



THE CONVENT

(TO BE AFFILIATED TO CBSE, NEW DELHI)

MANAGED BY: SHRI LAXMI NARAYAN EDUCATIONAL SOCIETY (REGD.)

Ref. No. _____

Date: _____

Certificate of Registration of Society

It is hereby certified that copy of registration of Society Under Act XXI 1860 and name of society is enclosed herewith.

For The Convent
Rahul Sharma
President

Arjun Malhotra
Principal
The Convent
Pohir (Ludhiana)

CERTIFICATE OF REGISTRATION OF SOCIETIES

(ACT. XXI OF 1860)

No. LDH/OL/241 of 2023-2024

I hereby certify that

Shri Laxmi Narayan Educational Society

C/o Dr. Rahul Sharma, S/o Data Ram, Village Pohir, Distt. Ludhiana

Pohir (Ludhiana), Punjab-141204

has this day been registered under the Societies Registration Act (XXI of 1860) and as amended by Punjab Amendment Act, 1957

Given under my hand at Ludhiana this
27 Sep, 2023

PIN: 230970277 Application Id: 2309683236

Fee Rs. 500/-

Additional Registrar OF Societies
Ludhiana

Note: Kindly See Page No. 2 Overleaf


For The Convent

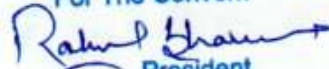
Rahul Sharma
President


Jyoti Malhotra
Principal
The Convent
Pohir (Ludhiana)

Page 2

Along with the certificate, the registered society on page no 1 is also conveyed that , this office does not in any way authorize/ approve the society to control the affairs of any infrastructure if mentioned or appears to be mentioned in the name of the Society .


**Additional Registrar of Societies-cum
General Manager
District Industries Centre,
Ludhiana.**

For The Convent

President


**Principal
The Convent
Pohir (Ludhiana)**



THE CONVENT

(TO BE AFFILIATED TO CBSE, NEW DELHI)

MANAGED BY: SHRI LAXMI NARAYAN EDUCATIONAL SOCIETY (REGD.)

Ref. No. _____

Date: _____

Certificate

(Regarding establishment of the school)

It is hereby certified that **THE CONVENT** Jhammat, Road, Pohir, Distt-Ludhiana is run by Shri Laxmi Narayan Educational Society Registered at village Pohir, District-Ludhiana, Pin code-141204.

THE CONVENT Jhammat Road, Pohir, Distt-Ludhiana was established on 01-04-2024.

For The Convent
Rajendra Sharma
President

Archana Malhotra
Principal
The Convent
Pohir (Ludhiana)

Shri Laxmi Narayan Educational Society

Regd Office : Village Pohir, Distt. Ludhiana

To

The Asstt. Registrar of Societies-Cum
District General Manager,
District Industries Centre,
Ludhiana.

Sub : Registration of Educational Society

Respected Sir,

We have the honour to enclose herewith, the following documents
for Registration of the Society:

- I) Copy of Resolution
- II) Memorandum of Association
- III) Copy of Rules and Regulations
- IV) Necessary fee is being deposited
- V) Annexure A

We respectfully pray for registration of our society & issuing of
Registration certificate.

Thanking you,

Yours Faithfully

Rahul Sharma

PRESIDENT

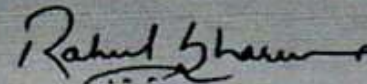
For The Convent

Rahul Sharma
President

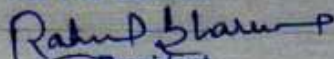
Prakash Pathak
Principal
The Convent
Pohir (Ludhiana)

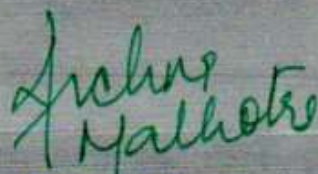
TO WHOM IT MAY SO CONCERN

I, Dr. Rahul Sharma, owner of property at village Pohir, Distt. Ludhiana have no objection on" Shri Laxmi Narayan Educational Society working in my premises to achieve the objects set forth in its Memorandum of Association. No rent will be charged from this new society.


