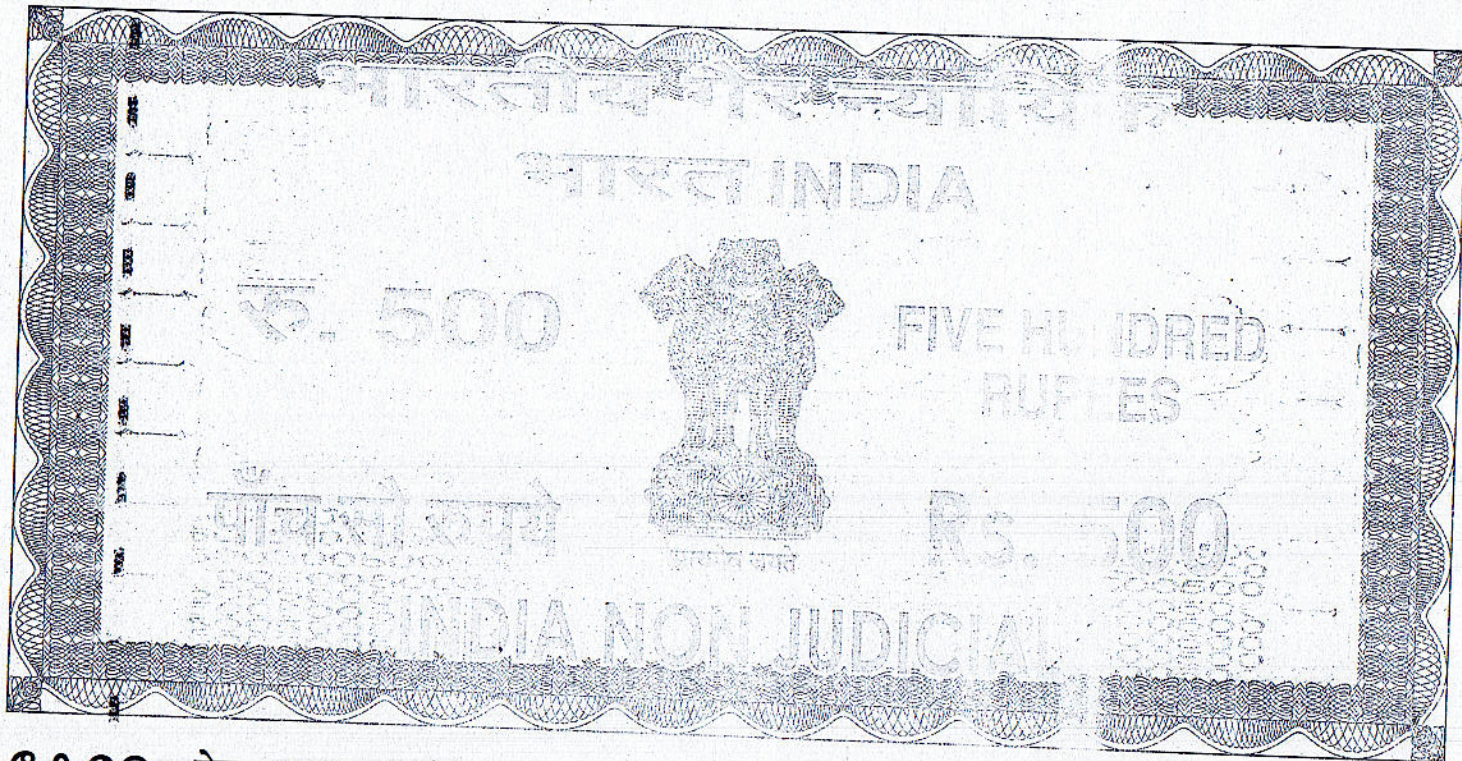


**MEMORANDUM OF ASSOCIATION  
&  
RULES AND REGULATIONS**

**SAINTGITS COLLEGE OF APPLIED SCIENCES  
ALUMNI ASSOCIATION**

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K 929620

**MEMORANDUM OF ASSOCIATION**

**1) NAME OF THE SOCIETY**

The name of the society is **SAINTGITS COLLEGE OF APPLIED SCIENCES ALUMNI ASSOCIATION**

**2) ADDRESS OF THE REGISTERED OFFICE OF THE SOCIETY**


The Registered office of the society shall be in Kottayam. The registered office for the present is at, 'Saintgits' College of Applied Sciences, Pathamuttom P.O, in Panachikkadu Grama Panchayath, Kottayam Taluk & District, Kerala State, Pin Code 686 532 and the area of operation shall be Kottayam.

