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From

RICHI THOMAS
VAZHAPILLY HOUSE
EDAYAKUNNAM KAPPELLA
S. CHITTOR.P. O - 682 027
9446529198

To

The Registrar of Societies
District Registrar (Gen) Office
Chembukavu, Thrissur -20.

Sir,

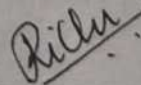
A general body meeting of the Naipunnya Institute of Management and Information Technology (NIMIT) Alumni Association was conducted on 25.6.2019. The meeting was presided over by the president of the society. In this meeting it was decided to register the society under The 12th Travancore- Cochin Literary and Scientific Registration Act, 1955.

The memorandum and bye law of the society have been approved by the General Body and the same have been submitted before the registration authority.

This is to inform you that no other society having the same name has been registered in its operational area.

Hence I humbly request you to register the society under The 12th Travancore - Cochin Literary Scientific Registration Act, 1955.

Your's faithfully,


(President)

Place: Thrissur

Date: 28-2-2020



കേരളം കേരल KERALA

H 030850

MEMORANDUM OF ASSOCIATION

1. **NAME OF THE ASSOCIATION:** The name of the association shall be **നാമിട്ര** - means (NIMIT Friends)
2. **ADDRESS OF THE ASSOCIATION:** The address of the association will be NIMIT, Pongam, Koratty (E)- 680308
3. **Area of Operation :** The area of operation shall be All Kerala

Richi
President

[Signature]
Secretary

[Signature]
Treasurer

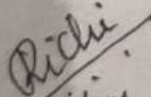
[Signature]
K.SUBRAMANIAN
STATE VENDOR
ANGAMALY-683579
SUB TREASURY
30 JAN 2020
ANGAMALY-683572


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3/2/2020
NAIMITR, NIMIT /
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AIMS AND OBJECTIVES

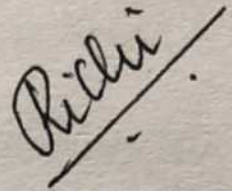
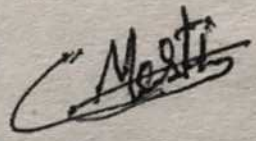

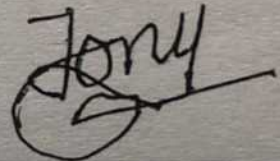
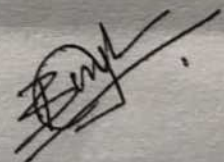


- a. To adopt the Alumni Association core values of excellence, life long relationship, lifelong learning, inclusiveness and diversity.
- b. To promote ethical standards in teaching
- c. To provide financial help to poor students in education irrespective of caste, creed, and religion.
- d. To support a strong relationship between the Alumni Association and current students.
- e. Communicate the mission and purpose of the Alumni Association to the wider Alumni population.
- f. To participate actively in strategic and long range programme planning to promote Alumni awareness, engagement and commitment to the university.
- g. Remain constantly informed about the Alumni Association's mission, services, priorities and programmes.
- h. Recognize fellow Alumni who are distinguished by their loyalty, professional achievement and community service.
- i. Assist current students and Alumni in career planning, placement and transitions.
- j. Develop strong working relationships with other Alumni Council members.
- k. Institute, maintain and grant prizes, certificates and other awards and distinction.
- l. To provide opportunity for former students to come in contact with their Alma mater and with one another.
- m. To foster and keep alive a spirit of loyalty to the college and a continuing concern for the welfare.
- n. To raise funds and organize beautiful programs for general purpose
- o. To communicate with the authorities of the college on matters of mutual interest.
- p. To foster understanding good will and friendship among the alumni members and the students of the college
- q. To contribute to the further growth of college and alumni members by maintaining beneficial membership between the college and each alumni through cooperative planning and working together.

We the undersigned executive members of the association elected by the general body meeting held on 25.6.2019 and as per the decision of above said General body is desirous of forming an Association in the name naielit in accordance with provisions contained in the Travancore Cochin, Literacy Scientific and Charitable Act XII of 1955.


