

MEMORANDUM OF THE SOCIETY

(SWIFT FUNDAMENTAL RESEARCH & EDUCATION SOCIETY)

1. The organization is known by the name of Swift Fundamental Research & Education Society.
2. The Registered office of the Society is located at Village Ghaggar Sarai, Tehsil Rajpura, Distt. Patiala (Punjab).
3. Area of Operation: - The primary area of operation of the society will be in the state of Punjab.

AIMS & OBJECTS

The Society shall be public, charitable, Educational and Research in Medical & Science, literature, music, drama and fine arts affairs. That the objects of the Society established are:

- 1 Of establishing Institutions. Distance Learning University and college for imparting Education in Medicine. Applied Sciences, Arts, Laws, Hospital management, waste management and other allied subjects, for Basic & post qualification specializations in various vocations and professions.
- 2 Of dissemination of useful knowledge in medicine and of providing facilities for research in the field of medicine and with this object in view to assist deserving persons with opportunities for furthering their studies either in India or abroad by awarding Scholarships, Fellowships or other financial assistance.
- 3 Of creating facilities of working in co-ordination, collaboration and co-operation with other University, institutions of colleges, funds, bodies or authorities constituted or founded for purposes similar to this Society.
- 4 Of expanding of the activities of the Society in providing further avenues in matters of advanced studies and research in medicine and other allied subjects.
- 5 To establish, promote, set up, run, maintain, assist, finance support and /or aid to or help in the setting up and / or maintaining and /or running schools and other institutions orphanages, widow homes, lunatic asylums, poor houses, hospitals, maternity homes, dispensaries, child welfare centers, similar charitable institutions.
- 6 To establish, maintain and run scholarships and render other kind of aid to students including supply of books, stipends, medals and other incentives to study, without any distinction, as to caste, colour, race, creed or sex.

- 7 To promote, establish, support, maintain or grant aid to institutions for the promotion of science, literature, music, drama and fine arts, for the preservation of historical monuments and for the research and other institutions, in India, having similar objects for the benefit of the public in general.
- 8 To establish, maintain, of grant aid to homes for the aged, orphanages of establishments for the relief and help to the peer, needy and destitute people, orphans, widows and aged persons.
- 9 To establish and develop institutions for the physically handicapped and disabled of mentally retarded persons and to provide them education, food, clothing or other help.
- 10 To grant relief and assistance to the needy victims during natural calamities such as famine, earth quake, flood, fire, pestilence etc. and to give donations assistance to institutions, establishment of persons engaged in such relief work.
- 11 To grant aid or render assistance to other public charitable Societies or Institutions.
- 12 To communicate with and keep liaison with Central Government, State Governments and any other concerned departments and authorities in India and abroad on all subjects relating to activities of Society.
- 13 To raise funds, for carrying on the activities of the Society.
- 14 To educate and create awareness amongst general public and to send delegations, survey and /or study terms from/ amongst the members of the Society
- 15 To acquire by purchase, donations, gifts of otherwise any rights, interests in any movable and /or immovable properties and to manage dispose, or sell the same in the interest of the society and furtherance of its objects.
- 16 To do all things as are incidental and conducive to the attainment of the objects or any of them.
- 17 All the income, earnings, movables or immovable properties of the Society shall be solely utilized and applied towards the promotion of its aims objects only as set forth in the Memorandum of Society and no portion thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profits or in any other manner whatsoever, to the present or past members of the society or to any persons claiming through any one or more of the present or past members. No members of the Society shall have any personal claim on any movables or immovable properties of the Society.

The income and property of the society shall be applied solely towards the promotion of the object of the society as set forth in Memorandum of Association and no portion thereof shall be paid to or transferred directly or indirectly to the members of the society.

No members of the Governing body of the Society shall be appointed to any salaried officers of the association or any office of the Association paid by fees and no remuneration shall be given by the Association to any member of such governing body except repayment of out of pocket exp. & interest on money or rent for premises given to the association.

The society/ association by its constitution is required to apply its profits, if any, or the other income in promoting its objects.

