

CERTIFICATE OF REGISTRATION
SOCIETIES REGISTRATION ACT XXI OF 1860

No. S-25931 of 1996

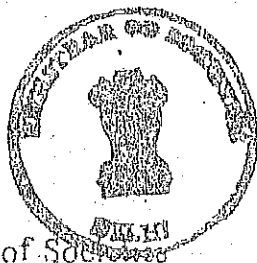
I hereby certify that "THE HELEN JERWOOD MEMORIAL
EDUCATION SOCIETY OF THE DIOCESE OF
DELHI OF THE CHURCH OF NORTH INDIA"

has been registered under the SOCIETIES REGISTRATION ACT OF 1860

GIVEN UNDER MY HAND AT DELHI on this 7th day of
August one thousand nine hundred and
ninety 5th

Registration Fee of
Rs. 50/- received.

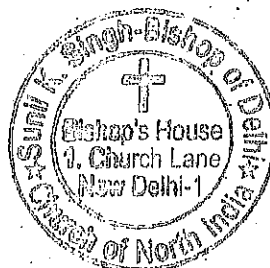
S. B. S. B.
Registrar of Societies
GOVT. OF DELHI
DELHI



Seal
Registrar of Societies
Delhi

PLEASE QUOTE THIS NUMBER IN ALL YOUR FUTURE CORRESPONDENCE

S. B. S. B.
Principal
Queen Mary's School
Northend Model Town,
DELHI-110009



S. B. S. B.
Manager Principal
Queen Mary's School
Northend Model Town,
DELHI-110009

MEMORANDUM OF ASSOCIATION
OF
THE HELEN JERWOOD MEMORIAL EDUCATION SOCIETY

1. NAME OF THE SOCIETY :

The name of the Society shall be "THE HELEN JERWOOD MEMORIAL EDUCATION SOCIETY OF THE DIOCESE OF DELHI OF THE CHURCH OF NORTH INDIA" hereinafter referred to as the "SOCIETY."

2. REGISTERED OFFICE:

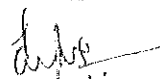
The Registered office of the Society shall be within the National Capital Territory of Delhi, presently at:

Queen Mary's School,
Tis Hazari,
Delhi-110054

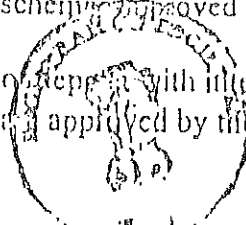
3. AIMS AND OBJECTS OF THE SOCIETY:

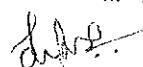
The main aims and objects of the society are to provide sound education to children of all communities irrespective of their race, religion, caste or creed in general, and to Christian children in particular, to prepare them to become mature and responsible citizens of the country through all-round physical, intellectual, academic, moral and spiritual development based on values derived from the life and teachings of Jesus Christ. In pursuance and for the attainment of this main aim and object, the following are incidental or ancillary there-to of the Society shall be :-

- 51 (A) 1657
6.8.76
- a) To establish, administer and manage pre-school centres of education, schools for primary and higher education, schools, institutes of vocational and technical education and other kinds of educational institutions including those for handicapped or socially marginalised children, to be managed according to appropriate Scheme of Management to be approved by the Executive Committee of the Delhi Diocesan Council of the Church of North India or its Successor.
 - b) To plan, develop and promote schemes, projects and programmes for the furtherance of the above aims and objects.
 - c) To purchase or hire permanently or temporarily any vehicle or vehicles for transportation of those engaged in the work of the Society.
 - d) To hold by acquisition, purchase or take on lease, or hire, or exchange, real or personal property and to sell, mortgage, lease out, or otherwise alienate or develop the same as may be necessary or convenient for the attainment any of the aims and objects of the Society.


