



Sinhgad Institutes

SINHGAD TECHNICAL EDUCATION SOCIETY

19/15, Smt. Khilare Marg, Erandwane, Off Karve Road, Pune 411004.
Tel. : (020) 25459750 , Fax (020) 25453456, Email : stes@sinhgad.edu

MEMORANDUM OF ASSOCIATION & BYE - LAWS OF THE SOCIETY

- k) To undertake cultural activities and establish cultural centres at various campuses and promote the cultural activities by way of instituting cultural awards and scholarships to the deserving personalities.
- l) To undertake social activities for the benefit of the Society at large and promote the social programmes for the benefit of the Society.
- m) To undertake sports activities for both Indian and foreign games and establish sports centres and sports clubs in the campuses in the various institutions of the Society. To promote the sports activities, the Society shall Institute the Sports awards and scholarships for the deserving sports persons.

4. GOVERNING BODY:

- a) The Managing Council shall be the Governing Body of the Society.
- b) The names, addresses and occupations of the members constituting Governing Body to whom the rules and regulations of the Society, the management of its affairs is entrusted for the time being are set forth hereunder. The following members of the Managing Council would be managing the entire affairs of the Society.

S. No.	Names	Address	Occupation & Nationality	Sd/-
1	Shri Maruti Nivrutti Navale, Founder President & Chief Managing Trustee (Age: 62 yrs)	Green Park, 45/6-10, Karve Nagar, Next to Nav Sahyadri Society, Pune 411 052	Educationist, Agriculture, Social Worker Indian	Sd/-
2	Prof. Sukhadeo Nivrutti Nawale, Vice President (Age: 68 Yrs.)	Snehal, College Road, Karmala, Dist. Solapur	Business Indian	Sd/-
3	Dr. (Mrs.) Sunanda Maruti Navale, Secretary (Age: 42 yrs)	Green Park, 45/6-10, Karve Nagar, Next to Nav Sahyadri Society, Pune 411 052	Education, Housewife Indian	Sd/-
4	Mrs. Vijaya Sukhadeo Nawale (Member) Age: 50 yrs.	Snehal, College Road, Karmala, Dist. Solapur	Service, Educationist Indian	Sd/-
5.	Mr. Bapusaheb Baburao Nimbhore (Member) Age : 55 yrs.	'Rachana' Shri-Niketan Society, Kothrud, Pune 411 029	Service Indian	Sd/-
6.	Shri Anandrao Shankarrao Bansode (Member) Age: 49 yrs.	Sulochana Nivas, Dias Compound, Jogeshwari (East) Bombay 60	Business Indian	Sd/-
7.	Shri Sanjay Sadashiv Navale, (Member) Age: 29 yrs.	A/P Ekhatpur, Tal. Sangola, Dist. Solapur	Agriculture Indian	Sd/-

**BYE LAWS AND TRUST DEED OF THE
SINHGAD TECHNICAL EDUCATION SOCIETY,
PUNE – 4**

CHAPTER – I

1. **Name** : The name of the Society shall be the
“**Sinhgad Technical Education Society**”
2. **Office** : 19/15, Smt. Khilare Marg, Erandawane,
Off Karve Road, Pune – 411 004
3. **Jurisdiction:** All over India

CHAPTER – II

MEMBERS OF THE SOCIETY

4(A) LIFE MEMBERS:

i) Total Strength:

The total number of life members shall be maximum 11 inclusive of the President and the Secretary. The life members shall be the Trustees of the Trust / Society. The life members elected on the Managing Council shall be called as Managing Trustees.

ii) Qualifications:

- a) The President and the Secretary shall be the life members of the Society and shall be the permanent Trustees of the Sinhgad Technical Education Society, Pune – 4.
- b) He or she shall be major at the time of admission.
- c) Each life member is required to pay Rs. 2,00,000/- (Rs. Two lacs only) as subscription for the life membership.
- d) Any other person donating to the Society a sum of Rs. 2,00,000/- (Rs. Two lacs only) and who pledges to work for the society in any capacity and whose application shall be approved by the Managing Council, shall be admitted as the life member of the Society only on receiving the consent in writing from the President and the Secretary. Provided any organization / firm / company / trust or person donating a sum of Rs. 2,00,000/- or more, shall be entitled to nominate any person or more persons, in accordance with the multiple of Rs. 2,00,000/- for being considered for the post of the life membership provided the President and Secretary give in writing their consent for the admission as life member.

