MEMORANDUM OF ASSOCIATION OF KARTAVAYA:

01 NAME OF THE SOCIETY : KARTAVAYA, AN EFFORT TOWARDS EDUCATED INDIA

02 REGISTERED OFFICE : P-3047, D-2, 3rd FLOOR, GALI S HARKI NO.20, RANJIT NAGAR, PATEL NAGAR, NEW DELHI-110008.

03 WORKING AREA OF THE ASSOCIATION : ALL INDIA

04 AIMS AND OBJECTIVES : The aims and objective for which the society is established shall be as under:

(i) To impart knowledge and education (primary to vocational/professional) focusing on disadvantaged sections of society.

(ii) To impart professional knowledge/education to students, adolescents throughout India by forming network of volunteers and network of expert resources.

(iii) To form a chain of centres for imparting education to the needy students.

(iv) To promote/undertake research and development in pedagogy, syllabus, technical methodology and multimedia contents for better and effective education for target group mentioned in column No.(i).

(v) To provide scholarship and sponsorship to needy and the bright throughout the educational period.

(vi) To make efforts to collaborate with National and International organizations in area of education.

(vii) To promote and augment resources for education of underprivileged people worldwide, enabling them to join the main stream of society.

(viii) To promote and work with the local self governance institutions in area of education to work on the achieving the better education.

(ix) To promote education and awareness for environmental and wild-life conservation, management of natural resources.

(x) To advance the aim of health consciousness, awareness and education for better quality of life and healthy practices and to fight against AIDS and deadly diseases.

PRESIDENT  SECRETARY  JT. SECRETARY  TREASURER
(xii) To eradicate illiteracy, uproot unemployment and check the population explosion.

(xiii) To correct the imbalances in terms of availability of information to disadvantage sections by promoting E-governance and E-education.

(xiv) To work for and promote equality of women in every walk of life particularly availability of facilities for empowering education.

(xv) To help in preserving the historical monuments and ancient culture of India.

All the income will be used only for achieving the objectives of the society.

4. GOVERNING BODY:
The Governing body shall consist of all members and office bearers as under:

The names, address, occupation and designation of the present members of the governing body to whom the management of the education foundation is entrusted as required under Section 2 of the Societies Registration Act, 1860 are as follows:

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<th>S.NO.</th>
<th>NAME &amp; ADDRESS</th>
<th>OCCUPATION</th>
<th>DESIGNATION</th>
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<tbody>
<tr>
<td>1.</td>
<td>MS. ANUPAMA JHA, D/O SH. S.N. JHA, R/O 24-703, EASTEND APARTMENTS, MAYUR VIHAR, PHASE-I EXTN., DELHI-110096</td>
<td>SOCIAL ACTIVIST</td>
<td>PRESIDENT</td>
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<td>2.</td>
<td>SH. D. SUSHANT REDDY, S/O SH. D. VENKAT REDDY, PROFESSIONAL R/O SAPATGIRI COLONY, MEDHIDIPATNAM HYDERABAD (A.P.)</td>
<td>SOFTWARE PROFESSIONAL</td>
<td>SECRETARY</td>
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<td>3.</td>
<td>SH. D.C. SHARMA, S/O SH. MOOL CHAND SHARMA, R/O VILL-FAZILPUR, DISTT. SONEPAT (HARYANA)</td>
<td>ADVOCATE</td>
<td>JT. SECRETARY</td>
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<td>4.</td>
<td>SH. UMA NATH JHA, S/O DR. SURESH JHA, R/O VILL-ARORUT, ROASERA, SAMASTIPUR (BIHAR)</td>
<td>STUDENT</td>
<td>TREASURER</td>
</tr>
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President: [Signature]
Secretary: [Signature]
JT. Secretary: [Signature]
Treasurer: [Signature]
5. DESIRIOUS PERSONS:

An Effort Towards Educated India.

We the undersigned are desirous of forming a society namely “KARTAVAYA” at P-3047, D-2, 3rd Floor, Gali No.20, Ranjit Nagar, Patel Nagar, New Delhi-110008.