If upon the winding up or dissolution of the Association there remains after satisfaction of all its debts and liabilities it shall not be distributed among the members of the Society but shall be given or transferred to some other institution having objects similar to the objects of the society to be determined by the members of the society at or before the time of dissolution.

LIST OF MEMBERS OF SWIFT FUNDAMENTAL RESEARCH & EDUCATION SOCIETY FOR THE YEAR 2007-08 AS APPROVED IN THE ANNUAL GENERAL MEETING OF THE SOCIETY HELD ON 29.09.2007:

S. No.	Name & Address	Address	Occupation	Designation
1	Dr. Gopal Munjal	H. No. 1085, Sector-7, Panchkula	Business	President
2	Mr. K. Vrind Jain	H. No. 5118/1, MHC, Manimajra, Chandigarh	Chartered Accountant	General Secretary
3	Sh. Sanjeev Rai Mehta	H No. 333 Sector-6, Panchkula	Business	Vice-President
4	Dr. Vikrant Rai Mehta	H No. 1044 Sector-4, Panchkula	Business	Treasurer
5	Mr. Himanshu Jain	H. No. 1133, Sec. 21-B, Chandigarh	Business	Member
6	Mr. V.K. Mehta	H. No. 322, Sec. 6, Panchkula	Business	Member
7	Mr. N. R. Munjal	H. No. 382, Sec. 6, Panchkula	Business	Member

RULES & REGULATIONS
OF THE
SWIFT FUNDAMENTAL RESEARCH & EDUCATION SOCIETY

1. The organization is known by the name of Swift Fundamental Research & Education Society.
2. The Registered office of the Society is located at Village Ghaggar Sarai, Tehsil Rajpura, Distt. Patiala (Punjab).
3. Area of Operation: - The primary area of operation of the society will be in the state of Punjab.

AIMS & OBJECTS

The Society shall be public, charitable, Educational and Research in Medical & Science, literature, music, drama and fine arts affairs. That the objects of the Society established are:

1. Of establishing Institutions. Distance Learning University and college for imparting Education in Medicine. Applied Sciences, Arts, Laws, Hospital management, waste management and other allied subjects, for Basic & post qualification specializations in various vocations and professions.
2. Of dissemination of useful knowledge in medicine and of providing facilities for research in the field of medicine and with this object in view to assist deserving persons with opportunities for furthering their studies either in India or abroad by awarding Scholarships, Fellowships or other financial assistance.
3. Of creating facilities of working in co-ordination, collaboration and co-operation with other University, institutions of colleges, funds, bodies or authorities constituted or founded for purposes similar to this Society.
4. Of expanding of the activities of the Society in providing further avenues in matters of advanced studies and research in medicine and other allied subjects.
5. To establish, promote, set up, run, maintain, assist, finance support and /or aid to or help in the setting up and / or maintaining and /or running schools and other institutions orphanages, widow homes, lunatic asylums, poor houses, hospitals, maternity homes, dispensaries, child welfare centers, similar charitable institutions.
6. To establish, maintain and run scholarships and render other kind of aid to students including supply of books, stipends, medals and other incentives to study, without any distinction, as to caste, colour, race, creed or sex.
7. To promote, establish, support, maintain or grant aid to institutions for the promotion of science, literature, music, drama and fine arts, for the preservation of historical monuments and for the research and other

- institutions, in India, having similar objects for the benefit of the public in general.
8. To establish, maintain, or grant aid to homes for the aged, orphanages or establishments for the relief and help to the poor, needy and destitute people, orphans, widows and aged persons.
 9. To establish and develop institutions for the physically handicapped and disabled or mentally retarded persons and to provide them education, food, clothing or other help.
 10. To grant relief and assistance to the needy victims during natural calamities such as famine, earthquake, flood, fire, pestilence etc. and to give donations or assistance to institutions, establishments of persons engaged in such relief work.
 11. To grant aid or render assistance to other public charitable Societies or Institutions.
 12. To communicate with and keep liaison with Central Government, State Governments and any other concerned departments and authorities in India and abroad on all subjects relating to activities of Society.
 13. To raise funds, for carrying on the activities of the Society.
 14. To educate and create awareness amongst general public and to send delegations, survey and /or study tours from/ amongst the members of the Society
 15. To acquire by purchase, donations, gifts or otherwise any rights, interests in any movable and /or immovable properties and to manage, dispose, or sell the same in the interest of the society and furtherance of its objects.
 16. To do all things as are incidental and conducive to the attainment of the objects or any of them.
 17. All the income, earnings, movables 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 Society and no portion thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profits or in any other manner whatsoever, to the present or past members of the society or to any persons claiming through any one or more of the present or past members. No members of the Society shall have any personal claim on any movables or immovable properties of the Society.