iii) Termination of Life Membership:

- a) Life membership shall stand automatically terminated upon the death of the life member. However, any heir nominated by the life member shall be admitted as the life member upon death, resignation or incapacitation of the original member without any additional subscription or donation for life membership.
- b) The Life membership shall stand terminated, upon any person being convicted by any court of Law throughout India for having committed any criminal offence involving moral turpitude, or upon being declared as having unsound mind.

5. **The General Body will comprise of maximum Eleven life members and Fifteen Honorary Members only.**
- a) To elect four members of the Managing Council of the Society from amongst the life members of the Society and three members from life members / honorary members of the Society.
 - b) To elect two Vice Presidents on the Managing Council from amongst the life members of the Society.
 - c) To consider and approve the annual report, the budget, the balance sheet and all the statements of the accounts in the Annual General Body Meeting, upon the same being submitted to it by the Managing Council.
 - d) To elect two members of the Managing Council from amongst the honorary members of the Society.
 - e) To generally decide the policy of the Society and to issue general guidelines to the Managing Council of the Society from time to time.
 - f) To amend the rules and regulations, or byelaws of the Society, upon receiving the recommendations of the Managing Council to that effect. Provided, the rules and regulations or the byelaws shall be amended with 2/3rd majority of the members present in the meeting of the General Body, and provided a notice of 10 days in respect of the proposed amendments is duly served on all the members of the General Body. The resolution to amend the rules and regulations or byelaws / trust deed of the Society / Trust unless it is consented in writing by both President and the Secretary, cannot be moved either in Managing Council or in the General Body Meeting.
 - g) All decisions on Resolution moved in the General Body shall be taken by a majority of votes or show of hands or by secret ballot if demanded by a majority of Life Members at the time of the meeting.
 - h) To appoint Auditor or Auditors and fix his / her or their remuneration.

6. **MEETING OF THE GENERAL BODY:**

The General Body shall meet atleast once in a year after the closing of the year.

7. **SPECIAL MEETING OF THE GENERAL BODY:**

A Special Meeting of the General Body may be convened on a requisition by the office

CHAPTER – IV MANAGING COUNCIL

13. The following shall be the members of the Managing Council:

The strength of the Managing Council shall be minimum seven and maximum eleven.

- a) President (1 post) Permanent Post
(Chief Managing Trustee)
- b) Secretary (1 post) Permanent Post
(Jt. Chief Managing Trustee)
- c) Vice President (2 posts) The posts to the office of the Vice Presidents to be elected every five years by and from amongst the Life Members (i.e. from Trustees) and Honorary Members
- d) Four Members (4 posts) To be elected by the General Body amongst the (Maximum) Life Members & Honorary Members in its General Body Meeting every five years (i.e. from Trustees)
- e) Three Members (3 posts) To be elected by the General Body amongst the (Maximum) honorary / Life Members in the Annual General Body Meeting, every five years.

Thus the maximum strength of the Managing Council shall be eleven. In addition to the elected and the permanent members of the Managing Council, the Society / Trust may need the expert services of the personnel from the Industry / Education / Professionals / Business / Social organizations to promote the educational activities and in order to meet such needs the Managing Council may nominate and or co-opt such experts from different disciplines in the advisory form.

