

NITCAA TRIVANDRUM

**NATIONAL INSTITUTE OF TECHNOLOGY CALICUT
ALUMNI ASSOCIATION, TRIVANDRUM CHAPTER**



MEMORANDUM OF ASSOCIATION AND RULES AND REGULATIONS

Registered as per Provisions of the Travancore- Cochin Literary, Scientific and Charitable
Societies Registration Act 1955.

Reg. No. TVM/TC/378/2019 dt.26/04/2019

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Societies Registration Act 1955.

Printed and Published by M. Sudheendran, Secretary, NITCAA TRIVANDRUM.

MEMORANDUM OF ASSOCIATION

1. NAME: NITCAA TRIVANDRUM

(NATIONAL INSTITUTE OF TECHNOLOGY CALICUT ALUMNI ASSOCIATION, TRIVANDRUM CHAPTER)

2. ADDRESS: Flat No. 10 C, SFS Royal Greens
KANAKA NAGAR
KOWDIAR.P.O.
TRIVANDRUM – 695003

POST OFFICE: KOWDIAR

3. AREA OF OPERATION: Districts of Trivandrum, Kollam and nearby areas

4. AIMS AND OBJECTS

- a) To constitute a local chapter of the “National Institute of Technology, Calicut Alumni Association” (NITCAA) (herein after called as the **Parent Association**)
- b) To bring the alumni of National Institute of Technology, Calicut (NIT Calicut) (hereinafter referred to as the **Institute**) and the erstwhile Regional Engineering College, Calicut (REC Calicut) in and around the districts of Trivandrum, Kollam and nearby areas into a common forum, associating with the activities of **Parent Association** i.e., National Institute of Technology, Calicut Alumni Association (NITCAA).
- c) To promote and foster a friendly and close the relationship among the alumni of NIT Calicut and with the alma-mater by establishing a common forum and infrastructure to achieve this goal.
- d) To promote cultural and social activities among the alumni and their family members, connect with other chapters, present students and staff of the College, to develop a sense of tradition, heritage and social responsibility within the National Institute of Technology Calicut family and the society at large, which in turn will lead to the further growth and prosperity of this Institution and her progeny.
- e) To help the students graduating from the college in developing entrepreneurship and practical know-how and in securing proper employment.

- f) To function as a purely non-profit organization in the pursuit of such other objectives solely connected with the educational and cultural objectives mentioned above, as the General Body may decide from time to time.
- g) To support the Institute in the development of Industry- Institute interaction.
- h) To assist the Institute in their internship and mentoring programs.
- i) To engage in charity activities, work for development of society and to help the needy and poor

DECLARATION

As per the decisions of the General Body meeting held on 24/02/2019, it has been decided to register this association- “NITCAA TRIVANDRUM”- as per Provisions of the Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act 1955. The name, address, occupation & signature of the First list of office bearers authorised as per the Act is given below:

Sl. No.	Designation	Name	Address	Occupation	Signature
1	President	N. NANDAKUMAR	10C, SFS ROYAL GREEN KANAKA NAGAR NEAR MUSEUM POLICE STATION TRIVANDRUM-695003 Mob.9846413872	Wing. Commander (Retd.)	
2	Vice President	G.T. RAVINDRAN	9D,SAMRUDHI THAMPURANS THAMPURANMUKKU VANCHIYOOR P.O TRIVANDRUM-695 035 Mob.9633753612	CEO, TATA Group (Retd.)	
3	Secretary	M.SUDHEENDRAN	SUCHITRA TC 11/803 KRISHNA NAGAR B-6 PATTOM.P.O. TRIVANDRUM – 695 004 Mob.9446330333	Chief Engineer BSNL (Retd.)	

