

Date:

To,
Registrar of Societies
District Registrar Office,
Ernakulam

Sub: Registration of Alumni Association of Maharaja's College

Dear Sir/Madam

In the executive meeting of Alumni Association held on 27/04/2023, it was decided to register the alumni association of Maharaja's College in the name "**Maharaja's Alumni Association**" and also accepted its Memorandum of Association and rules and regulations. Kindly do the necessary arrangements for its registration. Enclosing the Memorandum of Association and rules and regulations for your perusal.

Thanking you,


Principal,

Maharaja's College, Ernakulam

**SPECIAL GRADE PRINCIPAL
MAHARAJA'S COLLEGE
ERNAKULAM**




President


Secretary


Treasurer



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M 220250

“ Memorandum of Association “

Maharaja's College, Ernakulam

Name and Address:

The name of the Association shall be “ Maharaja's Alumni Association “

(hereinafter referred to as “(MAA) ” .

- i. Registered office of the Society : Maharaja's College, Ernakulam
- ii. Postal Address : Maharaja's College, Park Avenue, Ernakulam, Kerala-682 011
- iii. Area of Operation : Ernakulam

Aims and objectives of Maharaja's Alumni Association:

The Association will be a non-profit making Society with the following aims and objectives:

2.1 To uphold the democratic and inclusive traditions of Maharaja's College and to strive for their furtherance, through all the activities of 'The Association';

2.2 To foster close relationship between Alumni and the College;

President

Secretary

Treasurer



3/5/23

Date

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Ernakulam

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Maharaja's College, Ernakulam

2.3 To recognize and identify the role of Alumni as important stakeholders in the continuing quest to provide excellence in education by way of academic and technical collaborations;

2.4 To realize the enormous benefits that may come from the engagement of Alumni with the college and seek their support in identifying strategic directions for this institution;

2.5 To provide opportunities for community service and to act as good will ambassadors of college within India and abroad;

2.6 To organize Annual meet, socio-cultural events and periodic Lectures/Seminars etc.;

2.7 To honor distinguished Alumni who have excelled and contributed in their respective domains;

2.8 To have "Chapters/Clusters of The Association" within India and outside India for furtherance of the objectives of The Association

Declaration










We the members of Executive Committee, signed hereunder, whose names and Addresses are given below, are desirous of being formed in to an Association in pursuance of this Memorandum under the Travancore Cochin & Scientific Charitable Societies(TCL&SCS) Act under the name of Maharaja's Alumni Association(MAA) dated


President


Secretary


Treasurer




Sl.No.	Name	Post	Address	Post Office	Signature
1.	Dr. Joy V S	Chairperson	Dr. Joy V S Principal ,Maharaja's College ,Ernakulam	Tc 79/1912-1 Kankakon Po Tum - 695021	
2.	Dr.Suja T V	President	Associate Professor, Maharaja's College ,Ernakulam	Avottil Kadavath Road Pazhavu.	
3.	Shri CICC Jayachandran	Vice President	President, Maharaja's College Old Students Association	CICC PRESS CLUBS ROAD KOCHI 682011	
4.	Dr. Pooja P Balasundaram	Vice President	Associate Professor, Maharaja's College ,Ernakulam	GFB , Royal Heritage Apts. Palliparambaskaavu Tripunithura 682301	
5.	Smt.Sharmila P S	Secretary	Assistant Professor, Maharaja's College ,Ernakulam	Chirayakkattu S.Vizhakulam P.O Aluva-683105	
6.	Shri. Antony Joseph	Joint Secretary	Secretary ,Maharaja' s College Old Students Association	CORAKATH HOUSE CHERAVELLOOR P.O. COCHIN-682017	
7.	Smt.Anoopa C R	Joint Secretary	Assistant Professor, Maharaja's College ,Ernakulam	SAAD Anarak, Manayil Lane Aad Rd, Kalam ERIN 682017	
8.	Dr. Anjali S	Treasurer	Assistant Professor, Maharaja's College ,Ernakulam	MURALIKA East Kadurugatta P.C. College P.O Aluva-683102	
9.	Dr.Salooja M S	Internal Auditor	Associate Professor and HOD ,Maharaja's College ,Ernakulam	CHAKKALAYIL P.O Paattal Kochi - 12.	





10.	Dr. Stephen Sequeira	Internal Auditor	Assistant Professor, Maharaja's College, Ernakulam	1A - Bellu College Prasanthi Nagar Rd. No. 4 Edappilly P.O Kochi 682024	
11.	Dr. Shiji k	Executive member	Assistant Professor, Maharaja's College, Ernakulam	Mangalathil (Hawls) Keezhallam. P.O Perumbavoor.	


