

RULES & REGULATIONS
OF
THE SOCIETY FOR EMPLOYMENT & CAREER COUNSELLING

These Rules & Regulations may be called "Rules" of the "Society for Employment and Career Counselling" and would be applicable to the Society and all the Institutions / Constituents / Bodies / Organs / Units / Centres set up under its umbrella :

1. Definition : In these rules, unless the context otherwise requires,

1. The name of the Society is "Society for Employment and Career Counselling", with registered address at 50(B&C), 60, 61, Tughlakabad Institutional Area, New Delhi - 110062.

2. "Council" means the Governing Council of the Society.

3. "Member" means a member admitted under the Society Rules / Regulations.

4. "Founder Member" means a person enrolled at the time of formation of this Society.

4-A "Life Member" means a person who, according to the General Body, can substantially contribute to the running of the Society and can be admitted as a "Life Member" by the General Body of the Society at any time.

5. Ordinary Member means a person admitted subsequent to the formation of the Society by the Governing Council and who is not admitted as a Life Member.

6. "Rules" means any of the rules, regulations or the bye-laws of the Society.

7. "General Body" means the general body of all the 'members' of the Society as constituted under the rules of the Society at a particular point of time.

8. Words importing the singular meaning shall be deemed to include the plural and vice-versa and words importing the masculine gender shall be deemed to include the feminine gender and Vice-versa.

9. The word 'Unanimous' means by all the members on roll of the Society / Governing Council and 'Unanimously' means decision taken by all members on roll of the Society / Governing Council and not merely present for the sake of the quorum on a given day.

10. The word 'Constituent' shall mean any unit, body, organ, centre set up under the aegis of the Society for conducting any of the programmes / activities of the Society, independent of other units, bodies, organs, centres of the Society and for managing any of the identified properties, resources, revenues, programmes of the Society.


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II. ADMISSION AND QUALIFICATION FOR MEMBERSHIP

- a) Those persons, who share the objectives of the Society and are specifically Invited or apply and are formally Admitted by the Governing Council to become members of the Society and have signed the roll of the members thereof, shall be the members of the Society. To become a member, the consent of both President and Principal Secretary is necessary. No decision of rejection / acceptance of membership of society can be taken without the approval of both of them.
- b) Governing Body shall have full and final powers to see whether a new applicant, who has been specifically invited, actually subscribes to the aims and objects of the Society or not. Reasons for rejection of membership request need not be intimated to the invitee / concerned person and the decision taken in the above manner will be final and non-questionable. Any decision about any new induction of members to the Society shall be made only after the same is approved by the Governing Council, with the consent of both, the President and the Principal Secretary.
- c) Founder members are those persons who took an active interest in the establishment of the Society. All Founder members will have membership for life unless they resign of their own will.
- d) Ordinary members are those persons who share the objectives of the Society and are invited and admitted to the ordinary membership of the Society by the Governing Council in accordance with the Rules and have signed the rolls of the members thereof.
- e) Life members are those Members admitted as per rule 4A and will have membership for Life and enjoy same privileges as the Founder Members.
- f) Society members who are not in the Governing Council cannot interfere with the decisions / working / powers / of the office bearers of the Governing Council or with any entrustments of courses / programmes / Bodies / Trusts / Societies / constituents / organs / foundations / expansions / new activities / etc. made to any office bearer by the Governing Council / General Body. However, members of Society can raise all their objections in the meetings of the General Body.


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III CESSATION OF MEMBERSHIP

A person shall cease to be a member of the Society on death, due to resignation submitted to and accepted by simple majority of the Governing Council, which must include consent of the President and Principal Secretary both.

IV. RIGHTS AND PRIVILEGES OF MEMBERS

1. To attend all the General Body Meetings and to cast vote.
2. To contest election for any office in the Governing Council as per Rules.
3. To inspect books of accounts and other records of the Society with prior permission of both the President and the Principal Secretary.

