

# **BHARATHEEYA VIDYA NIKETHAN**

(Regn. No.1119/79 Registered under T.C. Act 12 of 1955)

## **Memorandum & Bye Law**

### **Memorandum**

(In accordance with T.C. Act 12/1955)

**I** Name of the Society would be Bharatheeya Vidya Nikethan

**II** 1) Registered Office of the Society would be “Sanskriti Bhavan”, Kottakkakam, Thiruvananthapuram – 695 023. Society’s area of operation would be the State of Kerala.

2) Society’s State Office would be : Bharatheeya Vidya Nikethan, 2nd Floor, Lakshmi Bai Towers, T.D. Road North End, Ernakulam, Kochi - 682 035

3) Society’s Working Office would be : Bharatheeya Vidya Nikethan, “Kesava Mandiram”, Kallekkad, Palakkad – 678 006

**III** Following are the objectives of the society :

1) To Formulate & Develop the system of education in accordance with the Indian Culture and Values.

2) To establish Educational Institutions and support their day to day functioning, to implement a system of education that would help the physical, mental, spiritual, individual and moral development of children right from their childhood.

- 3) Co-relating & Co-ordinating the functioning of other Organisations, Institutions and Societies working with the above stated objectives.
- 4) Provide Scholarship, Stipends etc. to eligible and competent students and also provide loans, donations and other financial aids to Institutions like schools, hostels, libraries etc.
- 5) Prepare, print and publish books, Bulletins, Journals and current publications which would help achieve the above stated objectives and to make similar Institutions involved in similar activities, co-operate with the society and to co-ordinate the functioning of similar working Institutions, co-operate with and take membership in similarly functioning institutions if necessary.
- 6) Establish scientific and technological institutions, Research centers etc. which would make the general public aware of the scientific achievements and which would promote researching and scientific views among students and to develop the Institutions which are giving priority to such scientific and technological Institutions and Research Centers.
- 7) Provide training to teachers who are developing instruments with the object of providing quality teaching and training and to provide advice, guidance and financial aid to those working in similar fields.
- 8) Conducting seminars, debates, meetings etc. on important topics and for exchanging experiences and achievements in the field of education.
- 9) Formulating programs which will aid in the development of interest of students in the field of culture and art and for developing friendly relationships with the guardians of students of other Institutions & Associations which are connected to the society by affiliation or otherwise.
- 10) (a) Informing the Central & State governments regarding the experience gained by the Society in the course of time and to work in co-operation with the government.  
(b) To inform the government about the society's opinion and advice on the above stated subjects.
- 11) Receiving financial aid from different sources, acquiring both movable and immovable properties and to utilize them for productive purposes and to make Acts, Rules and Regulations regarding the same.
- 12) Establishing and maintaining libraries.

13) Formulating and conducting programs which are suitable, helpful and prospective for achieving the aims and objectives of the society.

**IV** We the below mentioned have on 22.12.1979 formed themselves into a society named **Bharatheeya Vidya Nikethan**.

### **DECLARATION**

In the meeting convened on 22<sup>nd</sup> of December 1979 it has been decided to register this society as a society under the Travancore Cochin Literary, Scientific & Charitable Societies Registration Act, 1955

Sl. No.	Name	Job	Address	Office	Signature
1.	Dr. N.I. Narayanan	Teacher	Jaya Vihar, Kadappakkada Kollam-691 008	President	
2.	C.R.R. Varma	Engineer	Madhava Nivas Perandoor Road Cochin – 26	Vice-President	
3.	N. Vishwanathan	Teacher	T.C.9/932(1) Panicker's Lane Shasthamangalam TVM – 10	Member	
4.	Prof. M.K. Govindan Nair	Teacher	Changa Veetil Thattayil P.O. Alappuzha-691 525	Member	
5.	Prof. K.V. Dev	Teacher	Sanskrit Professor S.N. College Kollam – 1	Member	
6.	Prof.G.P. Krishna Pilla	Teacher	N.S. Apsara Shasthri Nagar TVM – 2	Member	
7.	A.V. Bhaskar Shenoi	Social worker	No. 6, VazhappillilBuildings, Padinjare Theruvu Kottakkakam TVM – 23	Secretary	
8.	N. Vijayan	Govt. Employee	Prathibha TC-17/651-5 Sreehills, Treasurer Thirumala. TVM - 6		

