



CHEMISTS COLLEGE OF PHARMACY ALUMNI ASSOCIATION

A society registered under

Travancore Cochin Literary & Scientific Charitable Societies (TCL&SCS) Act

Reg. No.: **EKM/TC/232/2023**

MEMORANDUM OF ASSOCIATION & BYE -LAWS

Regd. Office:

Chemists College of Pharmaceutical Sciences & Research

Varikoli P.O. Puthencruz

Ernakulam District 682308, Kerala, India

CHEMISTS COLLEGE OF PHARMACY ALUMNI ASSOCIATION

Chemists College of Pharmaceutical Sciences & Research, Varikoli P.O. Puthencruz, Ernakulam
District 682308, Kerala, India

(Travancore Cochin Literary & Scientific Charitable Societies (TCL&SCS) Act)

MEMORANDUM OF ASSOCIATION

- 1. Name : CHEMISTS COLLEGE OF PHARMACY ALUMNI ASSOCIATION**
- 2. Address : Chemists College of Pharmaceutical Sciences & Research, Varikoli P.O. Puthencruz, Ernakulam District 682308, Kerala, India**
- 3. Registered Office:** Chemists College of Pharmaceutical Sciences & Research, Varikoli P.O. Puthencruz, Ernakulam District 682308, Kerala, India
- 4. Jurisdiction:** Ernakulam
- 5. AIMS & OBJECTIVES:**

The aims and objectives of the association are,

1. To act as a link between Chemists College of Pharmaceutical Sciences & Research (hereinafter called the 'college (or) 'institution' (or) 'CCPSR') and the former students (hereinafter called the 'alumni' (or) the 'association').
 2. To create a platform to gather and interact between faculty, non-teaching staffs, management, pursuing students and the alumni.
 3. To bring along mutual contacts and fellowships among the members of the association.
 4. To encourage and promote academic excellence among the students of the institution by organizing seminars, workshops, debates, cultural activities, sports activities, competitions and by instituting awards and scholarships.
 5. To improve the facilities and infrastructure of the college.
 6. To make available the expertise and experience of the alumni for the development of curricular and extra-curricular activities of the college.
 7. To be of the service to a member, the college, the students of the college and the society.
 8. To support the college to attain the objectives of vision & mission.
 9. To provide educational assistance to financially backward students.
 10. To guide the students for professional and academic enrichment.
 11. To assist the students with career guidance.
 12. To help the management for the all-round progress and development of the college.
- 6. In fulfillment of the above objectives, the Association shall have powers to**
- i. Hold meetings, conferences, etc., and organize lectures and social gatherings;
 - ii. Publish souvenirs, newsletters, journals, and occasional reports and

notifications;

- iii. Institute scholarships, prizes, etc., and employ persons on salary/ remuneration or without salary/remuneration;
- iv. Raise funds from its members and other individuals and organizations;
- v. Frame rules and regulations, and modify or rescind the same from time to time
- vi. Take up such other activities as may be consistent with the objectives of the Association.
- vii. The Association shall not distribute any part of its income or profit as dividend, gift or bonus or in any other way among its members, provided that office-bearers, employees or any other member of the Association shall not be debarred, because of their also being members of the Association, from receiving salary, remuneration or honorarium for any service rendered to the Association.

7. We the members of the Governing Board, signed under, whose name and address are given below, as per the Society Registration Act of Travancore-Cochin 1955, decided to form a society on 18th March 2023 in the name of CHEMISTS COLLEGE OF PHARMACY ALUMNI ASSOCIATION.

General Body meeting date: 18th March 2023

No.	Name	Address	Occupation	Designation
1	Mr. Jamsheer Hamza	Kurukkan House, Olappara, Edappatta, Malapuram 679326	Business	President
2	Mr. Sumeeshnath	Susmitham House, Kallambalam, Thottaykadu P.O.	Business	Vice President
3	Mr. Abhilash M. S	Aneesh Bhavan, Thamarkudy P.O. Kottarakkara, Kollam	Police officer	General Secretary
4	Ms. Sonu Benny	Kulakkattolikkal, Koodappulam P.O.	Research Scholar	Joint Secretary
5	Mr. Akash Aravind Kurup	Puliyarakonathu House, Vayyanam P.O. Ayoor, Kollam	Business	Treasurer
6	Mr. Binu R Prasad	Sopanam House, Kanakkary P.O. Kottayam 686632	Pharmacist	Executive member
7	Ms. Bella Joy	Thattarayil, Pazhamthottam P.O. Ernakulam 683565	Lecturer	Executive member
8	Mr. John Thomas	Monthalil, Neyyasseri, Mulappuram P.O. Idukki 685581	Professor	Executive member