Dr. Rahul Sharma

For The Convent


President


Principal
The Convent
Pohir (Ludhiana)

**MEMORANDUM OF ASSOCIATION
OF
SHRI LAXMI NARAYAN EDUCATIONAL SOCIETY**

1. **NAME OF THE SOCIETY** : The name of the society shall be
"Shri Laxmi Narayan Educational Society."
- 2 (a) **REGISTERED OFFICE** : The Registered office of the society shall
be at :
Village POHIR, Distt. Ludhiana.
- Any change of the address shall be
notified to the Registrar of Societies
within fourteen days of such change.
- (b) **AREA OF OPERATION** : Throughout whole of the Punjab State.
3. **AIMS & OBJECTIVES** : The aims and objects for which the society
is established are as under -
- (i) To manage and run schools on modern & scientific lines and to work for all round development of the schools.
 - (ii) To start Educational institutions at different places in Ludhiana Distt or in other cities of Punjab right from Nursery to senior secondary standard.
 - (iii) To promote the cause of National Unity, integration, harmony, universal brotherhood And solidarity through modern lines of education.
 - (iv) To put in all possible efforts for overall upliftment of poor and needy children by making them self-sustained responsible citizens.
 - (v) To inculcate educational and cultural feelings among the general public by organising Contests, cultural and social functions.
 - (vi) To spread, propagate and enforce the study of truth, non-violence and love.
 - (vii) To establish, take over and run authorized study centres from recognised Universities Of India and abroad with an object to provide sound higher education to candidates by seeking recognition/ authorization.
 - (viii) To train and promote the students and to facilitate them so that they can make their career as a good professional.
 - (ix) To arrange and organize various kinds of student welfare programmes & activities.
 - (x) To provide medical aid , stationery ,transportation, libraries, laboratoric, reading rooms, hostels, play grounds and other facilities to the candidates and also to the members of the society.
 - (xi) To appoint/ arrange staff for the different schools & institutions of the society.

Rahul Sharma

Manika Singh

Principal
Shri Laxmi Narayan Educational Society

For The Convent
Rahul Sharma
President

Principal
The Convent
Pohir (Ludhiana)

- (xii) The society shall undertake all sorts of eco friendly activities / projects aimed at improvement of environmental health of the region.
- (xiii) To engage in social welfare and rural reconstruction activities aimed at improving living conditions of the poor irrespective of race, caste, community or creed.
- (xiv) To establish and promote establishment of or to render aid to schools, colleges, educational institutions, technical educational institutions and training institutions in one or all fields of Education.
- (xv) To receive any gifts or money or other properties, both movable and immovable or any bequests for any one or more objects of the society.
- (xvi) To alienate by way of sale, lease, mortgage, pledge, exchange, gift or otherwise the properties or funds of the society or any portion thereof including the giving of subscriptions, contributions, assistance, pecuniary or otherwise to charitable institutions, bodies or persons as from time to time seem necessary or appropriate.
- (xvii) To promote and encourage education and help the needy and the poor by giving scholarships, books and cash donations.
- (xviii) To invest, lay aside, deposit in banks or post offices or otherwise deal with money or funds of the society not immediately required for the objects of the society.
- (xix) To borrow and raise funds from banks, other financial institutions or private parties for the purpose and objects of the society with or without security in any manner as the society may think fit and repay the same.
- (xx) To collect donations, membership fees and contribution from members and others.
- (xxi) To open, maintain bank accounts and same shall be operated under the signatures of President/ Vice President or cashier or as may be mutually decided by members.
- (xxii) To frame bye laws, rules and regulations for smooth working of society and to alter or amend or re substitute new rules and regulations as society may deem fit.
- (xxiii) To affiliate and manage and support the like minded institutions having similar objects as those of society.
- (xxiv) To provide means for the promotion and advancement of above mentioned objects.
- (xxv) To do all acts which are ancillary and incidental to the attainment of above objects of the society.
- (xxvi) That all the incomes, earnings, movable, 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 association and no profit on thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profits or in any manner whatsoever to the present or past members of the society or to any person claiming through anyone or more of 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 profits, whatsoever by virtue of this membership.

Rahul Sharma

Manita Singh

Principal
Principal

For The Convent

Rahul Sharma
President

Principal

The Convent
Pohir (Ludhiana)

4 GOVERNING BODY

The Names, Offices (If any), Occupations, and addresses of the Members of the Governing Body to whom by the Rules and Regulations of the Society, of its affairs is entrusted, are set out here under, namely:-