**3). FINANCIAL YEAR:**

The financial year of the Society will be from the first day of April to the thirty first of March every year

  
PRESIDENT

  
SECRETARY

  
TREASURER

6:35696 Saintgits college of Applied  
2-8-99 Sciences Alumni Association  
Pathamuttom P.O  
Kottayam - 686 532

SIVASANKARAN NAIR  
STAMP VENDOR  
Lic. No. 81/270/00





#### **4) AIMS & OBJECTIVES OF THE SOCIETY**

##### **4.1 General Objectives**

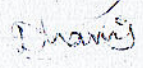
- a) Bring the graduated students of Saintgits College of Applied Sciences (SCAS) under one forum for exchange of experience, dissemination of knowledge and talents amongst its members and also for the furtherance of fellowship, advancement of welfare of the members of the Association.
- b) To conduct seminars, conferences, workshops, endowment lectures and other academic activities
- c) To advise and interact with government bodies and other professional bodies in matters relating to promotion of higher education, training and social welfare and relevance.
- d) To bring out magazines, souvenirs and newsletters highlighting the activities of the Institute and its Alumni.
- e) To organize cultural and educational programmes and also to conduct Alumni Day celebrations every year.
- f) To help the Alumni to share job opportunities that they may come across in their work and social life.
- g) To provide feedback and carry out such other activities as may be necessary for furthering the performance of Saintgits College of Applied Sciences Alumni Association.

##### **4.2 EDUCATION AND TRAINING**

- a) To provide opportunities for integrating the education and training to suit the needs of socio-economic development, social service, community service, rural development, urban development and such other new disciplines and specialties through establishment of Research and Training cum production centres.
- b) To provide Education programme through part time courses at the Diploma, degree, Post Graduate and Doctoral levels in all branches, specialties and disciplines of Applied Science and Technologies including Management Sciences, sandwich courses, short and non-formal courses, continuing education programme and distance education.
- c) To provide Adult and Continuing Education, Non formal Education in all fields, careers and professional courses, Evening colleges and part-time courses both at Under-Graduate and Post Graduate levels to all, especially the weaker section of the society by freely training them for better employment and other opportunities.
- d) To provide job oriented education training and work experience programmes including 'earn while you learn' programme so as to promote self-employment and entrepreneurship.
- e) To encourage, undertake, promote and associate with integrated rural development programmes and schemes including rural re-construction programmes formulated in

  
PRESIDENT

  
SECRETARY

  
TREASURER



conformity with similar policies and programmes adopted by Central/ State Governments from time to time.

#### **4.3 OTHER OBJECTS (OBJECTS INCIDENTAL OR ANCILLARY FOR THE ATTAINMENT OF THE MAIN OBJECTS)**

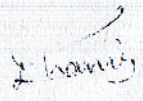
- a) To collect funds by subscriptions, contributions, donations and gifts from members, non-members and other likeminded institutions and philanthropists for furtherance of above objectives.
- b) To create and establish Alumni endowments for granting scholarships, prizes and medals to the students showing high proficiency in their studies and honour former students of SCAS for outstanding achievements.
- c) To render financial aid to deserving poor students studying at SCAS.
- d) To render financial aid to deserving alumni in cases of extreme compassionate circumstances.
- e) To acquire movable and immovable properties by purchase, lease or otherwise and to construct buildings and all kinds of structures for all or any of the purposes of the Society.
- f) To invest Funds or deal with the same as the Executive Committee may deem fit, to carry on the objects of the Society effectively subject only in accordance with the provisions of section 13(1), read with section 11(5) of the Income Tax Act 1961.
- g) To enter into any arrangement with any government authorities whether Central, State, Local Municipal or otherwise in pursuance of the objects of the Society and to obtain from any such government authority all rights, concessions, privileges that may deem conducive to the Society's objects.
- h) To sell, lease, dispose of, exchange, improve, manage, develop or otherwise deal with any shares, monies, securities and all kind of movable or immovable properties for all or any of the above purpose.
- i) To give donations, subscriptions, endowments, scholarships and gifts (movable or immovable) to any institutions or persons in furtherance of the objects of the society.
- j) To pay the costs, charges and other expenses preliminary and incidental to the formation, establishment and registration of the society.

#### **5. THE MANAGEMENT OF THE SOCIETY**

The management and control of the Society shall be done by an Executive Committee, having Nine members, duly elected annually by the General Body of the Society and shall be carried out in accordance with the rules and regulations as may be framed, amended or modified from time to time by the General Body of the Society.

