

**RESOLUTIONS PROPOSED TO BE PASSED BY CIRCULATION**

[Pursuant to Section 175 of the Companies Act, 2013 read  
with the Rules prescribed there under]

TO  
THE MEMBERS OF THE BOARD OF DIRECTORS  
AIC -GUSEC FOUNDATION  
NR DEPARTMENT OF BOTANY UNIVERSITY SCHOOL OF SCIENCE,  
GUJARAT UNIVERSITY CAMPUS  
AHMEDABAD, GUJARAT-380009

Date of Circulation	21-03-2025
Total No. of items proposed	02

We give below the resolutions which are proposed to be passed by circulation pursuant to provisions contained in Section 175 of the Companies Act, 2013 read with Rules prescribed there under and Article 60 of Articles of Association of the Company vide 23<sup>rd</sup> Board Meeting of the Company by circulation.

THE BOARD IS REQUESTED TO CONSIDER AND TO PASS THE FOLLOWING RESOLUTIONS BY THIS CIRCULATION.

ITEM NO	01	SUBJECT- REGARDING CONTINUATION OF SH. PIYUSH M PATEL AS DIRECTOR OF THE COMPANY
NOTE: Due to some unforeseeable circumstances, it is not convenient to arrange the board meeting. Hence, the following draft resolution is proposed to be passed by circulation. The board members are requested to give their assent / dissent as on the proposed resolution as per below referred notes:		
The Board noted that Sh Piyush M Patel (Controller of Examination Gujarat University) hitherto Registrar, GU be continued as director. The Board resolved as following:		
<b>DRAFT OF THE PROPOSED RESOLUTION:</b>		
"RESOLVED THAT that pursuant to the provisions of section 149, 150, 152, 161 read with the Companies (Appointment and Qualification of Directors) Rules, 2014 and other applicable provisions, sections, rules of the Companies Act 2013 (including any Statutory modifications or re-enactment thereof for the time being in force), Consent of the Board be and is hereby accorded for continuation of Dr Piyush M Patel., COE, Gujarat University as Director of the Board of the Company.		



**RESOLVED FURTHER THAT** any of the Directors for the time being be and are hereby severally authorized to sign and execute all such documents and papers (including appointment letters etc.) as may be required for the purpose and file necessary e form with the Registrar of the companies and to do all such acts, deeds and things as may be considered expedient and necessary in this regard.

**RESOLVED FURTHER THAT** any one of the Directors for the time being be and are hereby severally authorized to sign the certified true copy of the resolution to be given as and when required."

ITEM NO	02	SUBJECT: REVISED DELEGATION FOR SIGNING OF CHEQUE, INSTRUMENT etc.
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**NOTE:**

The Board noted that there is a need for tiered delegation of authority to company officials along with I/C CAO, GU, CEO GUSEC Group Companies/Directors to take care of smaller payments up to Rs 25000/- and to delegate to I/C CAO GU and CEO GUSEC Group companies along with Directors for payments above Rs 25000/-.

**DRAFT OF THE PROPOSED RESOLUTION:**

**RESOLVED THAT** the Authorised Signatory/Signatories for operating various Bank Accounts with various Banks be changed as per revised delegation of authority structure for signing of cheques/instruments.

Authorized Limit	Manner of Operation and Name of Person	Designation	Name
Every instrument for payment limit upto Rs. 25000/-	<b>JOINTLY</b>	Senior Vice President- Admin & Operation	Shri Man singh
		Senior Vice President	Shri Biswajit Adhikari
	<b>BY ANY ONE OF THE SENIOR VICE PRESIDENTS</b>	I/C, CAO, Guj uni	Shri Dinesh kumar
		Director	Dr Piyush Patel



		Hon'ble Vice Chancellor & Chairman	Dr. Neerja Gupta
Every instrument for payment limit above Rs. 25000/-	<b>JOINTLY BY ANY ONE OF:</b>	CEO, GU Group of company	Shri Srinivasa Rao Sureddi
		I/C, CAO, Gujarat university	Shri Dinesh Kumar
	<b>AND ANY ONE OF:</b>	Director	Dr Piyush Patel
		Hon'ble Vice Chancellor & Chairman	Dr. Neerja Gupta

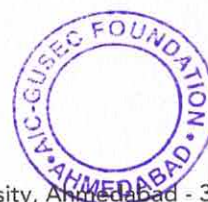
Resolved that said Bank/(s) be and is hereby authorized to honour the instruments, bills of exchange, cheques and other documents accepted or made on behalf of the company by the authorized signatories in the aforesaid manner or such persons as may be authorized by the company from time to time and to act on any such instructions so given relating to the said accounts.

