



# Certificate of Registration of Societies

## ACT XXI OF 1860

No. ANL 1963  
98 of 2001 - 2002.

I hereby certify that Managing Committee  
of LITTLE HEART TODDLERS ACADEMY at  
Similipada, P.O.-Angul, NAC/Aest.- Angul  
has this day been registered under the Societies  
Registration Act (No. XXI of 1860).

Given under my hand at Angul

this Fifteenth day of December

Two thousand one.



[Signature]  
Addl. Registrar of Societies, Angul,  
and Addl. Officer of Societies  
Angul,

[Signature]  
Principal  
Little Hearts Toddlers Academy  
Angul

[Signature]  
Manager  
Little Hearts Toddlers Academy  
Angul

B Y E - L A W S  
O F  
LITTLE HEART TODDLERS ACADEMY

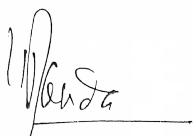
01 AUG 2019

01. Name of the Yuvak Sangha/ Mahila Samiti/Club Regd. of the Society under the Societies Act of 1860. : LITTLE HEART TODDLERS ACADEMY
02. The Registered Office of Yuvak Sangha/Mahila : Vill: ~~Sx~~ Similipada  
P.O.: Angul  
Via : Angul  
Dist: Angul.

AIMS AND OBJECTIVES:

- a) To establish, maintain, carry on and assist Schools, College, University, Research Institutions, Libraries, auditoriums, Orphanages, workshops, laboratories, hospitals, dispensaries, houses for the aged, the infirm, the invalid and the afflicted, relief and rehabilitation works and any other educational, medical, cultural and social welfare service activities and training institutions and charitable works and institutions of a like nature.
- b) To impart, promote and undertake the study of and research in the arts, sciences, technologies and industries in all their branches both basic and applied.
- c) To train teachers in all branches of knowledge above mentioned and enable them to reach the masses.
- d) To carry on educational work among the masses.
- e) To print and publish and to sale or distribute, gratuitously or otherwise, journals, periodicals, books or ~~leaf~~ leaf ets that the association may think desirable for the promotion of its objects.
- f) To carry on any other work which may seem to the association capable of being conveniently carried on in connection with and calculated directly or indirectly to promote any of the before-mentioned objects.



  
Principal  
Little Hearts Toddlers Academy  
Angul



  
Manager  
Little Hearts Toddlers Academy  
Angul

Managing Committee of Little Hearts Toddlers Academy  
Angul, Odisha.

MEMBERS OF SOCIETY

Sl. No.	NAME	DESIGNATION	SIGNATURE
1	Jyoti Gohil	Secretary	<i>Jyoti Gohil</i>
2	Mrs Dipti Joshi	President	<i>Dipti Joshi</i>
3	Mr. Arun Saraiya	Treasurer	<i>Arun Saraiya</i>
4	Mr. Jai Prakash Harsora	Executive Body Member	<i>Jai Prakash Harsora</i>
5	Manish Panchal	- do -	<i>Manish Panchal</i>
6	Anjali Bala Singh	- do -	<i>Anjulabala Singh</i>
7	Beena Patel	- do -	<i>Bina. v. patel</i>
8	Ankita Jay Kumar Chitroda	Member	<i>Ankita Chitroda</i>
9	Paresh Ku. Patel	-do-	<i>Paresh K. Patel</i>
10	K.D. Saha	-do-	<i>Saha</i>
11	Bhakti Kapadia	-do-	<i>B. Kapadia</i>

Executive Body Signatures are attested from 21/01/19.



JANMEJAYA RAUTRAY  
NOTARY, BHUBANESWAR  
REGD. NO. 0N-86/2012  
GOVT. OF ODISHA  
PH: 9337121273

SIGNATURE (S) ATTESTED

JANMEJAYA RAUTRAY  
NOTARY, BHUBANESWAR  
REGD. NO. 0N-86/2012  
GOVT. OF ODISHA

*Wanda*

RULES AND REGULATIONS OF THE  
ASSOCIATION

GENERAL MEMBERS:

A follower of Sri Ramakrishna Paramahansa whether or lay desiring to become a member of the Association may be admitted within the rules and regulations of the association. The general membership fee is Rs. 100/- (Rupees one Hundred) only per year. But in case of monk or Brahmachari the membership fee is exempted. A lay member's fee can be exempted only after having written permission from the Secretary.