The nomination or co-option of the members shall be as follows:

- f) The Managing Council may nominate maximum two members from any class of members on the Managing Council of the Society and such nominated members shall have the same tenure as the Managing Council. The nominated members shall express their views in the meeting but shall not have a right of voting. These nominated members shall be invited to attend the meetings of the Managing Council.
- g) The Managing Council in its first meeting after election, on the recommendation of the

14. Functions of the Managing Council:

- a) To appoint Advisory Bodies consisting of Life Members, Honorary Members, Sympathisers, etc. or any other person having expertise. The advisory bodies shall function under the Secretary of the Society.
- b) To fill up the Casual Vacancy if occurred due to some reasons.
- c) To raise the funds for the Society by way of Term Loan / overdraft / cash credit facilities from the banks or financial institutions and also by way of fees, deposits, etc. from students.
- d) To assign the duties to the office bearers from time to time.
- e) To approve the expenditure incurred by the Society and its office bearers.
- f) To prepare project proposals and submit the same through office bearers to the appropriate authority either of State or Central Govt. or other social organizations, including foreign agencies.
- g) To appoint financial consultants for project proposals and to fix up their remuneration.
- h) To give approval for the visit of the office bearers or other members of the Managing Council for the purpose of abroad training or to persuade the proposals of the Society.
- i) To prepare the Annual Budget of the Society.
- j) To move the Resolution in respect of mortgaging the property of the Society in order to obtain financial loans either from Scheduled banks, co-operative banks, financial institutions, leasing companies and private organizations, individuals, etc. The loans to be raised shall be Term loan, cash credit, overdraft, demand loan, etc. or it may be in the form of bank guarantee or letter of credit etc. as the case may be.
- k) To execute the resolutions passed by the General Body.
- l) To perform any other functions that will be assigned by the General Body of the Society from time to time.
- m) To authorize the office bearers to make the purchase of the land, building, equipment, furniture, stationery materials, vehicle and other movable and immovable properties for the Society.
- n) To sell, dispose off and / or lease out movable and immovable assets of the Society and authorize office bearers of the Society for the same.
- o) To accept deposits for the Society and refund the same.

16. THE OFFICE BEARERS OF THE SOCIETY:

- a) The President: SHRI MARUTI NIVRUTTI NAVALE, The Founder of the Trust & Life Member of the Trust and the Chief Promoter of the Society shall be the permanent President of the Society and Managing Council in appreciation of donation of Rs. 50.00 lacs given or promised to be given by him and his family and associates. His male or female successor, as shall be nominated by him shall become President, upon his death, without payment of any additional donation. The same procedure of nomination shall be applicable for further succession to the office of the President. The President shall also be the Chief Managing Trustee.
 - b) The Secretary: The Promoter and Founder Life Member of the Trust, Dr. (Mrs.) Sunanda Maruti Navale, shall be the permanent Secretary of the Society. Upon her demise, her male or female successor as nominated by her shall be appointed as the Secretary and further appointments shall also be made as per the same provision to the Office of the Secretary. Provided in the event of eligible heir for the appointment of the President or the Secretary being not available or on his refusal to accept the office, the General Body shall elect the President or the Secretary, as the case may be, from amongst the life members and shall continue to elect such office bearer along with the members of the Managing Council, until such heir is available and is ready and willing to accept the office.
 - c) Vice President: Shall be elected from amongst the life members in the General Body Meeting every five years.
 - d) Joint Secretary: The Secretary shall appoint Joint Secretary or Joint Secretaries, with the consent of the President. The remuneration and service conditions of the Joint Secretary shall be decided by the Managing Council on the recommendations of the Secretary.
17. The tenure of the office bearers except the President and the Secretary appointed permanently, shall be of five years from the date of Annual General Body Meeting. The office bearers however shall continue to function until the new elections are held.

18. THE FUNCTIONS OF THE OFFICE BEARERS:**a) PRESIDENT:**

- 1) To preside over and conduct the meetings of the Managing Council and General Body.
- 2) To decide all questions by a majority at such meeting and to give casting votes in the event of equality of votes.
- 3) In case of equality of votes he / she may exercise his / her casting vote.
- 4) To generally supervise and control the activities of the Society and to issue the directives to the office bearers of the Society from time to time.

THE FUNCTIONS AND POWERS OF THE SECRETARY ARE:

The Secretary shall exercise the following powers and perform duties under the control and with the consent of the President.

