



THE DALE VIEW COLLEGE OF PHARMACY & RESEARCH CENTRE

Approved by PCI, AICTE and Affiliated to Kerala University of Health sciences
An ISO 9001-2008 certified Institution

ACCREDITED BY NAAC

Punalai.P.O., Thiruvananthapuram, Pin :695575. Phone: 0472-2853763, 2852394, Fax: 0472-2852394.

ALUMNI FEEDBACK FORM

We are glad that you have spent valuable years pursuing courses of your choice at The Dale View College of Pharmacy and Research Centre. We shall be thankful if you can spare some of your valuable time to fill up this feedback form and give us valuable suggestions for further improvement of the university. Your valuable inputs will be of great use to improve the quality of our academic programs and enhance the credibility of our Institution.

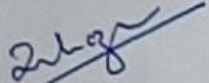
Alumni Name: JUMANA HAZEEN.N						
Guardian: A. NAJEEB KHAN						
DOB (DD/MM/YY): 30-09-1998						
Year of Passing out: 2022						
Permanent Address: THATTA KUDIYIL, PETTAH PATHANAMTHITTA - 689645						
E-mail ID: jumana.hazeen15@gmail.com						
Contact No. 8592852414			Mobile No. 8592852414			
Present Organization; Type:		Self-employed	Private Sector <input checked="" type="checkbox"/>	Public sector	Academics	Others
Designation: STUDENT			Present Location:			
Progression to Higher Education	Master's Degree	Ph.D. <input checked="" type="checkbox"/>	Not Applicable	Others		
	Year of admission: 2016					
	Name of Programme: PHARM-D					
	Name of Institute: THE DALE VIEW COLLEGE OF PHARMACY AND RESEARCH CENTRE					



Please Tick

SL. NO.	Statement	Agree	Sometimes	Disagree
1	Do you feel proud to be associated with DVCP & RC as Alumni?		<input checked="" type="checkbox"/>	
2	Institute organizes various types of activities for overall development of the students		<input checked="" type="checkbox"/>	
3	Institute has adequate laboratories and equipment for practical experiences.	<input checked="" type="checkbox"/>		
4	I receive regular updates from the Institute through Mails/Calls/SMS etc.	<input checked="" type="checkbox"/>		
5	Education imparted at DVCP & RC is useful and relevant in my present job.	<input checked="" type="checkbox"/>		
6	Faculty members of the institute are competent and supporting to the students.	<input checked="" type="checkbox"/>		
7	Institute provides good hospitality as an Alumni.		<input checked="" type="checkbox"/>	
8	I am willing to contribute in the development of Institute.	<input checked="" type="checkbox"/>		

Suggestions for further Improvements:


Signature of Alumni





THE DALE VIEW

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Alumni Name: REEBA SYPHER.						
Guardian: SYPHER KHAN						
DOB (DD/MM/YY): 02-07-1995						
Year of Passing out: 2017						
Permanent Address: ROOBS VILLA, PLOT NO. 8, HOUSING BOARD NEDUNANGADU PO						
E-mail ID: seebasajad@gmail.com						
Contact No. 9048962656			Mobile No.			
Present Organization; Type:		Self-employed	Private Sector	Public sector	Academics <input checked="" type="checkbox"/>	Others
Designation: LECTURER			Present Location:			
Progression to Higher Education	Master's Degree		Ph.D.	Not Applicable	Others	
	Year of admission:					
	Name of Programme:					
Name of Institute:						

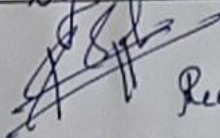


Please Tick

SL. NO.	Statement	Agree	Sometimes	Disagree
1	Do you feel proud to be associated with DVCP & RC as Alumni?	✓		
2	Institute organizes various types of activities for overall development of the students	✓		
3	Institute has adequate laboratories and equipment for practical experiences.	✓		
4	I receive regular updates from the Institute through Mails/Calls/SMS etc.	✓		
5	Education imparted at DVCP & RC is useful and relevant in my present job.	✓		
6	Faculty members of the institute are competent and supporting to the students.	✓		
7	Institute provides good hospitality as an Alumni.	✓		
8	I am willing to contribute in the development of Institute.	✓		

Suggestions for further Improvements:

- The individual attention and care by the Faculty in The Dale View College of Pharmacy & Research centre to each student is highly commendable.
 - I suggest to continue as such since everything is very smooth enough for a professional student.
- Thankyou.


