

Andhra Pradesh Corporate Social Responsibility Society (APCSRS)
Government of Andhra Pradesh
Higher Education Department
4th Block,1st Floor, Interim Andhra Pradesh Secretariat
Velagapudi, Guntoor
Dated:08-06-2017

PREAMBLE:

With the inception of the New Companies Act 2013, the various welfare activities/project under the Corporate Social Responsibility (CSR) by various Companies established under the Companies Act in India, has assumed a significant importance. Corporate Social Responsibility (CSR) is an essential building block for state universities across Andhra Pradesh in improving their quality of education and the learning experience and opportunities they provide to their students. As identified by the Department of Higher Education, it has great potential to attract funds that can be used to create/strengthen infrastructure, develop opportunities and ensure sustainable quality education services delivery in the area of Higher Education. Hence Govt. attached due importance for the well-being of the people of state, especially students studying in Higher Education Institutions. It is therefore felt a need, to establish AP CSR Society in higher Education dept. which shall facilitate to fill up the gap between the Govt. and CSR funding Institutions both public and private sector companies

In this context, it is therefore proposed to establish **Andhra Pradesh Corporate Social Responsibility Society (APCSRS) under the administrative control of Higher Education Department**, for the purpose of getting and managing CSR funds and also for coordinating, monitoring and implementing the various ongoing projects connected to it.

The proposed APCR Society shall be registered under **Andhra Pradesh Society Registration Act 2001**.

MEMORANDUM OF ASSOCIATION

1. Name of the Association (In Block Letters)	ANDHRA PRADESH CSR SOCIETY
2. Location & Address of Office	4th Block, 1st Floor, Interim Andhra Pradesh Secretariat Velagapudi, Guntoor

3. Aims & Objectives-

The main aims and objectives of the proposed AP CSR Society would be, as under:-

- i. Establishment of CSR fund with contribution of various companies/foundations/trust/endowments/philanthropist/public spirited individuals to assist the ongoing and upcoming projects in the Higher Education department
- ii. Channelizing the CSR contributions from various Govt. PSUs as well as Private Sector Companies etc for optimal utilization of CSR fund, through a sustainable mechanism
- iii. Utilizing the CSR funds for improving the existing infrastructure including labs, computer, digital class room and virtual teaching centers related facilities, sports facilities and related equipment, hostel facilities, students and faculty amenities and related furniture along with other facilities including electrical and electronic equipment and other infrastructure facilities for the benefits of students, faculty and staff of educational institutions through CSR funding
- iv. Channelizing of CSR contribution towards strengthening of existing vocational training centers with an aim of improving the employability skills among the youth of Andhra Pradesh

- v. Channelizing the CSR funds for extending financial assistance to economically and socially marginalized students studying in degree colleges/polytechnics and universities
- vi. Channelizing the CSR funds for providing higher education to the differently abled students, poor rural women and economically and socially marginalized students, transgender through building infrastructural facilities and the existing infrastructure including labs, computer centers related facilities, sports facilities and related equipment, hostel facilities and related furniture along with other facilities including electrical and electronic equipment and other infrastructure facilities
- vii. To act as a bridge between University research projects and related industry for direct funding
- viii. Promote establishment of endowment funds/ Chair's in the universities
- ix. Utilizing the CSR funds for creating awareness about higher education among the youth of Andhra Pradesh through campaigning/publicity/films
- x. To take up such other activities which are incidental to above aims and objectives

4. List of Members of Governing Body

SL. NO.	NAME	DESIGNATION
1	Elite Companies/ eminent personalities/ Industrialist/ Philanthropist etc from GMR Group, GVK Group, Bill & Melinda Gates Foundation, Dr. Reddy laboratories, Azim Premji foundation, Tata Group, Reliance Foundation, Microsoft India, Infosys Foundation, ITC Education Trust, G. Pulla Reddy and others may be invited to become permanent Executive Member of Governing Body	Executive Member
2		
3		
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12	Principal Secretary (HE Dept.)	Member Secretary
13	JS to Higher Education Dept.	Convener
13	1 Representative of APSCHE	Executive Member
14	2 Vice Chancellors nominated by Member-Secretary	Executive Member
15	6 members elected by General Body	Executive Member
16	I. 2 Corporate Member	
17	II. 2 Associate Member	
18	III. 2 Institutional Member	
19		
20		

Selection of Chairman/Vice Chairman/Co-Chairman- These positions shall be selected among the executive members/corporate members/associate members/Institutional members for one year by passing a resolution in the governing body meeting with 2/3rd majority votes.

Advantage of Governing Body:

As a member of Andhra Pradesh CSR Society, we assist you in forming networking and partnership with the corporate majors of Indian and global industry, eminent educationist and prominent foundation working in domain of education; to assist in framing education policies through close linkage with the government.

