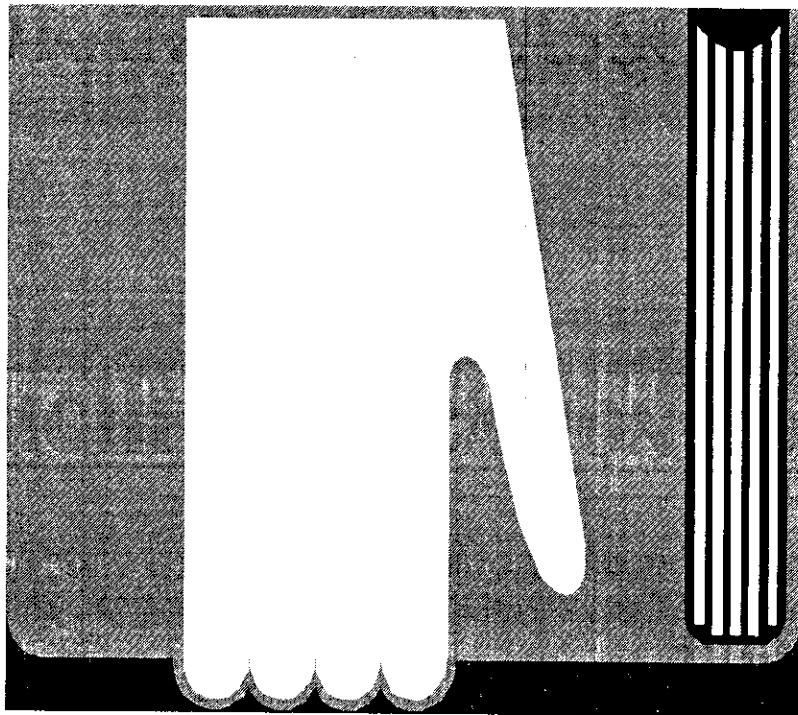


MEMORANDUM OF ASSOCIATION
OF
“DIU HIGHER EDUCATION SOCIETY”



DIU :- 362520 (U.T.)

MEMORANDUM OF ASSOCIATION OF DIU HIGHER EDUCATION SOCIETY

DIU

1. Name and address of the Society: DIU HIGHER EDUCATION SOCIETY,
U.T. of Daman & Diu,
Govt. Higher Secondary School,
Diu. (till Construction of New College)

2. OBJECTIVES:

- a) To set up Degree College to provide courses leading to degree in Bachelor of Arts, Commerce and Science through affiliation to university recognized by the University Grants Commission.
- b) To provide a facilities to Higher education .i. e .College and other Higher Education Institutions within the territory of Daman &Diu
- c) To improve quality of education as per the norms of the UGC, other academic bodies and the affiliating Universities, Statutory authorities.
- d) To prescribe courses of instruction, hold examinations and grant certificates and other awards to persons;
- e) To seek affiliation with universities or other appropriates academic or governmental bodies for award of diplomas, certificates and other citations by the appropriate educational authorities.

3. GOVERNING BODY:

The College shall be managed by the Governing Body which shall consist of the following:

1	Hon'ble Administrator, Daman &Diu	Chairman	
2	Hon'ble Member of Parliament,Daman & Diu	Member	
3	The Development Commissioner, Daman& Diu	Member	
4	Finance Secretary ,Daman & Diu	Member	
5	Secretary Education, Daman & Diu	Member	
6	The President ,D. M. C., Diu	Member	
7	The Vice-President, District Panchayat, Daman& Diu	Member	
8	The Director of Education, Daman& Diu	Member	
9	The Director, Social welfare Depptt.,Daman & Diu	Member	
10	The Jt. Secretary (Finance), Daman & Diu	Member	
11	The Principal,Govt.College,Diu	Member	
12	The Education Officer, Collectorate, Diu	Member	
13	One representative from the Saurashtra University	Member	
14	One representative from University Grant Commission	Member	
15	One representative from the Ministry of Human Resource Development, New Delhi	Member	
16	One experts in the field of Higher Education nominated by U.T.Administration of Daman & Diu	Member	
17	The Collector,Diu	Member Secretary	

To take care of the day to day activities of the Society, there shall be an Executive Committee which as follows:

