



കേരളം കേരള KERALA

G 496739

Memorandum of Association

1. Name of Association:

The name of the association shall be "SAHRDAYA ENGINEERING COLLEGE ALUMNI ASSOCIATION (SECAA)"

2. Address of Association

Sahrdaya Engineering College Alumni Association (SECAA)
Sahrdaya College of Engineering and Technology,
P.B No: 17, Kodakara, Thrissur-680684

3. Jurisdiction

For legal matters, the association shall come under the Jurisdiction of Courts in Thrissur district.

4. Scope

The association shall be a secular non-profit voluntary organization to which other organizations with similar objectives may seek/secure affiliation. The activity of the association shall help and support Alma matter in its effort to achieve excellence in technical and professional education.

1. Dr. Nixon Kuruvila President
2. Ms. Caren Babu Hon. Secretary
3. Ms. Jasmy Davis Hon. Treasurer

Th. 25-11/2020
Sahrdaya College of Engineering and Technology

Supra. Mr. N. K. Kuruvila
Secretary

6-11-20

5. Rules and Regulations

Name of Association:

The name of the association shall be "SAHRDAYA ENGINEERING COLLEGE ALUMNI ASSOCIATION (SECAA)"

Address of Association

Sahrdaya Engineering College Alumni Association (SECAA)
Sahrdaya College of Engineering and Technology,
P.B No: 17, Kodakara, Thrissur-680684

Jurisdiction

For legal matters, the association shall come under the Jurisdiction of Courts in Thrissur district.

Scope

The association shall be a secular non-profit voluntary organization to which other organizations with similar objectives may seek/secure affiliation. The activity of the association shall help and support Alma matter in its effort to achieve excellence in technical and professional education.

1. The association members are pass out graduates of B. Tech and M. Tech of Sahrdaya College of Engineering and Technology, Kodakara.
2. The membership of the association is lifelong and the fee for the membership of the association is Rs.1000 which can be enhanced at any time with the approval of general body.
3. The application for membership in the society shall be submitted at the office in the prescribed form and the right to accept it after scrutiny shall be upon the Executive Committee of the association.
4. The Governing body holds the right to cancel any membership based on any action done by the member against the rules and regulations of the association, which shall be proved after prompt query and explanation.

1. Dr. Nixon Kuruvila
2. Ms. Caren Babu
3. Ms. Jasmy Davis

President
Hon. Secretary
Hon. Treasurer

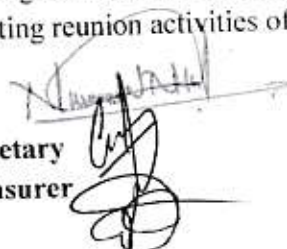


6 Aim and Objective




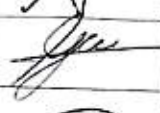

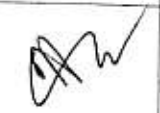

1. To actively and constructively participate in the wellbeing of the Sahridaya College of Engineering & Technology, by utilizing the good-will, professional engineers of various disciplines spread all over the world.
2. To serve as a forum to promote and foster relationship among the alumni, the present students, the staff and the management of Sahridaya.
3. To arrange seminars and training programme by eminent Alumni and other personalities for the benefit of students and alumni.
4. To contribute towards improving entrepreneurship development activities, campus placements, library and centers of excellence at Sahridaya.
5. To maintain continuous interaction between the past and present students by publishing a newsletter, holding periodical Alumni day celebration.
6. To institute scholarships, revolving loan fund, prizes/medals etc., for the deserving students of Sahridaya.
7. To promote entrepreneurship and to educate them on technical matters and better utilization of funds made available from financial institutions by workshop, seminars, lectures etc and by providing training to improve the quality of the human resources of business organizations.
8. To alleviate the alumni relationship by imparting awards to the best alumni based on his/her contribution to the association.
9. Maintaining the updated and current information of all Alumni. To encourage, foster and promote close relations among the alumni themselves.
10. To provide a forum for the Alumni for exchange of ideas on academic, cultural and social issues of the day by organizing and coordinating reunion activities of the Alumni

1. Dr. Nixon Kuruvila
2. Ms. Caren Babu
3. Ms. Jasmy Davis

President
Hon. Secretary
Hon. Treasurer



We, the members of the Executive Members of "Sahrdaya Engineering College of Alumni Association (SECAA)" desire to form an association under the Societies Registration Act of Travancore-Cochin Literary Scientific and Charitable societies Registration Act 1955.

