of quorum shall stand adjourned until further notice.

22. All decisions of the Managing Committee shall ordinarily be according to the opinion of the majority on a show of hands. Upon the demand of a member present at a meeting, any question under consideration at the meeting shall be decided by ballot. Each member shall have one vote only, the Chairman of the meeting having a casting vote. No member shall vote in any matter in which he has a financial interest.

23. A resolution by circulation and passed by a majority of the Members of the Managing Committee without any meeting of the Committee and evidenced by writing under the hands of a majority of the members of the Committee and signed by either Chairman or Honorary Secretary shall be as valid and effectual as a resolution duly passed at a meeting of the Committee called and held in accordance with the provisions of these Rules. The resolution so passed shall be confirmed at the next following meeting of the Managing Committee.

24. The continuing members of the Managing Committee may and notwithstanding any vacancy in their body so long as their number is not reduced below the number fixed by or pursuant to these Rules as the necessary number of members of the Committee. The continuing members of the Committee may also for the purpose of increasing the number of the members



of the Committee to that number in the manner laid down in these rules or otherwise as may be necessary for summoning a meeting of the Managing Committee but for no other purpose.

POWERS OF THE MANAGING COMMITTEE

25. The Managing Committee shall subject to these rules and regulations as well as any other rules and regulations from time to time made by the Institution in General Meeting, conduct and manage all the business affairs of the Institution.

26. The Managing Committee shall, in addition to the rights and powers conferred upon it by these articles, exercise all such powers and do and execute all such acts, deeds and things for and on behalf of the Institution which the Institution by its Memorandum of Association is authorised to exercise, do and execute and which the Managing Committee is not expressly by these presents prohibited from exercising doing and executing.

27. Without prejudice to the aforesaid general powers the Managing Committee shall have the following rights and powers :

- (a) To establish run and aid schools, colleges and other educational institutions.
- (b) To grant stipends, scholarships and other aids to deserving students.
- (c) To collect raise and receive subscriptions and donations with or without conditions.
- (d) To appoint teachers, professors, managers, gymnasias, bill collectors, janitors, servants, and other assistants and employes to fix and pay their remuneration and to dispense with their services.
- (e) To appoint Sub-Committee, including persons not members of the Institution or of the Committee and to delegate to such Sub-Committee all or any of its powers and in particular to appoint Sub-Committee to manage or supervise any institutions established, run or aided by the Institution.
- (f) To frame, add to and alter bye-laws, rules and regulations -
 - (i) Regarding meeting of the sub-committee
 - (ii) Regarding the conduct of the employes of the Institution
 - (iii) To prescribe conditions and rules and regulations in which aid may be given to any educational institutions.
- (iv) And generally regarding any other connected matter.



- (g) To select and prescribe text books, to frame and prescribe syllabus for schools and institutions run and/or aided or supervised by the Institution.
- (h) To prescribe conditions of employment of teachers and staff of schools, colleges and other educational institutions run, aided and supervised by the Institution.
- (i) To prepare and lay before the Annual General Meeting report of the activities of the Institution.
- (j) To appoint, establish, abolish and re-run branches of the Institution.
- (k) To appoint attorney or attorneys to look after the activities of the Institution and to delegate to such attorney or attorneys such power or powers as the Managing Committee may think fit including the power to substitute from time to time and to remove such attorney or attorneys and to appoint other or others in their place.
- (l) To open account with any Bank or Banks and to provide for operating the same, drawing, issuing and signing and endorsing of cheques, drafts, pay orders by the Chairman or Secretary or any two members of the Managing Committee.
- (m) Generally to do all such matters and things as may be necessary to be done, authorized or sanctioned in or about the execution of all or any of the powers heretofore conferred on the Managing Committee and to frame Rules and Bye-Laws for such purposes.
- (n) To make, add to, or alter rules for their meetings and other matters relating to them as Members of the Managing Committee.

REGISTER OF MEMBERS

29. The Institution shall maintain a Register of Members which will contain names, addresses and their occupations, the date of admission and the date of cessation. The said Register shall be kept open for inspection by the members of the Institution on requisition.