  
PRESIDENT

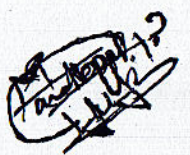
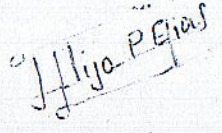
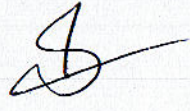
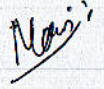
  
SECRETARY

  
TREASURER



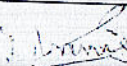
## 6) FIRST EXECUTIVE COMMITTEE

The names, addresses, occupation and designation of the Executive Committee to whom the management of affairs of the society are entrusted, required under section 4 of the Travancore Literary scientific and Charitable Societies Registration Act, 1955 are as under:

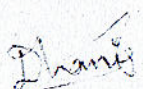
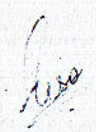
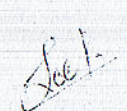
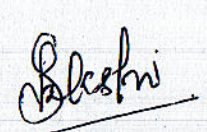

Sl No	Name & Address	Designation in the society	Occupation	Signature
1	Mano T.George Karukancheril House, Thiruvvarppu P.,O Kottayam-686 020 Mob: 9995356008	President	Private- Employee	
2	Tijo P.Elias Panthanalil, Kanjirappara P.O, Kangazha, Kottayam-686 555 Mob:9400494958	Vice – President	Private- Employee	
3	Sanju P.Churian Padachira House, Pathamuttam P.o, Kottayam-686 532 Mob: 9847123543	Secretary	Private- Employee	
4	Merin Thomas Idathara Valiyaparambil, Cheeranchira P.O, Chethipuzha, Kottayam-686 106 Mob: 9072021086	Joint- Secretary	Private- Employee	

  
PRESIDENT

  
SECRETARY

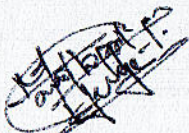
  
TREASURER

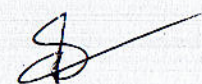



5	Dhanis Thomas Koduvath House, Kollad P.o, Panachikkad, Kottayam-686 004 Mob: 8547150684	Treasurer	Private- Employee	
6	Elsa Priya Cheriyan Edathettu, Erikad, Puthuppally P.o, Kottayam-686 011 Mob: 9061624299	Member	Service	
7	Joel Mammachen Kadavil House, Madappally, Kottayam-686 546 Mob: 9061471741	Member	Private- Employee	
8	Sreelekshmi P Padmasadanam, Karappuzha P.o, Kottayam-686 003 Mob: 9496453630	Member	Private- Employee	
9	Shalu M Abraham Manayathu Malil, Vennikulam P.O, Puramattam, Pathanamthitta-689 544 Mob: 7736749945	Member	Entrepreneur	

## 7) DECLARATION

- (i) It is declared that this Society will function only in accordance with the Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act 12 of 1955.

  
PRESIDENT

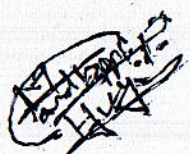
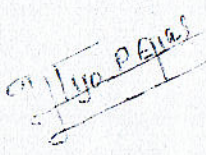
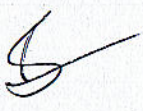
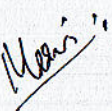
  
SECRETARY

  
TREASURER



(ii) It is also declared that no other society in the same name is functioning in the jurisdiction of this society now.

(iii) We, the several persons, whose signatures are submitted here under are desirous to form ourselves into a society, under the Travancore Literary scientific and charitable societies Registration Act, 1955 on this the 1<sup>st</sup> day of June, 2021 at Kottayam.

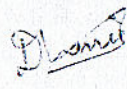
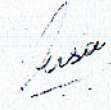

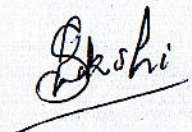
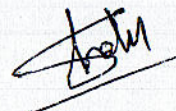
Sl No	Name & Address	Aadhaar No.	Occupation	Signature
1	Mano T.George Karukancheril House, Thiruvvarppu P.,O Kottayam-686 020 Mob: 9995356008	8663 8699 5658	Private- Employee	
2	Tijo P.Elias Panthanalil, Kanjirappara P.O, Kangazha, Kottayam-686 555 Mob:9400494958	9385 8661 0445	Private- Employee	
3	Sanju P.Chерian Padachira House, Pathamuttam P.o, Kottayam-686 532 Mob: 9847123543	3876 8192 0032	Private- Employee	
4	Merin Thomas Idathara Valiyaparambil, Cheeranchira P.O, Chethipuzha, Kottayam-686 106 Mob: 9072021086	7556 7000 8187	Private- Employee	