## **Bharatheeya Vidya Nikethan**

### **Bye Laws**

1. (a) Name of the Society would be Bharatheeya Vidya Nikethan. Society's Registered Office shall be :Sanskriti Bhavan", Kottakkakam, Thiruvananthapuram - 695 023  
(b) Society's State Office would be functioning at Bharatheeya Vidya Nikethan, 2nd floor, Lakshmi Bai Towers, T.D. Road, North End, Ernakulam, Kochi-682035  
(c) Society's Working Office would be functioning at Bharatheeya Vidya Nikethan, "Kesava Mandiram", Kallekkad, Palakkad – 678 006
2. **Area of Operation :** Society's area of operation would be the State of Kerala.
3. **Formation :** Society is formed for achieving the objectives stated in the Memorandum.
4. **Society :** The term "Society" mentioned in this memorandum and bye-laws shall mean 'Bharatheeya Vidya Nikethan.'
5. **Membership :**
  - a) **Members of the society shall be of the following category.**
    - i) (Founder) Charter Members
    - ii) Ordinary Members
    - iii) Nominated Members.
  - b) **Charter or founder Members**

Members who have signed the Memorandum of society prior to its registration.
  - c) **Ordinary Members**
    - 1) Members of Vidhyalaya Samithi formed from among institutions run by the society and recognized by the society.
    - 2) District Co-ordinators of Bharatheeya Vidya Nikethan.
  - d) **Nominated Members**

Members nominated by the Society's Executive Committee from among eminent personalities in the field of education and culture and they would be known

as Nominated Members and they shall continue during the term of the Executive Committee which appointed them.

All members of the Society are liable to act in accordance with the provisions of the bye law of the society.

**6. Tenure of Membership :**

- a) The tenure of membership shall be as shown below and in accordance with the provisions in Sub Rule (b) below.
  - i) Charter (Founder) Members shall be life time members.
  - ii) A) Ordinary Members elected from the Institutions recognized by the society shall continue to be a member during the period when the recognition for the said Institution continues or during the tenure of holding of office of that member which resulted in that member procuring ordinary membership or during the period fixed by such Institutions.
  - B) District Co-ordinators and other District Executive Members shall continue to be the members of the society only during the tenure during which they continue to be the office bearers due to which they procured the membership in the society.
  - iii) (a) Nominated members shall continue to be the members only during the term of the Executive Committee which nominated them.
- (b) i) Members shall lose their membership for the following reasons :
  - A) Death
  - B) Tendering resignation and on its acceptance.
  - C) Mental disorder
  - D) Immoral Activities or
  - E) Acting against the interest of the society.
  - ii) Right to take a decision on the grounds mentioned in c, d & e shall be vested with the Executive Committee of the society.

**7) Affiliation :**

- a) Institutions and associations intending to get affiliated with the society shall prefer an application in the prescribed form.

- b) Registration Fees and annual subscription for the students fixed by the Executive Committee should be remitted along with the application.
- c) If found necessary the Executive Committee shall demand more information regarding the institute or association from the applicant and the application for recognition and affiliation shall be considered only after getting such additional information.
- d) The decision to recognize and provide affiliation to an institution or association shall be taken by the Executive Committee unanimously.
- e) If an association or organization is running more than one institution then separate applications with separate fees shall be remitted for getting recognition.
- f) All institutions shall remit before the starting of the academic year, annual subscription of the students fixed by the Executive Committee.

**8) General Body**

**(a) Constitution :**

All the members mentioned in para 5 of the Bye Law shall constitute the General Body of the society and the same would be known as "Bharatheeya Vidya Nikethan Prathinidhi Sabha."

**(b) Acts and responsibilities of General Body**

- i) To elect the President of the society by the majority decision and the tenure of office of the President shall be 3 working years.
- ii) Verifying the annual income and expenditure accounts approve the same and to approve the next years budget.
- iii) To discuss and approve the Annual Report & Auditors Report of the society.
- iv) Appoint auditors.
- v) Considering other matters with the permission of the President.

**(c) Meetings :**

- i) Society shall convene a general body atleast once in a year.
- ii) Secretary shall give notice to the members of the General Body 20 days prior to the date of the meeting.

- iii) Members attending the meeting shall have the right to cast only one vote.
- iv) General Body meeting shall be presided over by the President in his absence by the Vice-President or in the absence of both by a nominated person from among the members attending the General Body meeting.

## **9) Executive Committee**

The Executive Committee is the Governing Body defined in T.C. Act 12 of 1955 and the right to carry out all the day to day activities of the society shall be vested with said Executive Committee.

