

THE CONSTITUTION AND BYE LAWS
OF
HIGHER EDUCATION INSTITUTE SOCIETY,
GOVT. MOHINDRA COLLEGE, PATIALA
PUNJAB GOVERNMENT

HIGHER EDUCATION INSTITUTE SOCIETY,
GOVT. MOHINDRA COLLEGE, PATIALA.
(HEIS- GOVT. MOHINDRA COLLEGE, PATIALA)

In the matter of Societies Registration Act, XXI of 1860 being an act for the registration of Literary, Scientific and Charitable Societies

And

In the matter of Higher Education Institute Society, Govt. Mohindra College, Patiala (HEIS- Govt. Mohindra College, Patiala) (hereinafter referred to as the Society) pertaining to Rules and Regulations of Society for the execution, implementation of education in Information & Communication Technology (ICT) and its related areas in Higher Education Institutes in the State of Punjab.

MEMORANDUM OF ASSOCIATION

1. Preamble

The primary objective of the Higher Education Institute Society (Govt. Mohindra College, Patiala) is to establish, manage, operate, maintain and control the imparting of education in Information & Communication Technology (ICT) and its related knowledge areas in the college with an aim to develop technical workforce in these areas. The entire requisite IT infrastructure in the college would be established, managed and run by the Society on a self-sustaining revenue model.

The Higher Education Institute Society is a college level body that would work under the overall umbrella framework of Punjab Higher Education Society (PHES).


It is considered expedient to provide the Society a legal entity by getting it registered under the Societies Registration Act, 1860.


- (a) **Name:** The name of the Society shall be Higher Education Institute Society, Govt. Mohindra College, Patiala (HEIS-Govt. Mohindra College, Patiala), Society for short.
- (b) **Office:** The Registered office of the Society shall be at Govt. Mohindra College, Patiala.

2. Definitions: In this Memorandum and the Rules made there under unless the context otherwise requires:-

- a. "The 'Act' means the Societies Registration Act 1860, (Punjab Amendment Act, 1957) as applied to the State of Punjab or any statutory modification thereof for the time being in force."
- b. "Board of Governors" shall mean the body, which is constituted as the "Board of Governors of the Society" by the Government.

Rhgrym
Member Secretary

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Vice-Chairperson


Chairperson

- c. The "Chairperson" shall mean the "Chairperson" of the Board of Governors.
- d. IT shall mean: Information Technology.
- e. Member means:
 - i. The ex-officio members as per the constitution of the society or
 - ii. Such Person(s) who may be accepted in future as Members of the Society on such terms and conditions as laid down by the Board of Governors.
 - iii. Such Person(s), institutions, organizations, societies, corporate bodies who may be accepted in future as the co-opted Members of the Board of Governors on such terms and conditions as laid down by the Board of Governors.
- f. "Member Secretary" means Member Secretary of the Board of Governors of the Higher Education Institute Society. Govt. Mohindra College, Patiala. A lecturer of the college as per the recommendations of Principal/President shall be the Member Secretary.
- g. "Chief-Executive Officer" means Chief Executive Officer of the Higher Education Institute Society.
- h. "The Society" means the Higher Education Institute Society (Govt. Mohindra College, Patiala) known by the name, style and manner of HEIS- Govt. Mohindra College, Patiala.
- i. "State Government" shall mean the Government of Punjab in the Department of Higher Education or in any other way it is known as.
- j. "IT experts" shall mean a specialist from the field of Information Technology, computers, communication or electronics with a formal graduate degree in computers/Information Technology/communication/electronics/management or other related fields with 8 to 10 years of experience and can contribute his expertise & experience to achieve the objectives of the Society.
- k. "Eminent Educationists" shall mean well-known, distinguished, important, renowned or reputed persons from the educational field duly recommended by the state administration.

3. Objectives and Functions of the Society:

- a. To establish, manage, operate, maintain and control the overall system for delivery of education in ICT and knowledge sector at the college level.
- b. To identify and recommend the new courses which can be introduced in the college or changes/modifications in the existing courses.
- c. To ~~workout~~ **workout and implement the action plan for the implementation of education in Information & Communication Technology (ICT), IT Enabled Services (ITES), Business Process Outsourcing (BPO), Knowledge Process Outsourcing (KPO) and any other knowledge segments in the college.**
- d. To establish, upgrade, manage, operate, maintain and control the IT infrastructure in the college for use by students, faculty and staff.
- e. To ensure and maintain the quality of IT education as per the defined policies and programme of the Punjab Higher Education Society (PHES).