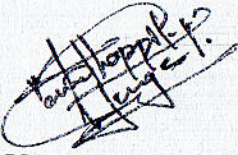
PRESIDENT

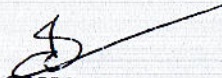
SECRETARY

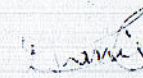
TREASURER



5	Dhanis Thomas Koduvath House, Kollad P.o, Panachikkad, Kottayam-686 004 Mob: 8547150684	7268 1072 5362	Private- Employee	
6	Elsa Priya Cheriyan Edathettu, Erikad, Puthuppally P.o, Kottayam-686 011 Mob: 9061624299	3555 7126 6435	Service	
7	Joel Mammachen Kadavil House, Madappally, Kottayam-686 546 Mob: 9061471741	3011 8679 8678	Private- Employee	
8	Sreelekshmi P Padmasadanam, Karappuzha P.o, Kottayam-686 003 Mob: 9496453630	6653 1751 5073	Private- Employee	
9	Shalu M Abraham Manayathu Malil, Vennikulam P.O, Puramattam, Pathanamthitta-689 544 Mob: 7736749945	5994 9249 9370	Entrepreneur	

  
PRESIDENT

  
SECRETARY

  
TREASURER



## **RULES & REGULATIONS OF THE SOCIETY**

### **1) NAME OF THE SOCIETY**

The name of the society is **SAINTGITS COLLEGE OF APPLIED SCIENCES ALUMNI ASSOCIATION**

### **2) ADDRESS OF THE REGISTERED OFFICE OF THE SOCIETY**

The Registered office of the society shall be in Kottayam. The registered office for the present is at, 'Saintgits College of Applied Sciences, Pathamuttom P.O, in Panachikkadu Grama Panchayath, Kottayam Taluk & District, Kerala State, Pin Code 686 532 and the area of operation shall be Kottayam.

### **3) FINANCIAL YEAR:**

The official year of the Society will be from the first day of April to the thirty first of March every year

### **4) AIMS & OBJECTIVES OF THE SOCIETY**

#### **4.1 General Objectives**

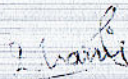
- a) Bring the graduated students of Saintgits College of Applied Sciences (SCAS) under one forum for exchange of experience, dissemination of knowledge and talents amongst its members and also for the furtherance of fellowship, advancement of welfare of the members of the Association.
- b) To conduct seminars, conferences, workshops, endowment lectures and other academic activities
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PRESIDENT

  
SECRETARY

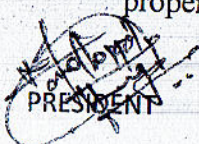
  
TREASURER

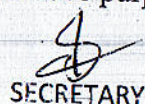


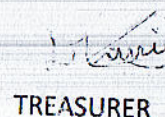
- b) To provide Education programme through part time courses at the Diploma, degree, Post Graduate and Doctoral levels in all branches, specialties and disciplines of Applied Science and Technologies including Management Sciences, sandwich courses, short and non-formal courses, continuing education programme and distance education.
- c) To provide Adult and Continuing Education, Non formal Education in all fields, careers and professional courses, Evening colleges and part-time courses both at Under-Graduate and Post Graduate levels to all, especially the weaker section of the society by freely training them for better employment and other opportunities.
- d) To provide job oriented education training and work experience programmes including 'earn while you learn' programme so as to promote self-employment and entrepreneurship.
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- a. To collect funds by subscriptions, contributions, donations and gifts from members, non-members and other likeminded institutions and philanthropists for furtherance of above objectives.
- 8) To create and establish Alumni endowments for granting scholarships, prizes and medals to the students showing high proficiency in their studies and honour former students of SCAS for outstanding achievements.
- 9) To render financial aid to deserving poor students studying at SCAS.
- 10) To render financial aid to deserving alumni in cases of extreme compassionate circumstances.
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- 13) To enter into any arrangement with any government authorities whether Central, State, Local Municipal or otherwise in pursuance of the objects of the Society and to obtain from any such government authority all rights, concessions, privileges that may deem conducive to the Society's objects.
- 14) To sell, lease, dispose of, exchange, improve, manage, develop or otherwise deal with any shares, monies, securities and all kind of movable or immovable properties for all or any of the above purpose.

