

From

The Secretary
Alumni Association of Rajagiri Viswajyothi (AARAV)
Rajagiri Viswajyothi College of Arts and Applied Sciences
Vengoor, Perumbavoor
Ernakulam – 683546

To

The Registrar of Societies
District Registrar (General) Office
Ernakulam

Sir,

A General Body Meeting of the Alumni Association was conducted on 17/4/2023 at Rajagiri Viswajyothi College of Arts and Applied Science. In the meeting, it was decided to register the Association under the Travancore-Kochin Literary Scientific and Charitable Organisation Registration Act No.12 of 1955 under the name of Alumni Association of Rajagiri Viswajyothi (AARAV). We submit the Memorandum of Association and the rules and regulations for the registration.

We also declare that there is no other alumni association in the same name within the operational limits of this Association.

Therefore, we request you to register this Alumni Association under the Travancore-Cochin Literary Scientific and Charitable Organisation Registration Act No.12 of 1955 under the name of Alumni Association of Rajagiri Viswajyothi (AARAV).

Yours faithfully

Secretary

Place: Ernakulam

Date: 22.05.2022

PRESIDENT

SECRETARY

TREASURER

**MEMORANDUM AND BY-LAW OF ALUMNI ASSOCIATION OF
RAJAGIRI VISWAJYOTHI COLLEGE OF ARTS AND APPLIED SCIENCES**

I Name of the Society	: Alumni Association of Rajagiri Viswajyothi (AARAV)
II Registered Office of the Society	: Rajagiri Viswajyothi College of Arts and Applied Sciences
III Postal Address	: AARAV @ RVCAS Vengoor, Perumbavoor Ernakulam – 683546
IV Area of Operation	: Vengoor, Perumbavoor

V Aims and Objectives

1. To establish a forum for meeting of the old students, retired staff, present staff and management of the college
2. To assist the college authorities in carrying out various projects and programmes for the benefits of the students and old students of Rajagiri Viswajyothi College of Arts and Applied Sciences
3. To envisage and conduct various programmes so as to participate actively in the field of higher education
4. To work for the benefit of the former students of the college
5. To promote, aid, help and encourage, and develop the students of Rajagiri Viswajyothi College of Arts and Applied Sciences who have poor financial status and as far as possible to work conjunction with similar other associations
6. To sponsor the children who have poor financial status and also the children in the orphanage for their studies and to achieve a better life
7. To give study equipment's, dresses, food, to the economically weaker students who studying in Rajagiri Viswajyothi College of Arts and Applied Sciences for their better life and to procure for them benefits, special advantages and concessions of all kinds
8. To assist the college authorities in improving the quality of education given to the students
9. To generally carry and conduct necessary incidental and ancillary programmes conducive to the attainment of the aims and objectives of this association.

DECLARATION

We, the members of the Governing Board, signed here under, whose names and addresses are given below are desirous of being formed into a society in pursuance of this memorandum under the Travancore-Cochin Literary Scientific and Charitable Organisation Registration Act No.12 of 1955 under the name of Alumni Association of Rajagiri Viswajyothi (AARAV).

Sl. No.	Name & Address	Occupation	Designation	Signature
1	Mr. Ajay K. Mathew Karondukadavil, K R Puram. P. O Pallipuram, Alapuzha – 688541	Business	President	

2	Mr. Pavin Abrham Paul 420 Koyikkara Vadakkan House, Chittanad. P. O Ernakulam - 683565	Care Coordinator	Vice-President	
3	Mr. Abraham Mathew Nariyelil House, Thrikalathoor. P. O Rayamangalam, Ernakulam – 683541	Associate Analyst	Secretary	
4	Ms. Gayathri M. Nair Kaleekal House, Erezha North Chettikulangara P. O Mavelikkara, Alappuzha – 690106	Teacher	Joint Secretary	
5	Ms. Adhitta Mol Puthenkudy, Vengoor P. O, Ernakulam – 683546	Accountant	Exe. Member	
6	Arun Shaji Pulinthottil Vengoor P. O Ernakulam - 683546	Accountant	Exe. Member	
7	Ms. Binitha. P. S Thanath House, Aruvappara. P. O Ernakulam - 683545	Assistant Professor	Vice President	
8	Ms. Neenu Varghese Vettukatil House, Erumathala P. O Choondi, Aluva Ernakulam – 683112	Assistant Professor	Treasurer	
9	Rev. Fr. Dipin Sebastian CMI Karingen House, Naduvattom, Malayattoor, Ernakulam – 683574	Associate Director	Management Nominee	
10	Dr. Joy P Joseph B Block ,First Floor D House, Willington Enclave, Thevara Ernakulam - 682021	Principal	Patron	