- i) To convene all meetings of the General Body and the Managing Council by issuing notice as provided by the rules.
- ii) To write minutes of the meeting of the Managing Council and General Body. The Secretary shall sign the minutes of the Managing Council along with the President when confirmed in the subsequent meetings of the Managing Council and the General Body.
- iii) To keep and maintain accounts.
- iv) To present the budget of the expected income and expenditure of the Society and its Institutions before the first meeting of the General Body after the close of financial year for consideration and sanction.
- v) To carry on correspondence for the Society and its Institutions conducted by the Society.
- vi) To arrange and keep the records of the Society.
- vii) To collect necessary information from Heads of the Institutions of the Society and to issue directive to the heads, other staff members from time to time.
- viii) To implement the resolutions of the General Body and Managing Council.
- ix) To correspond on behalf of the Society and to represent the Society in all the activities undertaken by the Society.
- x) To represent the Society in all legal actions by or against the Society and to execute legal documents for the Society or on behalf of the Society.
- xi) To perform and do all such duties in the interest of the Society as are assigned to him by the General Body and Managing Council from time to time.
- xii) To make the appointments of the heads of the Institutions and other teaching and non-teaching staff members as per the prevailing statutory rules and if required to nominate members on the Selection Council from office bearers as per the statutory requirement.
- xiii) To transfer, remove, terminate, promote, demote an employee in case of misconduct / indiscipline.
- xiv) Functions of the Joint Secretary will be decided by the Secretary.
- xv) To award civil contracts and other contracts of the projects undertaken by the Society.
- xvi) To make the purchases of the land, buildings, equipments, furniture and other miscellaneous items for the Society and its institutions.

19. FUNDS OF THE SOCIETY WILL INCLUDE THE FOLLOWING:

- a) Contribution of the Life Members, Honorary Members and Sympathisers
- b) All immovable property
- c) Endowments and gifts
- d) All dead stock articles, books, apparatus and equipments
- e) Constitutional donations donated for the purpose for which they are donated.
- f) Fees and fines.
- g) Fixed Deposits
- h) Interests on the Bank Deposits
- i) Loans from Commercial Banks, Financial Institutions and Leasing Companies.

All the funds of the Society shall be owned by the Society. Funds shall be utilized exclusively for the benefit of the Society and its Institutions.

20. FINANCIAL YEAR OF THE SOCIETY:

The financial year of the Society shall begin on the first day of April every year and shall end on 31st March of the following year.

21. OPERATION OF BANK ACCOUNTS:

The entire amounts of the Society should be deposited either in the scheduled banks or Nationalized Banks or any other co-operative bank as permitted under the Public Trust Act. The amount must be deposited in the names of the Society or in the name of the Institutions of the Society. Bank accounts of the Society and its Institutions shall be operated either under the sole signature of the President or jointly by the Vice President and the Secretary. The bank accounts shall be operated by the Vice President and Secretary upon authorization by the Managing Council. The bank accounts of the Institutions shall be operated under the sole signature of President or any two of Secretary / Vice President and Head of the Institute. The Secretary, President, Vice President may nominate any person / member / Joint Secretary for operation of the bank accounts of the Institution upon authorization by the Managing Council. The accounts of the Society and its Institutions can be operated under the sole signature of the Vice President in authorization by the Managing Council and if consented by the President.

22. SPECIAL COUNCIL:

For the fulfillment of aims and objects of the Society in General Body, Managing Council may appoint Special Councils from amongst the Life Members, Honorary members or any other persons, if necessary. Such councils will function in the advisory capacity. Their suggestions will be put up before the Managing Council for decisions. However, their suggestions will not be mandatory on the part of the Managing Council. Such special council will not have any rights of making decisions. The decision if taken by the Special

CERTIFICATE

This is to certify that this is the true and correct copy of the rules of the
Sinhgad Technical Education Society, Pune – 411 004
and shall come in force with immediate effect.

Sd/-
Prof. M. N. Navale
Founder President &
Chief Managing Trustee



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