RESOLVED FURTHER THAT this resolution shall be in supersession of all or any previous resolution passed in this regard to the operation in the various Bank Accounts of the company as maintained from time to time.

RESOLVED FURTHER THAT a certified copy of this Resolution be issued the Bank concerned for their record and the Bank be instructed to act upon the same with effect from date of passing this resolution.

#### NOTE:

- The Companies Act 2013, read with the Rules prescribed under and SS-1, allows the company or its authorized person to send the draft of the Resolution and the necessary papers to the postal address or e-mail address registered by the Director with the company or in the absence of such details or any change thereto, any of the addresses appearing in the Director Identification Number (DIN) registration of the Director.
- You can send your acceptance/ rejection on the above resolutions: (I) By way of replying to your inbox email received from our side [vc@gujaratuniversity.ac.in](mailto:vc@gujaratuniversity.ac.in) in the format prescribed below, or (II) by way of sending a photo copy of this Circular, expressing your acceptance/rejection in



the format prescribed below and signing there against via hand delivery/post/courier to the registered office of the Company.

**\*Kindly Tick (✓) below the Assent or Dissent:**

Item No.	Assent	Dissent	Date of Assent / Dissent	Remarks, if any

- C) We request you to send your assent/dissent within 7 (seven) days of the date of this circulation.
- D) In case a Director is interested or concerned in the proposed resolution/(s) and such interest or concern is yet to be communicated to the Company, he shall disclose his interest before the last date specified above for response to this circular and abstain from voting.

For this purpose a Director shall be deemed to be interested or concerned in the resolution if contract or arrangement, which is subject matter of the proposed resolution, entered or proposed to be entered into by the company –

- (i) With the Director himself or his relative; or
- (ii) with anybody corporate, if such Director, along with other Directors holds more than two percent of the paid-up share capital of that body corporate, or he is a promoter, or manager or chief executive officer of that body corporate; or
- (iii) with a firm or other entity, if such Director, or his relative is a partner, owner or Member, as the case may be, of that firm or other entity.

- E) The Circulated resolution/(s) shall be deemed to have been passed by circulation when it is approved by a majority of the Directors, entitled to vote on the resolution. For the present circulation dated 21-03-25, these resolutions shall be effective from date of Circulation i.e 21-03.2025, unless dissent is notified.
- F) If the approval of the majority of the Directors, entitled to vote, is not received by the last date specified for receipt of the approval, the resolution shall be considered as not passed.
- G) The circulated resolutions(s), if passed, shall be deemed to have been passed on the date specified; unless by the date for specifying assent/dissent by the directors or the date on which assent from more than two thirds of the



Directors have been received, whichever is earlier. (The resolutions as above will be effective from 21-03-25 unless dissent is received)

- H) The circulated resolution/(s), if passed, shall be effective from the date on which the same is /are deemed to have been passed, if no other date is specified in such resolution/(s). (The resolutions as above shall be effective from 21-03-25 unless dissent is received)
- I) In case a Director does not respond to the last date specified for signifying assent or dissent, it shall be presumed that he has abstained from voting.
- J) In case of where not less than one-third of the total number of directors of the company require that any of this resolution under circulation must be decided at dully convened meeting, then such resolution under circulation must be decided at dully convened meeting, then such resolution/(s) shall be placed before the next meeting of the Board for their approval.

We shall be happy to provide you with any details /information /documents as may be required to provide your acceptance/ rejection of the above said circulated resolution/(s).