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<td>SOFTWARE PROFESSIONAL</td>
<td>[Signature]</td>
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<td>SH. D.C. SHARMA, S/O SH. MOOL CHAND SHARMA, R/O VILL.-FAZILPUR, H.NO. 133 DISTT. SONEPAT (HARYANA)</td>
<td>ADVOCATE</td>
<td>[Signature]</td>
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PRESIDENT SECRETARY JT. SECRETARY TREASURER

27 OCT 2003
RULES AND REGULATIONS OF “KARTAVAYA”

KARTAVAYA was established by a small group of students from Indian School of Mines, Dhanbad, headed by Sh. Amresh Kumar Mishra, to work in area of imparting basic education to the school going children, children who have never attended the school and adults in slum areas. The name of the organization and founder’s name “Sh. Amresh Kumar Mishra”, shall remain unchanged.

1. MEMBERSHIP:

The membership of the society is open to any person or persons, who has attained the age of majority and has expertise in imparting education at all fronts such as primary, higher technical education, medical education even to impart and help at the stage of attaining the scholar and fulfill the terms and conditions of the society, without discrimination of the religion, caste, creed, gender or colour,
but subject to the approval of the governing body, if the membership is refused to certain person of the group of persons the reason for the refusal shall be communicated to the person/s concerned.

2. **SUBSCRIPTION:**
   Admission fee Rs.500/- at the time of admission
   Subscription Rs.50/- per month.

3. **TERMINATION OF MEMBERSHIP:**
The Managing Committee shall have the power to expel any member from the society, if any member:-

   a) has not paid his monthly subscription for more than three months;
   
   b) if he does not attend three meeting of the society without any intimation;

   c) on the written resignation;

   If the Managing Committee deem fit that the presence of a member is detrimental to the interest of the Society then membership of such member can be terminated by the General Secretary, and his decision is final and cannot be challenged provided his decision shall not be arbitrary; and such member shall never be re-admitted as member in the society.

4. **APPEAL:**

   All the appeals shall be made before the general body of the society, the decision of the general body shall be final. The reason for rejection shall be communicated to the person concerned.

5. **RE-ADMISSION:**

   In case of member expelled by the general body the same can be re-admitted provided the member concerned, pays all up to date, dues. The decision of the general body shall be final.

6. The bank account of the society shall be operated by the Treasurer and Secretary jointly.

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PRESIDENT  SECRETARY  JT. SECRETARY  TREASURER
7. **GENERAL BODY:**

All the members of the society shall constitute the general body function of the general body will be as follows:

(i) To consider any business brought before it by the Governing body;

(ii) There shall be an annual meeting of the general body in the month of March every year.

(iii) Not less than 15 days notice shall be given to the members before the date of general body meeting enclosing the agenda specifying date, time and place.

(iv) The Quorum for the meeting shall be 2/3.

8. **SOURCE OF FINANCE:**

(i) Admission fee

(ii) Subscription

(iii) Donations and special contribution

9. **GOVERNING BODY:**

The strength of the Governing body shall not be less than 8 and not more than 21. The member of the governing body shall hold the office for 2 years. The meeting of the governing body shall hold as and when necessary for which 15 days clear notice will be required and quorum shall be 2/3.

10. **ELECTION AND QUORUM:**

The General Body in its annual meeting will elect its Secretary and all the office bearers and members after two years, by secret ballot papers. The quorum of the General Body and governing body shall be 2/3rd.

11. **FUNCTIONS OF THE GOVERNING BODY:**

(i) The governing body shall make plan for the future program of the society.

(ii) The governing body will be responsible for publication of literature, propagation of ideas of the society in public at large.

*Signature*

PRESIDENT  SECRETARY  JT. SECRETARY  TREASURER
(iii) Governing body will be appointing, terminating authority and it will assign duties to any staff.

(iv) The Governing body will arrange finance if required from other bank(s), institution or individual on reasonable terms and conditions.

(v) The Governing Body will accept donation charities loans, grants properties etc. from public, other association, agencies, government department with a purpose to promote the aims and objects of the society.

12. MANAGEMENT OF FUNDS:
All the funds at the disposal of the society shall be deposited in the nationalised bank.

13. REGISTER OF MEMBERS:
The society shall maintain at its registered office the record of its members in a register and shall enter their in within 15 days after admission of member of cessation of his membership as the case may be following particulars:

i) The name, address and telephone number of the member;

(ii) Shall be entitled to participate in the meeting, social functions and gathering of the society.