1	The Collector/ Special Secretary (Edn.), Diu	Chairman	
2	The Director of Education ,Daman & Diu	Member	
3	The DY. Collector, Diu	Member	
4	The Executive Engineer, P.W.D. Diu	Member	
5	The Mamlatdar cum BDO, Diu	Member	
6	The Asstt. Account Officer, Diu	Member	
7	The Education Officer, Diu	Member	
8	The Nodal Officer/ADEI, Collectorate, Diu	Member	
9	One representative from the Saurashtra University.	Member	
10	One experts in the field of Higher Education nominated by U. T. Administration	Member	
11	The Principal, Govt. College, Diu	Member Secretary	

4.0 BY-LAWS OF DIU HIGHER EDUCATION SOCIETY, DIU

Name of Society:	Diu Higher Education Society, U.T. of Daman & Diu, Diu.
Address:	Govt. Higher Secondary School, Diu-362 520.
Date of starting:	Actual date of registration (2012-13)
Short Title:	These Rules shall be called " Rules of Diu Higher Education Society Rules"
Scope and Application:	These Rules shall extend to the units and activities of the Society.
Date of Commencement:	These Rules shall come into force from the date of which the Diu Higher Education Society is registered under the Societies Registration Act.
Definition:	In these rules, unless the context otherwise requires.

AUTHORITIES OF THE SOCIETY:

The authorities of the Society shall be

- a) The Governing Body
- b) The Executive Committee
- c) Such other authorities as may be constituted by the Governing Body.

POWERS OF THE GOVERNING BODY:

- i) To create duly empowered administrative mechanism, through such participation as may be deemed necessary of various departments and autonomous agencies of the Central and U.T. Governments for the achievement of the objects of the Society.
- ii) To create Academic, Technical, Administrative, managerial and other responsibilities in the Society by creating in the Separate posts and appointments on Contract bases & by engaging guest faculty as per the guidelines of the UGC and norms prescribed by the affiliating University.
- iii) To make rules for conduct of the affairs of the society and to amend vary or rescind them from time to time in consultation with the U.T. and central Government including the following.

- 1) To fix and demand fees and other charges as may be laid down in the bye-laws;
- 2) to establish, maintain and manage halls and hostels for the residence of students and member of the staff;
- 3) to supervise and control the residences, to regulate the discipline of students of the College and to make arrangements for promoting their health, general welfare and culture and corporate life;
- 4) to institute and award fellowships, scholarships, loans, monetary assistance, etc. in accordance it the rules and bye-laws and
- 5) To acquire, hold dispose of property in any manner whatsoever provided that the prior approval of the Union Territory of Daman & Diu is obtained in the case of acquisition or disposal of immovable property.
- 6) To deal with any property belonging to or vested in the Society in such manner as the society may deem fit or advancing the function of the college.
- 7) to borrow and raise money with or without security for or the security of any mortgage, charge or hypothecation or pledge of any overall or any of the immovable properties belonging to the society or in any other manner whatever,
- 8) to build construct and maintain houses, hostels, schools or other buildings, and alter, extend improve, repair, enlarge or modify the same including any building and to provide and equip the same with water, drainage, furniture, fittings, instructions, apparatus and appliances and other things for the same to which such buildings are to be put up or held.
- 9) To construct or otherwise acquire, layout, repair, extend alter, enlarge, improve and use any l and property belonging to or held by the society.
- 10) to start, conduct, print, publish and exhibit any magazines, periodicals, newspapers, books, pamphlets or posters that may be considered desirable for the promotion of the objects of the society.
- 11) To create and maintain a fund to which shall be credited.
- 12) all money provided by the central and UT administration
- 13) all fees and other charges received by the Society
- 14) all money received by the society by way of grants, gifts, donations, beneficiations, requests or transfer;
- 15) all money received by the society in other manner or form any other source.
- 16) to deposit allo money credited to the fund created and maintained in such banks or to invest them in such manner as the society may decide.

- 17) to draw, make accept, endorse and discount cheques, notes or other negotiable instruments, and for these purposes to sign, executive and deliver such as assurance and deeds as may be necessary.
- 18) To pay out of the funds belonging to the society or out of any particular part such funds the expenses incurred by the society from time to time including all expenses incidental to the formation of the society and management and administration of any of the foregoing objects including all rents, rates, taxes, outgoing and the salaries of the employees.
 - iv) To accept grant of money, securities or properties of any kind and to under take and accept the management of any endowment, trust, fund, or donation nor inconsistent with the objective of the Society.
 - v) To purchase, hire, take on lease, exchange or otherwise acquire property, movable or immovable, and to construct, alter and maintain any building or buildings as may be necessary for carrying out the objects of the Society.
 - vi) To delegate to the Executive Committee or to any of the officers and authorities of the Society such powers and impose such duties, as it deems proper.
 - vii) To consider the annual report prepared by the Executive Committee.
 - vii) To under take all such activities and to take all such action may appear necessary or incidental for achievement of the objects of the Society.