The income and property of the society shall be applied solely towards the promotion of the object of the society as set forth in Memorandum of Association and no portion thereof shall be paid to or transferred directly or indirectly to the members of the society.

No members of the Governing body of the Society shall be appointed to any salaried offices of the association or any office of the Association paid by fees and no remuneration shall be given by the Association to any member of such governing body except repayment of out of pocket exp. & interest on money or rent for premises given to the association.

The society/ association by its constitution is required to apply its profits, if any, or the other income in promoting its objects.

If upon the winding up or dissolution of the Association there remains after satisfaction of all its debts and liabilities it shall not be distributed among the members of the Society but shall be given or transferred to some other institution having objects similar to the objects of the society to be determined by the members of the society at or before the time of dissolution.

RULES & REGULATIONS

OF THE

SWIFT FUNDAMENTAL RESEARCH & EDUCATION SOCIETY

1 INTERPRETATION:

- a) Society means the Swift Fundamental Research & Education Society.
- b) "General Body" means and includes the members of the Society of all categories collectivity acting in a General Meeting;
- c) "President" includes a Vice-President performing the functions of the President under delegated authority;
- d) "Standing Committee" means the committee appointed by the Executive Committee under the rules for performance of the day administration of the Swift Fundamental Research & Education Society.
- e) "Standing Orders" means the rules framed by the Executive Committee containing general Instructions regarding conduct of administrative and procedural matters.

2 MEMBERSHIP

Following persons can be members of Society

- I Life Members - A person can become a life member of society by paying Rs. 5000 as membership fee and that his application for life membership is approved by Executive Committee.
- II Associate Members - Any person having experience in the field of teaching viz. school teachers, principal lecturer or professor can become an associate member provided his application for associate membership is approved by Executive Committee. An Associate Member will not be required to pay any membership fee or annual subscription.
- III Ordinary Members - Any person can become ordinary member by making an application to Executive Committee provided his application is approved by Executive Committee.

A new member of Society will be admitted as a member through written invitation only.

However a person cannot be a member of Society if

- i he is not of eighteen years of age.
Or
- ii he has been declared as an insolvent.
Or
- iii he has been sentenced for any offense involving dishonesty or morale turpitude within 5 years preceding the date of him/her admission as a member
Or
- iv he has been at any time expired
Or
- v declared defaults by any other institution
Or
- vi he has been previously refused admission of membership unless a period of 1 year has lapsed since the date of such refection.
Or
- vii he ceases to be a member if he is not an active member
Or
- viii he has not paid subscription fee or any dues.

- 3
 - a) The General Secretary of the Society shall maintain a register of its members which shall be open to inspection by the members of the Society.
 - b) All members shall cease to be members on tendering resignation in writing.
 - c)
 - i) The "Executive Committee of the Society" may by a vote of two thirds of the members present at a meeting remove any person or organization from membership of the Society provided the notice of such proposed action and opportunity for explanation has been given to the member concerned and provided that the item had been included in the agenda of the meeting in which such action is taken.
 - ii) Such action shall, however, not been taken unless the "Executive Committee of the Society" comes to the conclusion that the members concerned has been guilty of deliberate violation of the provisions of the Memorandum of Society and /or the Rules and Regulations of the Society.
 - iii) All such actions of the Executive Committee of the Society shall be subject to confirmation by the General body at its meeting immediately following.

- 4 All the members named in the register of member at any given time will from general body.