GENERAL MEETINGS

29. A General Meeting of the Members of the Institution shall be held every year within six months from the expiry of the financial year ending every year 31st March of the Institution or at such time as may be decided by the Managing Committee at the office of the Institution or at any place or places as may be determined by the Managing Committee.



- 7 -

Such meetings shall be called the Annual General Meetings of the Institution. Not more than fifteen months shall elapse between two successive Annual General Meetings. All other General Meetings of the Institution shall be called 'Special General Meetings'. The first financial year will be ending 31st March, 1952.

30. The Managing Committee may whenever it thinks fit and it shall within 7 days of the receipt of a written requisition signed by five or more members convene a Special General Meeting of the Institution at a time and place to be fixed by the Managing Committee to consider the matters that may be placed before it by the Managing Committee or in the case of a requisition meeting such matters as may be specified in the requisition.

31. In case the Managing Committee does not within the time fixed convene a meeting on the requisition of the members as prescribed in the last preceding clause, the requisitionists may themselves within 7 days of such default convene a Special General Meeting of the Institution at the office of the Institution to consider the matters mentioned in the requisition. Such meeting shall otherwise be governed in all matters by the provisions in these presents contained for General Meetings.

32. At least 7 days notice specifying the place, date, hour and agenda of the Annual and Special General Meetings shall be given to all the members either by advertisement in a daily paper published in Calcutta or by notice sent by post or otherwise served or by both. The accidental omission to give any such notice to any of the members shall not invalidate any resolution passed at any such meeting. In case of urgency, the Managing Committee shall be entitled to reduce the period of notice to three days.

33. The functions of the Annual General Meetings are :-

- (i) To receive and confirm the minutes of the last Annual General Meeting or of a Special General Meeting, if any.
- (ii) To receive from the Managing Committee the Report and audited Balance Sheet and Statement of Receipts and Expenditure for the preceding year and to pass the same.
- (iii) To consider any communication of audit Memorandum and/or Report that may have been received from the Auditors.
- (iv) To appoint a person or persons to audit the accounts of the Institution during the ensuing year and to fix his or their remuneration.
- (v) To select the ordinary members for Managing Committee.
- (vi) Such other business as may be brought forward by the Managing Committee.

34. The Chairman, if present, shall take the Chair at all meetings and if he is absent the members present shall elect a Chairman for the Meeting.



35. Five members present in person shall be the quorum for a General Meeting of the Institution, Annual or Special. If a meeting is not held for want of quorum it shall stand dissolved if it is a requisition meeting, otherwise it shall stand adjourned until further notice.

36. Votes may be given either personally or by attorney or by proxy.

37. Save as otherwise provided under these Rules, all decisions of any General Meeting shall ordinarily be according to the opinion of the members having a majority of votes on a show of hands. Upon the demand of a member present in person or by attorney or by proxy at a meeting, any question under consideration of the meeting shall be decided by ballot by the majority of votes. The Chairman of the meeting shall have a casting or second vote. No member shall vote in any matter in which he has a financial interest.

TRUSTS OF PROPERTY AND INCOME

38. The property of the Institution and the income of the Institution from its properties and all other income of the Institution from whatever source derived shall be held and applied solely towards the promotion of the objects of the Institution as stated in the accompanying Memorandum of Association and no part thereof shall be paid or transferred directly or indirectly by way of profit or dividend to any of the members of the Committee, but nothing herein contained shall prevent the payment in good faith of remuneration to any officer or servant of the Institution in return for any services actually rendered to the Institution or to any member of the Managing Committee in reimbursing such expenses as may have been properly incurred by the member of the Managing Committee in furtherance of the objects of the Institution or payment of interest at a rate not exceeding the prevailing market rate on money lent or reasonable or proper rent for premises demised or let out by any member to the Institution. No member of the Managing Committee (Save an officer of the Institution who by virtue of his office has been admitted to the Managing Committee) shall hold any salaried office in the Institution or any office of the Institution carrying any remuneration or other benefit in money or moneys worth except payment of out of pocket expenses.

HONORARY SECRETARY

39. The Honorary Secretary shall subject to the control and direction of the Managing Committee shall have the powers to.