VII. GENERAL BODY

Composition of General Body. General Body of the Society shall consist of the following categories of members and will have a maximum of 13 members and a minimum of seven members:-

- a) Founder Members
- b) Life Members
- c) Ordinary Members

i) Powers, Duties and Functions of the General Body :

- a) The General Body has full powers relating, to every activity, asset, revenue and every affair of the Society and on all its constituents programmes and its Organs, Units, Bodies, etc. set-up from time to time under the aegis of the Society and its Constituents etc.
- b) To manage properties, funds, activities, programmes, affairs and works of the Society and all its Constituents.
- c) The General Body can delegate all or any of its powers / responsibilities / functions / duties / to the Governing Council and / or to any office bearer of the Governing Body / Council or any member of the Society or to any Committee / Sub Committee setup by the Governing Council or General Body, or any unit / body / organ set-up under the aegis of the Society, comprising of only the Members / office bearers of the Society. Such delegated / empowered members / units / constituents / can constitute Managing Committees of members / office bearers for that specific constituent / unit for which they are empowered. The Empowered member shall be called as the Constituent head and any decision regarding that particular unit, organ, constituent has to have the consent of the authorized / fully empowered member / constituent head.

General Body can make such a delegation exclusively in favour of any office bearer or member, to the exclusion of the other member / members, as it may deem appropriate in the interest of Society and continuity of activities and policies,


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Such empowered members / office bearers of the Society shall restrict to their assigned role / empowerment / constituent which has been delegated to them by the General Body and will not have any delegation beyond their empowerment. No constituent / unit of the Society shall mention its own constituent as separate from other constituent / Society, being run under the umbrella of the same Society and shall be totally independent from each other.

d) Any delegation by the unanimous decision of all members of the General Body on roll shall be absolute and can be withdrawn, annulled, superceded only by the unanimous decision of all the 100% members on roll of the General Body.

e) To elect the Governing Council (as per Rules) and any other Committees to execute the programmes / activities / aims / objects of the Society and to fully empower the Governing Council or any of its office bearers or members with all the powers that may be required for the efficient running of such programmes, units/organs/ constituents etc.

f) To establish overall policies for staffing and organising work.

ii) Quorum and Notice of Meetings and the periodicity of the Meetings.

a) The General Body of the members of the Society shall meet regularly at a place and time informed by the Governing Council.

b) Decisions of the General Body, except as otherwise provided in these Rules, shall be made by a simple majority of members present and voting unless otherwise decided by the General Body in the notice for the meeting. However, any decision taken by the General Body unanimously by all the Members of the Society can be changed or amended only by unanimous decision of all the Members on roll of the society.

c) Quorum for General Body meeting shall be 2/3rd of the total membership. In the absence of the required quorum, the meeting shall be adjourned and such adjourned meeting shall be called after two days, wherein no quorum shall be required and the members present shall form the quorum. The decision in the meetings shall be taken only as per Rule (b) above.

d) A Special General Body meeting may be convened at the advice of at least two members of the Governing Council or on request of 1/3rd of the Society members. The presence of the President and the Principal Secretary is necessary for any meeting and for decisions relating to any unit the presence and consent of that Unit head is necessary.

e) A notice of clear 15 days for Annual General Body Meeting and clear 2 days for convening the Special General Body Meeting will be necessary.

VIII. Governing Council :-

i) Governing Council is the Body in whose hands all the affairs of the Society and all its Institutions / Bodies / Units / Organs / Constituents / Committees / Sub Committees are vested for all purposes. However, General Body being the Supreme authority, any decision regarding the delegation of powers for management and control of any Institutions / Bodies / Units / Organs / Constituents / taken by the 100% members of the General Body on roll, can not be superseded by the Governing Council.