### **a) Constitution of the Executive Committee**

- i) Subject to the conditions stated below the President shall appoint the office bearers of the Executive Committee.
- ii) Executive Committee shall consist of the following office bearers:
  - A) President
  - B) Vice President
  - C) Organising Secretary
  - D) Joint Organising Secretaries
  - E) General Secretary
  - F) Secretary
  - G) Joint Secretaries
  - H) Treasurer.
- iii) Total Number of members of the Executive Committee shall not exceed 41
- iv) Following are the number of members of the Executive Committee:
  - A) Charter Members (Founder Members) not exceeding 5 in number.
  - B) Area Co-ordinators
  - C) 5 members from among the nominated members.

- D) District Co-ordinators.
- v) The President of the Society is authorized to co-opt members after consulting with the Executive Committee not less than 2 and not more than 5 from among eminent scholars for the purpose of helping the Executive Committee in its activities. The so co-opted members will not be having the right to cast their vote and they need not be members of the General Body.
- vi) The President elected by the General Body shall be the President of the Executive Committee also.
- vii) Though the tenure of the Executive Committee shall be 3 years it shall continue to hold office till it is reconstituted by the President elected by the General Body.
- viii) Members of the Executive Committee shall lose their membership due to the following reasons:
  - A) When the affiliation given to the Institution or association that the member represents is cancelled.
  - B) On passing of no confidence motion against the member by the General Body.
  - C) On tendering registration and on its acceptance.

**b) Rights and duties :**

Following are the rights and duties of the Executive Committee :

- i) Implementing and controlling all the activities of the society.
- ii) Doing all necessary things to achieve the objectives of the society as stated in the Memorandum.
- iii) Constituting sub committees to the purpose of completing any special acts and to dissolve the same and also making charter for the purpose of fixing the limits & rights of such sub committees.
- iv) Approving the executive acts of the Secretary of the society.
- v) Considering and accepting the annual Budget prepared by the Office bearers of the society and presented by the Secretary.

- vi) Verifying & approving the annual income and expenditure accounts of the society and Auditors report.
- vii) Affiliating other Institutions or associations that are working with the objectives similar to that of the society.
- viii) Accepting or rejecting the co-operation, aid, donations etc. provided by other individuals, Trust, Associations etc. for the purpose of achieving the objectives of the society.
- ix) To appoint a representative or representatives for executing the legal documents and to withdraw the powers given by the executive Committee.
- x) Appointing employees in honorary capacity or for salary.

**c) Meetings :**

- i) Executive Committee shall convene its meeting at least twice in a year.
- ii) Ordinary Meetings shall be convened after giving 10 days prior notice.
- iii) Extra ordinary meetings shall be convened after giving 5 days prior notice.

**d) Quorum :**

- i) Quorum for the meeting of the Executive Committee shall be not less than 1/5<sup>th</sup> of the total members.
- ii) The meeting which could not be convened due to want of quorum could be convened again after one hour without changing the agenda stated in the original notice.

**10) Rights & duties of the Office bearers of the General Body and the Executive Committee.**

Office Bearers of the Executive Committee shall be members of the General Body and following are their rights and duties.

**a) President**

President shall be elected by the General Body. He shall be vested with the following rights:

- i) Presiding over the meetings convened by the General Body and Executive Committee.
- ii) Convening meetings of Executive Committee or General Body and to convene such meetings, steps should be taken by the Secretary based on the directions of the President.
- iii) Taking disciplinary actions against the office bearers based on the request made by the Executive Committee.
- iv) Nominating office bearers & members of Executive Committee and District co-ordinators.

**b) Vice President**

All rights of the President shall be vested with the Vice-President in the absence of the President or based on his directions.

**c) Treasurer**

- i) Treasurer shall be responsible for maintaining all income & expenditure accounts of the Society.
- ii) Treasurer shall at the end of the year get the accounts of the society audited and shall also present the accounts before the Executive Committee.
- iii) Provide all necessary information required by the auditor and to produce all details regarding the income and expenditure before the appointed auditor.

**d) General Secretary**

- i) General Secretary should take decisions regarding the day to day activities of the society after consulting with the Organising secretary and should implement the same.
- ii) General Secretary should do all the required written communications.
- iii) General Secretary should give notice as required under the bye law regarding the convening of meeting of the General Body or Executive Committee, for the purpose of discussing the decisions taken by the Secretary and for accepting the same.

- iv) To prepare the annual report of the society and present it before the General Body and Executive Committee.
- v) Preparing budget for the next year with the help of the treasurer and other office bearers.
- vi) Any payment exceeding Rs. 20,000/- for the purpose of achieving the objectives of the society should be made by the General Secretary only after getting approval from the Executive Committee.
- vii) General Secretary should represent the society in all legal proceedings initiated by or against the society and the General Secretary shall appear before any Court of law for or on behalf of the society. All documents pertaining to the society shall be in the custody of the General Secretary.
- viii) Though the General Secretary can delegate his rights & duties to the Secretary this does not dilute the overall responsibility of the General Secretary.