- (a) sign and execute all papers and correspondence and have charge of all correspondence and records of the institution in ordinary course of the business;
- (b) have the custody of and maintain in good order and condition all properties of the institution;



- (c) ensure that all correspondence, records and documents of every kind connected with the business of the Institution are properly filed and preserved;
- (d) keep a complete current and up-to-date stock book of all properties of the Institution and have an annual stock taking made of all such properties;
- (e) exercise general supervision over the servants, agents and contractors of the Institution;
- (f) keep an up-to-date register of donors and members of the Institution with their addresses and revise such register from time to time;
- (g) aid and advise the Managing Committee in enforcing the Rules and Regulations and the Bye-Laws of the Institution;
- (h) prepare and lay before the Managing Committee a draft annual report of the working of the Institution together with an audited statement of accounts including Report of the Auditors;
- (i) be an ex-officio member of all sub-committees of the Institution;
- (j) cause minutes of all meetings of the Committee and of the Annual General Meeting and Special General Meeting, if any, to be correctly recorded, confirmed and kept;
- (k) incur any expenditure in any emergency in anticipation of the sanction of the Committee;
- (l) do all such acts, deeds and matters as may be necessary to carry out the instructions of the Managing Committee and according to the Rules and Regulations of the Institution.

40. Subject to any regulations made for the time being by the Managing Committee, the Honorary Secretary may use or be used on behalf of the Institution.

ACCOUNTS AND AUDITORS

41. Managing Committee shall keep or cause to be kept true accounts of all moneys and properties received and expended by the Institution and for the matters in respect of which such receipts and expenditures took place and of the assets, properties and liabilities of the Institution. Where necessary separate accounts shall be kept of the various departments and activities of the Institution.

42. The accounts of the Institution shall be audited at least once a year by a qualified auditor or other person to be appointed by the Annual Meeting. The auditor shall have access at all reasonable times



of all the books, accounts and papers of the Institution.

43. The Managing Committee shall at least once in a year prepare or cause to be prepared a Balance Sheet of the Institution and shall lay the same along with the Accounts, the Report of the Auditors and its own Report before the Annual General Meeting of the Institution.

44. A copy of the Accounts, i.e. Balance Sheet, Statements, Auditors Report and Report of the Managing Committee shall be sent to all the members of the Institution by post or otherwise at least three days before the holding of the Annual General Meeting.

INSPECTION

45. The accounts and books of the Institution or any of them shall be open to the inspection of the members of the Managing Committee who shall have access to all records of the Institution, subject to any reasonable restrictions as to the time and manner of inspecting the same, that may be imposed in accordance with the Regulations of the Institution for the time being.

ALTERATION OF RULES AND REGULATIONS

46. The Institution may in a Special General Meeting convened for the purpose add, alter, modify, rescind by three-fourths majority the rules and regulations herein contained or any rules and regulations of the Institution for the time being in force.

DISSOLUTION OF THE INSTITUTION

47. The Institution may be dissolved by a resolution in that effect passed in a Special General Meeting by three-fourths majority. The said meeting shall also decide the manner of disbursement of the funds and assets of the Institution, if any, after dissolution.



We, the following members of the Managing Committee of the Institution do hereby certify that the above is a correct and true copy of the Rules and Regulations of BIRLA EDUCATIONAL INSTITUTION:-

Sl. No.	Name	Address	Occupation	Signature
1.	Shri Daxant Kumar Birla	10, Gurusaday Road, Calcutta-700 019	Industrialist	
2.	Smt. Sarala Birla	18, Gurusaday Road, Calcutta-700 019	Housewife	
3.	Smt. Jayashree Mehta	22, Bolandere Road, Calcutta-700 027	Housewife	
4.	Smt. Manjushree Khaitan	4, Quana Park, Ballygoage, Calcutta-700 019	Housewife	
5.	Shri Krishna Kumar Khanna	25, Ballygoage Park, Calcutta-700 019	Company Executive	
6.	Shri Shiv Kumar Parik	'C' Block, 111, Bangur Avenue, Calcutta-700 055	Company Executive	
7.	Shri Chiranjitlal Sajriwal	10, Satyen Dutta Road, Calcutta-700 019	Company Executive	



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26/03/14

611, Registrar of Firms, Societies & Non-Trading Companies, West Bengal