RULES AND REGULATIONS

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8. To assist the college authorities in improving the quality of education given to the students
9. To generally carry and conduct necessary incidental and ancillary programmes conducive to the attainment of the aims and objectives of this association.

VI These rules shall be called the rules and regulations of Alumni Association of Rajagiri Viswajyothi (AARAV)

In these rules unless the context otherwise requires, they shall mean and include all the rules of Alumni Association of Rajagiri Viswajyothi (AARAV) hereunder set out or that may be framed, altered, substituted, modified or added in the manner herein after provided from time to time.

VII In the interpretation of these rules unless there is anything repugnant or inconsistent with the subject or context:

- 1) "The Association" means the Alumni Association of Rajagiri Viswajyothi (AARAV) with its headquarters and its registered office at Rajagiri Viswajyothi College of Arts and Applied Sciences, Vengoor, Perumbavoor
- 2) "The Centre" means a Centre opened or started by the Association in any part of the Country for undertaking the activities with a view to fulfilling the objects of the Association and which is functioning and not closed
- 3) "Region" means region wise division consisting of Centres of the Association for the time being specified as hereinafter mentioned.
- 4) "Year" means the financial year of the Association commencing on April 1st of every year and ending on the March 31st of the subsequent year.
- 5) "The official year of Centre" means the financial year of centre commencing on 1st April each year

- 6) "The Constitution" means the /memorandum of Association and the rules and Regulations of the Association including appendices and schedules annexed to Rules and Regulations.
- 7) "Members" shall mean and include alumni, present staff, retired staff and any other incorporated body.

VIII Classes of Membership

A person who has completed at least one academic year at Rajagiri Viswajyothi College of Arts and Applied Sciences, Vengoor, Perumbavoor is eligible for membership. The aspirant should apply in the prescribed application form and remit the membership fee. Admission shall be subject to the approval of the executive committee.

There shall be the following classes of members:

- 1) Patron Circle Members
- 2) Golden Circle Members
- 3) Silver Circle Members

1. Patron Circle Members – Members of the Alumni may choose to become Patron Circle Members by remitting a one-time membership fee of Rs. 500/-. The governing committee members of the Rajagiri Viswajyothi College of Arts and Applied Sciences, Vengoor, Perumbavoor can also be a Patron Member.

2. Golden Circle Members – Members of the Alumni may choose to become Golden Circle Members by remitting a one-time membership fee of Rs. 150/-. The members in the Golden Circle can become members of the Patron circle by paying an additional fee of Rs. 400/-.

3. Silver Circle Members – From the academic year 2024-2025 onwards, a nominal fee of Rs. 100/- will be collected from students at the time of their admissions and they will become the Silver Circle members of the Association after completing their course. They should renew their membership after completion of the course at RVCAS by remitting the required fee as stated above.

IX Disqualification and Removal from Membership of the Association

A member can be disqualified and removed from the membership of the association

1. If he/she is found misusing the Association money.
2. If in the opinion of the Association his/her membership is prejudicial to the interest of the Association and its activities.
3. If he/she causes any damage, loss, theft to any property/asset of the Association.
4. If he/she is found to have forged document or seal of the Association.