**e) Joint Secretary**

- i) Joint Secretary shall exercise all the rights and duties of the Secretary in his absence.
- ii) Joint Secretary shall help the Secretary in all his responsibilities and activities and shall co-operate with the Secretary.

**f) Organising Secretary**

- i) Work towards spreading the activities of the society to the whole of the state.
- ii) Give support and directions to the General Secretary in his activities.
- iii) Take up such other responsibilities as directed by the Executive Committee.

**g) Joint Organising Secretary**

Help the organising secretary in his above mentioned responsibilities.

**11) Accounts**

Society should maintain its bank account in a Nationalised / Scheduled Bank. The account of the society should be a joint account in the names of the President, Secretary, Treasurer or in the name of three persons in their official capacity directed by the Executive Committee. The amount could be withdrawn from the bank only through cheque signed by two persons of the three above mentioned. Accounts shall be maintained as stated in clause c, subrule i, ii, iii under the head duties of office bearers of Executive Committee.

**12) Assets :**

- a) Assets of the society shall be assigned, transferred or mortgaged only based on a majority decision of the Executive Committee.
- b) Assets purchased in the name of the society or received by the society shall be kept on behalf of the society in the joint name of the President and Organising Secretary of the relevant period in their official capacity.
- c) General body shall take decisions regarding the dissolution of society under special circumstances and all the assets of the society should be transferred to any other society or societies having objectives similar to that stated in the memorandum after clearing all debts and liabilities. Under no circumstance should it be distributed among the members of the society. Society shall be dissolved after complying the provisions of T.C. Act 12 of 1955

**13) Appointments**

Appointments shall be made by the board consisting of the President, General Secretary and other members nominated by the Executive Committee.

**14) Disciplinary Actions**

Disciplinary actions shall be taken by the board consisting of the President, General Secretary and one member nominated by the Executive Committee. Before implementing the final decision of this board the approval of the majority of the Executive Committee is necessary.

**15) Working year**

Society's working year shall be from 1<sup>st</sup> of April to 31<sup>st</sup> of March

**16) Amendments to bye law**

Executive Committee can amend part or parts of the Bye laws.

17) Matters regarding which three are no provisions in this Bye law, should be done as per the provisions of the Act 12 Travancore Cochin Literary, Scientific and Charitable Societies Act, 1955

**18) District Executive Committee**

- a) The District Executive Committee shall consist of the Secretaries of the Executive Committee of the schools in the District, nominated scholars, and nominated & reputed well wishers of Bharatheeya Vidya Nikethan.
- b) President, Vice president, Secretary, Joint Secretaries, Co-ordinator, Joint Co-ordinator, Treasurer, Sankul Co-ordinators, Secretaries of the Schools in the District shall be members of the District Executive Committee.
- c) District Committee shall come into force only subject to the approval of the Bharatheeya Vidya Nikethan State Committee.
- d) To co-ordinate, help and to give directions to the School Committees and Committees of other institutions in the district is the responsibility of the District Committee.

**19) School Working Committee**

- a) Persons interested in educational activities in the place where the school is situated, well wishers of Bharatheeya Vidya Nikethan and one person nominated by Bharatheeya Vidya Nikethan shall constitute the School Committee.
- b) The school committee shall come into force only subject to the approval of the Bharatheeya Vidya Nikethan State Committee and the Bharatheeya Vidya Nikethan District Committee.
- c) The School Committee should consist of not less than 5 members including the President, Secretary and Treasurer.
- d) Conduct the day to day activities of the school as per the directions of the Bharatheeya Vidya Nikethan State / District Committee, prepare and keep accounts, perform developmental activities, perform activities that are

best suited for the educational development of the place are all responsibilities of the School Committee.

- e) The school Committees are liable to comply all the provisions stated in the Rules for Bharatheeya Vidya Nikethan Schools getting affiliation
- f) To collect funds necessary for the development of the school to obtain loans from financial institutions with the permission of the Bharatheeya Vidya Nikethan State Committee under inevitable circumstances is also the responsibility of the School Committee.

The above stated is a true copy of the Bye Law of Bharatheeya Vidya Nikethan.



President  
President  
Bharatheeya Vidya Nikethan

Dinesh  
GENERAL SECRETARY  
BHARATHEEYA VIDYA NIKETHAN