Reek Syphuz
Signature of Alumni



From,

President
THE DALE VIEW COLLEGE OF PHARMACY
AND RESEARCH CENTRE, ALUMINI ASSOCIATION
"Golden Hours"
Punalal P.O
Thiruvananthapuram—695575

To,

Society Registrar
Thiruvananthapuram.

Sir,

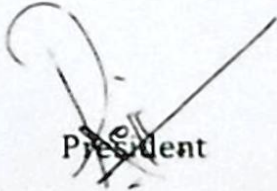
Sub:-Registration of a Charitable Society reg.

Ref:-Registration No. T /2022

As resolved and authorized to register a Charitable Society named as THE DALE VIEW COLLEGE OF PHARMACY AND RESEARCH CENTRE,ALUMINI ASSOCIATION "GOLDEN HOURS" under the provisions of Travancore-Cochin Literacy Scientific and Charitable Society Registration Act 12 of 1955, on 17th August 2022. Hence it is respectfully submitted before you for its registration.

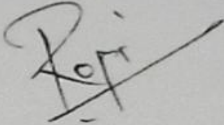
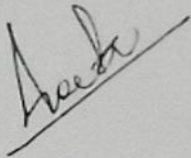

Yours faithfully,

Place : Thiruvananthapuram
Date : 17/08/2022


President

DECLARATION

As resolved and authorized to register a Charitable Society named as THE DALE VIEW COLLEGE OF PHARMACY AND RESEARCH CENTRE, ALUMINI ASSOCIATION "GOLDEN HOURS" by its meeting held on 17th August 2022. We undersigned authorities declare that there is no other society in the Same name and having in the same area of the operation.

<u>SL.</u>	<u>Name and Address</u>	<u>Designation</u>	<u>Signature</u>
1.	Achu.G.Das Grace Bhavan Punalal Punalal P.O Thiruvananthapuram—695575	President	
2.	Aneeta Toms Vembeny House Perukavu P.O Malayinkeezhu Thiruvananthapuram—695573	Secretary	
3.	Rojison Koshy Charuvila Puthen Veedu Karickam P.O Vettikkavala Kollam--691531	Treasurer	

भारतीय गैर न्यायिक
भारत INDIA

रु. 500



FIVE HUNDRED
RUPEES

पाँच सौ रुपये

Rs. 500

INDIA NON JUDICIAL

കേരളം केरल KERALA

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Memorandum of Association

- | | |
|------------------------|---|
| 1) Name of the Society | THE DALE VIEW COLLEGE OF PHARMACY
AND RESEARCH CENTRE, ALUMINI ASSOCIATION
"GOLDEN HOURS" |
| 2) Registered Office | THE DALE VIEW COLLEGE OF PHARMACY
AND RESEARCH CENTRE, ALUMINI ASSOCIATION
"GOLDEN HOURS" |
| Post Office | Punalai, Punalai P.O. |
| District | Thiruvananthapuram-695575 |
| Taluk | Punalai P.O. |
| Village | Thiruvananthapuram |
| Area of Operation | Nedumangad |
| | Aryanadu |
| | Thiruvananthapuram District |

President

Secretary

Treasurer

5705

08-2012

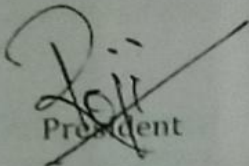
The Dale View college
of Pharmacy and
Research Centre, Alumni Association "Golden Hours"
Punalai P.O 500/yr.

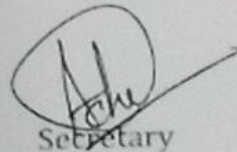
M.K.H.L. V.G. BA, Eng(Lit), MBA
Stamp: Sree. Attakollagara, T.M

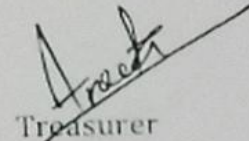


The Purposes and Objectives.

1. Establish equality and brotherhood among members.
2. Work for the cultural and social development of the members.
3. To Work for equality and brotherhood among members of the society at large, to work for all round developments and wellbeing of the poorer section of the society.
4. Enhance employment opportunities for unemployed members of the Society.
5. Provide library and library discussion classes and publications for the betterment of literature.
6. Establish study classes for the uneducated.
7. To perform any and all kind of charity for educationally, backward and weaker sections of the society.
8. To Promote Primary and higher education across the country.
9. To do work for the mental, physical and spiritual well-being of the people of the society.
10. To provide for and conduct indoor and outdoor recreations, games, pastimes and entertainments of all sports.
11. Provide facilities for the development of Ottanthullal, Kathakali story telling and photography.
12. Conduct study classes for improving the employment and agriculture scientifically.