X Removal from Membership of the Association

A member can be removed from membership by/with the simple majority at the General Body of the Association and subject to approval by simple majority in Executive Committee and,

1. If the member is, or becomes subject to any of the aforesaid disqualification or;

2. In the opinion of the Association has failed or is unable to carry out his duties in the interest of the Association; provided that before such removal, the member being removed, is given an opportunity to show cause against his removal from the membership of the Association.

XI Disciplinary Action Against Members

In the event of question arising with regard to the conduct of a member, the Secretary of the Association shall place it before the Executive committee of the Association after getting it cleared with simple majority for necessary action. If in the opinion of the Executive committee, the member has been found guilty (through a simple majority) of misconduct, detrimental or prejudicial to the interest of the Association or the reputation of the institution, the Executive Committee may warn or suspend for some period or for life or expel for some period or for life or expel permanently the particular member.

XII Rights, Privileges, Duties and Liabilities of Members

1. Every member of the Association, whether a patron, golden, or silver circle member shall subject to other rules and regulations in force from time to time be entitled to the same rights and privileges and subject to the same duties and liabilities. He shall have access to and the right to take copies of or extracts from the minutes of the proceedings of the Association on payment of the prescribed fee provided at least three clear working days' notice is given in advance of his intention to do so or to have the same is given to the Executive Secretary.
2. Any member shall be entitled to resign from the Association by forwarding their letter of resignation to the Secretary.

XIII Annual General Body Meeting and Powers and Functions of the General Body

The Board of the society under a resolution shall call the Annual General Body Meeting on every Republic Day at the College campus for the purpose of:

1. Consideration of the audited statement of accounts;
2. Consideration of the audit report and annual report;
3. Consideration of audit compliance report;
4. Approval for appointment of Auditors;
5. Creation of specific reserves and other funds;
6. Approval of the annual budget;
7. Review of actual utilisation of reserve and other funds;
8. Review of annual report and accounts of subsidiary institution, if any;
9. Amendment of bye-laws, if any;
10. Election & removal of members of the board, if any;
11. Any other matter laid before it by the Board of Directors.

XIV Amendment to Bye-laws

The amendment to bye-laws shall only be passed by a resolution of the meeting of the General Body in which a quorum is present by a vote of not less than two thirds of the members present there and not less than 15 clear days' notice for considering of such amendment has been previously given.

XV Special General Meeting

The Chief Executive, may at any time, on the direction of the board, call a Special General Body Meeting of the Society and shall call such meeting within one month after the receipt of requisition from the Registrar or from 75% of the total number of members of the society to transact the business as stated in notice of the meeting.

XVI Notice for the General Meetings and Special General Meetings

1. Annual General Meeting of the Association may be called by giving not less than 14 days' notice in writing to all the members of the society
2. Special General Meeting of the society may be called by giving not less than 7 days' notice in writing to all the members of the society
3. The notice of the Annual General Meeting shall be accompanied by a copy of each of the audited balance-sheet, profit and loss account together with the auditor's report relating to the preceding year and the report of the Board of Directors thereon.
4. The notice of general body meeting shall be sent to members by any of the following modes namely.
 - i) By local delivery
 - or ii) Under postal certificate.Besides, notice shall also be published in the local newspapers, Facebook, WhatsApp and other social medias having wide circulation. Notice of the general body meeting shall also be affixed on the notice board of the College or in public places.

XVII Quorum of meetings

The Quorum for the meetings shall be 2/3 rd of the total members present

XVIII The Executive Committee

The Executive committee of the Association shall consist of 10 members including the Patron. The executive committee shall be elected from the general body of the members present in the Annual General body in which Executive committee to be elected.

- 6 Members** shall be elected from among the old students by annual general body.
- 2 Members** shall be nominated from among the college staff.
- 1 Member** shall be a nominee of the collage management.
- 1 Patron** of the Association will be Principal

1. The following office bearers shall be elected from and by the members of the Executive committee, that is, 1 President, 1 Vice president, 1 Secretary, 1 Joint secretary
2. The President and Secretary shall be an old student of the college
3. There shall be a Treasurer to maintain the accounts of the association and preferably a present faculty member or staff of the college.

