

MEMORANDUM OF ASSOCIATION

(Registered under Societies Registration Act. XXI of 1860).
Registration No. RS/KAM/240/M/607 of 2001-2002.



NORTH EASTERN CENTRE FOR EDUCATION (NECE)

HEAD OFFICE : House No-8, Santi Path, Brindaban Nagar, P.O.- Beltola Tiniali, P.S.-Hatigaon Charali,
Dist- Kamrup (Metro), PIN - 781028, ASSAM, INDIA

PROJECT OFFICE at GUWAHATI : Room No.101, First Floor, SBI ATM Bulding, Notboma Chariali
Imdadiya Hospital Road, P.O. & P.S. - Hatigaon Charilai, Dist.- Kamrup (Metro), ASSAM, INDIA,
PIN-781038, Telephone No: 9678027601, E-mail: neceguwahatiassam@gmail.com

PROJECT OFFICE at DHUBRI : College Nagar, Ward No-14, P.O.- Bidyapara, Dist.- Dhubri, ASSAM, INDIA,
PIN-783324, Telephone No: (03862) - 234905 / 240299 / 297846., E-mail: necedhubri@gmail.com

PROJECT OFFICE at South Salmara Mankachar District: Santipur, Near IRRIGATION Canal, P.O. Hat Singimari,
Dist- South Salmara Mankachar , Assam, INDIA, PIN-783135

PREAMBLE

The NORTH EASTERN CENTRE FOR EDUCATION, a non-political voluntary organization is constituted for the up-liftment of education, culture, national and International understanding and brotherhood among the masses of various caste, creed and religion across the geographical barriers. The motto of the Organization is to serve and educate the people in this busy modern world within a short possible time. Let us co-operate with each other to get the motto fulfilled.

May God Help Us



MEMORANDUM OF ASSOCIATION

FEES Rs. 50.00

(Registration Under Societies Registration Act. XXI of 1860)

- 1) **NAME OF THE SOCIETY : NORTH EASTERN CENTRE FOR EDUCATION.**
[Briefly NECE and hereafter called Center]
- 2) **OFFICE OF THE SOCIETY :**

HEAD OFFICE : House No-8, Santi Path, Brindaban Nagar,
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WEST GARO HILLS OFFICE:

Office of the Project Director
North Eastern Centre for Education
P.O. Halladyaganj, Dist- West Garo Hills
Meghalaya, INDIA.

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BARPETA OFFICE:

Office of the Project Director
North Eastern Centre for Education
P. O. Barpeta Road, Dist- Barpeta, Assam, INDIA.



- 3) AIMS AND OBJECTS :**
- i) The basic aim is to provide education in professional courses designed by various Universities in India and abroad and to encourage students for self-employment through Education.
 - ii) Global economy undergoing rapid changes every moment. There has been the need for competent hands in the public and private sectors in this changed circumstances. This has necessitated a planned approach to the problem on national level. Therefore, this Society / Center for academic purpose will cover various professional / technical courses like B.B.A, B.C.A, B.I.T, B.M.M, B.C.S, B.H.M, M.C.A, B.M.L.T, D.M.L.T, M.Sc. (I.T) etc. Deigned by various Universities in India and abroad for the students of Assam and the North East part of the country to make to the capable junior level executives and aspirants who want to carve a career in the competitive scenario of globalization system.
 - iii) To establish State of Art Computer Laboratory for the students enrolled in this Society / Centre for boosting up the I.T. revolution and help them to develop computer software & marketing in the Global market.
 - iv) To scientifically train the students as the soldiers of industrial revolution in the entire state of Assam & North East India.
 - v) To organize seminars and symposia on the present system as well as new inventions in the fields of Information Technology with a view to create awareness for the same among the people in collaboration with various agencies of the Govt. on the District/ State/ National level.
 - vi) To Establish a well equipped Library for the student of this Centre.
 - vii) To create public opinion against all sorts of social evil, Drug Abuse, Alcoholism, prostitution, beggary and to take all possible steps to eradicate the some for peace And prosperity of mankind, and to promote awareness of cultural heritage and also the remove differences to uphold secularism, unity and integrity among masses.
 - viii) To create the interest of science in youth and children, and youth to create awareness about environmental pollution and its control to in general by holding meeting and rally.
 - ix) To sponsors various welfare activities in the society for Welfare of Senior Citizens, woman/children & youth.
 - xi) Try to create control about social problem by analysis and by our own census report (i.e. aids, Drug, Adction and Smoking etc.) in the entire state of Assam and North East India.).