President


Secretary


Treasurer

No	Name of Resident	Employment	Position in Association	Signature
1	Richi Thomas Vazhapilly house Edayakunnam kappella S. Chittor.P. O - 682 027	Asst. Professor	President	
2	Mestin P C Pottakkaran House Potta P O - 680 722	Asst. Professor	Vice President	
3	Sreekuttan P J Valappil H Annallur P. O	Content Writer	Secretary	
4	Tony Thomas Inchiparambil H Thannipuzha Okkal P.O	Lawyer High Court Kerala	Joint Secretary	
5	Binju Saju Manjaly House Desom P. O Aluva - 783 102	Asst. Professor	Program Convener	
6	Rehna John W/o Don John Kolattukudy House Manjapra - 683 581	Asst. Professor	Treasurer	
7	Krishnakumar South Mathrupillil (H) 19/30, Changala Gate P. O Aloor - 680 683	Business Development Manager Cervetti India	Program Coordinator	

BYE LAW OF ASSOCIATION

1. **NAME OF THE ASSOCIATION:** The name of the association shall be **നാലിംഗ്**
2. **ADDRESS OF THE ASSOCIATION:** The address of the association will be NIMIT, Pongam, Koratty (E)- 680308, Chalakudy, Thrissur (Dist)
3. **Area of Operation:** The area of operation shall be Thrissur District, Kerala.

AIMS AND OBJECTIVES

- a. To adopt the Alumni Association core values of excellence, life long relationship, lifelong learning, inclusiveness and diversity.
- b. To promote ethical standards in teaching.
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YEAR

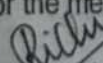
- 1 The association year shall be from 1st April of a year to 31st March.


JURISDICTION


- 2 The jurisdiction of **നാലിംഗ്** shall comprise Thrissur District of Kerala.
- 3 The Registered Office of the Association shall ordinarily be located at the place of the college campus of NIMIT or any such place as may be approved by the association.

CESSATION OF MEMBERSHIP

- 4 Majority of two thirds or more of the total members, voting in person may, in resolution passed at an annual general body or extra general body expel any member who in their opinion is found guilty of conduct contradictory to the interest of the association and any such member shall cease to be a member of the association the date of passing this resolution but may be proposed again for the membership after the expiry of 12 calendar months from that date.


President


Secretary


Treasurer

RIGHTS

- 5 Each member shall have the right
- To attend the meeting of the association.
 - Attend and take part in the scientific meeting. Workshop and conferences of the association.
 - Enjoy such other privileges of the membership as may from time to time be conferred on members by the rules and bye-laws of the association.

ACCOUNTS AND AUDIT

- Proper Books of accounts shall be kept by the Treasurer. He/She shall maintain receipts and vouchers of income & expenses in connection with the activities of the association.
- The accounts shall be closed on 31st march of every year and the same shall be audited and presented before the annual general body before 30 th June every year.

MANAGEMENT

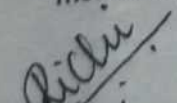
7. The association shall govern its affairs through an executive committee. The committee shall be composed of the following members of the association.
- President
 - Vice president
 - Secretary
 - Joint secretary
 - Treasurer
 - Programme convener
 - Programme co ordinator
- 8 Quorum for the Executive Committee shall be ½ of above members of whom two shall be the President and the Secretary.
- 9 The Office Bearers shall be elected every year by the Annual General Body of the Association which shall be held before the end of the Association year as provided in the election procedures in these rules and bye-laws and the new office bearers shall assume office by 1st April of the association year.
- 9 (a). The Principal of the college will be the Patron of the association

POWERS AND FUNCTIONS OF THE EXECUTIVE COMMITTEE

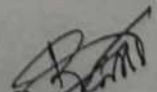
- The executive committee shall act on behalf of the association and shall be vested with the power of general management. It shall meet regularly at periodic intervals.
- It shall appoint committees and subcommittees for various activities and functions and shall express the views on behalf of the association.
- It shall oversee the financial management of the association and authorize payments and disbursements of funds as provided in these rules and bye-laws and for such activities as decided by the association from time to time.
- The executive committee shall lay down procedures for the day to day functioning of the association, conduct yearly elections and exercise powers as may be conducive to the association within the frame work of these rules and bye-laws and perform any other functions specially entrusted to it by the General Body of the members of the Association.

ELECTION OF OFFICE BEARERS

- The Office Bearers shall be elected at the Annual General Body meeting, by a simple majority of members present and voting.