The association shall maintain a register of the members containing names, addresses and the date of cessation. The register will be kept open for inspection of the members of the association on requisition. All entries required to be made therein shall be entered within a period of 15 days.

CESSATION OF MEMBERS:

Any member shall cease to be member.

- a) On his resignation from membership by a letter addressed to the Secretary at Head Quarter.
- b) On his becoming insane or insolvent.
- c) On his conviction of any offence in connection with the formation, promotion, management or conduct of affairs of Society or a body corporate or of any offence involving moral turpitude.

RIGHTS AND OBLIGATIONS OF MEMBERS:

- a) Any member of the association except general member has the right to elect and to be elected in any election of the Association for the post of office bearers.
- b) To submit suggestions for discussion to the Board of Managing Committee and Sub-Committee on any matter.

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*Aashi*

C) Members shall have one vote each. But, in case of difference the secretary shall have a casting vote. For any decision two third majority will do.

EXPULSION FROM MEMBERSHIP:

Frequent action of any member if found by the Board of Managing Committee detrimental to the interest and is in violation of the rules and regulations of the Association. He may be after due enquiry, censured, suspended or expelled from the membership by the Board of Managing Committee. In that case the Board of Managing Committee shall first serve the member concerned with a show cause showing therein the charges framed and ask him to submit his statement of defence within a month. On receipt of the explanation the Board of Managing Committee shall have the power to take a suitable action against the delinquent member after allowing him to defend his case. If no reply to the show cause notice is received within a month, the Board of Managing Committee may take an experts decision.

PROCESS OF ELECTION:

There shall be a Board of Managing Committee consisting of not less than 7 members and it will be composed of Founder members and elected members. Elected members shall be elected at the annual general meeting of the association. But it should be formally passed by the Board of Managing Committee. The office bearers of the Board of Managing Committee shall consists of president, Vice-President, Secretary, Treasurer and Members.

BOARD OF MANAGING COMMITTEE:

The management of the association and the property and funds of the association shall rest in the Board of Managing Committee. The Board of Managing Committee shall consist of Minimum 7 prominent members and there will be one president and one Vice-President, one Secretary,

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One Treasurer and others will be members. The founder members shall hold office for life or until vacation by resignation or otherwise in accordance as per rules and regulations of the Association.

Such vacancy of the office bearers will be filled up by the rest of the members of the Board of Managing Committee. Such co-option is to be accepted in the next Advisory Committee meeting.

POWERS OF THE BOARD OF MANAGING COMMITTEE:

- a) The Board of Managing Committee will supervise and regulate the work and activities of the Association and its branches through advice, guidance and help.
- b) It will collect, accept or review grants, donations, gifts of all kinds and raise funds borrowing loans for carrying the object of the Association, acquire movable and immovable property by gift, purchase or lease, exchange mortgage or hypothecate, keep security in any matter such property when necessary and conduct or enter into other legal or financial transaction for promoting the aims and objects of the Association.
- c) It will receive donations, contributions and grants from any Government, Companies, Firms, Individuals and other organisations and to earn interest, dividends from investments, rents, fees and other income ~~xx~~ that may be occurred from time to time.
- d) It will accept donations, contributions and grants from sources outside India.
- e) To receive donations, contributions, grants provided that no such donations, contributions and grants shall be accepted if they are accompanied by condition inconsistent or in conflict with the nature, objects and

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*Jyoti*  
Manager  
Little Hearts Toddlers Academy  
Angul

provisions of the Memorandum of associations of Rules and regulations of the Association.

- f) To incur all expenditure on movable or immovable assets that may be necessary for the furtherance of the aims of the association.
- g. To maintain proper books of Accounts and to have such accounts audited annually by a Chartered Accountant or a firm of Chartered Accounts to be appointed by the Board of Managing Committee.
- h) To open Bank accounts with one or more Banks and to operate such accounts only in conformity with the terms and conditioned approved by the Board of Managing Committee.
- i) To make such regulations and Bye-Laws for the associations as may be necessary from time to time including the making of Bye-law to govern the term and conditions or service of the Secretary and other members of the staff whether full time or part time and also makes us Bye-Laws, Rules and Regulations or modify the present ones in such manner as may be considered necessary in the interest of the association and with intimation to the Register of Society, ORISSA, Cuttack.