4	Joint Secretary	K.V. RIJIN	3F, SHIRDHI SOWPARNIKA PHASE 2 MUKKOLAKKAL TRIVANDRUM- 695 043 Mob.9895217281	Engineer ISRO	
5	Treasurer	N. JAYAKUMAR	MANAKKATTU MATOM T.C 5/1853/1 TRRA 206 B NADAKKAVU LANE PEROORKADA P.O TRIVANDRUM-695005 Mob.9847060130	Elec. Consultant & Contractor	
6	Executive Committee Member	A.M. NARAYANAN	REVATHY, VRA – A35 MADANKOVIL LANE VELLAYAMBALAM TRIVANDRUM-695 010 Mob. 8281093119	Engineer State Govt	
7	Executive Committee Member	MOLLY THOMAS	T.C 11/2083 C-9, KANAKA NAGAR KOWDIAR P.O TRIVANDRUM-695 003 Mob. 8547874669	Former Planning Engineer AI Futtaim Carillion	
8	Executive Committee Member	BINDU SURESH	ANUGRAHA VH-128 KURAVANKONAM KOWDIAR P.O TRIVANDRUM695 003 Mob. 9847242735	Financial Consultant	
9	Executive Committee Member	ABI. S. DAS	HAVEN KP-IX/603A THARATTA KARAKULAM P.O TRIVANDRUM695 564 Mob.9846031959	Scientist/ Engineer LPSC, ISRO	

RULES AND REGULATIONS

1. Name of the Association: NITCAA TRIVANDRUM

(NATIONAL INSTITUTE OF TECHNOLOGY CALICUT ALUMNI ASSOCIATION,
TRIVANDRUM CHAPTER)

2. Address: Flat No. 10-C, SFS Royal Greens
Kanaka Nagar
Kowdiar.P.O.
Trivandrum - 695003

District: Trivandrum

Taluk: Trivandrum

Village : Kowdiar

3. Office: Flat No. 10-C, SFS Royal Greens
Kanaka Nagar
Kowdiar.P.O.
Trivandrum - 695003

4. Area of Operation: Trivandrum, Kollam and nearby areas

5. Aims and Objects

- a) To create a common forum for interaction among the alumni members of the Parent Institute
- b) To create an atmosphere of friendship and togetherness among the members.
- c) To encourage the members to engage in social, cultural and charitable activities for the wellbeing of the society
- d) To create a talent pool from among members which can be effectively used for the society at large
- e) To generate a forum for sharing of technology, experience and expertise among members themselves, among the new students of the Parent Institute, among other similarly placed institutes in the state.

- f) To act as a mentor for the young alumni
- g) Share new technology and technological expertise within the society through organising seminars, technical talks and other means of communication.
- h) Encourage and showcase the creative talents of the members and their family.

6. MEMEBERSHIP

There shall be three types of individual memberships:

- a) **Life Member:** (1) All former students of the above Institutes, normally residing or working in and around the districts of Trivandrum, Kollam and nearby areas and who have completed an undergraduate / postgraduate / doctoral course shall be eligible to become Life members of the Association. Those who are desirous of becoming life members have to pay the prescribed fee along with the duly filled up Application form. The Executive Committee reserves the right to accept/reject the application without assigning any reasons.
(2) All the existing Life members of Regional Engineering College Calicut Alumni Association, Trivandrum Chapter (RECCAA - Trivandrum Chapter) shall deemed to be the Life Members of the newly formed NITCAA TRIVANDRUM without any additional membership fee as decided by them. However, they have to submit the filled-up application form before the Association.
- b) **Ordinary Member:** All former students of the above Institutes, residing or working in and around the districts of Trivandrum, Kollam and nearby areas for a short period and who have completed an undergraduate / postgraduate / doctoral course shall be eligible to become Ordinary members of the Association. Those who are desirous of becoming life members have to pay the prescribed fee along with the duly filled up Application form. The Executive Committee reserves the right to accept/reject the application without assigning any reasons.
- c) **Honorary Member:** All former members of the teaching faculty of the College except alumni of the Institute shall be eligible to become honorary members of the Association. There shall not be any membership fee applicable to Honorary Members. Executive Committee have the powers to nominate Honorary Members. However, they have to submit the filled-up application form to the Association.