(iii) Shall have right to inspect the books of accounts containing minutes of proceedings of the general meeting and register of member of the society on any working day during business hours by giving reasonable notice.

(iv) Shall be bound by the rules and regulations and / or bye-laws, which may be framed from time to time.

(v) To elect governing body of the society.

(vi) To attend the general body meeting as and when required.

(vii) To inform the society pertaining to any matter of the society.

(viii) To administrator the oath of the office and liability to the society and / or its constitution.

14. POWERS AND DUTIES OF THE OFFICE BEARERS:
Besides from the other powers and duties as mentioned above the office bearers also has the following powers and duties.

President  Secretary  Jt. Secretary  Treasurer
PRESIDENT:

He will be the head of the Society and preside over the meeting of the General body and as well as of the Management Committee. He will have no voting power, but will have the right of casting vote only in case of equality of votes. He will summon the members for all meetings.

SECRETARY:
The powers and duties of the Secretary shall be as follows:-

(i) To sign on behalf the Society and conduct its correspondence.

(ii) To sign on behalf of the society and to record the proceedings of such meetings.

(iii) To manage and attend general meetings of the managing committee.

(iv) To incur contingent expenditure subject to the sanction of the Managing Committee.

(v) to conduct the current business of the society and perform all duties entrusted to him by the Managing Committee

(vi) To call ordinary general meeting desired on the written request of at least twenty five members.

(vii) To open the accounts of the society either in Bank or in any other financial institution. However, the said account shall be open in the name of the society and shall be operated by Treasurer, but any withdrawal from the said accounts can only be made by the joint signatures of the Secretary and treasurer, and in the case of resignation of the treasurer the said account can be operated by the Secretary singly or with any other office bearer jointly as per the needs and requirements.

(viii) To appoint the employees for the society with approval of managing committee.

(ix) And to do all other acts, which are required for the functioning of society and not covered by this memorandum.

TREASURER:
The powers and duties of the Treasurer be as follows:-

[Signatures]

PRESIDENT  SECRETARY  JT. SECRETARY  TREASURER
(a) To keep accounts of all receipts and general expenditure of the society and to furnish necessary information on to the Managing Committee.

(b) To deposit or withdraw the amount of the society from the bank as decided by the Managing Committee. He will keep only Rs.2,000/- with him and the balance amount will have to be deposited in the bank.

(c) Expenditure passed by the Managing Committee shall be signed by the Managing Committee shall be signed by the Secretary and Treasurer or other office bearers appointed by the Managing Committee.

15. **AUDIT:**
An Auditor appointed by the Governing Body shall audit the account of the society at least in a year.

16. **FINANCIAL YEAR:**
The financial year of the society shall start from the first day of April to 31st day of March every year.

17. **TENURE:**
The terms of governing body shall be two years.

18. **AMENDMENT:-**
Any amendment in memorandum and rules and regulations will be arrived out in accordance with Section 12 and 12-A of the Societies Registration Act, 1860 as applicable to the National Capital Territory of Delhi shall apply to this society. The amendment in the memorandum, rules and regulations shall be made under this section.

19. **LEGAL PROCEEDINGS (SECTION 6 OF THE ACT):**
The society may sue or be sued in the name of the president as per the provisions laid down under Section 6 of the Society Registration Act of 1860 as applicable to the National Capital Territory of Delhi.

20. **ANNUAL LIST OF GOVERNING BODY:**
Once in every year a list of the office bearers and members of the governing body shall be filed with the registrant of societies, Delhi as required under Section 4 of the societies registration Act of 1860, as applicable to the National Capital Territory of Delhi.

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**Signatures:**

PRESIDENT

SECRETARY

JT. SECRETARY

TREASURER
21. **Dissolution:**

If the society need to be dissolved it shall be dissolved as per provisions laid under Section 13 and 14 of the Societies Registration Act, 1860 as applicable to the National Capital Territory of Delhi.

22. **Application of the Act:**

"All the provisions under all the sections of the societies registration Act of 1860 as applicable to the National Capital Territory of Delhi shall apply to this society."

23. **Essential Certificate:**

"Certified that this is the correct copy of rules and regulations of the society"

[Signatures of President, Secretary, Joint Secretary, Treasurer]