THE BOARD OF MANAGING COMMITTEE:

- i) The property and funds of the association and its managements shall rest in the Board of Managing Committee of the Association.
- ii) The Board of Managing Committee shall consist of Minimum seven(7) members and one of them will be Secretary, The founder members shall hold office for life or until vacating by resignation or otherwise in capacited as per Rules and Regulations of the Association.

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*Jagadil*

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*Ajoshi*  
Manager  
Little Hearts Toddlers Academy  
Angul

iii) Such vacancy or vacancies will be immediately filled up by the rest of the members of the Board of Managing Committee. Such Co-option is to be accepted in the next Advisory Committee meeting.

iv) It will supervise and regulate the work and activities of the association through advice, guidance and help.

v) It shall exercise general supervision over funds and advice directly to its financial policy.

vi) It will issue directives to the Secretary of the branch centres of any other committee to be amend or repeal its discussion on the objectives of the Associations or seem to be against the aims and objects of the association.

vii) The combined decision of the President and Secretary will be final when any differences arises between the Board of Managing Committee.

ix) The President may hold more than one post if the situation demands on.

x) After opening a branch centre. The Secretary at Head Quarter will be addressed as General Secretary, Branch Centre will work according to the direction of the the Board of Managing Committee.

TERMINATION OF MEMBERSHIP:

A member of the Board of Managing Committee shall cease to be a member of the Board of Managing Committee.

a) He resigns by letter addressed to the secretary at Head Quarter.

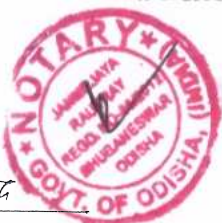
b) He absents himself from three consecutive meetings of the Board of Managing Committee without any leave or without any reasonable ground.

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*Aashi*

Manager  
Little Hearts Toddlers Academy  
Angul



*Manda*

Principal  
Little Hearts Toddlers Academy  
Angul



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c) He is convicted of any offence involving or connection with the formation , management of conduct of the affairs of a Society or of a body corporate, or of any offence involving moral torpitude.

**REVISE**

**FUNDS:**

Subscription of the member donation of the Villagers Grant-in-aid from the Government.

**MEETING:**

A meeting of the Board of Managing Committee shall be held at least once in four months at such place and time as the Secretary may determine.

**NOTICE AND QUORUM:**

Seven days notice of the meeting specifying the place, time and the general nature of work and business to be transacted be given to every member of the Board of Managing Committee. Emergency meeting may be called on 24 hours notice, Four members personally present shall constitute a quorum for the meeting and if the quorum is not present within 30 minutes of the time the members present shall adjourn the meeting.

**PROCEDURE OF MEETING:**

The president or in his absence the Vice-President shall preside over all meetings of the Board of Managing Committee and in their absence members present shall elect a Chairman of the meeting. All questions before the meeting will be decided by a majority of votes, each member having one vote. The President or the Chairman shall have second or Casting Vote in addition to his own vote in the case of equality of Vote.



*Wanda*

Principal  
Little Hearts Toddlers Academy  
Angul

*J. G. G. G.*

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*Shashi*  
Manager  
Little Hearts Toddlers Academy  
Angul

SAFE CUSTODY OF FUNDS:

i) The members of the association shall be responsible for the safe custody of funds and assets of association.

ii) The funds of the association shall be kept in some nationalised Bank/Banks as per resolution passed by the Board of Managing Committee.

ACCOUNTING YEAR:

The Accounting year of the association shall be April to March.

SPECIAL GENERAL MEETING:

A Special general meeting may be convened by the Board of Managing Committee at any time in view of urgency of the matter. At least 7 days notice shall be given for special general meeting.

EXTRA-ORDINARY GENERAL MEETING:

The Board of Managing Committee may directly covenant Extra-ordinary General Meeting for consideration of additional or amendment of the regulations of association. 7 days notice alongwith the proposed Draft of change shall be sent to members before the meeting. The resolution for change amendment etc. of the regulations be carried out if accepted by the threefourths of the members presents at the meetings.