  
PRESIDENT

  
SECRETARY

  
TREASURER



- 15) To give donations, subscriptions, endowments, scholarships and gifts (movable or immovable) to any institutions or persons in furtherance of the objects of the society.
- 16) To pay the costs, charges and other expenses preliminary and incidental to the formation, establishment and registration of the society.

#### **5. DATE OF FORMATION OF THE SOCIETY**

The Society was formed on the 1<sup>st</sup> day of June, 2021

#### **6. REGISTRAR OF THE DISTRICT WITHIN WHOSE JURISDICTION THE OFFICE OF THE SOCIETY IS SITUATED:**

Kottayam

#### **7. BUSINESS HOURS OF THE SOCIETY**

The business hours of the Society shall be between 10 A.M to 5 P.M on all days except on Sundays and holidays, and the area of operation shall be in India

#### **8. DEFINITIONS**

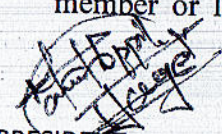
In these rules unless the context otherwise requires:

1. Institution means Saintgits College of Applied Sciences
2. Society means Saintgits College of Applied Sciences Alumni Association.
3. The Executive Committee means the Executive Committee of the Society as constituted by these rules and regulations.
4. Member means a member of the society.
5. Act means the Travancore Literacy Scientific and Charitable Societies Registration Act, 1955.
6. Any reference to the singular shall also include the plural and masculine gender shall also include feminine gender.

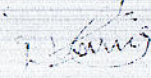
#### **9.1 MEMBERSHIP**

There shall be three categories of membership in the Society

- i) **FOUNDER MEMBERS:** The persons whose signatures are given in the declaration attached with the Memorandum of Association shall be the Founder Members of the Society
- ii) **LIFE MEMBERS:** Two students above the aged 18, completing undergraduate or post graduate course from the institution from each academic year, shall be granted Life Membership by the majority decision of the Executive Committee. Each founder member or life member shall pay Rs.1,000/- (Rupees One Thousand only) or such

  
PRESIDENT

  
SECRETARY

  
TREASURER



decided by the General Body from time to time before being admitted as a founder member or life member shall have the right to attend and vote at the meetings of the Society.

iii) **ASSOCIATE MEMBERS:** All persons above the age of 18 who have completed undergraduate and post-graduate courses from the institution, Patron of the Alumni Association nominated by the Governing Board of Saintgits Group of Institutions, Principal and Faculty members of the institution are the Associate members. Associate member can attend meetings of the Society but do not have voting rights.

**9.2. ADMISSION TO MEMBERSHIP:** In addition to the founder members, the executive committee may from time to time, admit eligible individuals to Life Membership after scrutinizing the application as presented by the Secretary and may also reject applications without disclosing the reason. Eligible individuals are admitted to Associate Membership of the Society by the Executive Committee from time to time from the applications presented by the Secretary. Membership of the society is restricted and a claim for admission shall never be the right of any person.

**9.3 CESSATION OF MEMBERSHIP:** Membership shall cease on withdrawal of membership by a member, death, incapability or insolvency or facing trial by a court in any criminal offence. When a person is found disqualified to be a member of the society, it may be notified to the Executive Committee by any other member of the society by a letter in writing, clearly indicating the reason why he should be removed from membership. The Executive Committee will go through the complaint and if there is a prima facie case against the person, a notice will be issued to the concerned person to give explanations within 30 days on the charges under reference. If no satisfactory explanation is given, the Executive Committee may suspend the person for such period or terminate him from the membership of the society.

## **10. ADMINISTRATION & MEETINGS**

10.1. The General Body of the Society shall consist of the registered members who are the founding members and life members. Associate members may also attend the General Body.

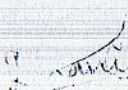
10.2 The General Body meetings shall be held at least once in a year. Special General Body meetings may also be held with a  $\frac{2}{3}^{\text{rd}}$  of the registered members of the Society OR if one third of the registered members give a written notice to the Executive Committee to convene the meeting.

a) General Body shall elect the members to the Executive Committee for the coming year, pass accounts of the previous year. The quorum for holding the General Body Meeting is two third of the registered members. The copy of approved statement of receipt and expenditure, balance sheet and the list of elected committee members shall be filed before the office of the District Registrar (General) within fourteen days after the day of the Annual General Body.

b) In case the meeting cannot be held for want of quorum, the meeting may be postponed to a date not later than 15 days. If still quorum is not met, the

  
PRESIDENT

  
SECRETARY

  
TREASURER



second meeting will be considered officially held with members present at the time.