THE FUNCTION OF THE GOVERNING BODY:

To achieve the objective laid down in para 4 of the Memorandum of Association, the Society shall perform the following functions viz.

- i) Creation of posts
- ii) Recruitment of staff
- iii) Monitoring performance of the college and other educational institutions set up by the Society
- iv) Ensuring fund flows
- v) Mobilizing financial resources
- vi) to do all such lawful acts, deeds or things as may be necessary, incidental or conducive to the attainment of all or any of the objects of the society.

MEETING OF THE GOVERNING BODY:

- i) Meeting of the Governing body shall be held at such time, date and place as may be determined by the Chairman. Meeting shall be held at least twice in a financial year.
- ii) The chairman shall ensure that affairs of the Society to run efficiently and in accordance with the provision of the Diu Higher Education Society and Memorandum of Association, Rules, Regulation and bye-laws of this Society.

SPECIAL MEETINGS:

The Chairman of the Governing Body may convene special meetings of the Governing Body to consider any matter of special importance or urgency or on the writing requisition of not less than five members of the Governing Body specifying the purpose for which the meeting is proposed to be called.

NOTICE OF THE MEETING:

Every meeting of the Governing Body shall be convened by notice issued under the hand of the Member Secretary or any other officer of the Society so authorities on his behalf every notice calling for the meeting of the Governing Body shall be issued to every Member not less than ten days before the day fixed for the meeting except in the case of special meetings where notice shall be issued five days before the fixed for the meeting.

QUORUM:

One third of the Member present shall form the quorum at every meeting provided that quorum shall be necessary in respect of an adjourned meeting.

PRESIDING OFFICER:

The Chairman of the Society shall ordinarily preside at all the meeting of the Governing Body. In the absence of the Chairman, offered nominated by Him shall preside the meeting.

VOTING:

All dispute questions at meeting of the Society shall be determined by majority of votes of person's presence and in case of equality of votes; the person chairing the meeting shall have a casting vote.

MEETING OF THE EXECUTIVE COMMITTEE:

- I) Meeting of the Executive Committee shall be presided over by the Chairman.
- II) One third of the members of the Executive Committee present in person shall constitute the quorum at any meeting of the Executive Committee provided that no quorum shall be necessary in respect of an adjourned meeting.
- III) Not less than ten days' notice of every meeting of the Executive Committee shall be given to each members of the Executive Committee.
- IV) Every notice calling a meeting of the Executive Committee shall state the date, time and place at which such meeting will be held and shall, except otherwise provided in these rules.
- V) The Executive Committee shall as often as necessary but at least once in a quarter.

FUNCTION OF THE EXECUTIVE COMMITTEE:

a) CHAIRMAN:

- i) He/She shall be whenever present, preside over the Executive Committee meeting meets.
- ii) He shall coordinate the efforts of the various Executive Members for development the Society.
- iii) in case the votes for and against the particular issue are equal, the Chairman shall exercise his/her casting vote.
- iv) The Chairman may direct the Member Secretary to call a special meeting at short notice in case of emergency.
- v) The Chairman shall be the sole and absolute authority to judge the validity of the votes cast by member's at all Executive Committee meeting.
- vii) He/She shall be entitled to invite any other person to attend the meeting of the Executive Committee provided that such persons shall have to not the power of voting.
- viii) He/She may delegate to the Member Secretary such of his/her functions and power as he may deem fit.

b) MEMBER SECRETARY:

- i) The member secretary shall be responsible for the day to day management of affairs of the Society subject to Terms and Conditions of the Executive Committee. He shall be the Chief Executive of the Society.
- ii) He shall be the responsible for management of the staff of the Society. He shall exercise control and discipline over the employees of the Society. (Both full time and part time).
- lii) He shall verify all bills and countersign them before presenting them to the Bank for Payment. He shall maintained proper books of accounts for the Funds received and expended by the Society.
- iv) He shall arrange for the proper audit of accounts of the Society by the auditors appointed by the Executive Committee of the Society.
- v) He shall Covance the meeting of Executive Committee; he shall prepare the agenda for meetings for the circulation to the concerned members. The approved minutes of meet in shall be circulated by him.
- vi) He shall sign all deeds and documents on behalf of the Society according to the directions of the Governing Body or The Executive Committee.
- Vii) He shall present the report of the Executive Committee at Governing Body meetings.
- viii) He shall sue or to be sued and defend the Society in all legal proceedings.