Name	Designation	Occupation & age	Address	Signature
Dr. Rahul Sharma S/o Sh. Data Ram Mob: 9815540789	President	Service, 46 yrs.	H No 89, Railway Road, Ahmedgarh	<i>Rahul Sharma</i>
Ms. Mamta Singla D/o Sh. Satish Singla Mob: 8360550475	Vice President	Service, 34 yrs.	143-A, Aggar Nagar, Ludhiana	<i>Mamta Singla</i>
Sh. Sukhwant Singh S/o S. Gurnail Singh Mob: 9814916210	Cashier	Service, 43 yrs.	186, Jagera Road, Ahmedgarh	<i>Sukhwant Singh</i>
Sh. Mandeep Kumar Jolly S/o Sh. Om Parkash Jolly Mob: 9463200386	Gen. Secretary	Business, 49 yrs.	VPO. Barundi, Distt. Ludhiana	<i>Mandeep Kumar Jolly</i>
Sh. Munish Kumar S/o Sh. Jiwan Lal Mob: 9814508444	Joint Secretary	Business, 39 yrs.	Ward No. 9, Batta Bagh, Ahmedgarh	<i>Munish Kumar</i>
Sh. Yogesh Kumar S/o Sh. Rachpal Mob: 9417583166	Member	Service, 47 yrs.	Staff Colony-1, GNE College, Ludhiana.	<i>Yogesh Kumar</i>
Sh. Mukesh Kumar S/o Sh. Hari Krishan Mob: 7973839672	Member	Service, 47 yrs.	St. No. 3, Ward-14, Green Avenue, Ahmedgarh.	<i>Mukesh Kumar</i>

ATTESTED TO BE TRUE COPY

Rahul Sharma
PRESIDENT

Mamta Singla
VICE PRESIDENT

Sukhwant Singh
CASHIER

Witness :-

Satish Singla
1. Sh. Satish Kumar Singla
S/o Late Sh. Ram Sarup
143-A Aggar Nagar,
RajGuru Nagar,
Ludhiana.
Mob: 9417052698

Sushma Rani
2. Ms. Sushma Rani
D/o Sh. Hari Chand Bansal
H.No. 71, Ward No.14
Mahatma Singh Street
Ahmedgarh.
Mob: 9855245379

For The Convent

Rahul Sharma
President

Principal

The Convent
Pohir (Ludhiana)

5. DESIROUS PERSONS :

We the several persons whose signatures, offices (if any) occupations, and addresses are hereunto subscribed are desirous of being formed into a Society in accordance with Societies' Registration Act XXI of 1860 under the name of the **SHRI LAXMI NARAYAN EDUCATIONAL SOCIETY**, in pursuance of this Memorandum of Society, namely :

Name-	Designation	Occupation & age	Address	Signature
Dr. Rahul Sharma S/o Sh. Data Ram Mob : 9815540789	President	Service, 46 yrs	H.No 89, Railway Road, Ahmedgarh	Rahul Sharma
Ms. Mamta Singla D/o Sh. Satish Singla Mob : 8360550475	Vice President	Service, 34 yrs	143-A, Aggar Nagar, Ludhiana	Mamta Singla
Sh. Sukhwant Singh S/o S. Gurnail Singh Mob : 9814916210	Cashier	Service, 43 yrs	186, Jagera Road, Ahmedgarh	Sukhwant Singh
Sh. Mandeeep Kumar Jolly S/o Sh. Om Parkash Jolly Mob : 9463200386	Gen. Secretary	Business, 49 yrs	VPO. Barundi, Distt. Ludhiana	Mandeeep Kumar Jolly
Sh. Munish Kumar S/o Sh. Jiwan Lal Mob : 9814508444	Joint Secretary	Business, 39 yrs	Ward No 9, Batta Bagh, Ahmedgarh.	Munish Kumar
Sh. Yogesh Kumar S/o Sh. Rachpal Mob : 9417583166	Member	Service, 47 yrs	Staff Colony-1, GNE College, Ludhiana.	Yogesh Kumar
Sh. Mukesh Kumar S/o Sh. Hari Krishan Mob : 7973839672	Member	Service, 47 yrs	St. No. 3, Ward-14, Green Avenue, Ahmedgarh.	Mukesh Kumar

ATTESTED TO BE TRUE COPY

Rahul Sharma
PRESIDENT

Mamta Singla
VICE PRESIDENT

Sukhwant Singh
CASHIER

Witness:

Satish Singla
1. Sh. Satish Kumar Singla
S/o Late Sh. Ram Sarup
143-A, Aggar Nagar,
RajGuru Nagar,
Ludhiana.
Mob: 9417052698

Sushma Rani
2. Ms. Sushma Rani
D/o Sh. Hari Chand Bansal
H.No. 71, Ward No.14
Mahatma Singh Street,
Ahmedgarh.
Mob: 9855245379

For The Convent
Rahul Sharma
President

Principal
The Convent
Pohir (Ludhiana)

(4)

RULES AND REGULATIONS OF THE SOCIETY

1 NAME OF THE SOCIETY

The name of the society shall be
'SHRI LAXMI NARAYAN EDUCATIONAL SOCIETY.'