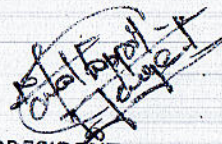
- c) Members may be permitted to attend meeting by video conferencing or any other electronic media, permitted by the president of meeting in writing or email.
- d) Fourteen days notice shall be given for Annual General Body meetings and Seven days notice for any other General Body meeting.
- e) The President of the Executive Committee shall preside over the General Body and in his absence the Vice-President and in the absence of both, any Executive Committee Member present may be elected to preside over the meeting.
- f) All appeals or questions shall submitted to the General body of the society with at least five days notice prior to the meeting and the decision of the General Body shall be final.
- g) The members of the society shall not be entitled to receive any share of profit or dividend from the society except reimbursement of any expenses.

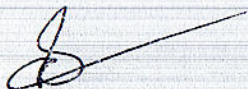
10.3 The administration of the Association shall be conducted by an Executive Committee, elected at the Annual General Meeting of the Society. The first Executive Committee shall be the persons herein specified in the Memorandum of Association and they shall hold office till the first general meeting of the society wherein another Executive Committee is constituted. The Executive Committee consists of:

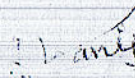
- 1. President
- 2. Vice-President
- 3. Secretary
- 4. Joint Secretary
- 5. Treasurer and
- 6. Four Executive Committee Members.

10.4 If any vacancy arises in any post on account of resignation, death or incapability, the Executive Committee may nominate any member to such post from among the members of the Executive Committee. Such nominated persons shall hold office till the next election of the Executive Committee.

10.5 If an Executive Committee Member or Office bearer is absent from three consecutive meetings of the Executive Committee without prior notice, he / she shall cease to be a member of the Executive Committee. However, he may be permitted to continue, if his explanation for abstaining the meeting is found reasonable by the Executive Committee.

  
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TREASURER



## **11. POWERS OF THE GENERAL BODY;**

The General Body Meeting shall be held annually within six months from the close of the accounting year for considering the activities of the Association and for the follow

- a) To review the activities, frame policies, pass the annual report and annual statement of accounts of the society
- b) To conduct events suitable for the occasion
- c) To approve the budget and program of work of the Society each year.
- d) To approve excess of expenditure over the sanctioned budget if found necessary
- e) To write off debts and losses
- f) To appoint auditors to conduct the annual statutory audit
- g) To fix admission and annual membership fees for members and to enforce it in due time.
- h) To add, alter, vary or amend the bye-laws as and when necessary with the approval of 2/3<sup>rd</sup> majority of the members in General Body meeting convened for the same.
- i) To elect the members of the Executive Committee at the Annual General Body Meeting.

## **12. ELECTION TO THE EXECUTIVE COMMITTEE & DURATION**

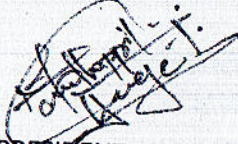
12.1 The Executive Committee shall be constituted by election (by voice vote or secret ballot if requested by a minimum of 5 members).

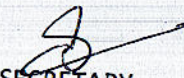
12.2 The duration of the Executive Committee shall be for a period of one year from the date of election or till the next General Body meeting is held. In the event the general body meeting is delayed, the Executive Committee shall continue to hold office.


12.3 Office bearers of the Society, namely President, Vice President, Secretary, Joint Secretary and Treasurer shall be elected by the meeting of the Executive Committee from among the members of the Executive Committee and they shall hold office for the term for which they are members of the Executive Committee. However they may seek re-election to the office held in case they are re-elected to the Executive Committee.

## **13. ROLE OF THE OFFICE BEARERS**

- a) The President of the Association/Chapter will be the official representative of the Association/Chapter and shall chair the meetings. He has the power of using casting vote apart from his own vote.