7. ENROLMENT OF MEMBERS

- (i) Those who wish to enrol as Life Member of the Association is required to pay a Registration fee of Rs 100/- and a onetime membership fee of Rs 3000/-. At present there is no monthly/bimonthly /half yearly/yearly subscription fee payable. However, later on the General Body can take a decision on this.
- (ii) Those who wish to enrol as Ordinary Member of the Association is required to pay a Registration fee of Rs 100/- and a membership fee of Rs 750/- for a period of one year. At present there is no monthly/ subscription fee payable. However, later on the General Body can take a decision on this. To renew the membership after a period of one year, the ordinary member has to pay Rs.750/- . At present there is no monthly/bimonthly /half yearly/ subscription fee payable. However, later on the General Body can take a decision on this.

8.MEMBERSHIP REGISTER

A membership Register shall be maintained by the Association and as soon as the application for membership is approved the Secretary shall enter the details in the register and the member has to duly sign in the register.

In case a member resigns/ removed from membership the details shall be entered in the register.

9. CANCELLATION OF MEMBERSHIP

- (a) Any member of the Association who is not an office-bearer, may resign from his/her membership by written intimation to the Secretary, however no refund of subscription shall be made to him/her. The application for resignation shall be put up before the Executive Committee for a final decision. If he/she wants to re-join the Association, he/she will have to pay the full subscription for life membership or that of Ordinary Membership, as the case maybe), after acceptance of his/her application by the Committee.
- (b) If any office bearer wants to resign, he/she shall send in his/her resignation to the President of the Association and the resignation will take effect only from the day it is accepted by the Committee and on settling all his/her liabilities. All members SHALL be informed of such resignation(s))
- (c) If any of the members of the Association acts in a manner which is in contradiction of the memorandum of association , rules and regulations etc and which is prejudicial to the overall interests and goals of the association, the Executive Committee is having powers to remove him/her from the membership of Association after issue of a Show case notice and on verification and confirmation of such allegations/acts.

- (d) A member can be removed from the association if there is default in the dues/subscriptions for more than three consecutive instalments.

10. OPERATIONS

Admission fees, Membership fee, donations from previous association, assistance /grant from former parent association- NITCAA General council, grant/aid from government and other agencies, individual contributions etc shall be working funds for the day to day operations of the association.

11. GENERAL BODY MEETING

- a) All life members, ordinary members and honorary members of the Association whose names are included in the admission register are members of the General Body
- b) Only Life Members of the Association is having voting rights
- c) It is the duty of all members to attend the General Body meeting without fail
- d) The General Body shall be conducted at least two times in a year
- e) The period from April to March next year shall be one year of the Association
- f) The Annual General Body meeting (herein after called as **AGM**) shall be conducted in every year before 15th of March.
- g) The annual report, income expenditure statement and budget shall be presented during the Annual General Body Meeting by the Secretary.
- h) The quorum for General Body Meeting shall be 2/3 of the total membership or 40% (Forty %) whichever is less.
- i) Any contentious point shall be decided by 2/3 (Two-third) of the members present and voting.
- j) The notice for General Body shall be issued 7 days in advance along with the agenda items by the Secretary.
- k) Notice of the Meeting shall be sent either in hard copy by post or in electronic form or published in the website to all the members well in advance by the Secretary.
- l) Members who intend to move any resolution or raise any matter from the floor of the House shall intimate the Secretary in writing at least five days ahead of the General Body Meeting. The Committee shall meet on any suitable day prior to the General Body meeting and discuss the resolutions and other matters moved by the members and take a decision to proceed with the matter before the AGM.
- m) In addition to the Annual Ordinary General Body Meeting, the Secretary may convene Extraordinary General Body Meetings on the written request of not less than 20 members, specifying the purpose of the meeting. No subject other than that specified in the request shall be discussed at such meetings.