President


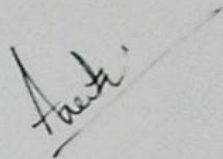
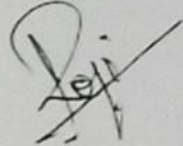
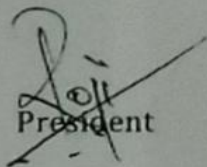
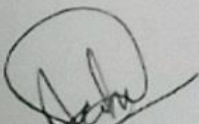
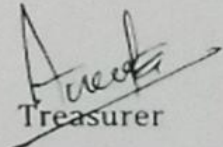

Secretary


Treasurer

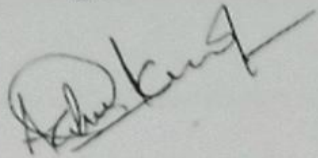
DECLARATION

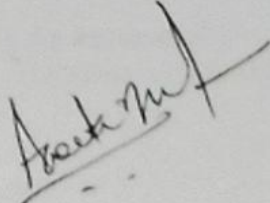
As resolved and authorized to register a society named as THE DALE VIEW COLLEGE OF PHARMACY AND RESEARCH CENTRE, ALUMINI ASSOCIATION "GOLDEN HOURS", by its meeting held on 17th August 2022, we the under signed register of THE DALE VIEW COLLEGE OF PHARMACY AND RESEARCH CENTRE, ALUMINI ASSOCIATION "GOLDEN HOURS", under the provisions of Travancore-Cochin Literacy, Scientific and Charitable Society Registration Act XII of 1955. We declare that there is no other society in the same name and having in the same area of the operation.

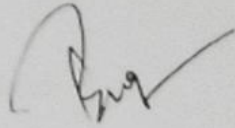
Name & address, Designation, Occupation of the Governing Body

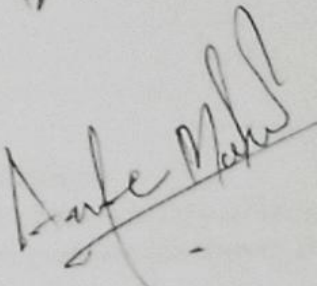
Sl.No.	Name and Address	Designation	Occupation	Signature
1.	Achu.G.Das Grace Bhavan Punalal Punalal P.O Thiruvananthapuram—695575	President	Pharmacy Profession	
2.	Aneeta Toms Vembeny House Perukavu P.O Malayinkeezhu Thiruvananthapuram—695573	Secretary	Pharmacy Profession	
	Rojison Koshy Charuvila Puthen Veedu Karickam P.O Vettikkavala Kollam--691531	Treasurer	Pharmacy Profession	
		President		
		Secretary		
		Treasurer		

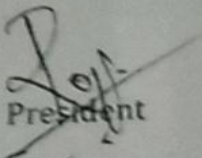
Sl.No.	Name and Address	Designation	Occupation	Signature
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3.	Arun.T.S Kizhakkekara Veedu Mylam Cheriyakonni P.O Thiruvananthapuram--695013	Executive Member	Pharmacy Profession	
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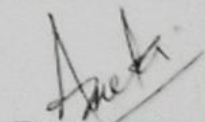
4.	Sruthi Krishna.G.S Anoop Raj Bhavan Aliyadu P.O Venjaramoodu Thiruvananthapuram--695607	Executive Member	Pharmacy Profession	
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5.	Binu Babu Ennakuttianickal Adimali P.O Idukki--685561	Executive Member	Pharmacy Profession	
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6.	Araf.A A.J.Villa, Pallivila Irinchayam P.O Thiruvananthapuram--695561	Executive Member	Pharmacy Profession	
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President


Secretary


Treasurer

ARTICLES OF ASSOCIATION

Definitions

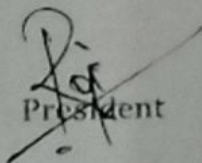
In this Memorandum of Association & Articles of Association unless the subject or context otherwise requires.