  
PRESIDENT

  
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TREASURER



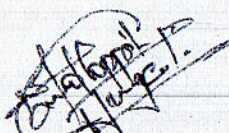
- b) The Executive Committee may allocate works to other members of the committee as and when required.
- c) Agenda for each meeting may be finalized by the President of the association/chapter and circulated by the secretary to members.
- d) The Secretary shall maintain all documents/Records and reports related to activities. Further minutes of all meetings held shall be maintained by the Secretary. He / She will be the custodian of documents and records of the society and to convene all such meetings of the Executive Committee and the General Body. He/she shall be responsible for filing the required documents with Registrar of Societies/other government authorities from time to time.
- e) The Vice President and Joint Secretary shall be substitutes in respective case due to absence. In the absence of the President, the Vice President shall chair the meetings.
- f) Money received as membership fees, donations, subscriptions etc., shall constitute the income of the Association. The treasurer shall be the custodian of accounts of the association or chapter. He shall prepare annual balance sheet of the Society and the budget for the next year and present before the Executive Committee
- g) The accounts of the Association will be subject to annual audit by a committee or certified Auditor to be appointed by the members in the Annual General Body Meeting.
- h) Decisions in the Executive Committee may be taken in consensus or in its absence, by majority view.
- i) In case of serious difference of view and significant number on opposing sides on an important issue, an Extra Ordinary General Body may be called as decided by the Executive Committee.

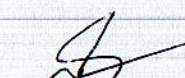
#### 14. POWERS OF THE EXECUTIVE COMMITTEE

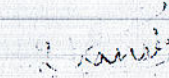
- 14.1 The affairs of the Association shall be managed by the Executive Committee
- 14.2 Meetings may be held once in six months. Special Meetings of the Executive Committee shall be convened on request of not less than 60% members of the Executive Committee.

The Executive Committee shall

- a).Organize activities for realizing th objectives of the Society
- b).The Executive Committee has the authority to collect membership or other essential contributions and approve expenditure to meet the conduct of activities and events.

  
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- 14.3 The Executive Committee shall have all residual powers other than mentioned herein, necessary for carrying out the objects and for the management of the activities of the society

**15. OPERATION OF ACCOUNTS**

For financial transactions of the Alumni Association, a joint account shall be opened in any of the scheduled bank. This account shall be jointly operated by the President and Treasurer of the Association. In the event of change of President or Treasurer of the Association, it shall be intimated to the bank and the new appointee shall continue to operate the account on behalf of the association.

Records of all financial transactions shall be maintained by the Treasurer of the Society and shall be maintained up-to-date, during each financial year commencing from 1<sup>st</sup> April. The book of accounts shall be closed on 31<sup>st</sup> March of every year.

**16. INSPECTION OF BOOKS**

Any member shall after giving seven days' clear notice in writing to the Secretary, be entitled to look into the records of the Society free of charge at the Registered Office of the society during office hours except such as are kept confidential by the secretary.

**17. PROPERTIES OF THE SOCIETY**

- a. The properties movable and immovable, belonging to the Society shall be vested in the Executive Committee of the Society. Any sale, exchange or transfer of the immovable property of the society shall be taken up and permission of the Commissioner of Income Tax obtained if so required as per provisions of the Income Tax Act.
- b. The Society may also acquire fresh properties or alienate any property so acquired by sale or exchange or otherwise in the best interests of the Society.

**18. INVESTMENTS**

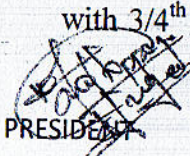
The funds of the society shall be invested on the resolution passed by the Executive Committee in such manner as permitted under the Act. All investments of the funds of the Society shall be made only in accordance to section 11(5) of the Income Tax Act, 1961 as amended from time to time.

**19. AUTHENTICATION OF DOCUMENTS**


Any document or proceeding requiring authentication by the society may be signed by the Secretary or a member of the Executive Committee.

**20. MODE OF DISTRIBUTION OF THE ASSETS OF THE SOCIETY IN THE EVENT OF ITS DISSOLUTION**

The Society shall be dissolved by a special resolution passed in a General Meeting with 3/4<sup>th</sup> of the registered members of the Society under the procedure provided in

  
PRESIDENT

  
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TREASURER



Section 23 of the Society's Act 1955. In the event of dissolution of the society, there shall remain after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the said society but shall be transferred to any other society established for the promotion of the objects similar to that laid down by this society or to the government.

**21. BENEFIT OF THE SOCIETY OPEN TO ALL**

All members of the Association shall be treated equally, without any discrimination based on caste, religion or gender.

**22. INDEMNITY**

Every member of the society and every office bearer for the time being thereof shall be indemnified and kept indemnified out of the funds of the society in the discharge of his duties hereunder, except such as shall happen through his own gross neglect and willful default and each one shall be answerable only for his own neglect or default and not for those of any other person.