2 MEMBERSHIP

The membership of the society is open to any person/s who has attained the age of majority and abide by the terms and conditions of society, without discrimination of religion, caste, colour or creed but subject to the approval of the Governing Body

3 REFUSAL

The Governing Body of the society may refuse any person for the membership, provided reasons for refusal shall be communicated to the person concerned in writing with reasons.

4 EXPULSION

The Governing Body of the society may expel any member from the society on the following grounds

- (a) On his/ her death
- (b) If the member fails to pay the timely subscription continuously for three months from the due date of paying the subscription
- (c) If the member works against the aims and objects of the society.
- (d) If the member tenders his/ her resignation
- (e) If the member fails to attend three meetings of General Body continuously without intimation.

The reasons of expulsions shall be communicated to the concerned member. Every such expelled member shall have a right to appeal before the General Body which may or may not be accepted.

5 APPEALS

All the appeals shall be preferred to the general body of the society, the decision of the general body shall be final. The reason for rejection shall be communicated to the member concerned. These clauses will be applicable as per mentioned in the termination clause.

Rahul Sharma

Manita Singh

For The Convent

Rahul Sharma
President

Rahul Sharma
Principal

The Convent
Pohir (Ludhiana)

6. RE-ADMISSION

In case of member expelled by the General Body the same can be readmitted provided the member pays all upto date dues. The decision of the general body shall be final.

7. RIGHTS/PREIVILEGES OF MEMBERS

Every member shall have right to participate in the General body meeting and shall also be entitled to inspect the records of the society with prior approval of governing body. Besides, this he/ she shall also have right to vote in the meetings of the society. Every member shall be entitled to participate in the meetings, functions and get together programmes of the society.

8. GENERAL BODY

There shall be a general body of the society consisting of all the members. The meetings of the general body shall be held once in a year especially in the month of March with 2/3 quorum, not less than 15 days prior notice shall be given to all members before the date of General Body Meeting enclosing the agenda specifying date, time and place of meeting. No quorum shall be required in the adjourned meeting. An emergency meeting of the general body may also be summoned on the written request of 3-5 members, with ten days prior notice for such meetings. The notice period of general body shall be ten days. The following business shall be transacted in these meetings

- a) To prepare annual programmes and policies
- b) To discuss and to decide all such other matters and issues which are directly or indirectly related to the affairs of the society
- c) To pass annual budget of the society.
- d) To appoint a qualified auditor who will annually audit the accounts of the society's funds.
- e) To consider any business brought forward by the governing body.

9. GOVERNING BODY

There shall be a governing body of the society to look after and to manage the day to day affairs of the society. It shall consist of minimum 7 and maximum 21 members including the office bearers. The meetings of the governing body shall be held after every two months with 1/3 quorum. No quorum required in the adjourned meeting. An emergency meeting of the governing body may also be summoned on the written request of 2/3 members by 10 days notice of the meetings. The notice period of the governing body shall be 10 days. The following business shall be transacted in these meetings :-

- a) To take necessary steps for implementation of all programmes and policies drawn by the general body.

Rahul Sharma

Manita singla

For The Convent
Rahul Sharma
President

Principal
Principal
The Convent
Pohir (Ludhiana)

- b) To pass the necessary expenditure to meet the day to day requirements of the society.
- c) To take decisions on applications for membership.
- d) To appoint committees for disposal of any business of society at District Level and State Level who will work under the directions of Governing Body but their heads will be answerable directly to the President of the Society.
- e) To arrange finance if required from other bank(s) institutions or individual on reasonable terms and conditions and the governing body as whole is liable for its return.
- f) To appoint, terminate and fix duties of any staff.
- g) To receive, to have custody of and to expand the funds of the society and to manage the properties of the society.
- h) To sue and defend all legal proceedings on behalf of the society.
- i) To take all such other legal steps which may appear beneficial for smooth and better management of the society.
- j) The following is the present structure of the governing body

(i) President	-	One
(ii) Vice President	-	One
(iii) General Secretary	-	One
(iv) Joint Secretary	-	One
(v) Treasurer/Cashier	-	One
(vi) Executive Members	-	Minimum Two and Maximum Twenty One.