Sl. No.	Name	Designation	Address	Occupation	Signature
1	Dr. Nixon Kuruvila	President	Principal, Sahrdaya College of Engineering and Technology, Kodakara	Principal of College	
2	Ms. Amrutha Basanth	Vice President	General Secretary, UKF College of Engineering, Kollam	Academician	
3	Ms. Caren Babu	Secretary	Assistant Professor, Dept. of ECE, Sahrdaya College of Engineering and Technology, Kodakara	Faculty	
4	Ms. Gincy Varghese	Joint Secretary	Assistant Professor, CMR University, Bangalore	Teaching	
5	Ms. Jasmy Davis	Treasurer	Assistant Professor, Dept. of CSE, Sahrdaya College of Engineering and Technology, Kodakara	Faculty	
6	Ms. Jemcy Antony	Member	Assistant Professor, Dept. of General Science, Sahrdaya College of Engineering and Technology, Kodakara	Faculty	
7	Mr. Jibin Jose	Member	Assistant Professor, Dept. of BME, Sahrdaya College of Engineering and Technology, Kodakara	Faculty	

6. Methods to Execute the Objectives

1. The general body meeting of alumni association is conducted on a regular basis every year and important decisions are taken.
2. Regular alumni student interaction are conducted at least one per month in order to promote a healthy relationship and to encourage smooth transition from being a student to becoming an alumni by helping the two groups connect and collaborate with each other.
3. The alumni meet is arranged every year and alumni members are invited personally to discuss and promote a collaborative efforts to fruitful the association.

1. **Dr. Nixon Kuruvila**

President

2. **Ms. Caren Babu**

Hon. Secretary

3. **Ms. Jasmy Davis**

Hon. Treasurer

4. The online resources be focused on creating a private social network for alumni or using big networks with help of Facebook and Fourth Ambit and thus keep the goal at hand. In addition the alumni association also tries to promote their official network (Facebook page, Twitter account, LinkedIn group) as the central hub for alumni to connect.
5. To reach out to different groups of Alumni various chapters are arranged all over the world. This will stimulate job opportunities and financial assistance to the needy.
6. To focus on the fund raising for various social outreach programs relevant to the society.
7. To take alumni feedback on academic activities and to make the academics OBE on the light of the survey conducted.
8. The newly joined alumni members will be benefitted in providing a global platform with the help of the members in the association.

7. Membership

1. The membership is open to all B. Tech and M. Tech students of Sahrdaya College of Engineering and Technology, Kodakara. It will be given at the time of their exit from the college.
2. Fee for the membership of the association is Rs.1000 which can be enhanced at any time with the approval of general body.
3. The application for membership in the society shall be submitted at the office in the prescribed form and the right to accept it after scrutiny shall be upon the executive committee of the association.
4. The membership of the association is lifelong.
5. The Executive committee holds the right to cancel any membership based on any action done by the member against the rules and regulations of the association, which shall be proved after prompt query and explanation.

8. Governing body:

The governing body of the society shall consist of 3 members including the President, Secretary and Treasurer. The Executive committee consists of President, Vice-president, Secretary, Joint Secretary, Treasurer and 2 elected members. The term of the Governing body shall be one year from 1st October to 30th September. The service of the members of the governing body shall be gratuitous. The Governing body shall:

1. Hear and discuss the report on the working of the society submitted by the secretary and the statements or receipts and payments submitted by the Treasurer
2. Appoint sub-committees and delegate to them tasks as seem fit.
3. Formulate rules for the organizations operating under the society.
4. Approve the expenditure for the attainment of the objectives.

1. Dr. Nixon Kuruvila
2. Ms. Caren Babu
3. Ms. Jasmy Davis

President

Hon. Secretary

Hon. Treasurer

The Executive Committee shall meet twice in a year. The Secretary shall convince the meeting by giving at least 5 day notice to the members of the governing body. Should a matter of grave emergency arise, 24hrs notice shall suffice.

If the vacancy arises in the governing body under any circumstances, it shall not affect the functioning of that body. Such vacancy shall be filled by the Governing Body by Co-option among the Eligible members of the Society until the next annual General Body Meeting.

5. The General Administration of the association shall vest in an Executive Committee consisting of persons, who shall hold office in accordance with the bye-laws.

Patrons: Executive Director, Sahrdaya College, Ex-officio

6. The Executive Committee will comprise the following:

President : Principal of Sahrdaya, Ex-officio

Vice President: External to Sahrdaya and Alumni

Hon. Secretary : From within Sahrdaya, who is serving as a faculty member

Joint Secretary: External to Sahrdaya and Alumni

Hon. Treasurer : From within Sahrdaya, who is serving as a faculty member

Elected Members : 2

Total Executive Members: 7

The governing body except the President shall be elected by the Executive Committee.

7. The Governing body shall ordinarily meet at least once in 6 months and transact all the business. The Secretary, on the advice of the President, shall fix up the agenda and issue notice for the meeting, at least 10 days in advance along with the agenda. The meeting shall be presided over by the President. The decisions shall be implemented after approval by the Patrons who shall have the power to veto any decision.

9. Duties and Responsibilities of Office Bearers:

1. Patrons:

Gives final approval on the decision taken in general body meetings and executive meeting.

1. Dr. Nixon Kuruvila

2. Ms. Caren Babu

3. Ms. Jasmy Davis

President

Hon. Secretary

Hon. Treasurer



2. President:

The President, who is the Principal of the College, shall provide overall guidance and support for fulfilling the objectives of the Association. He/She shall ensure that the decisions taken in the Executive committee and general Body Meeting are in the general interest of Sahridaya and the SECAA. The President is responsible for the overall growth and wellbeing of the Association and shall act as the guiding spirit. He/She shall exercise general control over all the activities of the Association.

