

കേരളം കേരल KERALA

- 1 -

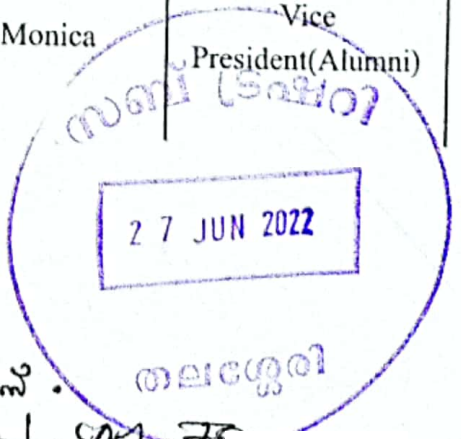
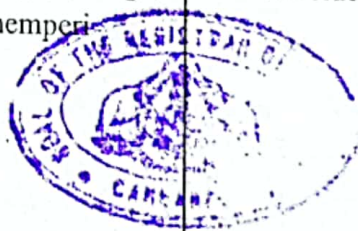
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ALUMNI ASSOCIATION- VIMAL JYOTHI ENGINEERING COLLEGE

office Bearers for the year 2021-2022

1/22

SI NO	Name	Address	Job	Post
1	Dr.Benny Joseph	G9, Sree Daksha's Adyant Apartment Navvoorpirivu Vadavalli Coimbatore - 641046	Principal, Vimal Jyothi Engg.College, Chemperi	President
2	Mr. Shinto Mathew	Mookanolikkal House Ulikkal PO Ulikkal	Manager Santa Monica	Vice President(Alumni)



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V. BAIJU


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09.01.22

കോ. 2 ന്. 20. 20. 20. 20.

3	Mr.Jomy Jose	Chalil House Chemperi P.O Kannur District Kerala Pin - 670632	Associate Professor Dept. of ASH Vimal Jyothi Engg.College, Chemperi	Vice President (Teacher)
4	Ms.Richu M Shelly	Pettanattu House Karimkunnam PO Thodupuzha, Idukki 685586	Geospatial consultant and Developer, Thünen Institute, Braunschweig, Germany	Secretary (Alumni)
5	Ms. Shelma George	Kuzhiampavil (H) Vattiamthode (PO)	Assistant Professor, Dept. of EEE	Secretary (Teacher)

President


Dr. Benny Joseph

Secretary


Shelma George

Treasurer


Jijo Joseph



		670705	Vimal Jyothi Engg.College, Chemperi	
6	Mr. Jijo Joseph	Kottarathiparambil (H) Paisakary PO Payyavoor Kannur 670633	Assistant Professor, Dept. of EEE Vimal Jyothi Engg.College, Chemperi	Treasure (Teacher)
7	Unnikrishnan R	Parakattu House CT Road Perumbavoor PO, 683542	Project Manager, Cognizant Technology Solutions	Members of Executive Committee (Alumni)
8	Kishore Jose	Karakattu House Pulikkurumba P O	Lead Consultant Technology Virtusa consulting Services Pvt Ltd	Members of Executive Committee (Alumni)
9	Jubin Sebastian E	Elayanithottathil House Puranjan Chemperi	Research Engineer Hochschule Offenburg, Germany	Members of Executive Committee (Alumni)
10	Rassal Muhammed	Rassal Mahal, Valavupalam, Irikkur, Kannur	Sr. Planning Engineer Alfanar Co. Riyadh, Saudi Arabia	Members of Executive Committee (Alumni)
11	Shone Jose	Ponneduthamkuzhy House Nilambur PO	Associate Manager, Course5 Intelligence, Bangalore	Members of Executive Committee (Alumni)

President


Dr. Benny Joseph

Secretary


Shelma George

Treasurer

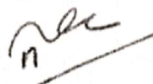

Jijo Joseph



con. nil es

		Wayanad (DIST) 670721	Vimal Jyothi Engg. College, Chemperi	
18	Mr. Ryne P M	"Krishna" Parapram (PO), Pinarayi, Tellicherry, Kannur	Associate Professor, ME Vimal Jyothi Engg. College, Chemperi	Members of Executive Committee (Teachers)
19	Mr. Shaji George	Cheruvil (H), Chandanakampara (PO), Payyavoor, Kannur- 670633	Assistant Professor, ME Vimal Jyothi Engg. College, Chemperi	Members of Executive Committee (Teachers)
20	Reshma K V	Puthuppalliparambil house, Kodoppally, Chittady P O, Kannur-670571	Assistant Professor, AEI Vimal Jyothi Engg. College, Chemperi	Members of Executive Committee (Teachers)
21	Mr. Shijith Thomas	Kuzhivelil (H), Chittarikkal PO, Gokkadavu-671326	Assistant Professor, ASH Vimal Jyothi Engg. College, Chemperi	Members of Executive Committee (Teachers)
22	Ms. Anuragi P	Kannampathi (H) Kanhangad South Kasargod 671531	Assistant Professor, CE Vimal Jyothi Engg. College, Chemperi	Members of Executive Committee (Teachers)