10. OFFICE BEARERS & THEIR DUTIES

(i) PRESIDENT

- a) He/She shall preside over all the meetings of the general body and governing body.
- b) In cases of equality of votes in any meetings he/she shall tender his/her casting vote.
- c) He/ She shall supervise work of other office bearers from time to time.

(ii) VICE PRESIDENT

In the absence of the President, the Vice - President shall enjoy all powers and duties which are entrusted to President. He/She will also assist to the President in his/ her duties from time to time.

(iii) GENERAL SECRETARY / JOINT SECRETARY.

- a) He/She shall represent the society in all public and private offices.
- b) He/She shall keep all types of records of the society including the register of members containing there in the names, addresses and brief particulars.

Rahul Sharma

Manika Singh

Archives
Principal

For The Convent
Rahul Sharma
President

The Convent
Pohir (Ludhiana)

c) He/She shall undertake all types of correspondence on behalf of the society.

d) He/She shall convene the meetings of general body, Governing body and he/she shall also inform every member regarding time, date and place of the meeting through a ten day earlier written notice.

(iv) **TREASURERS**

He/She shall collect subscriptions, gifts, grants-in-aid and donations from the members and the general public and he/she shall also be responsible for keeping and maintenance of true and correct accounts of the society's funds.

(v) **EXECUTIVE MEMBERS**

They shall assist in the day to day work of the society as directed by the President and Secretary.

11. FINANCIAL YEAR

The financial year of the society shall be from 1st April to 31st March every year.

12. SOURCE OF INCOME AND UTILISATION

Subscriptions, donations, grants in aid and Admission fee from the members and the general public shall be the source of the income of the society which shall be utilized towards the aims and objects of the society.

13. BANK ACCOUNT OPERATION

The funds of the society shall be kept in scheduled banks. The Bank account of the society shall be operated jointly by any two members or as decided by Governing body by a special resolution which shall be communicated to the Bank from time to time.

14. AUDIT

The accounts of the society shall be audited by the qualified auditor every year.

15. FILING UP CASUAL VACANIES

The casual vacancies may be filled up by the resolution passed by majority of the votes by both the Governing body and General body up to the next election.

16. ELECTION

The governing body of the society shall be elected for a term of five years in the general body meeting. The raising hands shall be the mode of election. The newly appointed governing body list should be attested by three outgoing office bearers and it will be filed with Registrar of Societies, Punjab.

17. ANNUAL LIST OF MANAGING/ GOVERNING BODY
(Section 4 of the Act)

Once in every year a list of the office bearers and members of the governing body of the society shall be filed with the Registrar of Societies, Punjab as required under Section 4 of the Societies Registration Act, 1860.

Rahul Sharma

For The Convent

Rahul Sharma
President

Sanjay Singh

Sanjay Singh

Principal
The Convent
Pohir (Ludhiana)

18. LEGAL PROCEEDINGS

(Section 6 of the Act)

The society may sue or be sued in the name of the President/ Secretary as per provisions laid down under Section 6 of the Societies Registration Act, 1860 as applicable to the State of Punjab

19. AMENDMENT

(Section 12 & 12-A of the Act)

Any amendment in the memorandum of rules will be carried out in accordance with procedure laid down under Section 12 and 12-A of the Societies Regulation Act, 1860.

20. DISSOLUTION AND ADJUSTMENT OF AFFAIRS

(Section 13 & 14 of Act)

If the society needs to be dissolved it shall be dissolved as per provisions laid down under section 13 & 14 of the Societies Registration Act, 1860 as applicable to the State of Punjab

21. APPLICATION OF THE ACT

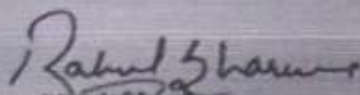
All the provisions under all the sections of the Societies Registration Act, 1860 as applicable to the State of Punjab shall apply to the society at present.


22. ARBITRATOR


In the event of any dispute amongst the members, the matter of society shall be referred to arbitrator consisting a panel of members as the society may deem fit.

23. ESSENTIAL CERTIFICATE

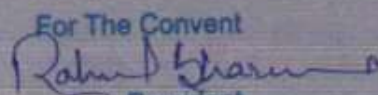
Certified that this is the correct copy of rules and regulations of the society.

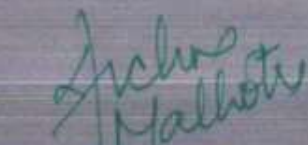

PRESIDENT


VICE PRESIDENT


CASHIER

PLACE: LUDHIANA
DATE: 19.08.2023

For The Convent

President


Principal
The Convent
Pohir (Ludhiana)