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- e) To construct new buildings, hostels, houses or structures or to modify, renovate, rebuild or alter such existing buildings as may be necessary for the purpose of the Society and to maintain such buildings in good condition.
- f) To protect, manage or otherwise lawfully deal with all properties of the Society or any part thereof.
- g) To receive and collect fees, donations and other (lawful) contributions from students or parents of students or from other benefactors and well-wishers of the Society and its institutions, as well as to receive grants in aid from the Government or other sponsoring or supporting bodies, and to use such fees, donations, and other funds for the aims and objects of the Society.
- h) To raise funds and resources for the attainment of any or all of the aims and objects of the society by all lawful means including investments of its funds, loans, donations, fund-raising campaigns, fetes, cultural programmes, sale of literature, property development, rent from houses or other buildings, etc.
- i) To apply for, receive, and utilize any Government or Municipal grants or allowances in connection with or for the promotion of the work of any institution established or administered by the Society.
- j) To open and operate current and/or Savings Bank Accounts and to open Fixed Deposit Accounts and invest funds of the Society in nationalized banks or in other companies or financial schemes approved by the Society.
- k) To borrow or receive money on ~~repay~~ with interest or without interest and upon such terms and conditions as approved by the Society through its appropriate body.
- ~~l) To subscribe to, or give donations or grants from time to time or to financially or otherwise aid and other charitable or educational or technical educational institution or society as may be deemed fit by the Society or to be affiliated to or associate with any other society or organization with the same or similar aims and objects as its own.~~
- m) To engage, employ or hire appropriate staff, workers, legal or other professionals, attorneys, managers, and agents for the work and furtherance of the aims and objects of the society and to pay their wages, salaries, stipends or fees as may be determined by the society from time to time.

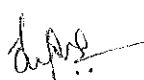



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New and Model Town,
DELHI-110009

- n) To receive any gift of money, bequest or property whether by deed or by will, for promotion or attainment of any objective of the society.
- o) To maintain proper accounts of the funds and properties of the Society and to arrange for their annual audit.
- p) To institute scholarships or assistance to deserving children and to institute and award prizes in recognition of excellence in academic performance of students in its institutions.
- q) To award appropriate certificates or diplomas in respect of educational, vocational or technical training courses administered and carried out by the Society.
- r) To appoint its representatives on the Management Committee or Committees of the School (s) or institution(s) to be established and administered by the Society, to manage the affairs of the Society in accordance with the Scheme of Management or each such school or institution to be approved by the Executive Committee of the Delhi Diocesan Council of the Church of North India, or its Successor.
- s) To do all such lawful deeds and acts as may be necessary for or conducive to the fulfilment of any or all of the aims and objects of the Society.

4. All income and earnings, and moveable or immovable properties of the Society shall be solely utilised for and applied to the attainment and promotion of the aims and objects of the Society as set forth in the MEMORANDUM OF ASSOCIATION. No part of the income, funds and properties of the Society shall be paid or transferred directly or indirectly by way of dividends, bonus or otherwise by way of profit to the persons who are or at any time have been members of the Society or to any of them, or any other person claiming through them. Nothing contained in this clause will include payments made in consideration of services rendered to the Society in any other capacity and such payments shall strictly be in accordance with the terms as would be offered to non members working for the Society.


5. No member of the Society shall have any personal claim on any funds or moveable or immovable properties of the Society, or shall make any personal profit whatsoever by virtue of her or his membership of the Society.


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 New Model Town,
 DELHI-110009

GOVERNING BODY:

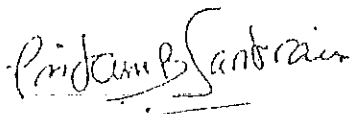
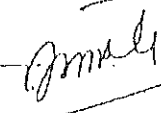
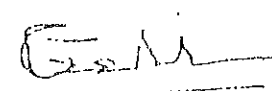

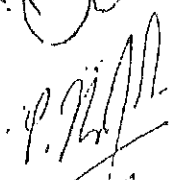
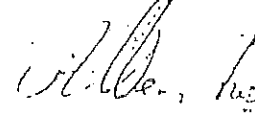
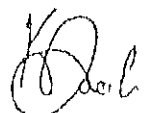
The Names, Addresses, Occupations and the Designations of the present members of the Governing Body, to whom the management of The Helen Jerwood Memorial Education Society of the Diocese of Delhi of The Church North India is entrusted as required under Section 2 of the "SOCIETIES REGISTRATION ACT, OF 1860," as applicable to the National Capital Territory of Delhi, are as under :