President


Secretary


Treasurer

- b) The Patron shall be the returning officer and the Secretary shall be the Election officer. If the Secretary is a candidate for the election, then the returning officer shall appoint any members of the Executive Committee as the election officer.
- c) If there is a contest, the Returning Officer shall hold the election by secret ballot
- d) Elections shall be notified at least 30 days before the Annual General Body meeting.
- e) In case of any dispute regarding the election, the Patron in consultation with 3 Past president of the association shall appoint a three member tribunal whose decision shall be final

TERMS OF OFFICE OF OFFICE BEARERS

15. The term of office of all office beares shall be one year if re elected, any office bearer will continue for a maximum of one more year

DUTIES AND POWERS OF OFFICE BERARERS

PRESIDENT

REQUIREMENTS:

1. Must be the registered member of the alumni association for the duration of the term
2. Officer is expected to participate in a majority of the meetings, event, and activities of the association

Duties:

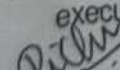
The president shall serve as chair of both the alumni association membership and the executive committee meeting. Without limiting the generality of the foregoing, the president is empowered and tasked to,

- ❖ Chair all the meetings of the alumni association membership and the executive committee meeting.
- ❖ Make all required appointments of standing and special committees
- ❖ See that all orders and resolutions of the members and executive committee are carried into effect and act
- ❖ Promote the welfare and further the objectives of this association
- ❖ Serve as spoke person (or duly appoint another spoke person in his/her stead) for the association to the press, legislative bodies, groups or organizations within the college and the public at large
- ❖ Perform such other duties as are necessary incident to the president or as may be prescribed by the executive committee
- ❖ Keep members of the association informed of all activities undertaken and matters of concern to the executive committee work with secretary in the development of agenda for the meetings.
- ❖ Encourage the executive committees role in strategic planning
- ❖ Play a lead role in fund raising activities and other events

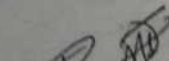
VICE PRESIDENT

The vice president is empowered and tasked to:

- ❖ Fulfill the duties of president in the absence or indisposition of the president
- ❖ Assist the president with his or her duties, when requested, and to be responsible for such duties as are delegated or assigned by the president or the executive committee
- ❖ May act as a liaison to one or more of the following groups: students, faculty, administration and other college employees
- ❖ Shall advise one or more committees and report the committee activities at each meeting of the executive committee


President


Secretary


Treasurer

- ❖ Performs any other duties assigned or delegated by the president or the executive committee
- ❖ Serve as the chair of the distinguished alumni committee. In this capacity, he or she is responsible for
- ❖ Accepting and encouraging nominations for distinguished alumnus
- ❖ Researching qualifications of persons nominated for distinguished alumnus status
- ❖ Planning or causing to be planned, an event honoring the distinguished alumnus and serve on the nominating committee

SECRETARY

Requirements

1. Must be a registered member of the Alumni Association for the duration of the term
2. Officers are expected to participate in a majority of the meetings, events, and activities of the Association.

Duties •

The Secretary is empowered and tasked to:

- ❖ Oversee the proper recording of proceedings of meetings of the Alumni Association Membership and the Executive Committee
- ❖ Ensure that accurate records are kept of all members
- ❖ Distribute a written copy of all proceedings of the Executive Committee meetings to Association membership
- ❖ Supply the presiding officers, Executive Committee members, and Alumni Office with an agenda, of all Executive Committee and special meetings, if it is so desired
- ❖ Handle all correspondence for the Association as directed by the President
- ❖ Maintain records of the Association as appropriate
- ❖ Serve as the Chair of the Fundraising and Events Committee. In this capacity, is responsible for organizing other fund raising activities and events as established by the Executive Committee
- ❖ Perform other responsibilities assigned by the Executive Committee.

TREASURER

The Treasurer is empowered and tasked to:

- ❖ Gather information on income and expenses of the Association, and report the same to the Executive Committee at each meeting
- ❖ Monitor funds of the Association, and alert President to any concerns regarding funds
- ❖ Work with the President to develop an annual budget, and present same to Executive Committee for approval
- ❖ Work with Foundation support staff to manage the Alumni Fund
- ❖ Perform other responsibilities assigned by the Executive Committee

MEMBERS AND ALL OFFICERS

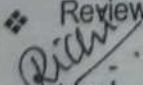
Requirements

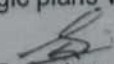
1. Must be a registered member of the Alumni Association for the duration of the term
2. Officers are expected to participate in a majority of the meetings, events, and activities of the Association.