Thanking you,

Yours sincerely,



For AIC-GUSEC FOUNDATION

**(Dr. Neerja A Gupta)**  
**(Chairman)**  
**(DIN: 10325104)**

## LETTER OF ACCEPTANCE/REJECTION FOR CIRCULAR RESOLUTION

To,  
THE CHAIRMAN  
AIC -GUSEC FOUNDATION  
NR DEPARTMENT OF BOTANY UNIVERSITY SCHOOL OF SCIENCE,  
GUJARAT UNIVERSITY CAMPUS  
AHMEDABAD, GUJARAT-380009

From: **Dr. Neerja A Gupta**  
(Director)  
(DIN: 10325104)

Encl:


Annexure - 1	CONTINUATION OF SH. PIYUSH M PATEL AS DIRECTOR OF THE COMPANY
Annexure - 2	REVISED DELEGATION FOR SIGNING OF CHEQUE, INSTRUMENT etc

Format for Acceptance/Rejection to the above resolutions

I hereby convey my assent /dissent to the above resolution/(s) as follows:

Name of the Director: **(Dr. Neerja A Gupta)**  
(Director)  
(DIN: 10325104)



Item No.	Assent*	Dissent*	Signature**	Date of Signing	Remarks
01	YES	NAP		21.03.2025	NONE
02	YES	NAP		21.03.2025	NONE

\*Assent/Dissent may be given by mentioning 'YES' in the respective field.

\*\* Signature is not required in case of response through e-mail.



## ANNEXURE A

### DRAFT OF THE PROPOSED RESOLUTION:

**"RESOLVED THAT** that pursuant to the provisions of section 149, 150, 152, 161 read with the Companies (Appointment and Qualification of Directors) Rules, 2014 and other applicable provisions, sections, rules of the Companies Act 2013 (including any Statutory modifications or re-enactment thereof for the time being in force), Consent of the Board be and is hereby accorded for continuation of Dr Piyush M Patel., COE, Gujarat University as Director of the Board of the Company.

**RESOLVED FURTHER THAT** any of the Directors for the time being be and are hereby severally authorized to sign and execute all such documents and papers (including appointment letters etc.) as may be required for the purpose and file necessary e form with the Registrar of the companies and to do all such acts, deeds and things as may be considered expedient and necessary in this regard.

**RESOLVED FURTHER THAT** any one of the Directors for the time being be and are hereby severally authorized to sign the certified true copy of the resolution to be given as and when required."



## ANNEXURE B

### NOTE:

The Board noted that there is a need for tiered delegation of authority to company officials along with I/C CAO, GU, CEO GUSEC Group Companies/Directors to take care of smaller payments up to Rs 25000/- and to delegate to I/C CAO GU and CEO GUSEC Group companies along with Directors for payments above Rs 25000/-.

### DRAFT OF THE PROPOSED RESOLUTION:

RESOLVED THAT the Authorised Signatory/Signatories for operating various Bank Accounts with various Banks be changed as per revised delegation of authority structure for signing of cheques/instruments.

Authorized Limit	Manner of Operation and Name of Person	Designation	Name
Every instrument for payment limit upto Rs. 25000/-	<b>JOINTLY</b>  <b>BY ANY ONE OF THE SENIOR VICE PRESIDENTS</b>	Senior Vice President- Admin & Operation	Shri Man singh
		Senior Vice President	Shri Biswajit Adhikari
	<b>AND ANY ONE OF :</b>	I/C, CAO, Guj uni	Shri Dinesh kumar
		Director	Dr Piyush Patel
Every instrument for payment limit above Rs. 25000/-	<b>JOINTLY BY ANY ONE OF:</b>	Hon'ble Vice Chancellor & Chairman	Dr. Neerja Gupta
		CEO, GU Group of company	Shri Srinivasa Rao Sureddi
		I/C, CAO, Gujarat university	Shri Dinesh kumar



	<b>AND ANY ONE OF:</b>	Director	Dr Piyush Patel
		Hon'ble Vice Chancellor & Chairman	Dr. Neerja Gupta

Resolved that said Bank/(s) be and is hereby authorized to honour the instruments, bills of exchange, cheques and other documents accepted or made on behalf of the company by the authorized signatories in the aforesaid manner or such persons as may be authorized by the company from time to time and to act on any such instructions so given relating to the said accounts.

RESOLVED FURTHER THAT this resolution shall be in supersession of all or any previous resolution passed in this regard to the operation in the various Bank Accounts of the company as maintained from time to time.

RESOLVED FURTHER THAT a certified copy of this Resolution be issued the Bank concerned for their record and the Bank be instructed to act upon the same with effect from date of passing this resolution.