S.No.	Name & Address. (In Capital)	Occupation.	Designation (In Society)
1	THE RT.REV.P.B.SANTRAM DIOCESE OF DELHI, 1,CHURCH LANE, NEW DELHI	Bishop of Delhi, Diocese of Delhi, Church of North India,	Chairman
2.	DR. J. H. HALA, 1847,OUTRAM LINES, KINGSWAY CAMP, DELHI	Former Principal, St. Stephen's College, Delhi	Treasurer
3	MR. V.E.EASO, A-51, YOJNA VIHAR DELHI-92	Retired Officer Planning Commission	Member
4.	REV. ARUN JOHN 1,CHURCH LANE, NEW DELHI-1	Secretary, Diocese of Delhi	Member
5.	REV. PATRICK MOTILAL THE CATHEDRAL CHURCH OF THE REDEMPTION, CHURCH ROAD, NEW DELHI-1	Presbyter Incharge	Member
6.	MR. B.G.VERGHESE 11/C,DEWANSERI APTS., 30, FERROZSHAH ROAD, NEW DELHI-2	Journalist	Member
7.	MRS. KAMLESH R. JACOB QUEEN MARY'S SCHOOL, TIS HAZARI, DELHI-54	Principal/Manager, Queen Mary's School, Tis Hazari, Delhi-54	Secretary

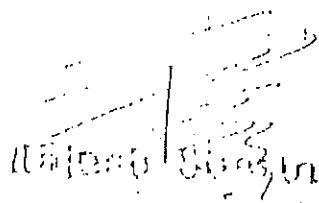

Manager Principal
Queen Mary's School
Northend Model Town,
DELHI-110009

6. Signatories of this Memorandum

We, the undersigned, are desirous of forming a Society, namely, "THE HELEN JERWOOD MEMORIAL EDUCATION SOCIETY OF THE DIOCESE OF DELHI OF THE CHURCH OF NORTH INDIA" under the Societies Registration Act, of 1860, in pursuance of the aims and objects described hereinabove, in the Memorandum of the said society:

S.NO.	FULL NAME	ADDRESS	OCCUPATION	SIGN.
1	The Rt. Rev. P.B. Sant Ram	1, Church Lane New Delhi-1	Bishop of Delhi Diocese of Delhi	
2	Dr. J.H. Hala	1847, Outram Lines Kingsway Camp	Former Principal, St. Stephen's College	
3	Mr. V.E. Easo	A-15, Yojna Vihar	Retired Planning Commission	
4	Rev. Arun John	1, Church Lane	Secretary, Diocese of Delhi	
5	Rev. Patrick Moti Lal	The Cathedral Church of the Redemption, Church Road, New Delhi-1	Presbyter incharge	
6	Mr. B.G. Verghese	11/C, Dewanshri 30, Ferozeshah Road, New Delhi-2	Principal/Manager	
7	Mrs. Kamlesh R. Jacob	Queen Mary's School		




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 Northend Model Town,
 DELHI-110009

HELEN JERWOOD MEMORIAL SCHOOL, DELHI

SCHEME OF MANAGEMENT

1. NAME OF THE SCHOOL: HELEN JERWOOD MEMORIAL SCHOOL, DELHI


2. PURPOSE:
To provide sound education to girls of all communities but primarily to Christians and prepare them to become responsible citizens of the country through all-round physical, intellectual, academic, moral and spiritual development based on values derived from the life and teachings of Jesus Christ.

3. STATUS OF SCHOOL:
Helen Jerwood Memorial School, Delhi is an Unaided School of a religious Minority Community known as the Church of North India established and administered by Helen Jerwood Memorial Education Society of the Diocese of Delhi of the Church of North India with its properties vested in the said Helen Jerwood Memorial Education Society registered under the Societies Registration Act of 1860, bearing the Registration Number.....

4. OWNERSHIP:
The School is owned by the Helen Jerwood Memorial Education Society of the Diocese of Delhi of the Church of North India.

