



കേരളം KERALA

K 781606

MEMORANDUM OF ASSOCIATION

1. **Name of the Society:** The official name of the organization shall be "Mahatma Gandhi University Alumni Association" (here after referred as **MGUAA**)
2. **Registered Office of the Society:** The registered office of MGUAA shall be in the district of Kottayam.
3. **Postal Address:**

Secretary,
Mahatma Gandhi University Alumni Association
Room No-5, Old Pareeksha Bhavan,
Mahatma Gandhi University,
Priyadarshini Hills P.O.
Kottayam, Kerala - 686560

4. **Area of Operation:**

MGUAA shall have area of all over the world, wherever Mahatma Gandhi University alumni reside, however any dispute / case / suit or any other legal proceedings emanating out of this constitution shall be subject to the District Court of Kottayam only.



No. 8260 / B-500/-
27/5/22

Sujith Kumar Parakkal
Associate Prof., M.G. University, KTM.

ETTUMANOOR VENUGORAL
R. VENUGORAL
No. 6980 / 93 / 04

5. Aims and Objectives:

MGUAA is organized and operated exclusively for charitable, educational, scientific and literary purpose within the meaning of *Travancore Cochin Literary Scientific and Charitable Societies Registration Act, 1955*, for the following purpose:

- I. To provide a vibrant forum that promote interaction and networking among the alumni of the Mahatma Gandhi University, Kerala
- II. To foster individual and institutional growth and exchange of professional knowledge, organizes conferences, seminars, workshops & training programs, etc. covering professional, social, and cultural fields.
- III. To support the students with financial support in various student activities viz., travel, fellowships, best student awards.
- IV. To promote contact and communication amongst members of the MGUAA and between the MGUAA and the Mahatma Gandhi University, Kottayam and other academic bodies/organizations and to provide a forum for the members of the Association for exchange of experience, information and views
- V. To assist students and scholars of the Mahatma Gandhi University and members of the Association in their academic pursuits, professional careers, startups, industry linkages and academic supports
- VI. To raise funds for the Mahatma Gandhi University
- VII. To take up any other activity in furtherance of the objectives stated above

DECLARATION

We the members of Governing Board, signed hereunder, whose name and addresses are given below are desirous of being formed in to a Society in pursuance of this Memorandum under the Travancore Cochin Literary & Scientific Charitable Societies (TCL&SCS) Act under the name of **Mahatma Gandhi University Alumni Association** (MGUAA) Dated 30/10/2021

Sl. No.	Name	Position	Office Address	Residential Address (India)	Phone No. and email ID	Signature
1	Prof. Kuruvilla Joseph	President	Outstanding Professor and Dean, Student Activities, Student welfare & Outreach, Indian Institute of Space	Peringattu, Thellakam P. O., Peroor, Kottayam, Kerala	9447366479 kuruvilla@iist.ac.in	

Signature
President

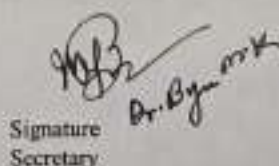
Signature
Secretary

Signature
Treasurer

			Science and technology, Thiruvananthapuram			
2	Dr. Gin Jose	Vice President	Professor, School of Chemical and Process Engineering, University of Leeds, UK	Pullan House, Aruvappara P. O., Ernakulam - 683545	+447853351399 ginjose@gmail.com	
3	Dr. Shalini Mathew	Vice President	Assistant Professor, Northern State University, Aberdeen, South Dakota, USA.	Puttanil House, Arikuzha P. O., Thodupuzha Kerala	+13363378830	
4	Dr. Biju M. K.	Secretary	Assistant Professor, School of Management and Business Studies, Mahatma Gandhi University, Kottayam	Sreeragam, Thoppil road, Ettumanoor, kottayam District - 686631	9447104488 bijubijumk@gmail.com	
5	Dr. Philip Mathew	Joint Secretary	Faculty, Pathways Schools, Gurgaon	Kuzhuveil House, Thazhathangady P. O. Kottayam - 686005	8075654638	
6	Dr. Rehnamol P. R.	Joint Secretary	Assistant Professor, Department of Political Science, Janki Devi Memorial College, University of Delhi.		8130283446	
7	Dr. P.R Biju	Treasurer	Associate Professor, School of Pure and Applied Physics, Mahatma Gandhi University, Kottayam	Nandanam Parappallil Koorali P. O. Kottayam - 686522	9446316179	