- (xi) To provide opportunities for conventional, non-conventional, as well as continuing education to the interested learners through the courses and programmes both in academic and professional aspects, to ensure "Education for All", and to develop open and distance education system, to conceptualise its prospect and also to encourage the concept of "Adult Education".
- (xii) To provide consultancy and other services, to arrange for educational facilities specially to the students within or outside India in various fields like Medical Science, Engineering & Technology, Business Studies, Management Science and also to provide Career Guidance as well as to assist for admission, traveling, lodging, migration etc. as per norms laid down by Govt. in collaboration with various other agencies and institutions.
- (xiii) To serve as an agency of effective dissemination of information related to Higher Education within or outside India and to organize seminar, symposium and talks on various issues for the welfare of mankind.
- (xiv) To establish and promote educational institution for providing educational facilities to young men and women for career building in Medical science, Pharmaceutical Science, Management Science, Law and other Social Sciences.
- (xv) To establish, promote, maintain and conduct or otherwise subsidize research laboratories and experimental workshop for scientific and technical researches and tests for the benefit of mankind by providing the award of scholarship, prize, grants etc. to the students / scholars, as the case may be.
- (xvi) To establish schools, colleges, vocational training institutions specifically for the religious minorities of the country for their socio-economic and cultural development, as per provisions of the Indian constitution.
- (xvii) To print, publish books, leaflets, study materials etc. and to give coaching, to impart training, to enter into agreement with University or other bodies in India and abroad.
- (xviii) To award prizes in competition of physical games and educational competitions and to award scholarships to the needy and to provide ways and means for the upliftment of poor and needy children or individuals and to inculcate moral discipline.
- (xix) To create public opinion against all sorts of social evil, Drug Abuse, alcoholism, Prostitution, Beggary and to take all possible steps to eradicate the same for peace and prosperity of mankind, and to promote awareness of cultural heritage and also to remove difference to uphold secularism, unity and integrity among masses.
- (xx) To establish any home for the welfare, maintenance of Senior Citizens elderly women orphans and to provide all possible helps to disabled and isolated persons, offer assistance during natural calamities such as flood, earthquake, epidemic etc.



- (xxi) To create public awareness through propaganda, seminar, lecture etc. against pollution and to preserve nature.
- (xxii) To open, found, establish, maintain and assist any institution or adopt means for imparting, promotion of any art, science or any other field of education, propagate for removal of social evils, or promote self-help to overcome any of these evils particularly for the weaker sections like Minorities, SC's, ST's in India.
- (xxiii) To subscribe, to become a member of any corporate body or any other Government as well as non-government organization or association whose objectives are altogether or in part similar to those of this Centre and to procure and communicate with any such organization, or association which may be helpful to fulfill the aims and objectives of this Centre.
- (xxiv) To enter into agreement with any Government or authority, municipal, local or otherwise which may seem conducive to the Centre's objectives or any of them, and to obtain from such Government or authority all rights, concessions and privileges while the Association may think fit and desirable to obtain, and to carry out exercise and also to comply with such agreement, rights and privileges.
- (xxv) To establish, maintain and promote public hospital and research centre to carry out medical research by engaging in the research and development of all fields of medical sciences including dental sciences, and in all therapies of medical treatment, so as to afford medical relief in a better way.
- (xxvi) To establish, found and maintain libraries, reading rooms for the use and convenience of general public.
- (xxvii) To subscribe or contribute for benevolent objects of a public character as well as to accept donation, fees, subscription etc. for the promotion of the objects.
- (xxviii) To establish, found and libraries, reading rooms for the promotion of Indian Languages like Assamese, Bodo, Garo, Khasi, Nagamese, Hindi, Urdu, Parsian and other foreign languages like Arabian, English, Chinese, Japanese etc. for greater academic interest of the region.
- (xxix) To establish, maintenance of Health Centres, Physiotherapy Clinics, Shelter Homes, Day care centre for older Persons or Senior Citizens and Older Women at different uncovered District with collaboration with Government and different Organization.