THE POWERS AND DUTIES OF THE OFFICE BEARERS:

PRESIDENT: The President shall have the following powers and duties:

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Principal  
Little Hearts Toddlers Academy  
Angul

  
Manager  
Little Hearts Toddlers Academy  
Angul

- i) The President shall preside over all the meeting of the Association.
- ii) In absence of president, Vice-President or in his absence one of the member present at the meeting shall preside.
- iii) The President shall be ex-officio member of all committee and sub-Committees.
- iv) The President shall have a casting vote in addition to his ordinary vote in case of equal vote at the meeting for final decision.

VICE-PRESIDENT:

In case of absence of President, Vice-President shall preside over the meeting. In Vice-President's absence one of the members present shall preside over the meeting.

SECRETARY:

- i) The Secretary shall call meeting of the associations and its committees.
- ii) Be an ex-officio member of all committees and sub-committees.
- iii) Be responsible for recording correctly the names of the members of Committees that are present and minutes of the proceedings which he shall translate into a book to be authenticated by the signature of the president, as the proceedings of the meeting.
- iv) To keep documents and papers of association in such manners as the Board of Managing Committee may direct.

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*J. Ghosh*

*Wanda*

*Ayushi*

- v) Shall be Chief Executive Officer and transact all business on behalf of the Association ~~or~~ or otherwise provided hereinafter and directed by the Board or Managing Committee.
- vi) The Secretary under the General supervision and guidance of the Board of Managing Committee will represent the institution in all its activities and affairs and be its executive head and carry out its day-to-day administration.
- vii) The Secretary is given Power or duly authorised for the purpose by the Board of Managing Committee shall have power to withdraw money, to operate Bank Account, to draw interests on Government promissory Notes and other securities belonging to the institution and also all Government promissory Notes or other securities belonging the association, subject to the Board of Managing Committee shall provide the Secretary with impreset money.
- viii) The founder Secretary's decisions will be final and can veto any resolution at his option.
- ix) Allot duties and responsibilities to the employees/ staff of the association.
- x) Make all major expenditure in consultation with the president and Treasurer.

TREASURER:

- i) Shall be responsible for the due collection of subscription.
- ii) Shall keep proper financial account of all receipts disbursement of the association.



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before the Board of Managing Committee which shall be considered in its meeting.

iv) Shall be primarily responsible for annual receipts and payments in consultations with the Secretary and place it before the Board of Managing Committee of the Association for approval.

v) There shall be an advisory committee to guide and held the Board of Managing Committee and Secretary at Head-quartered.

AUDIT OF ~~XXXX~~ ACCOUNTS:

The association shall have its account audited once year by a Chartered Accountant, such auditor shall be appointed by the Board of Managing Committee.

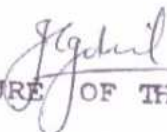
SUIT AND LEGAL PROCEEDING

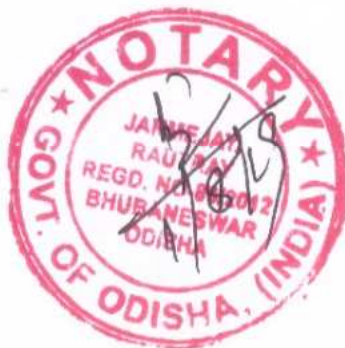
All suits and legal proceedings by or against the Association shall be in the name of Secretary on behalf of Board of Managing Committee or by such persons as shall be appointed by the Board of Managing Committee for the Association.


ALTERATION OF RULES AND REGULATIONS:


The rules and regulations may be altered, modified rescinded or added to by special resolution passed by the members in general meeting called for the purpose by three fourths majority of the members present at such meeting.

We, the undersigned member of the Board of Managing Committee of the Association do hereby certify that the above is a true copy of the Rules and Regulations of the Association.

  
SIGNATURE OF THE SECRETARY.



  
JANMEJAYA RAUT  
NOTARY, BHUBANESWAR  
REGD. NO. 08/2012  
GOVT. OF ODISHA  
PH: 9337121273

  
Principal  
Little Hearts Toddlers Academy  
Angul

  
Manager  
Little Hearts Toddlers Academy  
Angul