President

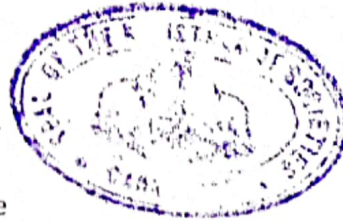


Dr. Benny Joseph

Secretary



Shelma George



Treasurer



Jijo Joseph




com nil


രജിസ്റ്റർ നമ്പർ KNR/Ca/382/2018 സൊസൈറ്റിയുടെ പേര്: Alumni Association
Vimal Jyothi Engineering College, രേഖയുടെ പേര്: ഭാരവാഹിപ്പട്ടിക 2021-2022 ക്രമനമ്പർ.
1/22 ഫയലിംഗ് തീയതി 03/03/2022

ഒപ്പ്/ സംഘം രജിസ്ട്രാർ കണ്ണൂർ, തലശ്ശേരി
(സീൽ)

തിരുത്തൽ: ഇല്ല  വെട്ടുതിരുത്തൽ: ഇല്ല 

താളുകളുടെ എണ്ണം. ആറ്

തയ്യാറാക്കിയത്: ഗ്രേയ്റ്റോ തോമസ്, ക്ലർക്ക് 
ഒത്തു നോക്കിയത്: നിഷ മോഹൻ വി, ക്ലർക്ക് 
പരിശോധിച്ചത്: ഗ്രേയ്റ്റോ തോമസ്, ക്ലർക്ക് 