ARTICLES OF ASSOCIATION

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NORTH EASTERN CENTRE FOR EDUCATION (NECE)



RULES AND REGULATIONS (CONSTITUTION)

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[Briefly NECE and hereafter called Center]

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NORTH EASTERN CENTRE FOR EDUCATION (NECE)



- 3) **AREA OF OPERATION :** Educational, Technical, Health, Social Welfare and Scientific activities will operate its functions within the territory of India, but its functions and areas of jurisdiction will be applicable outside the Indian Union for the purpose of education and its promotion.
- 4) **DATE AND YEAR OF ESTABLISHMENT :** 01-08-2001.
- 5) **AIMS AND OBJECTS :**
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 - ii) Global economy undergoing rapid changes every moment. There has been the need for competent hands in the public and private sectors in this changed circumstances. This has necessitated a planned approach to the problem on national level.
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- (xxvii) To subscribe or contribute for benevolent objects of a public character as well as to accept donation, fees, subscription etc. for the promotion of the objects.
- (xxviii) To make rules and bye-laws to regulate the work of the Association & to amend the same if required, to meet the requirement for achieving the aims and objectives of the Centre.
- (xxviii) To establish, found and libraries, reading rooms for the promotion of Indian Languages like Assamese, Bodo, Garo, Khasi, Nagamese, Hindi, Urdu, Parsian and other foreign languages like Arabian, English, Chinese, Japanese etc. for greater academic interest of the region.
- (xxix) To establish, maintenance of Health Centres, Physiotherapy Clinics, Shelter Homes, Day care centre for older Persons or Senior Citizens and Older Women at Different uncovered District with collaboration with Government and Different Organization.



- 6) **ADMISSION : a) CRITERIA** Students for different programmes / courses will be admitted as per the University /U.G.C/AICTE norms.
- 7) **STUDENT'S : FEES** Fees as framed by the Governing Body, required for various courses/ University etc. for smooth running of the centre.
- 8) **COLLECTION : OF FUND** Fund will be collected from the students of the Centre / Franchisee Organization in addition to the Collection of Subscriptions/donation, Govt. grants / M.P. area / M.L.A. area development funds / Selling of Donor card, diary and calendar etc.
- 9) **GOVERNING : BODY** The Governing Body shall consist of nine Executive members : a) Chairman / Chairperson (One) ; b) Sr. Vice- Chairman -cum- Executive Chairman (One); c) Vice- Chairman (One), d)Member Secretary cum Director and (One); e) One Executives member.
- 10) **ADVISORY : BOARD** There will be an honorary Advisory Board with seven members of whom (a) one will be Chief Adviser (b) & other six Advisers.

11) GOVERNING BODY MEETINGS :

(a) The Governing Body will sit at least once within four months. However the number of sitting may increase/ decrease depending upon situation. Notice will be served by the Member Secretary cum Director to all Governing Body Members in time.

(b) A General meeting will be held at the end of every year. In the General meeting at least 2/3 rd Governing Body member and Advisory Body member will be present and meeting notice will served by the Director / Secretary.