- n) Such meetings shall be convened within 30 days of the receipt of a proper request by the Secretary and the Secretary shall give a notice of at least 7 days to all the members.
- o) The Extra-ordinary General Body Meeting can also be convened by the Secretary as per the decision of the Executive Committee for a specific purpose.
- p) If it is decided to make amendments in the Memorandum of Association , Rules and Regulations the Secretary shall issue notice for convening General Body meeting 7 days in advance along with details and 2/3rd of the members present during such meeting shall approve the amendments failing which the amendments shall not be considered. A true copy of the approved amendments shall be duly signed by 3 members of the Executive Committee and presented before the District Registrars office within 14 days of such meetings.
- q) The balance sheet and income expenditure statement for the first time shall be audited by the auditor nominated by the Executive Committee, but he shall not be a member of the Committee.
- r) The General Body is having ultimate control of all affairs of the Association.
- s) The Executive Committee is responsible for implementing all the policy decisions approved in the General Body.
- t) The General Body is having powers to dismiss the Executive Committee Member/Members or the Executive Committee itself if found acting against the overall interests of the Association.
- u) If any of the assets of the Association is reported to be stolen or lost only General Body is having powers to take a final decision in this regard.

12. MANAGEMENT AND ADMINISTRATION

GOVERNING COUNCIL

- a. The management and administration of the Association shall be carried through the **GOVERNING COUNCIL** (hereinafter called **the Council**) consisting of 9 (Nine) members.
- b. The nine members to constitute the GOVERNING COUNCIL shall be elected at the ANNUAL GENERAL BODY MEETING of the Association from among the Life Members for a period of **two years**. Only Life members of the Association shall have voting rights.
- c. The outgoing COUNCIL shall nominate a Returning Officer from amongst the Honorary Members / Life Members for the smooth conduct of the elections, if required and the elections shall be conducted by the Returning Officer. Nominations may be made at the General Body Meeting. Such nominations shall be duly seconded by a life member and accepted by the proposed candidates. Election, if necessary, shall be held by show of hands or secret ballot as decided by the General Body at the time of the General Body Meeting.

d. The following office bearers shall be selected from the GOVERNING COUNCIL from among the COUNCIL members themselves.

- i. **President**
- ii. **Vice President**
- iii. **Secretary**
- iv. **Joint Secretary**
- v. **Treasurer**

e. Only Life Members of the Association shall have the power to vote for the purpose of electing the COUNCIL Members.

f. The Council shall hold the office from the date of Annual General Body Meeting in which election is held or from the date of taking over charge for a period of two years. In the first case the tenure will be up to March 2021.

g. After the election of the new Governing Council till they take charge, the old Council shall hold the charge.

h. After the Annual General Body Meeting wherein the Governing Council is selected, the list of Council members including that of the Office bearers shall be submitted to the District Registrar within a period of 14 days.

i. The quorum of the Governing Council is 6 (Six).

j. The Council shall have the power to fill any vacancy arising in the Council by nomination as and when required and when a vacancy arises.

k. If any of the Governing Council Member is absent from the Committee Meeting for a continuous 3 sessions without any valid reasons, the Council can remove such member. Such members can be reinstated by the council if the reasons for such absence is justified and agreed by the council provided, he/she doesn't have any liabilities with the Association.

l. If the President submits resignation for any reason, the Vice President shall hold the charge temporarily and the Governing Council shall accept the resignation provided the President doesn't have any financial or other liability with the Association. The Governing Council in such cases is required to elect the new President immediately.

m. If, by any reason the majority of the Governing Council submits resignation, the Secretary shall immediately call for an Extra ordinary General Body Meeting and take appropriate action for electing the new Governing Council.

n. The Governing Council meeting shall be held at least once in every month.

o. The detailed accounts of the previous month including income and expenditure along with vouchers shall be presented and verified in the monthly executive committee meetings and shall be approved after ratifications, if any.

- p. A copy of the balance sheet, annual income and expenditure statement etc approved in the Annual General Body shall be submitted to District Registrar within a period of 21 days duly signed by at least two office bearers of the Association
- q. If any sub committees are formed this shall be headed by one Committee member.
- r. If any organisations/institutions are formed under the Association for charitable and other activities separate rules and regulations shall be created for the same.