സംഘം രജിസ്ട്രാർ
കണ്ണൂർ, തലശ്ശേരി

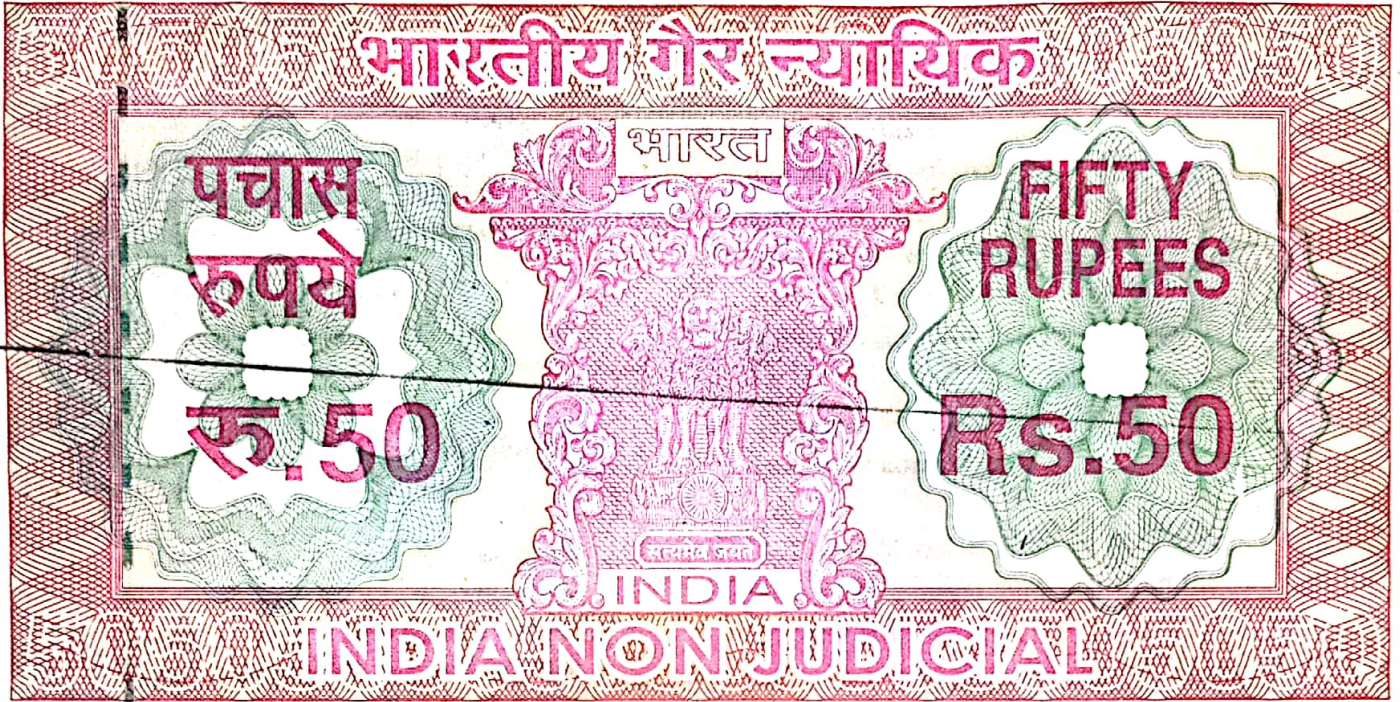
തലശ്ശേരി
08/07/2022



..... 17/1/22
..... 21/7/22
..... 27/7/22
..... 8/7/22
..... 16/07/22

.....





കേരളം കേരल KERALA

CD 587752

Reg. No. KNR/CA/382/2018

AMENDMENT

Changes made in the office bears list as per KTU norms are listed below

OLD

- President shall be senior faculty or Alumni working in the college.
- The Vice President shall be an alumnus working outside

NEW AMENDMENT

- President- Principal / Head of the Institution or a person in charge of principal/ Head of the Institution
- Two Vice presidents- One from the alumni, but selected from a general body and the other from teachers, selected in a general body. (They will be known as 'Vice President-Teachers' and 'Vice president - Alumni'.



22384
24/9/2021

Thomas . P . S . Pannaykatti . House
Perinthathi . P . S .

V. BAJU
TOWN STAMP VENDOR (ACTING)
THALASSERY

24 SEP 2021



- Secretary shall be an alumnus working in the college itself.
- The Joint Secretary shall be an alumnus working outside the college
- Two Secretaries – One from the alumni, but selected from a general body and the other from teachers, selected in a general body. (They will be known as ‘ Secretary – Alumni’ and ‘ Secretary – Teachers’)
- Treasurer – A teacher, elected from executive committee
- The treasurer shall be an alumni working in the college.
- 8 Teachers and 8 Alumni Members elected by alumni students, from the general body.
- Total numbers of executive members are 13. Out of 13 members, 6 members shall be elected from alumni working in the college and seven members shall be alumnus working outside the college.

John

John Thomas

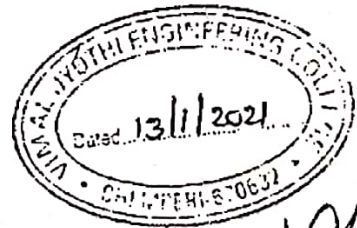
President



Grace John M

Grace John M

Secretary



Lince Thom

Lince Thom

Treasurer

രജിസ്റ്റർനമ്പർ:S.382//2018. സൊസൈറ്റിയുടെ പേര്:അല്പമി
അസ്സോസിയേഷൻ വിമൽ ജ്യോതി എൻജിനീയറിംഗ് കോളേജ്. രേഖയുടെ പേര്:
ഭരണഘടനാ ഭേദഗതി-2021 ക്രമനമ്പർ:1/21. ഫയലിംഗ് തീയതി:28.06.2021

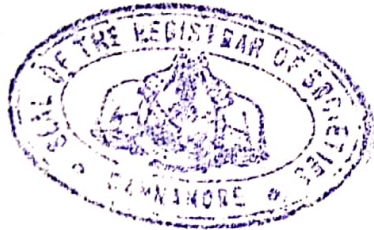
ഒപ്പ്/-സംഘം രജിസ്ട്രാർ കണ്ണൂർ,തലശ്ശേരി
(സീൽ)

തിരുത്തൽ:ഇല്ല

വെട്ടുതിരുത്തൽ:ഇല്ല ✓

താളുകളുടെ എണ്ണം:മൂന്ന് ✓

തയ്യാറാക്കിയത്:ഷഫീന,കെ.കെ, ക്ലർക്ക്
ഒത്തു നോക്കിയത്:പ്രിയ അച്ചുതൻ, ക്ലർക്ക്
പരിശോധിച്ചത്:ഷഫീന,കെ.കെ, ക്ലർക്ക്