12) PROCEDURE OF THE RE-ELECTION OF THE GOVERNING BODY MEMBERS:

Members of the Governing Body will be elected from amongst the general members/persons devoting themselves for the establishment and development of the Centre. Members may get re-elected in the same procedure.

13) TERM OF GOVERNING BODY:

a) The term of the Governing Body will be for a period of 3 (Three) years. After expiry of 3 (Three) year a new Governing Body will be formed under clause 12 of the constitution of the society / center.



13. b) In the event of any unavoidable circumstances, on vacation of the office of the Chairman, his subsequent Chairman will hold the office for 3 (Three) years terms only till he/she is re-elected.

13. c) In the event of the vacation of office of the Member Secretary cum Director, the Governing Body will appoint a Director. His minimum educational qualification will be Master Degree in any discipline from any recognized University. If situation demands a graduate may also be appointed as Director of the center subject to the condition that he must complete Master Degree within a period of four years. Otherwise he may be removed from his post and the removal order will be served by the Chairman with a Governing Body resolution.

14) QUORUM OF THE MEETING OF THE GOVERNING BODY:

2/3 rd members of Governing Body will form the quorum of the Governing Body meetings.

15) OPERATION OF THE PASS BOOK / BANK ACCOUNTS:

The fund of the Centre will be deposited in any nationalized bank in the following name

(i) "North Eastern Centre for Education";

(ii) "Director, North Eastern Centre for Education"

(iii) In case new head of Account/Bank accounts the Governing Body will be decide vide a Governing Body resolution.

(i) The account under "North Eastern Centre for Education" will be operated jointly by Member Secretary-cum-Director and Chairman or Sr.vice- Chairman or vice- Chairman or One Executive Member of Governing Body as per Resolution as and when necessary.

(ii) The account under " Director, North Eastern Centre for Education" will be operated individually by Member Secretary cum Director for smooth operation and functioning of the Centre or as per Governing Body Resolution as and when necessary.

(iii) The mode of operation of new head of account will be decided by the Governing Body as and when necessary.

16) EXPULSION OF THE GOVERNING BODY MEMBERS:

Any member who acts against interest of the Society / Centre will be liable for expulsion. The expulsion motion will be moved by the member Secretary cum Director. The final expulsion order will be issued by the Chairman with 2/3rd majority support of the Governing Body members and will be served by the Member Secretary cum Director.

17) AUDITORS:

The Governing Body will appoint a qualified auditor to audit the accounts of the Centre and the Member Secretary cum Director will present the Audit Report in the last General Meetings every year. The auditor should be a Chartered Accountant or equivalent.



18) LEGAL PROCEDURE:

According to the provision laid down in the Section 6 of the Societies Registration Act.XXI of 1860 the Centre may sue or may be sued in the name of the Chairman or Member Secretary cum Director of the Centre.

19) POWER AND DUTIES OF THE GOVERNING BODY:

19. A) CHAIRMAN:

- 1) The Chairman will be the head of the Centre and he / She will Preside over all the meetings & other special meetings, General meetings.
- 2) The Chairman will discharge such other powers as may be required from time to time and as decided by the Governing Body.
- 3) The Chairman presiding at the General Meeting or Governing Body meeting shall be entitled to cast a vote in the event of discharge / expulsion of any member.
- 4) The Chairman shall have the power to call for any information & Reports, documents at any time from the Member Secretary cum Director.

19. B) Sr. VICE-CHAIRMAN-CUM- EXECUTIVE CHAIRMAN :

The Sr. Vice-Chairman -cum-Executive Chairman will be the Head of the Centre. In the event of the absence of the Chairman due to sickness, due to outstation duty or resignation or any other reasons, the Sr. Vice-Chairman-cum-Executive Chairman shall have the power & authority to exercise all the power & duties and responsibilities of the Chairman.