President


Secretary


Treasurer



Rules and Regulations of “ Maharaja’s Alumni Association “

1. Name and Address:

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President


Secretary

Treasurer 



3. Seat of 'Maharaja's Alumni Association' office

The seat and office of 'The Association' shall be located within College campus and the operations of 'The Association' shall be carried out through this office.

4. Eligibility for Membership

The Membership of The Association shall be open to those:

4.1 Who have been full-time former students of Maharaja's college and have acquired a Pre degree/graduate/ post- graduate /Ph.D. degree from Maharaja's college ;

4.2 Who have been former students and remained continuously registered for at least four full semesters(two years) in an academic programme

PROVIDED FURTHER THAT the Convenor (Alumni) should be a faculty member and a former student of Maharaja's college and a member of 'The Association'.

5. Membership Registration and Fee

Those who qualify for the membership, under Clause 4 may register by filling up a registration form (either personally or electronically) and by making a payment of Rs. 400 as life membership. The Non-Resident members living outside India shall pay US\$ 5 or equivalent as life membership fee.

6. General Body

6.1 The General Body, consisting of all the registered members of The Association, shall be the supreme body of 'Maharaja's Alumni Association' and shall meet at least once in a year via online or offline.

6.2 The amendment(s) may be carried out with one third of the members present and voting in favor of the amendment(s).

6.3 The General Body shall have the power to decide all matters relating to 'The Association' and provide a broad policy framework towards its functioning.

6.4 The General Body shall also elect an "Executive Committee" (here in after referred to as "EC") to carry on with the activities. The tenure of the elected E.C. will be two years, from the date on which it assumes the charge.

6.5 All the registered members will have voting rights and will be eligible to be elected to the Executive Committee.

6.6 The agenda of the meeting shall be prepared by the General Secretary, with the approval of the Executive Committee.


President




Secretary


Treasurer

7. Executive Committee

7.1 The management of 'Maharaja's Alumni Association' shall be vested in an Executive Committee comprising of members elected by the General Body for two years.

7.2 It shall meet as many times as it may deem fit to carry out effectively the activities; provided that it shall meet at least twice a year.

7.3 The composition of EC shall be as under:

- (a) Patron, The Principal (ex-officio member)
- (b) President (One)
- (c) Vice President (Two) .One shall be a lady.
- (d) Secretary (One)
- (e) Joint Secretary (Two).One shall be a lady
- (f) Treasurer (One)
- (g) Internal Auditor (Two)
- (i) Members other than office bearers

8. Vacancies and Expulsions

Vacancies: In case of a vacancy arising in the EC, the same may be filled by nomination and election procedure.

Expulsions: In case an executive member is found to work against the interest(s) of Association or is found involved in serious misbehavior, he/she may be suspended by the Executive Committee , after serving him/her Show Cause Notice.

9. Powers and Functions of the Executive Committee

The Executive Committee shall have the following powers and functions:

9.1 All decisions in the EC will be taken by simple majority of the members present and voting, except in case of disciplinary action against a member which will be decide by the two third of the members present and voting;

9.2 The agenda of the meeting shall be prepared by the General Secretary, with the approval of The President.

9.3 The EC shall have financial powers to carry out its activities, subject to the provision in the Annual Budget placed before the General Body. The EC shall have the powers to (i) open a bank account; (ii) to receive and spend money for the welfare of the institution and to maintain proper accounts.

President



Secretary



Treasurer



9.4 The EC shall frame Rules and Guidelines under this Constitution for The Association as well as for the clusters

10. Duties and powers of the Office Bearers

10.1 The Principal

The Principal, the ex-officio member or Patron of the Association, shall be the custodian of the property and interests of 'The Association' and shall be the supreme authority to sanction all budgets and shall exercise overall control on all policy matters of the Association

10.2 President

- a. The President shall have all the powers to manage and promote the 'Aims and Objectives' of The Association, in accordance with this Constitution and the Rules.
- b. He/she shall decide the date, time and venue of the meeting(s) in consultations with the Principal and General Secretary, and accordingly the General Secretary shall convene the meetings of EC/ General Body/ Extra ordinary meeting/requisitioned meeting.
- c. He/she shall preside over the meetings of EC, General Body and the Extra Ordinary/ Requisitioned meetings of the Association.
- d. The President or the Secretary will be co-signatory with the Principal and treasurer for issuing cheques and the President will also be a co-signatory for the annual statement of the account of the Association, Annual report of the Association and the Annual budget.

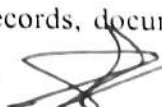
10.3 Vice President

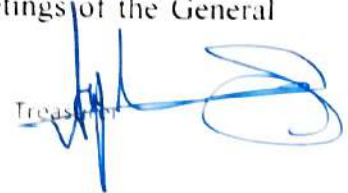
- a. In the absence of President the Vice President shall exercise all the powers and functions of the President.
- b. He/she shall perform such other duties and functions as may be entrusted to him by the EC.