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The Governing Council, being the executive arm of the Society and of the General Body, has to exercise full control on all activities of the Society and all its organs and must be vested with full authorization, empowerment and responsibility relating to all the affairs and activities of the Society and all its units, Bodies, organs, set up from time to time, unless these powers are assigned / delegated unanimously by the 100% members of the General Body on roll.

ii) Composition: The Governing Council shall consist of a minimum of six persons elected by the General Body from amongst the Society members subject to a maximum of eight (8) persons. It shall consist of the following office bearers and Executive Members:

1. President - ONE
2. Senior Vice President - ONE
3. Vice - President - ONE
4. Principal Secretary - ONE
5. Secretary - ONE
6. Treasurer - ONE
7. Executive Members - Minimum Nil & Maximum Two

iii) Election and its mode: All office bearers and executive members of the Governing Council shall be elected by the General Body by raising hands or by secret ballot from amongst themselves, excluding any posts where General Body through a unanimous decision by 100% members may have resolved to make an appointment on longer / life time basis. General Body shall elect Senior Vice - President, Vice President, Secretary, Treasurer from amongst itself.

President and the Principal Secretary are also jointly fully empowered to nominate any member(s) of the society for election / re-election for the post of Senior Vice - President, Vice President, Secretary, Treasurer and Executive Member.

iv) Each member shall have one vote per person.

v) Replacement of Outgoing Society Office bearers:

Officer bearers of the Governing Council can propose replacement against vacancy caused of their office bear-ship. The Governing Council shall however take final decision with the consent of both the President and Principal Secretary, who shall normally honour such a proposal. Final decision on the recommendation / proposal of the easing out / retiring office bearer shall be taken by the Governing Council within 30 days. If the Governing Council does not accept such proposal / recommendation made by the outgoing office bearer for whatever reasons, the Council shall have to record its reasons in writing and forward to the General Body for its final decision. This provision will help transfer of office bearer's responsibility in a smooth manner and will also ensure continuity of management over the years.

vi) Term of the Governing Council :-

Election to the posts of President and Principal Secretary shall be done by the General Body and shall normally be for five years. These appointments can also be made on Life Time basis or for tenures longer than 5 years in order to maintain long term continuity in key positions. However, such a decision / appointment shall be made only by 100% members of the General Body on roll of the Society voting for such an appointment. Similarly, any decision to revise or reduce the life time

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appointment once made can be taken only by all the members of General Body on roll with unanimous decision at any point of time.

Governing Council, with the consent of both the President and the Principal Secretary, extend the term of other office bearers (Senior Vice -President, Vice – President, Secretary and Treasurer) beyond 5 years keeping in view the exigencies of jobs and multifarious duties and responsibilities expected.

vii) Office bearers of the Governing Council shall be eligible for re-election.

IX. Rights, Powers and Duties of the Office-Bearers :-

i) PRESIDENT

a) He/She shall supervise, administer, manage and control all works and activities of the Society and all its various units, organs, bodies, constituents, committees, sub-committees etc., unless such a management, control or administration of a particular unit, organ, body, constituent, committee, property, activity or programme is specifically entrusted by the General Body by a unanimous decision of all society members on roll to any other office bearer or the member of the Society.

b) He/she shall be the Head of the Society and preside over the meetings of the General Body and the Governing Council, unless the General Body appoints or empowers any other office bearer or member to exclusively head or preside over any of the organs, bodies, units, committees, sub-committees or any constituent for any specific activities or programmes of the Society.

c) The above powers can also be delegated by the full strength of the General Body to any other office bearer / member, if he / she has been exclusively identified and resolved to be so empowered by the General Body for carrying out any specific activity or for running any specific unit or constituent of the Society to the exclusion of the President and or other office bearers.

ii) SENIOR VICE-PRESIDENT:

He / She shall perform the duties of the President in his absence and shall also assist him in performing all his functions.

iii) VICE-PRESIDENT:

He / She shall perform all duties and functions to assist the Governing Council of the Society to achieve the aims and objects of the Society. He / She shall perform the duties of the President in his/her absence and shall also assist him / her in performing all functions.

iv) PRINCIPAL SECRETARY :

a) The Principal Secretary is the Chief functionary of the Society and shall have the responsibility and necessary authority to manage the affairs of the Society within the policies laid down by the Governing Body along with the overall administrative and financial control of the President and look after the day to day functioning of the Society.

c) Shall establish, negotiate and conclude agreements for and on behalf of the Society along with the President.

d) Shall guide and co-ordinate the overall activities of the Society.