സംഘം രജിസ്ട്രാർ

കണ്ണൂർ,തലശ്ശേരി

തലശ്ശേരി
25.09.2021

പേരിൽ തമ്പര 253/21


പേരിൽ തിരുതി 24/9/21

തൊഴിലുടമ

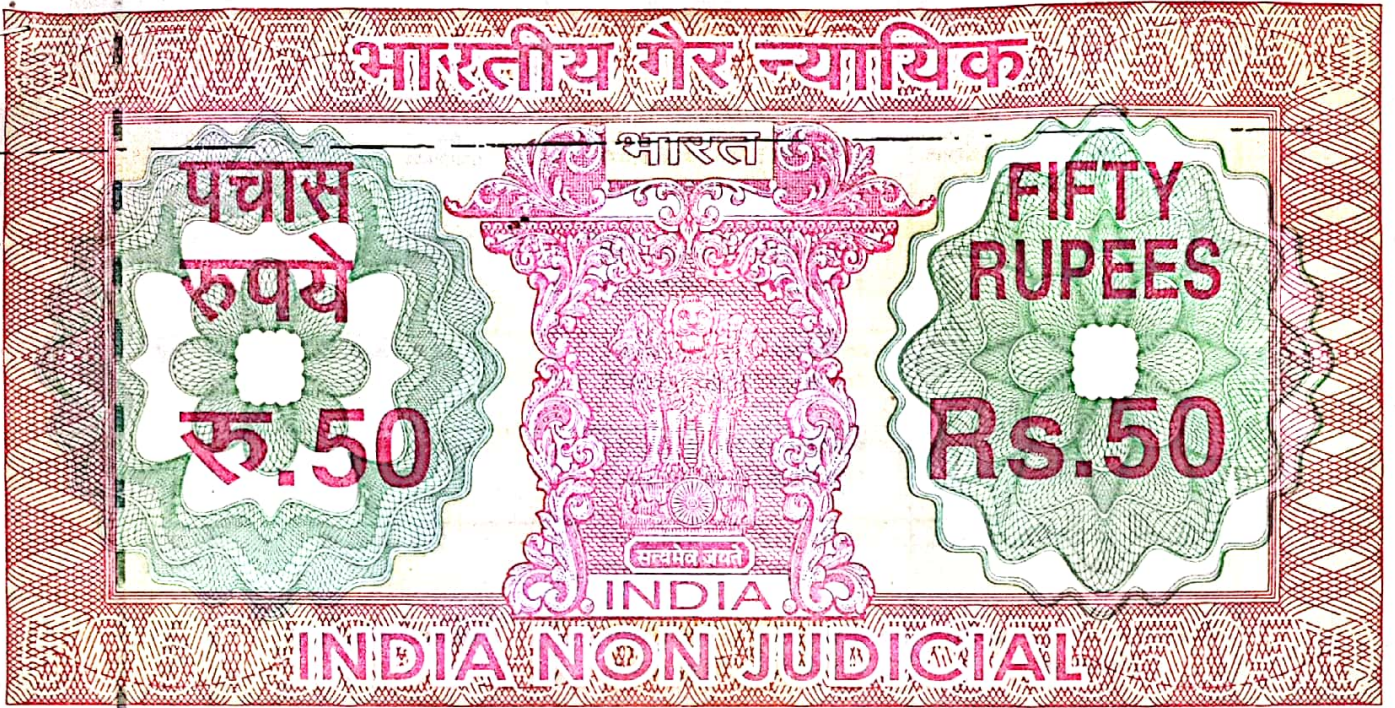
പുതുച്ചേരി ഹാജരാക്കി 24/9/21

തയ്യാറാക്കി 25/9/21

പരിശോധിക്കുക 30/10/21


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കേരളം കേരल KERALA

CD 587751

- 1 -

ALUMNI ASSOCIATION- VIMAL JYOTHI ENGINEERING COLLEGE

**Newly elected office bearers and their designation during Annual General Body
conducted on 21/11/2020**

SI NO	Name	Designation	Address
1	Dr. Benny Joseph	President	Principal, Vimal Jyothi Engg. College, Chemperi
2	Mr. Shinto Mathew	Vice President (Alumn)	Mookanollkkal House Ulkkal PO Ulkkal
3	Mr. Jomy Jose	Vice President (Teacher)	Associate Professor Dept. of ASH Vimal Jyothi