Signature
President



Signature
Secretary



Signature
Treasurer

BYE-LAW

RULES AND REGULATIONS

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Signature
President


Signature
Secretary


Signature
Treasurer

6. DEFINITIONS

In these regulations, unless the context otherwise requires,

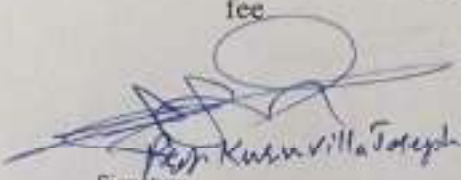
- a) "Act" means the Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act, 1955
- b) "Association" means the Mahatma Gandhi University Alumni Association (MGUAA)
- c) "Chapter" means the Chapter of the MGUAA
- d) "Executive Committee" means the Executive Committee of the MGUAA
- e) "University" means the Mahatma Gandhi University, Kottayam
- f) "Member" means a member, associate member or a life member of the MGUAA
- g) "Memorandum", "Regulations" and "Bye-laws" mean the memorandum, regulations, and bye-laws respectively, of the MGUAA
- h) "President", "Vice-President", "Secretary", "Joint Secretary", and "Treasurer" mean the President, Vice-President, Secretary, Joint Secretary and Treasurer respectively, of the MGUAA
- i) "Year" means a calendar year.

7. MEMBERSHIP

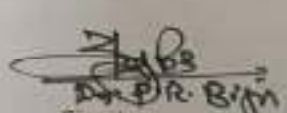
The Association shall have the following classes of members:

7.1. Members:

- 7.1.1. Any person who has pursued a programme of studies or research in the University departments or institutions affiliated to the University or centres of the University shall be admitted as a Member provided he/she has paid the annual/life membership fee as may be laid down in the byelaws from time to time.
- 7.1.2. Any academic and administrative staff of the University, including visiting academic staff, who is not alumni of the University, shall be admitted as Associate member.
- 7.1.3. Eminent persons may be admitted to be Honorary members, as may be considered by the Executive Committee of the Association, in consultation with the President. Ex-Presidents of MGUAA automatically become Honorary members.
- 7.1.4. Associate members and Honorary members are not obliged to pay any membership fee
- 7.1.5. Associate members and Honorary members are not obliged to pay any membership fee


Signature
President


Signature
Secretary


Signature
Treasurer

- 7.1.6. The Alumni Associations of the Schools/Centres of the University and the institutions affiliated to the University can be affiliated to the Mahatma Gandhi University Alumni Association after paying an annual affiliation fee of Rs. 1000. Chapters of Alumni can be formed based on commonality of location, interests etc. The Alumni Associations of Schools/Centres can open bank accounts in their name, with the approval from MGUAA.

7.2. Register Of Members:

The Executive Committee shall maintain a register of members giving the name and address of each, and the dates of admission and termination of his/her membership. Every member shall have the right to inspect this register at the office of the MGUAA.

7.3. Termination of Membership:

Members/Associate members who are in arrears as to dues of subscription in any year shall not be entitled to exercise any kind of right and privilege of membership while in arrears and the membership of a Member in arrears for more than two years may be terminated by the Executive Committee after due notice. A Member will be considered to be in arrears in any year if he/she has not paid the subscription for the previous year or that year. Membership shall also be liable to be terminated if a member is guilty of such conduct as is grossly injurious to the Association, or if he/she acts in willful contravention of the Memorandum or the Regulations.

- 7.3.1. The statutory departments/centres of the University or the institutions affiliated to the University who are in arrears as to dues of affiliation fee in any year shall not be entitled to exercise any kind of right and privilege of affiliation while in arrears and the affiliation of a department/centre or institution affiliated to the University in arrears for more than two years may be terminated by the Executive Committee after due notice.

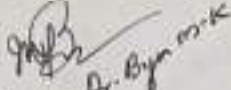
8. EX-OFFICIO MEMBERS

The Hon. Vice-Chancellor of the Mahatma Gandhi University will be the Patron of the alumni association. He /she will have right to attend meeting and exempted from payment of any fees. The Pro Vice-Chancellor of will be act as Advisor of MGUAA.

9. EXECUTIVE COMMITTEE

- 9.1. The entire management of the Association shall be vested in an Executive Committee which shall be its governing body. All properties, movable or immovable, belonging to the Association (including its Chapters) and all bank accounts, documents, etc., shall stand in the name of the Association and be vested in the Executive Committee.


Signature
President


Signature
Secretary


Signature
Treasurer

9.2. The Executive Committee shall consist of the ex-officio members and following elected members:

- President - 1 No
- Secretary - 1 No
- Treasurer - 1 No
- Vice president - 2 No
- Joint-Secretary - 2 No

- Other Members 15 No. (Maximum)

9.3. The office-bearers and other members of the Executive Committee as listed in 9.2 shall be elected by the members by a process of a single transferable vote as per The Representation of the People Act 1951, as amended.