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e) Shall maintain and cause to be maintained the accounts of the Society.

f) Shall co-ordinate and exercise general supervision of over all activities of the Society.

v). SECRETARY :

a) He/She shall perform the duties and functions of the secretariat of the Society to achieve the aims and objects of the society and shall assist the Governing Council for the same and perform all functions and duties and responsibilities of the Principal Secretary in her / his absence.

vi). TREASURER :

a) He/She shall keep consolidated accounts of all receipts and expenditures of all units / bodies / organs / constituents / activities / programmes / properties of the Society, and furnish necessary information to the Governing Council.

b) He/She shall be issued an imprest for running day-to-day affairs of the Governing Council and the balance amount will be deposited in the banks, as decided by the Governing Council

c) To maintain the annual budget of the Society.

d) Shall maintain or cause to be maintained the accounts of the Society and shall present the same to the Governing Council.

vii) EXECUTIVE – MEMBER:

a) Each Executive member shall have one vote.

b) He shall be responsible for whatever responsibility / functions/duties / powers entrusted by the President and the Principal Secretary.

X. Rights, Powers, Duties and Functions of the Governing Council :

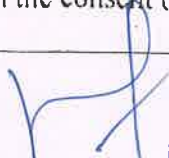
a) The Council being the Executive arm of the Society and the General Body, it has full powers and is vested with full authorization and responsibilities relating to all the affairs and businesses relating to all the organs of the Society and its units, Bodies, and assets, properties and all its activities set-up from time to time. These powers can also be independently and exclusively assigned / delegated for management and control of any specific Property / Asset / Programme / Institutions / Bodies / Units / Organs / constituents of the Society by 100% members of the General Body on roll unanimously.

ii) The members / office bearers if so empowered by the General Body can further delegate all or any of their powers / responsibilities vested or delegated to them, to any office bearer of the Council or any member of the Society or to any Managing committee / sub committee / unit / body / organ / set-up under the aegis of the Society, (Consisting of only Society members). Such delegation can be for whatever duration.

Governing Council also has the following powers which the Governing Body / Governing Council can unanimously delegate to any other Member / office Bearer with the consent of both the President and the Principal Secretary:

b) To appoint qualified auditors.


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c) To admit new members as per rules.

d) To appoint or cause to appoint, all those whose services may be required for the Society.

11. Without prejudice to the fact that full powers have been vested through the foregoing provisions to the Governing Council, it shall also have full powers directly or through its different Units / Bodies / Organs / Institutes / Set-ups, unless these powers are assigned / delegated by the General Body unanimously:

a) To acquire by gift, purchase, exchange, lease, lands, buildings and other movable and immovable properties together with all rights and liabilities pertaining thereto for any existing or future units, organs etc.

b) To manage the properties of all the organs and constituents of the Society

c) To accept the management of any trust, land or endowment or organ or any other body.

d) To raise funds for the Society or any of its constituents, units, organs, bodies, etc through gifts, donations, special subscriptions and what ever other means.

e) To raise loans.

f) To receive money, and / or any other movable/immovable property for and on behalf of the Society or its constituents, activities or programmes.

g) To sue and defend all legal proceedings on behalf of the Society through its President, Principal Secretary. Secretary.

h) To make, sign and execute such documents as may be necessary or proper for carrying on the management of the properties, assets, activities, businesses and affairs of the Society and all its constituents.

i) To manage, serve, rent out, transfer or dispose of any property, movable or immovable of the Society and its constituent's assets.

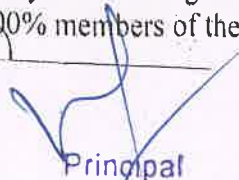
j) To prescribe the powers, functions and duties of the office bearers unless the same are laid down under the Rules.

k) To appoint, from time to time, such and so many employees and on such terms and conditions, as may be fit for carrying on the management and affairs of the Society as also for conducting studies, investigations, researches, teaching, training or other works undertaken by the Society or its constituents in fulfillment of its aims and objectives.

l) To carry out the aims and Objectives of the Society and the mandate / wishes of the General Body in whatever manner felt appropriate.