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BYE-LAWS

RULES & REGULATIONS OF THE ASSOCIATION

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5. AIMS & OBJECTIVES:

The aims and objectives of the association are,

13. To act as a link between Chemists College of Pharmaceutical Sciences & Research (hereinafter called the 'college (or) 'institution' (or) 'CCPSR') and the former students (hereinafter called the 'alumni' (or) the 'association').
14. To create a platform to gather and interact between college and the alumni.
15. To bring along mutual contacts and fellowships among the members of the association.
16. To encourage and promote academic excellence among the students of the institution by organizing seminars, workshops, debates, cultural activities, sports activities, competitions and by instituting awards and scholarships.
17. To improve the facilities and infrastructure of the college.
18. To make available the expertise and experience of the alumni for the development of curricular and extra-curricular activities of the college.
19. To be of the service to a member, the college, the students of the college and the society.
20. To support the college to attain the objectives of vision & mission.
21. To provide educational assistance to financially backward students.
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6. In fulfillment of the above objectives, the Association shall have powers to

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- v. Frame rules and regulations, and modify or rescind the same from time to time; and
- vi. Take up such other activities as may be consistent with the objectives of the Association.
- vii. The Association shall not distribute any part of its income or profit as dividend, gift or bonus or in any other way among its members, provided that office-bearers, employees or any other member of the Association shall not be debarred, because of their also being members of the Association, from receiving salary, remuneration or honorarium for any service rendered to the Association.

7. MEMBERSHIP

a. Eligibility:

- i. Any individual who is a former student of the College for Diploma in Pharmacy (D. Pharm), Bachelor of Pharmacy (B. Pharm), Master of Pharmacy (M. Pharm) or any other courses pursued under CCPSR with a minimum of one academic year study shall be eligible for membership.
- ii. Those who were dismissed from the college under any disciplinary actions (or) any other so-called issues shall not be eligible for membership.
- iii. HONORARY MEMBERSHIP: Any past or present staff of the college, whether teaching or non-teaching staff, other than the alumni, shall be eligible for Honorary membership.

Honorary members shall not pay the fee to get membership and shall not have the voting right to elect the executive committee.
- iv. MEMBERSHIP FEE: The membership fee to join the alumni association is fixed at present to a sum of Rupees One thousand only. (Rs. 1000/-). The membership fee would be liable to renewal upon the approval of the executive committee.
- v. A separate register including the details of all members will be kept in the office.

b. Rejection/ cancellation of Membership:

- i. The General Body has the power to reject the membership of any individuals to the Association.

8. The management of Alumni Association:

a. General Body:

- i. It consists of all the members of the association.
- ii. The meeting of the General Body shall be convened as and when required.
- iii. At least one General Body Meeting shall be convened in every calendar year.
- iv. A person who is not a member (or) whose membership is cancelled may attend the meeting only with the permission of the chair (Here, president of the association).
- v. Only the members of the association shall have the right of voting on any motion

transacted by the General body.

- vi. In case of a tie, the chair shall have a casting vote.

Powers and Rights of the General Body

1. To elect the executive members of the association.
2. To make amendments to the bye-laws.
3. To manage the properties of the association.
4. To approve the annual report and financials.

b. Executive Committee:

The executive committee of the association comprising a minimum of 8 members is formed in the General Body meeting of the Alumni.

1. Executive Committee Office Bearers:
 - i. **The President**
 - ii. **Vice President**
 - iii. **General Secretary**
 - iv. **Joint Secretary**
 - v. **Treasurer**
 - vi. **Three (3) executive committee members.**
2. The term of the office of the Executive Committee shall be a period of one calendar year.
3. The president may himself or through a letter signed by him may request the secretary to convene the meeting of the executive committee at any time and the secretary shall oblige such request without fail. The executive committee shall prepare and execute detailed plans and programs for the association to achieve its objectives.
4. Rights, duties and powers of the executive committee
 - a. **President:** Shall preside over the meeting of the executive committee and the general body. He shall be primarily responsible for the coordination of the activities of the Alumni association.
 - b. **Vice President:** He/she shall preside over the meetings and take charge of the president in his absence.
 - c. **General Secretary:** He/she will be the chief executive of the association and shall implement the decisions of the executive committee. He/she will be responsible for arranging the general body and executive committee meetings after discussion with the principal of the college and the president and shall maintain the minutes.
 - d. **Joint Secretary:** Shall function as the public relation officers and shall work in liaison with secretary, in all his official duties. He may act as the secretary in the absence of the general secretary.
 - e. **Treasurer:** The treasurer shall maintain the accounts and present the audited income and expenditure statement in the executive committee.
 - f. The executive committee can prepare amendments to the bye-

laws for consideration of the General Body.