**23. AMENDMENTS TO BYE LAWS**

Any of the provisions of the Rules may be amended by two-third majority of the registered members of the Society present and voting at the Special General Body meeting of the Association. Any changes to the aims and objects of the Society specified in the Memorandum of Association shall be effected only under the procedure provided in Section 18 of the Act. Permission of Commissioner of Income Tax is to be obtained as per provisions of the Income Tax Act.

**24. SAVING PROVISIONS**

For matters and things not expressly provided herein above, the provisions of the Travancore-Cochin Literary, Scientific and Charitable Societies Act and Rules framed hereunder shall apply.

**25. RECORDS AND REGISTERS TO BE MAINTAINED**

The Society shall open and maintain the following registers, articles and records.


Membership Register, Members Attendance Register, Notice Book, Minutes Book, Daily Cash Register, ledger, Receipt books, Vouchers and Voucher Files, Visitors Diary, Office Letter Pads, Office Seal and President/Secretary/Treasurer Seals, Register of Furniture, Attendance Register for Staff, Acquittance Register, Leave Register, Membership Application Files etc

**26. RESOLUTION BY CIRCULATION**

If the proposal calls for an urgent or immediate decision, but a meeting cannot be conveniently held, the President or the Secretary in consultation with the President, may forward the proposal to all the members of the Executive Committee by circulation, and on acceptance by all or the majority of them, it will be taken as resolution passed at a meeting

  
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of the Executive Committee recorded as such in the minute book of the meeting of the Executive Committee

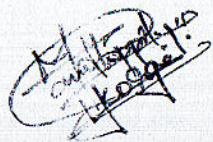
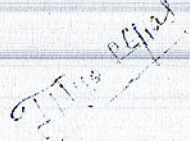
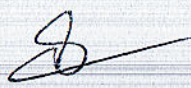
## 27. DECLARATION

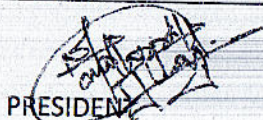
i) It is declared that this Society will function only in accordance with the Travancore – Cochin Literary, Scientific and Charitable Societies Registration Act, 12 of 1955.

ii) It is also declared that no other society in the same name is functioning in the jurisdiction of this Society now and

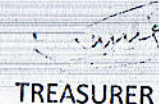
iii) Notwithstanding anything contained in the Rules and Bye Laws, anything which is contrary to inconsistent with the Travancore Cochin Literary, Scientific and Charitable Societies Registration Act, 1955 or Rules made there under shall have no force of law.

iv) It is also declared that this Memorandum, Rules and Regulations have been approved and passed by the General Body of the Society unanimously in the meeting held on 01-06-2021 with all Covid protocol and we the following undersigned persons do hereby certify that the above given is the correct copy of the Rules and regulations of the Saintgits College of Applied Sciences Alumni Association.

Sl No	Name & Address	Designation in the society	Occupation	Signature
1	Mano T.George Karukancheril House, Thiruvappu P.,O Kottayam-686 020 Mob: 9995356008	President	Private- Employee	
2	Tijo P.Elias Panhanalil, Kanjirappara P.O, Kangazha, Kottayam-686 555 Mob:9400494958	Vice – President	Private- Employee	
3	Sanju P.Churian Padachira House, Pathamuttam P.o, Kottayam-686 532 Mob: 9847123543	Secretary	Private- Employee	

  
PRESIDENT

  
SECRETARY

  
TREASURER



4	Merin Thomas Idathara Valiyaparambil, Cheeranchira P.O, Chethipuzha, Kottayam-686 106 Mob: 9072021086	Joint-Secretary	Private-Employee	<u>Merin</u>
5	Dhanis Thomas Koduvath House, Kollad P.o, Panachikkad, Kottayam-686 004 Mob: 8547150684	Treasurer	Private-Employee	<u>Dhanis</u>
6	Elsa Priya Cheriyan Edathettu, Erikad, Puthuppally P.o, Kottayam-686 011 Mob: 9061624299	Member	Service	<u>Elsa</u>
7	Joel Mammachen Kadavil House, Madappally, Kottayam-686 546 Mob: 9061471741	Member	Private-Employee	<u>Joel</u>
8	Sreelekshmi P Padmasadanam, Karappuzha P.o, Kottayam-686 003 Mob: 9496453630	Member	Private-Employee	<u>Slekshmi</u>
9	Shalu M Abraham Manayathu Malil, Vennikulam P.O, Puramattam, Pathanamthitta-689 544 Mob: 7736749945	Member	Entrepreneur	<u>Shalu</u>

PRESIDENT

SECRETARY

TREASURER