19. C) VICE-CHAIRMAN :

The Vice-Chairman will be the Sub-ordinate Head of the Centre. In the event of the absence of the Sr.Vice-Chairman-cum- Executive Chairman due to sickness, due to out- station duty or resignation or any other reasons, the Vce-Chairman shall have the power & authority to exercise all the powers & duties and responsibilities of the Sr.Vice-Chairman-cum-Executive Chairman.

19. D) MEMBER SECRETARY-CUM-DIRECTOR:

- 1) The Member Secretary-cum-Director will be the executive & administrative authority of the Society/ Centre.
- 2) He will maintain Cash Book and Accounts of the Society/ Centre.
- 3) He will prepare & maintain the minutes of the meetings of the Governing Body/ General Body meetings & other special meetings.

NORTH EASTERN CENTRE FOR EDUCATION (NECE)



19. D) MEMBER SECRETARY-CUM-DIRECTOR:

- 4) He shall have the custody and maintenance of the goods furniture/ Development equipments/ Computer Lab/Documents/ Vehicles & other properties of the Centre.
- 5) He will exercise General supervision and administration over all the employees of the Centre.
- 6) He shall have the custody of the Registers of Governing Body members and all the employees and students of the Centre.
- 7) He shall have the power to handle any expenditure not exceeding a sum of Rs.3, 00,000/=(Rupees Three Lacks) in a single cheque. In case of the amount exceeding Three lack an approval of Chairman/ Executive Chairman will be necessary.
- 8) He shall have the authority to appoint employees/ Office staff/ Technical staff etc for smooth running of the Centre and discharge if situation demands.
- 9) He shall have the authority to meet, discuss and negotiate with any person with out any bar for the benefit, development and greater interest of the Centre.
- 10) He shall have the authority to take any emergent decision for the benefit of the center.
- 11) He will be responsible for execution of decisions of the Governing Body & General meetings.
- 12) He shall make all correspondences with the associating Centre & different Agencies.
- 13) There shall be a Dy. Director, Assistant Director and Associate Director under control of the Member Secretary cum Director

19. D - A) POWER AND FUNCTION OF DEPUTY DIRECTOR/ ASSISTANT DIRECTOR/ ASSOCIATE DIRECTOR:

- (i) The Deputy Director / Assistant Director will help the Director as an employee of the center. The appointment of Deputy Director /Assistant Director will be the discretion of the Member Secretary-cum-Director.
- (ii) In the event of the absence of the Director due to sickness or resignation or any other reason, the Deputy Director/Assistant Director shall have the power & authority to exercise all the power & duties as vested by the Member Secretary cum Director. He will handle expenditure up to limit of Rs. 10,000/=(Rupees Ten Thousand) only at time during the absent of Member Secretary cum Director with approval of Sr. Vice-Chairman of the Society.
- (iii) In case of branch Centre, when opened, there shall be an Associate Director who will act on behalf the Member Secretary-cum-Director f the Main Centre. His power and function will be decided by the Governing Body.

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19. E) GOVERNING BODY MEMBER:

- 1) The Governing Body members shall have to attend the meetings of the Centre as and when required.
- 2) The Governing Body members shall have the power to put-up any question in the General meetings/ Executive meetings.
- 3) The Governing Body shall have power to make rule/ decision in respect of an associate/branch Centre of the Society.

20) DISSOLUTION:



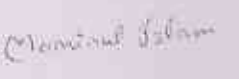
If necessary the Centre may be dissolve & the property remaining after dissolution may be handed over to other similar organization according to the provision laid down under the Section 13, 14 of the Society Registration Act XXI of 1860.

21) AMMENDMENT:

For the benefit and interest of the Centre the rules & Regulations may be amment with the support of 2/3 majority of the Governing Body members when required.

Certified to be the true copy of the Rules & Regulations of
"NORTH EASTERN CENTRE FOR EDUCATION (NECE)"

SIGNATURE OF THE GOVERNING BODY MEMBERS

- 1)  (Zakir Hussain)
- 2)  (SHEHNAAZ KHAN)
- 3)  Mansoor Khan

THE END