5 ANNUAL GENERAL MEETINGS

- i) The Annual General Meeting of the Society shall be held once every year and the interval between such meetings shall not exceed a period of 18 months.

- ii) The Annual General Meeting shall be convened by the order of the President who shall also decide upon the venue for such meetings.
- iii) Notices of an Annual General Meeting shall be sent to every member by post, under a certificate of posting whose registered address is available with the Society.
- iv) Notices shall be sent at least 14 days prior to the date fixed for the Annual General Meeting and it shall be accompanied by and agenda specifying the business intended to be transacted at such meeting.
- v) At each Annual General Meeting the annual report and the financial statement for the last year and the budget estimates for the following year shall be presented and Chartered Accountant shall be appointed for auditing for auditing the Accounts for the current year.
- vi) At each Annual General Meeting shall be presided over the president 'or in the President's absence by the Vice-President some other member may be elected by the Members present to take the chair.
- vii) The meeting shall transact such business as may be specified in the agenda accompanying the notice of the meeting provided that any other business not so specified in the agenda may be brought forward with the permission of the chair.

6 EXTRAORDINARY GENERAL MEETING

- i) Extraordinary General Meeting may be convened at any time by the President for any specific purpose and shall be convened on the written requisition of members, entitled to vote, subject to minimum of five. Such a requisition shall specify the object of the meeting.
- ii) The notice for an extra-ordinary General Meeting together with its agenda shall be sent in the same manner as that of Annual Meeting except that the period with its agenda shall be 7 days.
- iii) An extra-ordinary general meeting shall be presided over in the same manner as a Annual General Meeting.

7 QUORUM

At all the General Meetings, whether Annual or Extraordinary, 5 members shall form the quorum. If there is no quorum within 30 minutes of the time fixed for such meeting, the meeting shall be adjourned to be held after 30 minutes. If at such adjourned meeting there be no quorum, urgent business which may be certified as such by the General Secretary may be transacted provided three members other than the office bearers are present who shall form the quorum for such purposes.

8 VOTING

- i) All questions shall be decided by the majority of votes of members present taken by show of hands.
- ii) In the event of the votes being evenly divided the Chairman shall have a second or casting vote.

- iii) No resolution passed at an Annual General Meeting or at Extraordinary General Meeting shall be rendered invalid merely because of non-receipt of notice of such meeting by a member.

9 9.1) The following shall be office-bearers / Governing body of the Society

President	1	
Vice-President		1
General Secretary	1	
Treasurer	1	
Executive Members	1	

9.2) All the office-bearers shall be elected at an annual general meeting of the members of the Society for a term of one year.

9.3) All the office- bearers will hold office in honorary capacities unless the General Body otherwise determines.

9.4) The President shall perform such functions as are specified in the rules or the Standing Orders and may delegate to one of the Vice-President from time to time such functions as he is unable to perform himself for any reason unless otherwise provided in the rules or the Standing Orders. The President should preside over all the general meetings. The president should actively take part in the activities of the Society.

9.5) The General Secretary and Treasurer shall exercise powers and perform such functions as may be specified in these rules or the Standing Orders.

10 The Standing Committee, subject to general direction of the Executive Committee and any rules that may be framed in this respect may appoint such Advisers Officers, and staff as may be deemed necessary for the purposes of the Society on such terms and conditions as may be considered appropriate, subject to budgetary approval of the Executive Committee may delegate such power of appointment in respect of minor official and staff to one or more of the officers in accordance with the provision of the Standing Order.

11 MANAGEMENT

The general control of the affairs of the Society shall be vested in the Executive Committee which shall be Governing Body of the Institute for the purpose of Section 16 of the Societies Registration Act, 1860, Act, XXI of 1860.

12 EXECUTIVE COMMITTEE

- a) All office Bearers of the Society.
- b) Seven members including office Bearers elected from among the individual members of the Society at an annual general meeting.

The President is authorized to invite any member or person/s specialist in particular field to the Executive Committee Meeting.