10.4 Secretary

- a. The Secretary shall carryout the decisions of the EC and General Body of The Association.
- b. He/she shall convene the meetings of the EC, General Body and Special/requisitioned meetings, as per the date, time and venue in consultation with the President and shall record the minutes of the meetings.
- c. He/she shall maintain the Register of names, addresses and occupations of the Association and EC members.
- d. He/she shall maintain all the records, documents minutes of the meetings of the General Body, EC and Annual Reports etc.

 President


Secretary


Treasurer



f. He/she shall be a co-signatory with the Treasurer in financial matters such as Annual Statements of Accounts, Annual Budget and cheques etc. and shall ensure the audit of accounts of The Association carried out by the Auditor.

g. He/she shall prepare Annual Report of the Association, every year, for presenting in the meetings of EC and General Body.

10.5 Joint Secretary

a. The Joint Secretary shall work with the Secretary in the management of The Association.

b. The Joint Secretary shall act for the Secretary in his/her absence.

c. He/she shall also perform such duties and functions as may be entrusted to him.

10.6 Treasurer

a. The Treasurer shall be responsible for the maintenance of the financial records and accounts of The Association.

b. The Treasurer shall operate the funds of The Association jointly with the Principal and Secretary/President.

c. He/she shall be a co-signatory with the Principal/ Secretary / President in financial matters such as Annual Statements of Accounts, Annual Budget and cheques etc.

d. He/she shall prepare and present the Annual Budget, Annual Statement of Accounts in the meetings of the Executive Committee / General Body

11. Finance/Accounts of the Association

The Accounts of the Association shall be maintained in a nationalized bank, jointly operated by the The Principal, Secretary/President with the Treasurer. All the decisions in this regard are vested with the EC.

11.1 Auditor

The accounts of The Association shall be audited at least once a year by an Auditor. The Internal Auditor shall ordinarily be appointed by the General Body. There should be two internal auditors.

11.2 Audit of the accounts

An auditor shall examine the Annual Statement of accounts of 'The Association' and shall have access to accounts and vouchers and related records during the audit. The auditor have to examine the accounts and submit a separate and independent report to the Secretary for placing it in the EC / General Body.


President


Secretary


Auditor



11.3 Fund utilisation

Alumni fund can be utilised for the development of academic infrastructure and construction of student amenities. Fifty per cent of the fund shall be utilised for conducting student's welfare programmes, organisation of Job fair, Annual meet and periodic Lectures/Seminars and other programmes Alumni Association as per the decisions taken by the General Body.

12. Logo and Website

Information relating to the activities of Association, including membership details, will be made available online on alumni website of the institution. No other body or agency shall, use alumni insignia.

13. Amendments

13.1 The amendment in the Constitution can be made in by the General Body by not less than two third of the members present and voting.

13.2 The notice for the meeting, along with the amendment proposed by the EC shall be issued at least 15 days before the date of the meeting. It may also be uploaded on the alumni website or in any other social media platform.

13.3 The members of the General Body will have right to suggest changes in the Amendment (s) proposed by the EC in writing and in advance to the EC.

14. Rights and Privileges of the members

The members of The Association:

14.1 Will have privilege to use the infra-structural facilities like college libraries, canteens, seminar halls and other general facilities by getting approval from college governing authorities.

14.2 Will have the privilege of participating in conferences, seminars, cultural activities organised in the college

15. Meetings of 'Maharaja's Alumni Association'

15.1 At least one meeting of The Association shall be held during each calendar year which will be called 'Alumni General Body Meeting' by giving 15 days notice with the agenda of such meetings to all the members and also specifying the date, time and venue.

15.2 Other 'Extra ordinary' meetings of General Body may be called by The Principal in consultation with the President by giving a short notice of three days.

15.3 The minutes of the meetings, recorded by the Secretary, shall also be signed by the President and circulated to all the members, within one month of the meeting, either by placing it on the website or by sending it through e-mails or through any other social media platform

President



Secretary



Treasurer



15.4 The minutes of the previous meeting should be placed in the next meeting by the General Secretary for confirmation, along with a brief action taken report on those points.

16. Call for meetings and decision making

The meetings of The Association mentioned herein above under clause 9, 13 and 15 shall be convened in the manner as specified therein. However, emergency meetings may be called at a shorter notice as determined by the Principal/Executive Committee.
All the decisions in The Association or EC meetings will be taken by majority of votes of the members present and voting.

17) Dissolution

The Association shall not be dissolved without the concurrence of Kerala State Government. In the event of winding up all assets and liabilities shall be transferred to Government of Kerala/College.


President


Secretary


Treasurer