Learning

- Global trends that affect your business
- Education best practices on competitiveness
- Improve internal efficiency and productivity
- Get an insight into Government policies and their impact on businesses

Networking

- Networking opportunities with Indian and Global Corporate Majors, eminent educationist and prominent foundation
- Platform to enhance your business and develop newer markets

Sharing

- Share your best practices with other members
- Help enhance quality of Indian Education System

Caring

- Opportunity to give back to society
- Get involved with important initiatives in the areas of Higher Education for women, differently abled, transgender and other socially and economically marginalized section of society

The proposed Andhra Pradesh CSR Society would function as under:

- i. There will be an implementing body which will involve government officials in Higher Education Dept.
- ii. There will be a section in the Higher Education Department, to exclusively deal with CSR initiatives, further a Project Manager with at least 2-3 technical support person/consultants to execute various activities/tasks/ initiatives under the AP CSR Society.
- iii. The Project Manager shall have an experience of ten years in implementing CSR Projects and shall be appointed by the Department of Higher Education.
- iv. Technical Support Group/Consultants shall be appointed by the Department of Higher Education who shall have 3-5 years experience in implementing CSR Projects.
- v. Financial Consultant shall be a Chartered Accountant with 10 years of experience and shall be appointed by the Department of Higher Education.
- vi. The administration expenses shall be met from the CSR funds.
- vii. The remuneration of the Project Manager/Technical Support Group (Consultant) / Financial Consultant shall be decided by Higher Education Dept. as per prevailing rules/order

MEMBERS OF IMPLEMENTING BODY

Sl.No	Name	Designation
1	Principal Secretary to Govt. (H.E. Dept.)	President
2	Commissioner of Collegiate/Technical Education	Vice-President
3	J.S to Higher Education	Joint-Secretary
4	Secretary to APSCHE	Secretary
5	Project Manager (Expert Consultant)	Project Manager
6	Technical support group (Consultant)	Consultant
7	Financial Consultant	Treasurer
8	1 person to be nominated by governing body	Member

RULES AND REGULATIONS

1. Name of the Association (In Block Letters)	ANDHRA PRADESH CSR SOCIETY
2. Location & Address of Office	4th Block, 1st Floor, Interim Andhra Pradesh Secretariat Velagapudi, Guntoor

3. MEMBERSHIP:-

Andhra Pradesh CSR Society General Body Membership Eligibility

Corporate Members	<p>Any Company or Firm in India engaged in manufacturing activity or present in the services sector including Banks, Financial Institutions, Law Firms, Hospitals, Travel/Tourism & Hospitality, Films, Media: Print and Electronic, Digital Entertainment, Advertising, Publishing, Fashion are eligible. This category of Members shall stand for annual elections and have the right to vote.</p> <p>Turnover- These companies should having turnover of Rs 250 crores & above.</p> <p>Membership fee- For corporate membership the fee for annual subscription would be Rs 2 lakh</p>
Associate Members	<p>Any Company or Firm in India engaged in manufacturing activity or present in the services sector having a turnover between 50 crores-250 crores. This category of Members shall stand for annual</p>

	<p>elections and have the right to vote.</p> <p>Turnover- These companies should having turnover between 50 Cr-250 Cr.</p> <p>Membership fee- For associate membership, annual subscription would be Rs 50000</p>
Institutional Members	<p>Any individual who owns educational institutes with approx. student strength of 3000 students and above are eligible for institutional membership.</p> <p>For Institutional membership, the fee for annual subscription would be Rs 50000</p>

4. ROLE of GENERAL BODY:

- a. To provide expert advice on framing policies
- b. To elect 6 members to the Governing Body who shall hold the position for 2 years and represent general body in Annual Governing Body meeting
- c. The General Body shall usually meet twice in a year
- d. If a person is not available in India, he/she can join the meeting over the skype or any other mode of online video conference.

5. FUNCTIONS OF IMPLEMENTING BODY:

- a. The implementing body shall be responsible for the implementation of the resolution passed b Governing Body.
- b. The implementing body shall meet once in three months and functioning of the activities of the Association/Society.
- c. Any Vacancy caused in the 2 members of Governing Body elected by General Body shall be filled by the Cooption or the residuary period
- d. To approve the proposals submitted by Universities for CSR funding
- e. To collect funds, raise donations in cash and kind and acquire assets for the purposes and betterment of the society in general and Higher Education in particular.

- f. To incur all necessary expenditure for the maintenance and carrying out the objects and aims of the Society.
- g. To approve expenditure statement of the previous year and pass the budget for the ensuing year.
- h. To approve the annual report of the Association
- i. To sanction and order release of funds to the projects
- j. To appoint an auditor
- k. To appoint staff and fix remuneration to them
- l. To approve any other activity that is required to be taken up for achieving the above aims and objectives
- m. The operations of the society shall be restricted to Indian Territory only

6. CERTIFIED THAT:-

- a. This Society will function for fulfilling the objects stated above only.
- b. No business shall be taken up and no business attitude shall ever be exhibited.
- c. The Office bearers will not be paid any remuneration from the funds or sources of income of the society.
- d. Certified that this association is formed with no profit motive and no commercial and political activities are involved in its working.
- e. When vacancy arises by way of resignation, death or removal as the case may be, the remaining members shall admit a new member within six months, if the total members are less than seven. If such new member is on ex-officio basis, then the new member shall be a member as long holds that position. However, if such new member is not on ex-officio basis, then the term of new member shall be restricted to the original term of resigned/died/removed original member, or as may be decided by the Governing Body
- f. Any member, whose activities are found detrimental to the objects and interests of the Society can be removed by passing a resolution in the general body meeting with 2/3rdmajority.