13. DUTIES AND RESPONSIBILITIES OF THE OFFICE BEARERS

A. PRESIDENT

- a. Shall preside over the meetings of the Association and the Committee.
- b. Overall Supervision of all activities of the Association.
- c. All records and documents shall be in the name of the President
- d. If the President is unable to attend any of the meetings, the same shall be brought to the notice of the Secretary and Vice President in advance.
- e. Manage & Operate Bank account jointly with Treasurer

B. VICE PRESIDENT

- f. Shall Officiate as President in the latter's absence.
- g. Help the President in discharging the latter's duties.
- h. Carry out other duties as decided by the Committee.

C. SECRETARY

- a. Shall Attend to the general business of the Association including correspondence on all matters under the direction of the Committee.
- b. Be responsible for the overall administration of the Association.
- c. Secretary shall be responsible for maintaining all records, books of accounts , registers, files, minutes of Committee and General Body meetings etc of the Association.
- d. Responsible for making all correspondence for the Association.
- e. Convene all meetings including General Body and the Committee. The notice for convening all the meeting shall be sent either in hard copy or in electronic form or published in the website to all the members in advance by the Secretary.

- f. Present the working report of the Association, Balance sheet, Income and expenditure statement etc., at the Annual General Body Meeting.
- g. Filing the necessary reports, list of Executive Committee and office bearers, minutes of General Body meeting, amendments in by laws etc., if any, before the Registrar in time.
- h. Incur expenditure for the day to day functioning and other expenses of the Association as per budgetary provisions by receiving funds from treasurer through vouchers.
- i. For expenditure exceeding the budgetary provisions, the Secretary shall obtain approval from the Committee and present it and get approval as Additional Budget in the AGM.
- j. Perform the duties of treasurer/any Committee member in the latter's absence.

D. JOINT SECRETARY

- a. Shall Help the Secretary in all matters connected with the duties of the latter.
- b. Discharge the duties of the Secretary in the latter's absence.

E. TREASURER

- c. Shall be responsible for all cash/funds transactions of the Association.
- d. Maintain records of all funds collected for the Association
- e. Be responsible for handling cash, Issue receipts for money received and submit the monthly accounts to the Committee at its meetings.
- f. Issue necessary signed receipts for the money collected with office seal
- g. Maintain duly signed Vouchers for the payments made to others
- h. Operate the accounts jointly with the President and maintain passbooks and cheque books in safe custody.
- i. The Treasurer can maintain an imprest account of Rs. 3000/- in Cash with him to meet the contingency expenditure of the Association from the receipts. All money received in excess shall be deposited in the bank account opened jointly in the name of President and Treasurer.
- j. Prepare and present the annual financial reports before the Executive committee and get the same audited for presenting before the AGM.

14. DETAILS OF RECORDS TO BE MAINTAINED BY THE ASSOCIATION

- a) File of the Memorandum of Association and Rules and Regulations , Registration Certificate.
- b) Minutes book

- c) Admission Register
- d) Receipt Books
- e) Stock Register
- f) Income and Expenditure Register
- g) Asset Register
- h) Pass book and Cheque book Register
- i) Deposit Register
- j) Income Expenditure Statement, working reports Balance Sheet etc.
- k) Notice book
- l) Correspondence file
- m) Inward register
- n) Out ward register
- o) Other registers required for the functioning of the Association

15. LEGAL PROCEDURES

- a) The Association shall sue and be sued in the name of the Secretary. The court jurisdiction shall be Thiruvananthapuram District.
- b) The power of interpreting these Bye-laws is vested in the Committee and its decision shall be final and binding.
- c) In the absence of any specific rules, the General Rules of Procedure of the Conduct of Meetings (Robert's Rules of Procedure) shall be followed.
- d) The responsibility for Loan if any taken shall be the responsibility of the Association and the Committee
- e) All acquisition of assets shall be acquired in the name of the Association and disposal of the same can be made by the President as authorized by the Committee through resolutions.