5. MEMBERSHIP OF THE HELEN JERWOOD MEMORIAL EDUCATION SOCIETY, DELHI: The membership of the Helen Jerwood Memorial Education Society shall be the same as that of the Committee of Management of Queen Mary's School, Tis Hazari, Delhi as detailed below:

1	The Rt. Rev. P.B.Sant Ram	Chairman
2	The Rev. Fr. I.C. Weathrall	Member
3	Dr. A. Wilson	Member
4	Rev. Ashok David	Treasurer
5	Mr. V.E.Easo	Member
6	Mr. A.K.De	Member

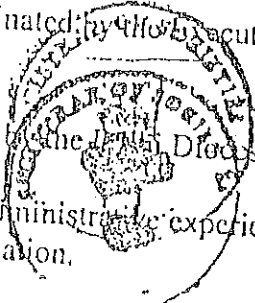

Manager/Principal
Queen Mary's School
Northend Model Town,
DELHI-110009

7	Dr. C. Devadawson	Member
8	Dr. J.H.Hala	Member
9	Mr. Vikramajit Sen	Member
10	Mrs. Kamlesh Jacob	Secretary

6. THE MANAGEMENT COMMITTEE OF THE SCHOOL : MEMBERSHIP.

The Management Committee shall consists of not less than 14 and not more than 17 members appointed as follows:

- i) The Bishop of Diocese of Delhi (The Church of North India) or his Commissary, shall be the Chairman, ex-officio.
- ii) The Principal who shall be the Secretary of the Management Committee, ex-officio.
- iii) The Manager of the School, appointed by the Bishop of Delhi.
- iv) A presbyter nominated by the Bishop of Delhi.
- v) One educationist to be nominated by the Executive Committee of the Delhi Diocesan Council.
- vi) One educationist nominated by the Delhi Diocesan Board of Education.
- vii) One person with legal and administrative experience to be nominated by the Delhi Diocesan Trust Association.
- viii) One person nominated by the Delhi Diocesan Council.
- ix) Two teachers nominated by the Management Committee every year.
- x) Person nominated by the Principal.
- xi) Three members to be nominated by the Society.
- xii) Parent nominated by the Principal.
- xiii) One educationist nominated by the Director of Education in accordance with Chapter V, Rule 59- titled "Scheme of Management of Recognized Schools" which also reads "Provided that in case of an unaided minority school, the educationist to be nominated by the Director shall be a non-official and shall belong to the minority by which the school is established and run."



di...
Manager Principal
Queen Mary's School
 N. and Model Town,
 DELHI-110009

- xiv) Upto 2 or 3 persons may be co-opted and nominated when required by the Management Committee of the School.

7. Office Bearers of the Management Committee

- i) The Bishop of Delhi or his Commissary or nominee who shall be the Chairman, ex-officio.
- ii) The Vice-Chairman who shall be elected annually from among the members of the Management Committee and shall preside in the absence of the Chairman.
- iii) The Principal, who shall be the correspondent Secretary to the Management Committee.
- iv) The Manager of the School, who shall be appointed by the Bishop of Delhi.

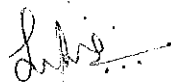
8. Tenure of Membership

- (a) All members of the Management Committee other than the ex-officio members shall be appointed for two years, except
 - i) Principal's nominee who shall cease to be a member should the Principal cease to be in office within that tenure of 2 years.
 - ii) The parent's representative who shall be nominated annually.
 - iii) The teacher's representative who shall be nominated annually.
- (b) The outgoing members shall be eligible for re-appointment/re-nomination for a further period of two years after the expiry of the initial period.

9. Interim Vacancies

Those bodies appointing members shall provide :

- i) For the appointment of a substitute during the protracted absence of members appointed by them.
- ii) For the appointment of replacement of members in the case of withdrawal or death of member/members appointed by them any person thus appointed shall be a member, until the completion of the period for which the original appointment was made.


Manager Principal
Queen Mary's School
Norbend Model Town,
DELHI-110009

Changes in the Composition of the Management Committee

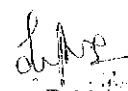
Any change in the composition of the Management Committee shall be communicated to the Director of Education within seven days of the date from which such change takes place.