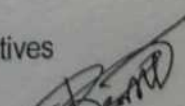
Duties

General roles and responsibilities of Officers include the following:

- ❖ Promotes the Association's mission and purpose
- ❖ Reviews and adopts annual strategic plans which support College initiatives


President


Secretary


Treasurer

- ❖ Ensures effective organizational planning and management of resources
- ❖ Is an advocate of the Foundation and the Alumni association and shares expertise for decision-making, and is a committed volunteer
- ❖ Is knowledgeable about College programs and services
- ❖ Ensures legal and ethical integrity and maintains accountability
- ❖ Recruits and orients new members
- ❖ Attends Alumni Association events including general membership meetings, Executive Committee meetings, and fundraising events
- ❖ Participates in at least one work committee on an annual basis

AMENDMENTS TO MEMORANDUM, RULES AND BYE LAWS

- ❖ Amendments to memorandum, rules and bye- laws of the association may be made at the Annual General Body Meeting.

ANNUAL GENERAL BODY MEETING

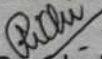
- ❖ Annual General Body meeting shall be held every year before July, to approve the annual report and annual accounts. It shall consider constitutional amendments and resolutions moved by the executive committee or the members
- ❖ The Quorum for the Annual General Body meeting shall be 50 members of the Association. If the quorum is not sufficient, the meeting shall be reconvened after half an hour and the members so present shall be the quorum
- ❖ The Annual General Body or the Extra Ordinary General Body convened for the purpose as per the provision in Rule 19, shall have the power to amend the bye-law


ASSETS AFTER DISSOLUTION

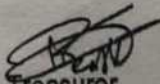
- ❖ In the event of dissolution or winding up of the guild, there shall remain after satisfaction of all its debts and liabilities, any property whatever, the same shall not be paid to or distributed among members of the society or any of them, but shall be given to some other society with the same objectives of the parent organization.

APPLICATION OF THE ACT & DECLARATION

- ❖ All the provision of Travancore- Cochin Literary Scientific and Charitable Society Registration Act XI I of '1955 and rules made there under both amended from time to time will be applicable for the Association.


President


Secretary


Treasurer



20202818

കേരള സർക്കാർ

രജിസ്ട്രേഷൻ വകുപ്പ്

സൊസൈറ്റി രജിസ്ട്രേഷനുള്ള കൈപ്പറ്റ് രസീത്

സൊസൈറ്റിയുടെ പേര്

:Naimitr

ഓൺലൈനായി വിവരങ്ങൾ സമർപ്പിച്ച തീയതി

:28/02/2020

:03/03/2020

രജിസ്ട്രേഷൻ ഫീസ്

:1000

സംഘം രജിസ്ട്രാർ

Kerala Government

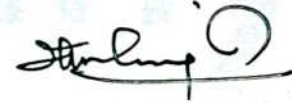
Registration Department

Acknowledgment receipt of registration in the society

Name of the society : Naimitr
Date of submission of the details (Online) : 28.02.2020
: 03.03.2020
Registration Fees : 1000

Association Registrar





Fr. Dr. PAULACHAN K.J.
Principal


സത്യവാങ്മൂലം

തന്നെ ഉടമസ്ഥത ചെയ്ത സമയത്ത്
പ്രതിവർഷം (ഈ) വിവിധ തരത്തിൽ,
വാടകപ്പണം (ഈ), ഇടവകത്തോടടുത്തു,
സർക്കാർ പിന്തുടർ P.O എന്ന സ്ഥലത്ത്
ഈ. സമയത്ത് പ്രവർത്തിച്ചിരുന്ന സമയത്ത്
ഈ ഇടം പ്രതിവർഷം ഉടമസ്ഥത ചെയ്ത
ഉടമസ്ഥത (ഈ) / സമയത്ത് / തരത്തിൽ
ഈ പ്രവർത്തിച്ചിരുന്ന സമയത്ത്
സത്യവാങ്മൂലം ചെയ്യുന്നു.


Richi
വിവിധ തരത്തിൽ
പ്രതിവർഷം

Affidavit

I Richi Thomas, (Vazhappilli House Idayakkunnam kappela South Chittoor P O) the President of Naimitr association hereby declared that there is no other association/club/samithi/affiliation functioning in this name.


Richi Thomas
President




Fr. Dr. PAULACHAN K.J.
Principal

To reach the unreachable