Principal
Mohindra College

Chairperson

Secretary

- f. To workout and recommend the fees that could be charged from the students for the approval of the competent authority and concerned departments/organizations.
- g. To chalk out detailed procedures for the collection of fees for using IT services provided by the society and to transfer the fees in to the accounts of the society and to the Punjab Higher Education Society (PHES), as per its policy guidelines. To keep detailed account of the fees collected from the students.
- h. To collect the fees from the students for usage of IT infrastructure on behalf of Punjab Higher Education Society (PHES), Department of Higher Education and to issue receipts on behalf of the Punjab Higher Education Society (PHES) and concerned Departments and College.
- i. Regular reconciliation of bank accounts between all stakeholders including the concerned departments, the financial institutions, the society and the Punjab Higher Education Society (PHES). ?
- j. To buy, sell, let on hire, lease, trade, import, export, repair or otherwise deal with IT resources, services & support on turnkey basis like hardware, software, connectivity, networking, training, stationery, consumables etc, including operational & managerial manpower, hiring of professionals, consultancy services by following the procedure prescribed. To ensure the other infrastructure requirements including site preparation and timely availability of the necessary resources for the various activities under the project.
- k. To liaison with the associated IT companies for the study, to develop and implement the courses based on latest technologies and services.
- l. To enter into collaborations, partnerships, agreements and contracts with Indian or foreign individuals, companies or organizations for establishment of IT Resource Centres in the college.
- m. To enter into any agreement with any Government or other authorities or any corporations/companies, or persons which may seem conducive to the Society's objects or any of them and to obtain from any such Government authorities, corporations, companies, societies or persons any contracts, rights, privileges and concessions which the society may think desirable and to carry out, exercise and comply with any such contracts, rights, privileges and concessions.
- n. To recruit and deploy the operational and managerial staff and other human resources, purely on a self sustaining and contract basis, for operation, maintenance and running of the IT Resource centres as per the requirement/norms fixed by the Society from time to time.
- o. To take all publicity measures and campaigning through media like TV, radio, newspaper, conferences, seminars, public meetings, banners and posters etc. for creating awareness about the programmes for the benefit of the students.
- p. To establish and implement a system of regular detailed review and monitoring mechanism for constantly evaluating the progress, performance,

Signature
 Vice Chairman

Signature
 Vice Chairman

Signature
 Vice Chairman

consistency and quality of IT education at the college level with respect to the agreed quality in policy guidelines of Punjab Higher Education Society (PHES).

- q. To make all other expenditure in connection with providing IT Education through the IT Resource Centre at the college including salaries, connectivity costs, cost of maintenance and consumables, cost of up gradation of equipment, other facilities to students etc.
- r. To workout and implement in the college on a self sustaining revenue model in collaboration with the private sector, NGOs or other innovative methods as per the requirements of the specific areas.
- s. To lend or deposit moneys belonging to or entrusted to or at the disposal of the Society or franchisees and other having dealings with the society with or without security, upon such terms as may be thought proper and to guarantee the performance of contracts by such persons or company provided that the Society shall not carry on banking business as defined in Banking Companies Regulation Act 1949. To borrow and raise money with or without security or to receive money and deposit on interest or otherwise in such manner as the Society may deem fit.
- t. To improve, manage, work, develop, alter, exchange, lease, mortgage, turn to account, abandon or otherwise deal with all or any part to the property rights and concessions of the Society. To let out on hire all or any of the properties of the Society including every description of apparatus, appliances of the Society.
- u. To create any depreciation fund, reserve fund, sinking fund, insurance fund or any special or other fund whether for depreciation or for repairing, improving, extending or maintaining any of the properties of the Society and to transfer any such fund or part thereof to any of the other funds herein mentioned.
- v. To do all such other lawful things as may be necessary, incidental or conducive to the attainment of the above objects.

4. Funding of Societies resources, operations and management:

- a. The expenditure on IT resources, operations and management of the Society would be funded mainly through the fees and other income of society.
- b. The Society may approach Government of India, Government of Punjab, any financial institutions or sources for funding the project depending upon the policy at that time and the project structuring/requirement.
- c. **Sources of income of the Society:-**The Society will facilitate/execute/implement education in knowledge sector on behalf of Punjab Higher Education Society (PHES) and Department of Higher Education based on the availability of the funds.
- d. **Operations and Management (O & M) of the Society:** The Society will not have a permanent staff of its own. Any required operating, administrative, technical and other manpower may be deployed on job work, contract or outsourcing basis. Any expenditure on manpower would be met by the Society out of the available funds.

Member Secretary

Chairperson

Chairperson

5. Present Board of Governors:

The names, designations and address of the present members and office bearers of the Board of Governors, to whom the management of the affairs of the Society is entrusted as required under Section 2 of the Registration of Societies Act, 1860(Act XXI of 1860) read with Punjab Amendment Act of 1957, shall be as under:

SN	Designation	Address	Remarks
Ex-officio Members			
1.	Principal/President	Dr D.I.S.Brar, Principal, Govt. Mohindra College, Patiala.	Chairperson/ CEO
2.	Head of Science Dept. or IT Dept. or any Lecturer nominated by the Governing Council	Prof Bhag Singh Sandhu, Head, Dept. of Mathematics, Govt. Mohindra College, Patiala.	Vice Chairperson
3.	PTA Head	Sh Gobinder Singh Harika Senior Vice-President, PTA, Govt. Mohindra College, Patiala. 96-A, New Officers' Colony, Patiala	Member
4.	President of Alumni	Dr Joginder Singh, President, O.S.A. Govt. Mohindra College, Patiala. 24 Green View, Rajbaha Road, Patiala	Member
5.	One representative of local NGO co-opted by Governing Council	Dr Kulwant Kaur, President, Mai Bhago Brigade International(Regd.), Dhillon Marg, Model Town, Patiala	Member
6.	Any Lecturer nominated by the President of the Governing Council	Dr Raj Kumar Goyal, Lecturer in Public Administration Govt. Mohindra College, Patiala.	Member Secretary
Nominated Members			
7.	One IT expert to be nominated by the Government in the Department of Information Technology		Member
8.	One eminent educationist to be nominated by the society	Prof Mukhtiar Singh Former Chairman, Punjab School Education Board, Punjab 4162, Phase-II, Urban Estate, Patiala	Member
Co-opted Members			
9.	Any other member which the Board of Governors decides to co-opt		Co-opted Members

Handwritten signatures and initials:
 1. *ABR*
 2. *Zaver*
 3. *gshank*
 4. *Mally*
 5. *2023*
 6. *rajput*
 8. *W.S.*

①. Witness *[Signature]*
 (J.S. BEDI)
 G.M.C. Patiala.

witness 2 *[Signature]*
 (Jashraj Singh Bopara)
 G.M.C. Patiala

[Signature]
 Secretary

[Signature]
 Vice-Chairperson

[Signature]

6. Rules and Regulations: The Board of Governors is authorized to frame rules and regulations for conducting the business of the Society based on this Memorandum of Association subject to the approval of Punjab Higher Society (PHES) in the Department of Higher Education.

RULES OF

Higher Education Institute Society, Govt. Mohindra College, Patiala (HEIS- Govt. Mohindra College, Patiala)

1. **Registered Office:** The Registered Office of the Society shall be situated at Govt. Mohindra College, Patiala. Presently the registered office is to be located at Govt. Mohindra College, Patiala.
2. **Short title and commencement**
 1. This Society may be called the Higher Education Institute Society, Govt. Mohindra College, Patiala.
 2. **Definitions:** In this Memorandum and the Rules made there under unless the context otherwise requires:-
 - (a) "The Act" means the Societies Registration Act 1860, (Punjab Amendment Act, 1957) as applied to the State of Punjab or any statutory modification thereof for the time being in force."
 - (b) "Board of Governors" shall mean the body, which is constituted as the "Board of Governors of the Society" by the Government.
 - (c) The "Chairperson" shall mean the "Chairperson" of the Board of Governors.
 - (d) "Committee" means the Executive Committee of the Society.
 - (e) IT shall mean: Information Technology.
 - (f) Member means:
 - i. The ex-officio members as per the constitution of the society.
 - ii. Such Person(s) who may be accepted in future as Members of the Society on such terms and conditions as laid down by the Board of Governors.
 - iii. Such Person(s), institutions, organizations, societies, corporate bodies who may be accepted in future as the co-opted Members of the Board of Governors on such terms and conditions as laid down by the Board of Governors.
 - g. "Member Secretary" means Member Secretary of the Board of Governors of the Higher Education Institute Society, Govt. Mohindra College, Patiala, appointed as per the recommendations of Principal/President shall be the Member Secretary.
 - h. "Chief-Executive Officer" means Chief Executive Officer of the Higher Education Institute Society.
 - i. "The Society" means the Higher Education Institute Society ((Govt. Mohindra College, Patiala) known by the name, style and manner of HEIS- Govt. Mohindra College, Patiala.

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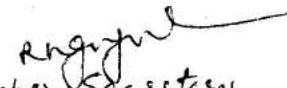
- j. "State Government" shall mean the Government of Punjab in the Department of Higher Education or in any other way it is known as.
- k. "IT experts" shall mean a specialist from the field of Information Technology, computers, communication or electronics with a formal graduate degree in computers/Information Technology/communication/electronics/management or other related fields with 8 to 10 years of experience and can contribute his expertise & experience to achieve the objectives of the Society.
- l. "Eminent Educationists" shall mean well-known, distinguished, important, renowned or reputed persons from the educational field duly recommended by the college/state administration.

3. **AUTHORITIES OF THE SOCIETY:** The Authorities of the Society shall consist of the following:


- a. The Board of Governors
- b. The Chairperson of the Board of Governors
- c. The Member Secretary of the Society
- d. Chief Executive Officer of the Society
- e. Apart from the Member Secretary, the officers as may be appointed from time to time shall be officers of the society.

4. **The Board of Governors:**

- a. The Society shall have its Board of Governors as the Supreme Authority and source of all powers, functions and activities.
- b. The general superintendence, direction and control of the affairs of the Society and of its income and property shall be vested in the Board of Governors of the Society hereinafter referred to as "The Board" or "The Board of Governors".


Member Secretary


Vice-Chairperson


Chairperson