22383
24/9/2021

Thomas: M. S. Mannan katti House.
Perinthathi, p.p. 22383

Cor- Nil

V. B. BANU
TOWNSTAMENOR (ACTING)
SECRETARY

24 SEP 2021

17	Mr. Vinod J Thomas	Members of Executive Committee (Teachers)	Assistant Professor, ECE Vimal Jyothi
18	Ms. Asha Baby	Members of Executive Committee (Teachers)	Assistant Professor, CSE Vimal Jyothi
19	Mr. Ryne P M	Members of Executive Committee (Teachers)	Associate Professor, ME Vimal Jyothi
20	Mr. Shaji George	Members of Executive Committee (Teachers)	Assistant Professor, ME Vimal Jyothi
21	Reshma KV	Members of Executive Committee (Teachers)	Assistant Professor, AEI Vimal Jyothi
22	Mr. Shijith Thomas	Members of Executive Committee (Teachers)	Assistant Professor, ASH Vimal Jyothi
23	Ms. Anuragi P	Members of Executive Committee (Teachers)	Assistant Professor, CE Vimal Jyothi

[Signature]
Lata Thomas
President

[Signature]
Grace John M
Secretary

[Signature]
Lina Thomas
Treasurer

Con- Nil *[Signature]*



3-

4	Ms. Richu M Shelly	Secretary (Alumni)	Pettanattu House Karimkunnam PO Thodupuzha, Idukki 685586
5	Ms. Shelma George	Secretary (Teacher)	Assistant Professor, EEE Vimal Jyothi
6	Mr. Jijo Joseph	Treasure (Teacher)	Assistant Professor, EEE Vimal Jyothi
7	Uanikrishnan M	Members of Executive Committee (Alumni)	Parakattu House CT Road Perumbavoor PO, 683542
9	Kishore Jose	Members of Executive Committee (Alumni)	Karakattu House Pulikkurumba P O
10	Jubin Sebastian	Members of Executive Committee (Alumni)	Elayanithottathil House Puranjan Chemperi
11	Rassal Muhammed	Members of Executive Committee (Alumni)	Rassal Mahal, Valavupalam, Irikkur, Kannur
12	Shone Jose	Members of Executive Committee (Alumni)	Poneduthamkuzhy House Nilambur PO
13	Lexu Jose	Members of Executive Committee (Alumni)	Pallineerakal House Vayattuparamba PO
14	Tomlin Mathew	Members of Executive Committee (Alumni)	Kaithakulath House Poozhithode PO Peruvannamuzhi, Kozhikode
15	Alex M Sunny	Members of Executive Committee (Alumni)	Mlankuzhiyil House Vellarikkundu PO Kasargodu
16	Mr. Vasudevan M	Members of Executive Committee (Teachers)	Assistant Professor, ASH Vimal Jyothi

Con Nil



രജിസ്റ്റർ അസോസിയേഷൻ രേഖയുടെ തീയതി.28.06.2021	നമ്പർ:382/2018. വിമൽ പേര്:ഭാരവാഹിപ്പട്ടിക	ജ്യോതി 2020-2021.	സൊസൈറ്റിയുടെ എൻജിനീയറിംഗ് ക്രമനമ്പർ.2/21.	പേര്:അലൂമി കോളേജ് ഫയലിംഗ്
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ഒപ്പ്/ സംഘം രജിസ്ട്രാർ കണ്ണൂർ,തലശ്ശേരി
(സീൽ)

തിരുത്തൽ: ഇല്ല *W*

വെട്ടുതിരുത്തൽ:ഇല്ല *Z*

താളുകളുടെ എണ്ണം. നാല്.

തയ്യാറാക്കിയത്:ഷഫീന,കെ.കെ, ക്ലർക്ക് *Sh*
ഒത്തു നോക്കിയത്:പ്രിയ അച്ചുതൻ, ക്ലർക്ക് *P*
പരിശോധിച്ചത്:ഷഫീന,കെ.കെ, ക്ലർക്ക് *Sh*

സംഘം രജിസ്ട്രാർ
കണ്ണൂർ,തലശ്ശേരി

തലശ്ശേരി
25.09.2021

അവകാശ നമ്പർ 253/21
അവകാശ തീരുമാനം 24/9/21
കേരളം
മുദ്രപത്രം ഹാജരാക്കി 24/9/21
തയ്യാറാക്കി 24/9/21
പരിശോധിക്കുക 30/10/21

എൻ.എസ്.എസ്.