c. Ex-officio chairman:

The principal (or in charge of the principal) of the college shall be the Ex-officio chairman of the association. He/she shall coordinate the activities of the association with that of the college and shall have the power to give directions to the office bearers to convene meeting of the association in emergency situations.

9. Funds of the Association

a. Fund Raising

- i. Funds may be raised through membership fee and donations.
- ii. The association can also raise funds through organizing cultural activities, publishing books, arranging training programmes, exhibitions etc.

b. Handling of Funds

- i. The funds of the association when collected shall be deposited in any of the banks approved by the executive committee in the joint name of the president, secretary and the treasurer and shall be operated jointly by any two.
- ii. The bank account shall be opened in the name: 'Chemists College Alumni Association'.
- iii. The home branch shall be in the Ernakulam district.
- iv. The passbook, cheque, ATM card and other such financial documents shall be with the possession of Secretary.

10. Annual Report:

The secretary of the association shall prepare the annual report and the treasurer of the association shall prepare the audited report and get them approved by the executive committee.

11. Stock Register:

The stock register of the association must include the following items.

- a. Memorandum of association.
- b. Bye-law.
- c. Registration Certificate.
- d. 'Round seals' and 'For seals'
- e. Accounts book & receipts.
- f. Letterheads.
- g. Details of any fixed assets.
- h. Details of any relevant things related to the association.

12. Amendments to the existing Rules & Regulations:

Rules & Regulations in force can be suitably amended and new ones incorporated with the approval of 3/5th members present in the general body meetings conducted. The special meeting for amendment is to be conveyed giving 10 days prior notice showing details of amendments by sending the notice. The amendments have to be passed with 3/5 majority.

Thereafter by giving one month time in general body has to be conveyed and in same

has to be passed with a majority of 3/5 votes in numbers present, within 14 days the amendment is to be filed with district registrar.

13. Dissolution:

The association may be dissolved by a decision made to that effect at a meeting of the General body convened for the purpose with a majority of 3/5th members present and voting, the movable and immovable properties of the Association will not be distributed among the members of the Association. If upon dissolution there shall remain, after satisfying payments of all the liabilities of the association any property, movable or immovable, shall be transferred to the Chemists College or to the Govt. of Kerala, in accordance with the provisions of the Travancore Cochin Literary & Scientific Charitable Societies (TCL&SCS) Act. The Association in any way will not indulge in any activities lawfully prohibited by the Government.

14. Declaration:

We the members of the Executive Committee of the association, hereby certify that this is the true and correct copy of the Bye-laws, Rules and Regulations of CHEMISTS COLLEGE OF PHARMACY ALUMNI ASSOCIATION. In all circumstances the Chemists College of Pharmacy Alumni Association will be functioning in accordance with the provisions of the Travancore Cochin Literary & Scientific Charitable Societies (TCL&SCS) Act.

Signed before the witness.

General body meeting date: 18th March 2023

No.	Designation	Name	Mobile & E-mail id.
1	President	Mr. Jamsheer Hamza	+91 9645803049 jamsheerhamza136@gmail.com
2	Vice President	Mr. Sumeeshnath	+91 9895324721 sumeesh85@gmail.com
3	General Secretary	Mr. Abhilash M. S	+91 9946133262 abhilashkottarakkara@gmail.com
4	Joint Secretary	Ms. Sonu Benny	+91 9946432921 sonukbenny@gmail.com
5	Treasurer	Mr. Akash Aravind Kurup	+91 9746278755 akasharavindhkurup@gmail.com
6	Executive member	Mr. Binu R Prasad	+91 7356896792 binurprasad@gmail.com
7	Executive member	Ms. Bella Joy	+91 9497290038 Bellajoy70@gmail.com
8	Executive member	Mr. John Thomas	+91 9947520112 thomasjon001@gmail.com