AND

- g. As the objects of the society are Non-political, Non-Racial and Non-Tribalistic, no such discrimination based on sex, caste, colour, religion & creed shall be made.

7. MEETINGS:-

- a. The Chairman of the Governing Body will lead all the delegates in the meeting. In the absence of the Chairman, the Vice Chairmen shall preside over all the meetings of the Society. In the absence of both Chairman and Vice Chairmen, Co-Chairmen shall preside over all the meetings of the Society.
- b. The General Body shall usually meet twice in a year in which the following business shall be transacted.
 - To pass the accounts of the Society presented by the Treasurer or Secretary.
 - To consider any matter moved by the Chairman at the time of meeting.
 - Adoption of the Annual Report and Minutes of the previous year with a list of Assets and Liabilities of the Society.
- c. Special meetings of the Governing Body and General Body shall be called for at any time by the Member Secretary upon a requisition made by 2/3 rd of members of the Society, provided 14 days notice is issued.

8. QUORUM:-

- a. The Quorum for every ordinary General Body meeting or Governing Body meetings shall be $\frac{1}{2}$ (half) of the strength of the members of the respective bodies, or Ten members whichever is less
- b. The Governing Body shall meet at such times, as they deem proper and make such regulations as they deem sound for the development and smooth running of the institutions started under the management of this Society.
- c. Any member shall vacate this office, if he/she absents himself from three consecutive meetings of the Society, without leave or absence.

9. FUNCTIONS AND DUTIES OF IMPLEMENTING BODY:

PRESIDENT:-

- a. The president shall preside over all the meetings of the society note down the minutes and resolutions there on.
- b. He shall lead all delegates, if necessary, submit memorandums to Government, and other departments and look after the affairs of the Society in general.
- c. He is entitled to take such disciplinary action as he deems proper against any member or the staff of the Society.
- d. He is entitled to open a Bank Account or Accounts in any Scheduled Bank or Banks for the funds received towards CSR projects. Such Accounts shall be operated by the President of the Society together with Vice President jointly.
- e. The President shall preserve evidence of all money transactions such as raising funds, issuing receipts and signing cheques, together with Vice President jointly.

VICE-PRESIDENT:

- a. The Vice-President shall exercise those powers which may specifically be delegated to him by the President.
- b. He will act and hold responsibilities in the absence of the President. He will help the President in all respects in the working of the Society.

SECRETARY:-

- a. The Secretary shall usually issue notice of all General and special meetings.
- b. He shall maintain the records of the Society.
- c. He shall be in-charge and responsible for the safe custody of the properties of the Society.

JOINT SECRETARY:

- a) The Joint Secretary shall be vested with the powers and duties of the Secretary in order to perform the role of a Secretary in the event of absence of the Secretary and for such purposes shall be treated at par with the Secretary

PROJECT MANAGER:-

- a. The Project Manager shall directly report to the president /Vice-President of the implementing body and shall perform such duties as assigned by them

Technical Support Group/Consultants:-

- a. They shall perform such activities of CSR projects assigned by President/Vice-President/Project Manager

TREASURER:-

- a. He shall have custody of all accounts books, vouchers and other papers relating to and maintain the accounts in a proper manner.
- b. He shall present the accounts of the Society with financial year i.e., April 1st to March 31st as the Accounting year which must be duly audited by a qualified Chartered Accountant, and the report thereon shall be presented to the General Body for approval.

EXECUTIVE MEMBERS:

- a. The Executive Committee members shall participate in all the activities of the Society and advise the Society on various matters.
- b. They shall shoulder the responsibilities allocated to them from time to time
- c. They shall attend the Annual General Body Meeting and Special General Body Meetings and vote in the Meetings

10.FUNDS:-

Funds of the society shall consist of the following-

- a. Membership fees
- b. Contribution/donations
- c. Interests earned on deposits
- d. Such other money as society may receive from agencies such as government and individuals

11.AMENDMENT ALTERATION:-

No amendment or alteration shall be made in the purpose of the association unless it is voted by 3/5th of the members present at a meeting covered for the purpose and confirmed by 3/5th of the members agreed at the second special meeting.

12.WINDING UP:-

In case this Society has to be wound, it shall be governed by Sections of the AP Society Registration Act2001 and that the property funds of the society that will remain after full satisfaction of the liabilities of the society will be transferred or paid to some other institutions having similar aims and objectives as voted by General Body.

13.There is no commercial motive or business in forming the society.