All these above mentioned Powers (from a to l) are vested in the Governing Council and can be used only with the consent of both the President and the Principal Secretary unless delegated to any office bearer / member of the Governing Council / Society by the 100% members of the General Body on roll.


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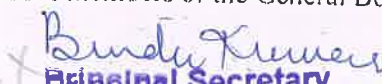

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III. The Governing Council through 100% quorum shall have power to make by-laws and lay down procedures in respect of the every issue / subject, which comes up before it, including :

- a) The procedure for convening and conduct of meetings of the Governing Council and all such Bodies / Units / Organs / Institutes / Committees as may be created from time to time.
- b) Such other acts or assignments as may be felt necessary for fulfilling aims and objectives of the Society.

IV. Meetings

- a) Place of Meeting: Meetings of the Governing Council shall be held at the Society's registered office.
- b) Frequency of Meetings: The Governing Council shall meet at such intervals as might be felt necessary.
- c) Procedure for Convening Meetings: The meetings of the Governing Council shall be convened by the Principal Secretary or the President. They can also in addition call Emergent, Special Meetings of the Governing Council.
- d) Notice for meetings: There shall be seven days clear notice for meetings. Emergent, special meetings can be called at shorter notice of one day.
- e) Nature of business: The Governing Council shall conduct any business in furtherance of the aims and objectives of the Society and in furtherance of its powers and responsibilities, and for whatever other purposes as it may deem appropriate for the benefit of the Society.
- f) Quorum : For a meeting of the Governing Council, the quorum shall be $\frac{1}{2}$, essentially comprising of President or the Principal Secretary, Unless as per rules the consent of both President and Principal Secretary is required and in all such cases the presence and consent of both is mandatory.
- g) Committees / Sub-Committees : The Governing Council, with the consent of the both President and Principal secretary, shall have power to appoint fully empowered / authorized Committees / Sub-committees / office bearers / Members / for the disposal of any business brought before the council or the Society or for seeking advice in any matter pertaining to the Society or the General Body or the Council or for managing, controlling, administering any of its units, Bodies, Organs, Constituents, funds, finances, assets etc. for on behalf of the Council and the General Body, with absolute authority and autonomy. Unless these powers are assigned / delegated for management and control of any Institutions / Bodies / Units / Organs / constituents by 100% members on roll of the General Body unanimously.
- h) Empowerment of Constituents of the Society : Governing Council, having due quorum and with the consent of the President and Principal secretary shall, have power to appoint fully empowered and authorized managements / administrations / office bearers, who shall essentially comprise of members / office bearers of the Society, to independently run, manage, administer all its activities, units, bodies, organs, funds, properties. Unless these powers are assigned / delegated unanimously by the 100% members of the General Body on roll.


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VII Funds of the Society: The Society shall have its own funds. All the receipts of the Society through whatever means, including grants, donations, subscriptions, fees, income from investments, publications and from all its activities, of all its units, bodies, organs shall be used for fulfilling its aims and objects and in furtherance thereof. Funds of the different units, bodies, organs, constituents shall be exclusively and independently utilised by the respective constituent.

Deployment of Funds of Society and all its Constituents / Bodies / Units / Organs : will be made by the constituent head with whichever banks / financial institutions / for what ever activities, in what ever manner in any form or instrument approved by the Govt. of India / Govt. of Delhi; including investing in all Govt. securities, bonds, debentures, debt instruments or funds of any nature, including mutual funds approved by RBI / SEBI / and any instruments approved by the Government / under any law of the land or in any other form / manner permitted under Law at any point of time. Successive / Constituent heads will automatically enter into the shoes of their predecessors.

VIII Accounting Year: The accounting year of the Society shall be the financial year (1st April to March 31st.) or as may be fixed under the law of the land.

IX. Audit of Accounts

a) The Society shall cause to be maintained such books of accounts and related other books as may be prescribed in consultation with qualified Auditors of the Society.

b) Accounts of the Society shall be audited by such auditors as the Governing Council may appoint.

c) Annual accounts of the Society shall be laid before the Governing Council in such form as may be decided by the Council.

d) The final balance sheet, which shall be the clubbed balances sheet of all the units / organs / constituents of the Society, shall be signed by the President, Principal Secretary and the Treasurer. Separate balance sheets can also be filed, if permitted by law, under the signatures of such office bearers who have been specifically or, independently authorized / empowered to run, administer or manage such units of the Society.