4. If there is any difference of opinion in selecting the office bearers including President, Secretary, Vice president and Joint secretary, the executive shall hold a meeting on the same day of Annual General body and select the office bearers from the Executive committee by simple majority.

XIX Term

The office bearers and members of the Executive committee, except the patron shall continue in the office for the period of two years, and shall be re-elected.

XX Vacancies

Any vacancy in the Executive Committee shall be filled by nomination by the Executive Committee.

XXI Patron

The principal of the college will be the Patron and he shall guide the association and lead the association in such a way so that it moves in fulfilling the aims and objectives mentioned above. The patron shall be a member of the Patron Circle.

XXII Powers of the President

To organize and promote the effective working of the association.

2. The President will be the Head of the Association.

3. The President will preside over all the meetings of the Association. He will be impartial in his decisions. He has the authority to judge and give ruling on all important matters in consultation with the Patron.

4. In matters where there is sharp difference of opinion the President shall see that justice prevails. In taking such decision he shall consult the parties concerned and convince them about the pros and cons of the arguments. Conciliation adjustment and the well-being of the Association shall be the principles which should lead the President in all his activities

5. To authorize, in special cases, expenditure in excess of the budget estimate already passed for the period, such expenditure shall be subject to ratification of the Executive Committee

6. To decide about any programme to be organized jointly with any other organizations if it is in the interest of the association.

7. To invite any particular meeting of the Executive Committee.

XXIII Powers of Vice-President

1. To be the chairperson and to perform the responsibilities in the absence of President.

2. To help the President in the administration of the Association.

3. To carry out other duties as decided/assigned by the executive committee.

XXIV Duties of the Secretary

1. Secretary will be the administrative officer of the Association. He will act in consultation with the President, Executive Committee and Patron. He is to implement the decisions taken by the Executive committee. He will represent the Association in all authorities and in all proceedings.

2. The Secretary shall be entitled to carry on the correspondence of the Association, to attend all meetings of the General Body and of the Committee, and to record the proceedings of such meetings, to, any before the Committee for consideration applications for membership, and suggestions from members, to convene meetings of the Executive Committee with approval of the President and to perform such other duties as may be assigned to him from time to time by the Executive Committee and to conduct the entire business of the Association and manage the staff and its departments.
3. The Secretary will operate Bank account jointly with the Treasurer of the Association.
4. Where urgent decisions are necessary the Secretary can take such decision independently and act accordingly with the sole motive of promoting the interest of the Association. In such cases he shall get ratification of his action in the immediate executive meeting.
5. To be responsible to issue notice of the meetings
6. To supervise the preparation of the annual Report, Accounts and other reports to be placed before the Executive meetings
7. The Secretary of the association has the general power of attorney to represent the association in all matters, Judicial and non-judicial and shall also have the authority to sign any papers, documents, deeds etc. for and on behalf of the Association
8. To edit and publish the official Journal and other publications of the association in consultation with the President, Executive Committee and Patron
9. Have the custody and control of all the documents and other matters/things related to the Association.

XXV Duties of the Joint Secretary

1. To assist the Secretary in administrative matters
2. To act as the Secretary in the absence of the secretary
3. Perform other duties as decided by the executive committee.

XXVI Duties of the Treasurer

1. Will be responsible for all money transactions
2. Should maintain correct records of all money receipts
3. Should sign each official voucher along with the Secretary
4. Can keep in hand an amount up to Rs. 2000/- (Two Thousand only) for the daily activities of the Association, and all excess amount has to be deposited in any approved bank/society in the name of Association
5. To keep record of the cash spent in the form of signed vouchers and documents
6. To keep in custody all the pass books and cheque books
7. Stamp all the receipts issued by the Association.

XXVII Duties of the Auditor

1. The auditor will not be a member of the Alumni Association and will be appointed by the Executive Committee or the General Body. The said auditor should have sound knowledge in Accounts.
2. The auditor should audit the income and expenditure statement before the Annual General Body Meeting and present his audit report.