16. FUNDS

- a) To meet the day today expenses and other requirements the funds collected through Membership fee, Subscription, donations, aid from NITCAA or Government etc can be made use of .
- b) The funds of the Association shall be vested in such banks or such authorized securities as the Committee may decide and shall be operated jointly by the President along with the Treasurer.
- c) The Secretary or Treasurer shall be given an imprest amount, the quantum of which shall be as decided by the Committee from time to time.

- d) For the programmes and other activities approved by the GB/EC necessary expenditure can be incurred from the funds of the Association
- e) The AGM/EC shall nominate an Auditor for conducting the annual audit of the accounts of the Association by a person who is not a member of the Committee.
- f) The Secretary shall be empowered to accept donations, endowments etc. on behalf of the Association, and to invest them in such banks or other securities as the Committee may decide. Separate rules may be framed for operating endowment funds with the approval of the sponsors.

17. RESIGNATION

- a) Any member of the Association who is not an office-bearer, may resign from his/her membership by written intimation to the Secretary, however no refund of subscription shall be made to him/her. If he/she wants to re-join the Association, he/she will have to pay the full subscription for life membership or that of Ordinary Membership, as the case maybe), after acceptance of his/her application by the Committee.
- b) If any office bearer wants to resign, he/she shall send in his/her resignation to the President of the Association and the resignation will take effect only from the day it is accepted by the Committee and on settling all his/her liabilities. All members SHALL be informed of such resignation(s))

18. DEFAULTING MEMBERS

If any of the Executive Committee Member or other Member acts in a manner which is detrimental to the interests of the association, by misappropriation of funds, indulge in such intentional activities which causes damage to the assets of the Association , or acts which caused financial loss to the Association , borrows funds on behalf of the Association without authorisation , theft, creates false documents, vouchers etc then he/she shall be liable to be prosecuted and punished as per the prevailing law of the state.

19. DISSOLUTION OF THE ASSOCIATION

If the members of the Association with strength not less than 3/4th desires to dissolve the Association, the same can be implemented immediately or on the desired date provided all the liabilities towards members and to other outside shall be settled in full.

In the event of dissolution of the Association, the surplus assets, if any, shall not be paid to or distributed among the members of the Association but shall be given to the parent body NITCAA or an Association or society with similar objectives as

may be decided by the members of the association or can be taken over by the Government.

20. REGISTERED OFFICE, EMBLEM & NAME BOARD

The Association is having a registered office at the address given above , an emblem and name board displayed in the office premises.

If any of the items/clauses are missing in this Rules and Regulations for the smooth functioning of the Association, necessary amendments can be made in the General Body meeting and implemented on approval and a certified copy of the same shall be produced before the Registrar within 14 days of the General Body.

21. GENERAL

- a) The chapter shall register affiliation with the Parent Association , ‘NATIONAL INSTITUTE OF TECHNOLOGY CALICUT ALUMNI ASSOCIATION’ (NITCAA) and function in furtherance of the aims and objectives of the parent body.
 - b) The chapter shall register affiliation with the Parent Association by remitting the one-time registration fee and shall renew the affiliation every year by paying the prescribed fee and submit a List of Office bearers, within 14 days from the date of AGM.
 - c) The chapter alone will be responsible for their assets and liabilities and the Parent organization, NITCAA will not have any interest on the assets and liabilities acquired, owned or possessed by the chapter.
 - d) Every year Alumni Day shall be celebrated synchronizing with the Annual General Body Meeting and as decided by the Committee.
 - e) The Association shall be non-political in character.
- 22.** Activities of the Association shall be strictly in accordance with the Provisions of the Travancore- Cochin Literary, Scientific and Charitable Societies Registration Act 1955 (Act XII of 1955)

Certified that this is the true copy of the Memorandum of Association and Rules and Regulations of the Association unanimously approved in the General Body Meeting held on 24/2/2019 at Trivandrum.

N. Nandakumar

President

M. Sudheendran

Secretary

N. Jayakumar

Treasurer