3. Vice President:

The Vice -President will assist the President and the Committee in general to guide the Association's welfare and smooth functioning. In the absence of the President, Vice President will preside over the meeting.

4. Hon. Secretary:

Hon. Secretary shall be normally responsible for all the activities of SECAA. He/She shall act as Liaison between the Association and Management, arrange for collection of Life Membership fees, arrears, etc. and arrange for proper maintenance of records of all correspondence, Liaison between associations. He/She shall issue notice for all meetings and make necessary arrangements. He/She shall carry out all the decisions of the General Body and Executive Committee in accordance with the rules.

5. Joint Secretary:

Joint Secretary shall keep liaison with the Secretary and arrange for the programmes of the association. He/She shall assist the committee in its activities including sponsorship programmes, lecture meetings and shall work jointly with the Secretary in keeping liaison with the Management, the Alumni and Governing Council/Management. He/She shall keep the minutes of the proceedings of the meeting of the General Body and Executive Committee.

6. Hon. Treasurer:

He/She shall be responsible in preparing a proper budget for the activities of the Association. He/She shall keep proper book of accounts of the receipt and expenditure of the Association and the asset and liabilities with proper receipt books and vouchers. He/she shall prepare and submit to the Executive Committee monthly, half yearly and annual accounts and have the Annual accounts in the general Body. He/She shall keep records and maintain the custody of the assets and liabilities of the association and present statements to the Executive Committee and the General Body.

1. Dr. Nixon Kuruvila

2. Ms. Caren Babu

3. Ms. Jasmy Davis

President

Hon. Secretary

Hon. Treasurer



10. General body:

The general body consists of all the members of the association shall be the ultimate authority in all matters relating to the administration of the society.

1. The general body meeting of the association shall be held at least once a year. The notice of the meeting shall be issued to members at least 15 days in advance with the agenda in brief.
2. The general body of the association shall function and exercise the power as follows:
 - i. Presentation of report of activities
 - ii. Audited statements of receipt and expenditure
 - iii. Statement of Assets and Liabilities
 - iv. The next annual budget
 - v. Election of Executive Committee Members, when due.
 - vi. Appointment of Auditors.
 - vii. Do all things that are conducive to the promotion of interests of the society.

General Body Meeting:

1. General Body meeting of members may be convened at any time by the President on the advice of the Executive committee or on the requisition of not less than 50 members, who shall state in writing the purpose for which the meeting is called for. The purpose shall be for discussing issues of special nature, amendment of bye-laws, etc. The Executive committee shall call for the meeting not later than 60 days from the date of receipt of the requisition.
2. Any amendment to the bye-laws for adoption shall be passed at least 2/3rd majority of the members present in the Special general Body Meeting. The decision of special general body shall be implemented only after the approval of Patrons who have the power to veto any decision.

Quorum:

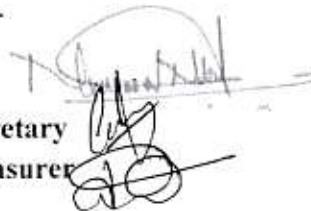
1. The quorum for general or special general body meeting shall be 50 members.
2. If there is no quorum at any annual general body meeting within half-an-hour of the time fixed for the meeting, the meeting shall be adjourned by another half-an-hour and reconvened to transact the same business even without a quorum. If there is no quorum at special general body, the meeting should be adjourned to another date, and it shall not be convened without quorum.

1. Dr. Nixon Kuruvila
2. Ms. Caren Babu
3. Ms. Jasmy Davis

President

Hon. Secretary

Hon. Treasurer



11. Funds, Finance and Accounts:

The funds of the association shall consist of

1. Membership subscription.
2. Any other source, as decided by the general body of the association.
3. The Treasurer shall maintain the accounts of the association. He shall issue receipt for amounts received and submit accounts to the executive committee at its meeting.
4. All the funds of the association, deposited in a Scheduled Bank/Nationalized Bank, shall be operated jointly by any two among the President, Secretary or the Treasurer.

12. Financial year and Audit:

The accounts of association shall be closed on March 31st of every year. The account of the association shall be audited by qualified Chartered Accountant.

13. Amendment of Rules and Regulations:

The amendment of these rules and regulations of the association may be made at an annual meeting or a special meeting of the general body of the association, specially convened for this purpose, provided at least $\frac{3}{5}^{\text{th}}$ of the member's vote in favour of such amendment.

We hereby declare that stated herein is the true copy of the rules and regulations of the society.

14. Dissolution of the Society:

In case the society is to be dissolved, the approval of $\frac{3}{4}^{\text{th}}$ of the number of members present in the meeting of General body of the society convened specifically for this purpose should be obtained.

In this event, the assets of the society, after disbursing the liabilities then prevailing, shall be entrusted with any other organization having similar objectives. In any case, the assets of the society shall not be divided among the members of the society.

1. Dr. Nixon Kuruvila
2. Ms. Caren Babu
3. Ms. Jasmy Davis

President

Hon. Secretary

Hon. Treasurer