XXVIII Duties of the Executive Committee

1. To assist office bearers in administrative matters.
2. The executive committee shall have the right and power to receive, raise and generate funds for the Association.
3. The executive committee shall approve the accounts and operations of the Association and it shall be annually audited and the audited report shall be presented at the Annual General Meeting and the majority members of the General Body shall pass the same. The internal auditor is to be appointed by the General Body.
4. To appoint, suspend or terminate the service, as it may deem necessary, of any paid employees and to determine their duties, salaries and service conditions.
5. To pass the annual budget
6. To accept the annual balance sheet and financial statement and filed before the Registrar of Society
7. To utilize the income from the properties of the Association
8. The executive committee shall meet as often as necessary, provided that there shall be a meeting at least once in every six months.
9. The financial year of the Association shall end on 31st March of each year or on such date as the Committee may decide to which date the accounts of the Association shall be finalised.

XXIX Assets of the Association

1. The assets of the Association will be the under the control of the Executive Committee.
2. The assets bought during an year will be bought under the name of both the Secretary and President of the Association.
3. The assets of the Association shall not be divided among the members for any reason.
4. All cash deposits of the Association shall be in the name of Association. A joint account shall be opened in any approved bank/society as decided by the executive committee in the name of the Secretary & Treasurer. All withdrawal of cash deposits shall be signed by any two of the above-mentioned officials.
5. The Secretary or Treasurer shall jointly operate the accounts in the name of the association.

XXX Working Capital

1. Entrance fee, membership fee, donations etc. will form the working capital of the Association.
2. Donations can be accepted for general purpose or special purpose subject to the approval of executive committee.
3. The working capital can be expanded by using other sources of income with the approval of the executive committee.

XXXI Submission of Annual Returns

The Income and Expenditure Statement approved by the General Body Meeting, Balance Sheet, and List of Executive Committee members will be attested by the President, Secretary and Treasurer of the Association and submitted to the Registrar of the Society within 14 days of the General Body Meeting.

XXXII Amendment of Byelaw

The following conditions will be followed for amending the byelaw

1. If the Executive Committee decides to make an amendment a notice will be given for the General Body Meeting 10 days prior to the day of the General Body Meeting.
2. If this amendment is approved by two third majority of the General Body then after one month of the General Body Meeting an Executive Meeting should be specially held for the purpose of executing the said amendment.
3. This approved amendment will be attested by two third of the Executive Committee members and a copy will be sent to the Registrar of the Society within 14 days.

XXXIII DISSOLUTION OR AMALGAMATION

1. If upon the dissolution of the Association there remains after the satisfaction of all its debts and liabilities any property whatsoever the same shall not be paid or distributed among the members of the Association but shall be transferred to another Association having similar objects to be determined by not less than three-fourth of the members of the Association present at the time of dissolution, or in default by a competent Court at Ernakulam.
2. Any alteration, extension or abridgement of any purpose or purposes of the Association or amalgamation with any other association shall be affected in the manner prescribed by the Travancore-Kochin Literary Scientific and Charitable Organisation Registration Act No.12 of 1955.
3. In the event of dissolution, the net assets if any after satisfying all the debt and liabilities shall either be transferred to Societies/Trusts having the same or similar objects or shall be vested with the Government.

In cases of any matter not covered by these rules and regulations, the provisions of the Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act XII of 1955 shall apply. The association will function according to the Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act XII of 1955. We the persons undersigned below Certified that the Rules and Regulations of the Association have been approved by the General Body held on day of 17th April, Monday 2023.

Sl. No.	Name & Address	Occupation	Designation	Signature
1	Mr. Ajay K. Mathew Karondukadavil, K R Puram. P. O Pallippuram, Alapuzha – 688541	Business	President	
2	Mr. Pavin Abrham Paul 420 Koyikkara Vadakkan House, Chittanad. P. O Ernakulam - 683565	Care Coordinator	Vice-President	
3	Mr. Abraham Mathew Nariyelil House, Thrikalathoor. P. O	Associate Analyst	Secretary	

	Rayamangalam, Ernakulam – 683541			
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