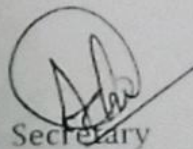
Act: Means Travancore-Cochin Literacy, Scientific and Charitable Societies Registrations Act XII of 1955

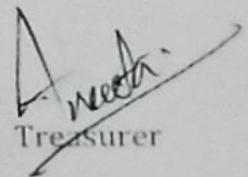
- | | | |
|------------------------|---|---|
| 1) Name of the Society | : | THE DALE VIEW COLLEGE OF PHARMACY
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"GOLDEN HOURS" |
| 2) Registered Office | : | THE DALE VIEW COLLEGE OF PHARMACY
AND RESEARCH CENTRE, ALUMINI ASSOCIATION
"GOLDEN HOURS"
Punalal, Punalal P.O,
Thiruvananthapuram-695575 |
| Post Office | : | Punalal P.O |
| District | : | Thiruvananthapuram |
| Taluk | : | Nedumangad |
| Village | : | Aryanadu |
| 3) Area of Operation | : | Thiruvananthapuram District |

OBJECTIVES

1. Establish equality and brotherhood among members.
2. Work for the cultural and social development of the members.
3. To Work for equality and brotherhood among members of the society at large, to work for all round developments and wellbeing of the poorer section of the society.
4. Enhance employment opportunities for unemployed members of the Society.
5. Provide library and library discussion classes and publications for the betterment of literature.
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7. To perform any and all kind of charity for educationally, backward and weaker sections of the society.


President


Secretary


Treasurer

8. To Promote Primary and higher education across the country.
9. To do work for the mental, physical and spiritual well-being of the people of the society.
10. To provide for and conduct indoor and outdoor recreations, games, pastimes and entertainments of all sports.
11. Provide facilities for the development of Ottanthullal, Kathakali story telling and photography.
12. Conduct study classes for improving the employment and agriculture scientifically.

MEMBERS

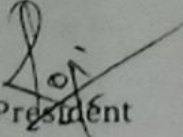
1. Any person who is a citizen of India and attaining in the age of 18 years agrees with the aims and objectives of the memorandum of association and Articles of Association of the Society will be eligible to become a member of society, but subject to the approval of Governing Body of the Society.
2. A person who wishes to become a member will apply in the prescribed form together with admission fee
3. Governing Body may decline the admission of any person as member of the society without assigning any reason whatsoever, no person shall claim membership as matter of right.
4. All persons admitted as member shall be enrolled in a Register book of members with their names and addresses entered therein and shall sign in such Register.
5. If the membership is not approved by the governing body of the society, the reason of the refusal shall be communicated to the personal/applicant concerned.

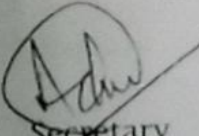
Membership Fee and Annual Subscription

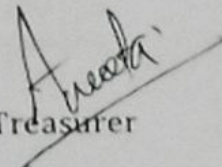
1. Admission fee is Rs.100/-subsequently it may change subject to the approval of the governing body.
2. Monthly fee Rs.50/- is applicable to all members. The Monthly fee should be paid before 5th each month.

Membership Register

A Register of Members shall be maintained in the office of the society in which all the relevant details shown in the application shall be noted and any changes thereafter shall be noted from time to time after placing all the facts before the governing body.


President


Secretary


Treasurer

Termination of Membership

1. A member shall cease his/ her membership if he /she resigns himself by writing and it must be approved by the governing body.
2. If a member acts against the rules and regulations of the society the Director Board shall issue a show cause notice against him/her and if a member does not give sufficient explanation with 7 days on the receipt of the notice or if the Director Board finds the acts of a member against society, the membership shall be ceased.
3. If a member adjudged to be a criminal offender or insane by a court of law.
4. If a member fails to pay debits or arrears due to the society with 3 months from the due date.
5. If a member dies, his/her membership shall be ceased.
6. If he/she found to be involved in any antisocial activities.
7. If he/she has not attended three consecutive meetings without proper information.
8. If a member fails to pay the subscription for a period of 3 years.

Re-admission

In case, any member of the society is expelled by the governing Body on the reason of Non-payment of the subscription, he can be re-admitted, provided, the member concerned pays all up to date dues with the permission of the governing body.

Sources of Income.