9.4. The Executive Committee will normally remain in office for two years. But the life of the Executive Committee may be extended for a period not exceeding six months by a resolution passed by two-thirds members of the Executive Committee on special grounds regarding the impracticability of holding an election within time.

9.5. In case the office of the Chairman or Secretary or Joint Secretary or Treasurer falls vacant, the other members of the Executive Committee will have the power to nominate one of the members of the Executive Committee for such a vacancy to hold office until the vacancy is filled up through the election.

9.6. A Committee of Alumni Coordinators of all the Schools and Centres of the University is formed for the liaison with the School/Centre Alumni activities. A permanent teacher in the respective School/Centre shall be the Alumni Coordinator. The Alumni Coordinator should be preferably Alumni of the University where others can also take charge in case of no Alumni available as teachers. The Coordinator holds the responsibility of communication between MGUAA and School/Centre Alumni Association.

10. PRESIDENT


10.1. The president shall be the principal office-bearer of the Association.

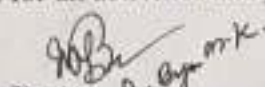
10.2. In the absence of the President in any of the Executive Committee meetings, the vice president shall preside over all such meetings. He will be responsible for all the day-to-day functioning of the Association and subject to the overall authority of the Executive Committee he/she will have powers to receive money and incur expenditure in connection with the activities of the Association. He may delegate his powers to the Secretary, Joint Secretary, and the Treasurer to ensure smooth functioning of the Association.


11. FUNCTIONS OF THE EXECUTIVE COMMITTEE

11.1. The Executive Committee shall have the following functions:

- i. To consider, approve and arrange for all activities and programmes of Association;


Signature
President


Signature
Secretary


Signature
Treasurer

- ii. To carry out all work relating to the activities of the Association;
- iii. To arrange for the election of the new Executive Committee at the end of its terms so that the new Executive Committee will be in a position to assume office on the day of expiry of the term of the previous Committee;
- iv. To receive or collect subscriptions, grants, donations, etc.

12. POWERS OF THE EXECUTIVE COMMITTEE

- i. To make, alter and rescind bye-laws as provided in these regulations;
- ii. To acquire, hold and dispense of properties, moveable and immovable;
- iii. To delegate, by specific resolutions, any of these powers to any person or persons, committee, boards or other bodies, composed wholly or partly of its members;
- iv. To organize, establish or dissolve Chapters of the Association in various centres;
- v. To receive and spend money on behalf of the Association;
- vi. To appoint a duly qualified auditor as recommended by the General Meeting.

13. INTRODUCTION OR CHANGE OF BYE-LAWS

- 13.1. Proposed bye-laws or changes there to shall be notified to all members of the Executive Committee not less than seven days before the date of the meeting convened for this purpose, and shall be adopted upon being passed by a two-thirds majority of the Executive Committee.

14. MEETINGS OF THE EXECUTIVE COMMITTEE

- 14.1. The Secretary shall convene all Executive Committee meetings with a prior notice of seven days. Five members shall form a quorum for meetings of such meetings. An urgent Executive Committee meeting may be held with two days notice.

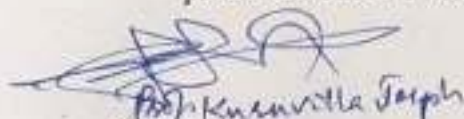
- 14.2. In the absence of the Secretary, one of the Joint Secretaries shall act as the Secretary.

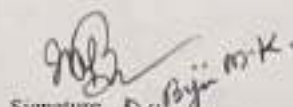
15. FUNDS, BANKING, ACCOUNTS, AND RECORDS


- 15.1. The general funds of the Association shall be constituted of subscriptions/donations from members and associate members/affiliation fee from statutory departments/centres of the University and institutions affiliated to the University, donations/grants from other individuals/organizations, sale proceeds from the Association's publications, receipts from advertisements in souvenirs, brochures etc., and of earnings from the investments of such funds.

- 15.2. The Executive Committee shall maintain the books of accounts and the proceedings of the meetings at the registered office. The Executive Committee shall be responsible for getting the accounts of the Association audited by a duly qualified auditor and a Balance Sheet prepared by him once a year.

- 15.3. Rules, Regulations, Bye-laws, Books of Accounts and Minute Books of the Association shall be kept at the registered office and be open to members at reasonable times on previous notice in writing to the Secretary.