1. The Powers and Functions of Helen Jerwood Memorial Society

- i) The Management Committee shall be a policy framing and reviewing body. It shall exercise supervisory control over all the matters pertaining to the Management of the School. It shall formulate policies and provide guidelines for the effective working of the school in accordance with the policies of the Society.
- ii) It will be responsible for the Management of the school including educational control. It will pass the annual audited statement of accounts and approve the annual budget presented by the Manager/Principal.
- iii) To control appointments, confirmations, promotions, transfers, to suspend, punish (including removal and dismissal) of the employees of the School (both teaching and other staff).
- iv) Appointment of the Principal who shall be a Christian a member of the Church of North India be made on the recommendation of the Selection Committee constituted by the Management Committee of the School.
- v) It shall be responsible for any disciplinary action against the staff.
- vi) It will ensure that the School receives furniture, equipment, library books and other teaching aids.
- vii) It will be responsible for the care of the fabric of the School building and for the maintenance and repair of the furniture and other teaching aids as may be required.
- viii) It may appoint sub-committees when necessary.
- ix) To appoint a Manager for a period of three years at a time or as deemed necessary.

2. Meetings and Proceedings of the Management Committee

- a) Frequency : The Management Committee shall meet at least two times in each calendar year.
- b) Notice : At least 15 days notice along with the agenda shall be given of the meetings which shall be called by the Chairman or the Secretary of the School in consultation with the Chairman.


Manager Principal
Queen Mary's School
Northend Model Town,
DELHI-110009

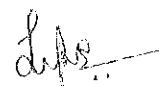
- c) Emergency : Emergency meetings may be called by the Chairman, if so required.
- d) Quorum : In any meeting of the Managing Committee a quorum shall consist of $\frac{1}{2}$ or 50% of total.
- e) In the absence of the quorum the meeting shall adjourn and the adjourned meeting shall meet after one hour.
- f) All the decisions at the meeting of the Management Committee shall be determined by a simple majority of vote.
- g) In case of a tie, the Chairman shall have a casting vote.

Any business which may be necessary for the Committee to perform may be carried out by circulation, of the draft resolution amongst all its members with the permission of the Chairman, and any resolution so circulated and approved by the majority members by affixing their signature thereon, shall be as effectual as if such resolution had been passed at the meeting of the Managing Committee and shall be ratified at the next meeting of the Managing Committee.

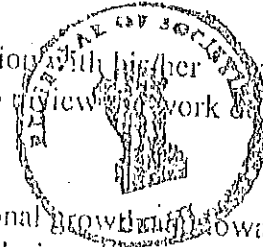
No act or proceedings of the Managing Committee or of a Committee appointed by it, shall be invalidated merely by reason of the existence of a vacancy or vacancies.


13. The Duties of the Principal

- i) To function as the head of office of the School under the Charge and carry out administrative duties required as head of office.
- ii) To be the drawing and disbursing officer for the employees of the school.
- iii) To be responsible for the proper maintenance of accounts of the school, school records, service books of teachers and such other registers, returns and statistics specified by the Director as from time to time.
- iv) To handle official correspondence relating to the school and furnish, within the specified dates, the returns and informations required by the Director.
- v) To make all payments (including salaries and allowances of teachers and other non-teaching staff) in time and according to the instructions governing such payments.
- vi) To ensure that the tuition fees, where levied, are realized, appropriately accounted for and duly appropriated for the purpose for which these were levied.


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 Rd. Model Town,
 Delhi-110009