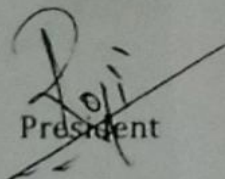
All the income of the society (received from all sources) shall be utilized only for the promotion and upliftment of the aims and objects of the society. Sources of income of the society are as under:

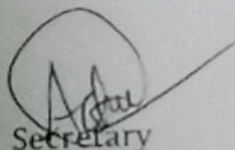
- (a) Admission fee and subscription fee from the members of the society.
- (b) Donations and special contribution from the well-wishers of the society.
- (c) Funds generated by exhibitions, functions, seminars and other cultural programs arranged by the society.
- (d) Grants from Central and State Governments.

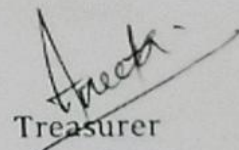
Governing Body

The Governing Body shall consists of :

- | | | |
|-----------------------------|-------------------|--------------------|
| a) President- One | b) Secretary- One | c) Treasurer - One |
| d) Executive Members- Four. | | |


President


Secretary

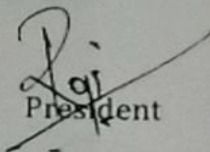

Treasurer

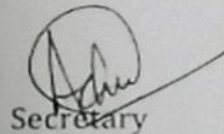
Power, Functions and duties of the Governing Body / Director Board

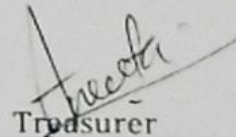
Governing Body shall be responsible for the management and administration of all affairs of the society, and is also authorized to appoint any office bearer / executive member to look after any particular activity.

The committee shall in addition to the powers and duties prescribe elsewhere:-

- (a) To take appropriate steps to carry out the objects of the society.
- (b) To dispose of applications for membership from those eligible under the rules of admission or without assigning any reason.
- (c) Control the finance of the society.
- (d) To enforce the rules and bye-laws of the society.
- (e) To appoint officers, clerks and servants of the society or any other person that the committee feels may be necessary for the society and to remove demote dispense with or dismiss them or vary or after the conditions of service from time in such manner as it thinks fit.
- (f) To take disciplinary action against any member.
- (g) To convene extra ordinary general meeting of the society.
- (h) To represent the society in any legal proceedings.
- (i) To determine the manner in which bills, notes, receipts, acceptances, endorsements, cheque, releases, contracts and documents shall be signed or executed by or on behalf of the society.
- (j) To appoint sub-committees for any specific purpose.
- (k) To decide in what manner and who should represent the meetings, Sporting events, delegation, cultural activities etc., at which the society may participate.
- (l) To amend or make by-laws as may be deemed necessary from time to time for the more efficient working of the society.
- (m) Be the interpreter of the rule and bye-laws of the society and to decide matters not covered by these rules and regulations.
- (n) To take such other steps as may be necessary for the exercise of any of its powers or for the discharge of any of its duties and.
- (o) The decision of the Governing Body shall be final.


President


Secretary


Treasurer

Governing Body shall have also the following powers: -

- (a) To take necessary steps for the implementation of all the programs and policies drawn by the General Body.
- (b) To pass the necessary expenditure to meet the day to day requirements of the society.
- (c) To take decisions on applications for new membership.
- (d) To prepare plans, projects and programs.
- (e) To manage the affairs of the society and to keep control over the property of the society and all its assets.
- (f) To appoint committee(s) for disposal of any business of the society or for advise in any matter pertaining to the society.
- (g) To appoint retaining Officer and his/her power to complete election process.
- (h) Take all such other legal steps for smooth or better management of the society.

COMPOSITION OF THE GOVERNING BODY- 7Nos

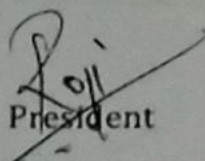
The Composition of the Governing Body shall be as under

- | | | |
|-----|-------------------|------|
| (1) | President | One |
| (2) | Secretary | One |
| (3) | Treasurer | One |
| (4) | Executive Members | Four |

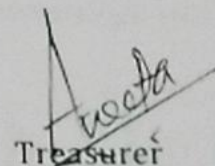
FUNCTIONS OF THE OFFICE BEARES

(I) President

The President shall have general control over the affairs of the society. He/ She can direct the Secretary to convene a meeting. He can appoint in consultation with the Secretary and with the approval of committee such person as they think fit to perform the functions of the society for a special purpose. He shall execute all documents on behalf of the society. He shall generally perform such duties as appertains to the office of the President. In the absence of the President, the Vice- President shall perform the duties of the President.