Signature
President


Signature
Secretary


Signature
Treasurer

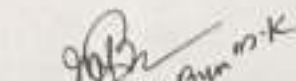
16. GENERAL BODY MEETINGS OF MEMBERS

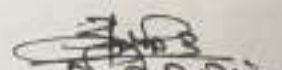
- 16.1. A general body meeting of the Association shall have powers as provided the Act and, in particular, shall have the power to add, alter or rescind the clauses of the memorandum and Regulations.
- 16.2. An annual general body meeting of the members shall be convened at least once in every year and not more than fifteen months shall elapse between two successive annual general meetings. The Annual Report, including the balance sheet and the Auditor's Report, shall be presented to the general meetings within six months of the completion of the year. The results of the election of office bearers will be declared at an annual general body meeting.
- 16.3. A duly qualified Auditor shall be appointed at the annual general body meeting.
- 16.4. The President will preside over the general body meetings. In his absence, Vice-President may preside over such meetings. In the absence of both the President and the Vice-President, the members will elect one from amongst them to preside over the meetings.
- 16.5. Not less than 30 days' notice shall be given for all general meetings of the Association. Ten members will form a quorum. No quorum shall be necessary for an adjourned meeting.
- 16.6. A special general meeting may be called by the Executive Committee for any specific purpose between two Annual General Meetings. The notice and the quorum shall be as in clause 16.5.

17. INTRODUCTION OF CHANGES IN MEMORANDUM/REGULATIONS

- 17.1. Proposed changes in the Memorandum shall be intimated to the Registrar of Societies and only such changes as are approved by the Registrar shall be notified to all members not less than three months before the general meeting. Along with the notification, ballot papers for voting on the proposed changes will be sent which must be returned to the Secretary. The results of the voting will be announced at the general meeting and only such changes which receive the approval of three-fourths of the members voting will be adopted.
- 17.2. Proposed changes in the regulations of the Association shall be notified to all members of the Association not less than three months before the general meeting of the members of the Association. Along with the notification, ballot papers for voting on the proposed changes will be sent which must be returned to the Secretary of the Association. The results of the voting will be announced at the general meeting of the members and only such changes which receive the approval of three-fourths of the members voting will be adopted.
- 17.3. Such changes in the Regulations/Memorandum shall come in to effect only after getting the approval of the Registrar of the Societies as per provisions of the Act and from such date as the Executive Committee may decide.


Signature
President


Signature
Secretary


Signature
Treasurer

18. CHAPTERS

- 18.1. Each School and Centre of the University, with the approval of the Executive Committee may constitute themselves in to a Chapter of the Association. The Alumni Coordinator of the School/Centre forming a Chapter shall stipulate and intimate to the Executive Committee the basis of the Chapter and regulations governing the Chapter.
- 18.2. The Executive Committee shall approve the formation of a Chapter except when the regulations of the Chapter are inconsistent with those of the Association or when its basis duplicates that of another Chapter.

19. SUITS

- 19.1. The Association may sue or may be sued in the name of the President.

20. COMMON SEAL

- 20.1. The Executive Committee shall provide a Common Seal of the Association. The Seal shall be in the custody of the President and be affixed to such documents as in law are required to be sealed, but only in the presence of an office-bearer or a member of the Executive Committee.
- 20.2. The Chairman and the Secretary or an office bearer shall sign every instrument to which the Seal of the Association is so affixed.

21. DISSOLUTION

- 21.1. The Association may be dissolved if three-fourths of its members pass a resolution for such dissolution at a general body meeting convened for the purpose. The disposal of the property of the Association upon dissolution shall be made according to the provisions of the Act.

22. INTERPRETATION

- 22.1. In any matter where there is no specific provision in the regulations or bye-laws, the decision of the Executive Committee shall be final and binding on all concerned subject to the provisions of the Act.

23. MEMBERSHIP FEES

1. Membership Fee


1.1. Annual membership shall be as follows: for residents of

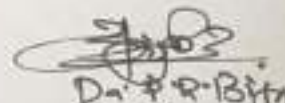
- i. India : Rs.100
- ii. Abroad : \$ 10

1.2. The life Membership fee shall be as follows: for residents of

- i. India : Rs.1000
- ii. Abroad : \$ 100


Signature
President


Signature
Secretary



Signature
Treasurer

2. **Banking Operations**

2.1. The bank account shall be operated jointly by the Treasurer and anyone of the following: (a) President, (b) Secretary, or (c) any member of the Executive Committee nominated by the Executive Committee.

2.2. The Treasurer may retain a sum of not more than Rs. 2000/- (Rupees two thousand only)


Signature
President


Signature
Secretary


Signature
Treasurer