- d) To make purchase of stores and other materials required for the school in accordance with the rules governing such purchases and enter all such stores in the stock register and shall scrutinise the bills and make payments.
- viii) To conduct physical verification of school property and stocks at least once a year and ensure the maintenance of stock registers neatly and accurately.
- ix) To be responsible for proper utilisation of the pupils fund.
- x) To make satisfactory arrangement for the supply of good drinking water and provide other facilities for the pupils and ensure that the school building its fixtures and furniture, office equipment, laboratories play grounds, school gardens and other properties are properly and carefully maintained.
- xi) To supervise, guide and control the work of teaching and non-teaching staff of the school.
- xii) To be incharge of admission in the school, preparing of school time-table, allocation of duties and teaching load to the teachers. She/He shall provide necessary facilities to the teachers in the discharge of their duties and conduct of school examinations in accordance of the instructions issued by the Director from time to time, and she/he shall discharge these duties in consultation with his/her colleagues.
- xiii) To plan the year's academic work in advance in consultation with his/her colleagues and hold staff meeting at least once a month, to review the work done during the month and assess the progress of the pupils.
- xiv) To help and guide the teachers and promote their professional growth towards that end, actively encourage their participation in courses designed for in service education.
- xv) To promote the initiative of the teachers for self improvement and encourage them to undertake experiments which are educationally sound.
- xvi) To supervise class room teaching and secure cooperation and coordination amongst teachers of the same subject area as well as inter-subject coordination.
- xvii) To arrange for special remedial teaching of the children belonging to the weaker sections of the community and also of other children who need such remedial teaching.
- xviii) To arrange for informal and non-class room teaching.
- xix) To plan and specify a regular timetable for the scrutiny of pupils written work and home assignment and ensure that the assessment and corrections are carried out timely and effectively.

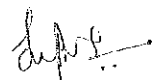



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- xx) To make necessary arrangements for organising special instructions for the pupils according to their needs.
- xxi) To organise and co-ordinate various co-curricular activities through the house system or in such other effective way as she/he may think fit.
- xxii) To develop and organise the library resources and reading facilities in school and ensure that the pupils and teachers have access to and use of books and journals of established value and usefulness.
- xxiii) To send regularly the progress reports of the students to their parents or guardians.
- xxiv) To promote the physical well being of the pupils, secure high standards of cleanliness and health habits and arrange periodical medical examination of the students and send medical reports to their parents and guardians.
- xxv) To develop at least twelve periods in a week to teaching of the pupils.

14. Duties of the Manager.

- i) To be the drawing and disbursing officer for the employees of the Schools to receive all grants, contributions, donations and subscriptions for the school and to issue proper receipts for such monies.
- ii) To maintain carefully the accounts of the Schools and present to the Managing Committee the Annual Audited Accounts of the School together with an Annual Budget for approval in consultation with the Principal.
- iii) To make all payments (including salaries and allowances of teaching and non-teaching staff) in time and according to instructions governing such payments.
- iv) To conduct physical verification of School property stocks at least once a year and ensure the maintenance of stock registers.
- v) To be responsible to the Managing Committee for the care of the fabric of the School building and for the maintenance of the furniture, office equipment and other properties.
- vi) The Manager shall not interfere with the day-to-day administrative and academic work.
- vii) All bills, including those relating to the salaries of the staff, shall be signed jointly by the Principal and the Manager. Should the Principal be also the Manager, the bills shall be signed jointly by the Principal and another member of the Management Committee appointed for the purpose by the Managing Committee.
- viii) No employee of the School, other than the Principal, may be appointed, as Manager of the School.


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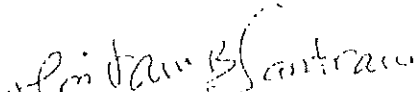
- (ix) The Manager shall not be simultaneously Manager of any other School nor shall a person be simultaneously Chair Person of the Managing Committee and Manager of the School.

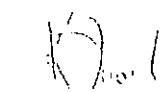
15. Amendment to the Constitution

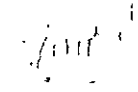
- i) Notice of alterations and modifications in this Constitution of Management shall be given at least six weeks before the meeting of the committee at which such changes are to be discussed.
- ii) No part of this Constitution of Management may be amended unless such amendment is passed by a majority of two-thirds of those members present.
- iii) No amendment shall be valid unless subsequently approved by the Executive Committee of the Delhi Diocesan Council.
- iv) After the approval of the Diocesan Executive Committee all such amendments must be reported immediately to the Director of Education.

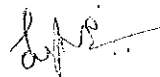
16. ESSENTIAL CERTIFICATE

Certified that this is the correct copy of the Rules and Regulation of the Society.


President


Secretary


Treasurer


Manager Principal
Queen Mary's School
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