President


Secretary


Treasurer

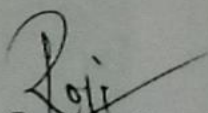
The President of the Society shall also enjoy the following powers and duties: -

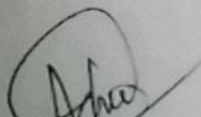
- (a) President shall summon and preside over all the Governing body and General Body meetings of Society and discuss all matters with members, and take decision.
- (b) President shall have power to call any emergent meeting by short notice.
- (c) President shall have the power to allow inclusion/exclusion of any subject/matter in the agenda for the discussion in the course of proceeding meeting.
- (d) At the time of voting on any matter/subject (except election), if the total votes of the groups of members happen to be equal in number, the President has the power to cast an extra vote to decide the matter/subject.
- (e) In the course of any proceedings or meetings of the Governing body/ the general body, the decision of the President shall be considered as final (in case of dispute as to the meaning or interpretation of any rule)
- (f) President will sign all the papers/letters, on behalf of the Society, to conduct its correspondences.
- (g) To appoint/terminate such staff as may be required for effective and efficient management of the affairs of the society, and fix their remuneration.
- (h) President will get the accounts of the society audited by the qualified Auditor, appointed by the Governing Body of the Society.
- (i) President shall file/Submit 'Annual List' of governing body in the Office of Registrar of Society every year.
- (j) President shall represent in all offices of Government and legal proceedings (Central, State) including income tax and sales tax officers and offices and offices of Municipalities, Corporations, Panchayats and other offices and before all or any appellate authorities of such offices unless and until decided otherwise by the Board and financial control of administration all over the society.

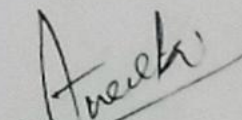
(III) Secretary

The Secretary shall be the administrative executive of the Governing Body and his duties are as follows.

- a. To receive all applications for membership in the society and place them before the President of the governing body for its consideration and disposal;
- b. To take appropriate steps to carry out the objects of the society with the Consultation of the President.
- c. To convene meetings of the governing body as well as general body in consultation with the President and implement the decisions taken by the governing body.
- d. He shall prepare the agenda for meeting.
- e. To maintain a page numbered minute's book to record the proceedings of the meetings of the all committee and the general body property.


President


Secretary


Treasurer

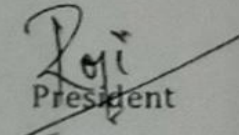
- f. To place before the governing body all important correspondence up to the date of meeting. All correspondences should be with the knowledge of the President.
- g. He shall make arrangements for the conduct of such functions of the society and shall have general control over office.
- h. He shall be the custodian of all documents and record of the society.
- i. He shall represent the governing body in all legal proceedings with the consent of the President.
- j. To give effect to the directions of the governing body.
- k. To take all such measures and do all such things as may be required to carry on the work to fulfill the aims and objects of the society.
- l. Secretary shall circulate the notice to the concerned office bearers and executive members/ general members.
- m. Secretary will prepare the Membership Register as well as the proceedings and the General Body meetings and have them duly signed by the members who attend the meetings. He/she shall be the official spokesman of the society with the consultation on of the President.

(IV) Treasurer

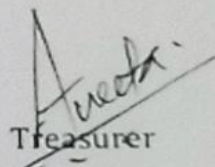
All the funds shall remain under the care and management of Treasurer of the Society. Treasurer shall maintain the accounts of all money which is received and/ or paid by his/ her on behalf of the Society, Treasurer shall produce all the account books in every governing body/ general body meeting. The Treasurer will ordinarily hold a cash balance not exceeding Rs.3,000 (or the amount which may be fixed by the governing body of the Society from time to time) to meet the emergent needs relating to the Society. All cash excess of the above amount (or amount fixed by Governing Body) shall be deposited in any bank/ banks, selected by governing body of Society.

The Treasurer shall be the sole custodian of all the accounts of the society and shall perform the following duties.

1. To receive all entrance fees, subscriptions, donations and other moneys payable to the society and to keep regular accounts or receipts and payments and to submit every month an abstract showing the financial position of the society for the inspection of the governing body.
2. To get annual accounts audited by the auditor.
3. He/she may operate bank account with the President and Secretary
4. To give effect to all directions and decisions of the Society in general meetings or of the governing body.
5. To look after and safeguard the financial interest of the society to the best of his ability.