- 13 The Executive Committee shall have all power and perform all such functions as are the powers and functions of the Society mentioned in the Memorandum of Society and the rules, except those which are required to be done by the General Body under these rules.
- 14 The Executive Committee may set up a Standing Committee for conduct of day-to-day business of the Society in accordance with the provisions of these rules.
- 15 The Executive Committee shall be empowered to set up Committee and Sub-Committees for conduct of business of the Society and to delegate its powers and functions to such committees and sub-committee and to any of its officers except those which are required to be performed by the Executive Committee itself under these rules.
- 16 The Executive Committee shall be empowered to regulate its own procedure and the procedure of the Committees and sub-committees set up by it and to specify by standing orders the functions to be performed by the office bearers and the officers of the Society.
- 17 The decisions of the Executive Committee shall normally be taken at a meeting of the committee.
- 18 i) An ordinary meeting of the Executive Committee shall be called by the President at any time and an extraordinary meeting shall be called on the requisitions in writing made by any five members of the Executive Committee.
 - ii) The notice of a meeting of the Executive Committee whether ordinary or extra-ordinary specifying the place, date and hour of the meeting together with the agenda of the business to be transacted shall be sent to every member of the Executive Committee under certificate of posting to the member's registered address five days in advance of the date of the meeting.
 - iii) An emergent meeting of the Executive Committee may be called by the President upon giving the members such period of notice as may appear to the President to be reasonable.
 - iv) The meeting of the Executive Committee shall be presided over the by the President and in his absence by one of the Vice-President elected by the members present. In the absence of the said office-bearers the members present shall elect a Chairman to preside over the meeting.
 - v) At all meeting of the Executive Committee five members shall from a quorum.
 - vi) All decisions shall be taken by the majority vote of the members present. In the event of the votes being evenly divided, the Chairman shall have a casting vote.

- vii) No resolution passed by the Executive Committee shall be deemed to be invalid merely on the ground that the notice of the meeting at which the resolution is passed had not reached a particular member or members.
- 19
- i) In cases of urgency a decision of the Executive Committee in respect of matters within the competence of the Committee may be obtained by circulation of a proposal among the members of the Executive Committee as the case may be.
 - ii) Any decision of the Executive Committee arrived at in this manner shall have the same validity as decision taken in an ordinary meeting of the Executive Committee.

20 GENERAL

- i) The bankers of the Society shall be such bankers as decided by the Executive Committee.
- ii) The financial year of the Society will be from the 1st April to 31st March.
- iii) The financial powers of the Society including receipts and expenditure as well as investments shall be exercised by such committees and officers and in such manner as may be prescribed by the Executive Committee.
- iv) The accounts of the Society shall be audited by an Auditor appointed by the General Body at the General Meeting preceding the financial year by a Chartered Accountant.
- v) The General Secretary shall maintain the minutes of the meeting of the General Body, the Executive Committee and the Standing Committee authenticated by the Chairman of the meeting at which the minutes are confirmed.
- vi) The Executive Committee shall be charged with the management of all properties vested in the Society. It shall be empowered to receive and disburse through the appropriate officials of the Society in accordance with the provisions of the Standing Orders all moneys and properties both movables and immovable on behalf of the Society.
- vii) All contracts entered into on behalf of the Society shall be required to be made authenticated in such manner as may be determined by the Executive Committee.
- viii) All moneys standing to the credit of the general account which are not required for current expenses and which the Executive Committee do not intend to transfer to or mark for any special purpose shall be invested by the treasurer with the approval of the Standing Committee in securities authorized by the law for the investments of the Society funds or any fixed or short deposits in any scheduled bank or other securities.
- ix) In the event of dissolution it shall be as per provision of Section 13 and 14 of Society Registration Act, 1860 and as upon be the Society by a resolution passed at General Meeting and confirmed at a subsequent General Meeting it shall be lawful for it to transfer and distribute its assets and liabilities to any regular constituted body for the objects for which this Society is constituted.

- x) None of these rules shall be repeated or altered and new rules shall be made except in accordance with Rules and Regulations as per the provisions of Section 12 and 12-A of the Society Registration Act, 1860.
- xi) Interpretation of these rules shall be vested entirely in the Executive Committee.