- ix) Any documents or proceedings requiring authentication by the Society shall be signed and sealed by the Member Secretary.
- x) The member Secretary shall be responsible for the execution of all policies adopted in deferent meetings.

POWERS OF EXECUTIVE COMMITTEE:

The Executive Committee shall

- i) Meet every three months and take decision for smooth running of college.
- ii) Shall review; monitor all the activities of the College.
- iii) Implement all the functions assigned to it as per the rules and also the direction issued by the Governing Body from time to time.
- iv) The Education Officer, Principal of the College shall be the member secretary of the Executive Committee.

FUNDS OF SOCIETY:

- A) The funds of the Society with consist of the following.
 - i) Grants-in –aid made by the central Govt. and the U.T Administration.
 - ii) Contribution from other Sources.
 - iii) Income from the assets of the College and other institutions set up by the Society.
 - iv) Receipt of the College from other sources and
 - v) Grants, donations or assistance's of any kind from any external agencies with prior approval of U.T. Administration.
- B) The funds of the Society shall be spent towards the promotion of the aim and the objectives of the Society and shall be not spent any purpose other than the following.
 - I) The payment of expenses for the administration of the Society including travel expenses, Audit of the Accounts of the general funds of the Society.
 - II) The payment for any legal proceedings, which the Society or any member if authorized by the Society thereof is a party, when such proceedings are under taken for the purpose of securing or protecting the rights and interest of the Society and its members, subject to section 6 of the societies registration act, 1860.

ACCOUNT OF THE SOCIETY:

The funds of the Society shall be deposited in one or more accounts opened with the Nationalized Bank (SBI-Diu). The bank Accounts of the Society will be operated by The Collector/ Sp. Secretary, (EDN), Diu & Education Officer/Member Secretary/Principal, Govt. Degree College, Diu.

FINANCIAL YEAR:

The accounting year for the Society will be from 1st April to 31st March. The annual income and expenditure accounts and balance sheet of the Society shall be presented at the Annual Governing Body meeting within five months of the closed of the Accounting year, duly audited by the competent auditors nominated by the general body.

KEEPING OF ACCOUNTS:

The Executive Committee shall arrange for proper maintenance of accounts with respect to-

- i) All sums of money received and expended by Society and the matters in respect of which receipts and expenditure take place.
- ii) All sales and purchases of goods by the Society and
- iii) The assets and liabilities of the Society.

AUDIT:

- 1) The college shall maintain proper accounts and other relevant records and prepare annual accounts comprising the receipt and payment accounts, statements of liabilities in such form as may be, prescribed by the Registrar of Societies of the U. T. Administration in accordance with rules in force under the Societies Registration Act 1860, subject to the conditions that in respect of grants from the Central Govt. directions of the Central Govt. shall be adhered to.
- 2) The accounts of the college shall be audited annually by a Chartered Accountant appointed by the Executive Committee, and in accordance with the provisions of the Societies Registration Act-1860.
- 3) The audited accounts shall be communicated to the college which will submit a copy of Audit Report along with its observation to the U. T. Administration.
- 4) The accounts of the Society shall also be subject to the provision of the Controller and Auditor General (duties, powers of Conditions of services) Act, 1971, as amended from time to time.

LEGAL PROCEEDING:

The Society may sue or be sued in the name of the Member Secretary as per the provision laid down under Societies Registration Act, 1860. Any amendment in the Memorandum on rules will be carried out in accordance with procedure laid down under Societies Registration Act, 1860.

DISCUSSION AND ADJUSTMENT OF AFFAIRS:

If the Society needs to be dissolved, it shall be dissolved as per provision laid down under Societies Registration Act, 1860 and net amount remaining at the end shall be donated to a Society or trust organization with similar objects of the Society.

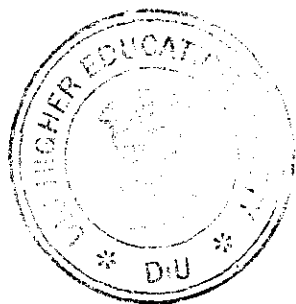
APPLICATION OF ACT:

All the provision under all the sections of the Societies Registration Act, 1860 as applicable to U.T. Administration of Daman & Diu shall apply to this Society.

ESSENTIAL CERTIFICATE:

Certified that this is the correct copy of rules and regulation of the Society.

MEMBER SECRETARY



CHAIRMAN