President


Secretary


Treasurer

Meeting

Governing Body Meeting of the Society shall be held once in a month or as and when the Governing Body may decide from time to time.

Meeting of the General Body

The General Body shall meet whenever necessary but at least once in a year. The President or in his absence Vice President or in the absence of both any member voted to the chair by the Members present shall preside over the meeting of the general body.

Notice

Minimum 15 days' notice shall be given to the members before the date of the general body meeting, enclosing agenda, specifying date, time, place and issues to be discussed.

Meeting

General Body meeting shall be held once in every year regularly.

Quorum

Quorum of general body meeting shall be 2/3 of the total strength of the governing body or 50% whichever is less. The Governing Body shall place before Annual General Body meeting an annual report, audited balance sheet, income and expenditure account of the proceeding financial year for its approval.

Urgent General Body Meeting

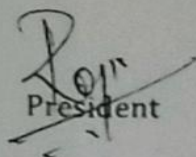
Urgent General Body Meeting may be called by Two days' short notice but the quorum shall be 2/3 of the total strength of General Body Members.

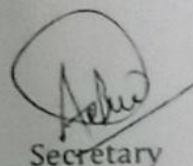
Extraordinary General Body Meeting

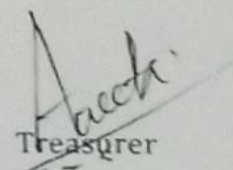
The governing body may convene an extra ordinary general body meeting to transact some special business of urgent nature. At least 10 clear days' notice specifying clearly the objects of such meeting shall be given to the members and only the business so specified shall be discussed at such meeting of general body

Audit

Accounts of the Society shall be audited by a qualified Auditor every year. An Auditor may be a member, an outsider or an institution appointed to audit the annual accounts prepared by the Board of Directors. The Auditor is not Considered as a member of the Board of Directors.


President


Secretary


Treasurer

Annual list of Governing Body

Once in every year a list of the Office Bearers and the Executive Members (of the Governing Body) shall be filed in the office of the Registrar of Societies (as per Travancore Cochin Literary, Scientific and Charitable Societies Registration Act, 1955 and the Societies Registration Act as the case may be) Balance Sheet, Annual Income and Expenditure.

Sub-Committees

- a) Governing body may appoint sub-committee(s) as and when it considers expedient to assist in furtherance and achievement of the objects of Society. Governing Body can at any time dissolve any such committee
- b) Sub committees shall have such powers as may have delegated to them by the governing body.
- c) Any power delegated to such committees may be withdrawn by governing body any time (without any notice)

Meeting of the Governing Body

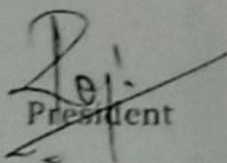
- a) The governing body shall meet whenever, necessary but shall meet once in a month.
- b) The President or in his absence Vice-President or in the absence of both any member voted to the chair shall preside over the meeting.
- c) The matters before the governing body shall be decided by majority of votes and when votes are equal the President shall have a casting vote;
- d) One Third of the total number of members of the committee shall be the quorum,
- e) All decisions of the governing body shall be decided by a majority of the members present;
- f) In case of equality of votes the President shall have a casting vote.

Right to vote

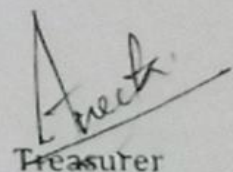
No member shall be eligible to vote unless he had paid membership subscription up-to-date. Member who does not pay yearly subscription for three consecutive years shall automatically cease to be as a member.

Procedure for meetings

The President and in his/her absence, the Vice-President shall preside at every meeting. If both of them are absent, the members among themselves shall choose to the meeting. The President may, with the assent of the majority of the member's present adjourn the meeting. No business shall be transacted at the adjourned meeting other than the business left unfinished. The Secretary shall in consultation with the President fix a day for the adjourned meeting. Notice for such adjourned meeting need be only put on the notice board of the society.


President


Secretary


Treasurer

Amendments

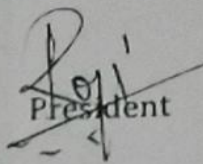
These rules and regulations shall not be altered, modified, amended or repealed in any manner except by special resolution passed by not less than two third majority of votes of the members of the General Body present. The proposed amendment shall be notified in the agenda for the meeting.