X. OPERATION OF BANK ACCOUNTS

Society or its units, organs or constituents, like the existing - Employment Today, New Delhi Institute of Management, etc. - can have any number of Investments, Transactions, Dealings, Accounts, with any Govt. of India / State Govt. approved Banks / Financial Institutions.

Normally the Bank Accounts of the Society may be opened / operated / closed by the President and the Principal Secretary jointly. President / Principal Secretary can however, open Society accounts separately also and operate or close them, independent of each other, to handle, manage, administer, those funds / revenues incomes / expenditures / if these relate to such Constituents. Units, Bodies, Organs of the Society for which they have been specifically and independently / separately / authorized / empowered by the General Body. All Transactions / Documents / Accounts opened by the President can be automatically operated / closed by the successive Presidents; same shall be in the case of the / Transactions / Accounts / Documents / opened by the Principal Secretary. Successive Presidents will enter into the shoes of the predecessor President and successive Principal Secretaries will step into the shoes of their predecessors, automatically. President / Principal Secretary may, if necessary, associate any other members or office bearers of


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the Society for the operation of these accounts / documents / transactions as they may deem fit.

Similarly all the Bank Accounts / All Transactions / relating to all funds, revenues incomes, expenditure and assets of different units / organs / constituents of the Society like Employment Today, New Delhi Institute of Management etc. shall be opened / operated / closed by Chairpersons/Constituent heads of such Units. They may open any number of accounts with any banks / financial Institutions and may invest these funds in any instruments approved by any State Govt. / Central Govt. / RBI / SEBI etc. in the interest of the Society. No office bearer or member of the Society, shall have any interference or claim or responsibility or liability on such Accounts / Transactions / Funds, unless any of them has been associated by the Chairperson of such unit in his / her discretion with such transactions. Successive Chairpersons of every constituent will automatically enter into the shoes of the previous Chairperson whom they replace.

XI. Annual List of Governing Body: A list of members of the Governing Council shall be filed with the signature of both the President and the Principal Secretary, with Registrar of Societies, Delhi as required under Section 4 of the Societies Registration Act, 1860.

XII. Legal Proceedings : The Society may sue or be sued in the name of the President / Principal Secretary / Secretary of the Society as per provisions laid down under Section 6 of the Societies Registration Act, 1860 as applicable to the Govt. of NCT of Delhi. In addition any other office bearer of the Council can also defend the Society if he / she has been duly entrusted with the management / control / administration of a particular affair / activity of the Society, exclusively under these Rules.

XIII. Amendments: Any amendments in the Memorandum of Association or Rules & Regulations will be carried out in accordance with the procedures laid down under Sections 12 & 12A of the Societies Registration Act, 1860. Amendments to the Memorandum of Association and or Rules & Regulations of the Society shall be made by the General Body by 3/4 of the members present and voting at the meeting convened for the purpose provided that the members voting in favour of the amendment include the President and the Principal Secretary. The Amendment shall be proposed by the Governing Council with the consent of both the President and the Principal Secretary.

The amendment(s) already made by the all the members of the Society can be amended only if such a resolution is passed again by all the members of the Society on roll.

XIV. Dissolution and Adjustment of Affairs :

a) If the Society needs to be dissolved, it shall be dissolved as per provisions laid down under section 13 and 14 of the Societies Registration Act, 1860 as applicable to the Govt. of NCT of Delhi or as per the law in force at the relevant point of time.

b) The Society can be dissolved if a resolution to this effect is passed by 100% members on the rolls of the Society, at a meeting of the General Body convened for this purpose, after due notice and after confirmation of this decision in the next meeting of the General Body, specifically convened for the purpose and attended by 100% members of the Society.

c) If upon the dissolution of the Society, there shall remain after the satisfaction of its debts and liabilities any property whatsoever, the same shall be used as per law, under the directions of the Governing Council.

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