Management of Funds and Accounts Operation:

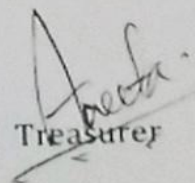
Entire amount shall be kept in any bank(s), where the governing body/general body may decide from time to time. Bank Account should be operated jointly by President, Secretary and Treasurer, otherwise all transactions should be invalid.

General

- a) Members of the Governing body/ General body failing to attend three consecutive meetings of the committee without sufficient cause shall cease to be a member of the managing committee.
- b) Members causing any damage to any assets of the society will be required to compensate the loss or damage and in addition to pay an equal value damage as penalty.
- c) Without prejudice to the objects and for effectively carrying out the same the society shall have power to receive, hold, and possess and property including securities, of any kind and to construct and maintain and building. The incomes, earnings and properties of the society shall be solely utilized and applied towards the promotion of its aims and objects only as set forth in the Memorandum of its aims and objects only as set forth in the Memorandum of Association. The society shall have also the power to frame rule and by-laws.
- d) All provisions under all Sections of "Travancore Cochin Literary, Scientific and Charitable Societies Registration Act, 1955, shall be applicable to this Society.
- e) Society is irrevocable and benefits of the society are open to all human beings, animals and all living things. The benefits of society shall be open to all of those irrespective of cast, creed, community, religion, nationality etc.
- f) All disputes relating to the administration of the society shall be referred to an Arbitrator. The power to appointment of an arbitrator is vested in President with the consultation of the Governing Body and she/he may act as power of an Arbitrator.


President


Secretary


Treasurer

Records and Documents

The Society shall maintain following records and documents in the course of its day today functioning.

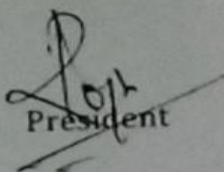
1. Files or incorporation, Registration, Documents of Declaration and Registration of Charitable Society.
2. Minutes Books.
3. Enrolment Register / Membership Register.
4. Receipt Book
5. Voucher Book
6. Stock Register
7. Income and Expenditure Register
8. Assets and Liability Register
9. Register for Bank documents, pass books, cheque books etc...
10. Deposit Register and Receipts
11. Account file
12. Notice Book
13. Inward and outward register
14. Communication and correspondents register
15. Stamp account book

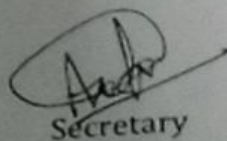
Disciplinary Action

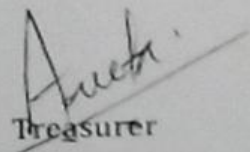
Whether any member of the Board of Directors or any other member, is found to mishandling funds, or responsible for any loss, theft, malicious destruction or damage to any property, fraudulent or any other form of fraud, or any other form of loss of the property of the society will be prosecuted.

Dissolution

If at any time it is found that the affairs of the society can no longer carried on either because it has survived its usefulness or because of the insufficient funds or if adequate support is not forthcoming from the public or for any other reason, the governing body may convene a general body meeting for that special purpose and the society shall be dissolved by the special resolution passed by 3/4th majority of members present and voting in a special meeting convened for the said purpose. Conditions of such dissolution and the manner in which the assets shall be disposed of shall be detailed in the notice calling for such extraordinary meeting.


President

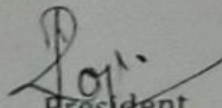

Secretary


Treasurer

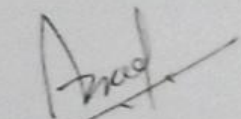
If upon the winding up or dissolution of the society there remains after satisfaction or all its debts and liabilities any properties whatsoever, the same shall not be paid to or distributed among the members of society, but shall be given or transferred to some other society, having similar objects like this society or to the State to be determined by the members of the society at or before the time of dissolution.

There should have a Registered Office, Office Seal and Emblem of the Society

<u>SL</u>	<u>Name and Address</u>	<u>Designation</u>
1.	Achu.G.Das Grace Bhavan Punalal Punalal P.O Thiruvananthapuram—695575	President
2.	Aneeta Toms Vembeny House Perukavu P.O Malayinkeezhu Thiruvananthapuram—695573	Secretary
3.	Rojison Koshy Charuvila Puthen Veedu Karickam P.O Vettikkavala Kollam--691531	Treasurer


President


Secretary


Treasurer