Alumni association- By Law

ALUMNI ASSOCIATION- VIMAL JYOTHI ENGINEERING COLLEGE (AA- VJEC)

MEMORANDUM OF ASSOCIATION

I Name: The name of Association shall be “ALUMNI ASSOCIATION- VIMAL JYOTHI ENGINEERING COLLEGE “

II Address: AUMNI ASSOCIATION-VIMAL JYOTHI ENGINEERING COLLEGE” Jyothi Nagar, Chemperi P O, Kannur-Pin- 670 632

C. Office: Building No. EP IX / 520, Eruvessy Village, Thaliparambu Taluk

Jurisdiction: Extended all over India

President

Secretary

Treasurer

III Aims & Objectives:

- A. To provide a forum for the old students of the College to meet and discuss the matters of common interest.
- B. To promote the interests of the College and its past and present students.
- C. To promote goodwill and mutual assistance among the members.
- D. To contribute to the cause of technical education by sharing the experience of those in the field.
- E. To help the Authorities to improve the academic and cultural activities of the college.
- F. To co- operate with the students in literary, cultural and sports activities of the college.
- G. To help the members in employment and service matters without interfering in the policies of their employers.
- H. To arrange and conduct programmes of general and technical nature.
- I. To co- operate with other such bodies for the same ends.
- J. To promote other matters beneficial to prospects of the association.
- K. To introduce scholarships, grants, books, prizes ,medals etc. to the ongoing batches, to promote their academic skills activities.

IV Present executive committee members:

SI NO	Name	Address	Designation	Job
1	Dr.Benny Joseph		President	Principal VJEC
2	Mr. Shinto Mathew		Vice President(Alumni)	
3	Mr.Jomy Jose		Vice President (Teacher)	Associate Professor, ASH
4	Ms.Richu M Shelly		Secretary (Alumni) -	
5	Ms.Shelma George		Secretary (Teacher) -	Assistant Professor, EEE
6	Mr. Jijo Joseph		Treasure (Teacher)-	Assistant Professor ,EEE
7	Unnikrishnan M		Members of Executive	

			Committee (Alumni)	
9	Kishore Jose		Members of Executive Committee (Alumni)	
10	Jubin Sebastian		Members of Executive Committee (Alumni)	
11	Rassal Muhammed		Members of Executive Committee (Alumni)	
12	Shone Jose		Members of Executive Committee (Alumni)	
13	Lexu Jose		Members of Executive Committee (Alumni)	
14	Tomlin Mathew		Members of Executive Committee (Alumni)	
15	Alex M Sunny		Members of Executive Committee (Alumni)	
16	Mr. Vasudevan M		Members of Executive Committee (Teachers)	AP, ASH
17	Mr. Vinod J Thomas		Members of Executive Committee (Teachers)	AP,ECE
18	Ms.Asha Baby		Members of Executive Committee (Teachers)	AP,CSE
19	4.Mr.Ryne P M		Members of Executive Committee (Teachers)	Associate Professor ME
20	5. Mr. Shaji George		Members of Executive Committee (Teachers)	AP ,ME
21	6.Ms. Reshma K V		Members of Executive Committee (Teachers)	AP,AEI
22	7. Mr. Shijith Thomas		Members of Executive Committee (Teachers)	- AP,ASH
23	8. Ms. Anuragi P		Members of Executive Committee (Teachers)	AP, CE

V. We the Undersigned hereby declare that we have decided to form and function as a society as per section 21 of society Registration Act-1860.

SI NO	Name	Address	Adhar Number	Job	Signature
1	Dr.Benny Joseph				
2	Mr. Shinto Mathew				
3	Mr.Jomy Jose				
4	Ms.Richu M Shelly				
5	Ms.Shelma George				
6	Mr. Jijo Joseph				
7	Unnikrishnan M				
9	Kishore Jose				
10	Jubin Sebastian				
11	Rassal Muhammed				
12	Shone Jose				
13	Lexu Jose				
14	Tomlin Mathew				
15	Alex M Sunny				
16	Mr. Vasudevan M				
17	Mr. Vinod J Thomas				
18	Ms.Asha Baby				

19	4.Mr.Ryne P M				
20	5. Mr. Shaji George				
21	6.Ms. Reshma K V				
22	7. Mr. Shijith Thomas				
23	8. Ms. Anuragi P				

Place: Jyothi Nagar, Chemperi

President

Date:

Witnesses:

Secretary

1.

2.

Treasurer

ALUMNI ASSOCIATION- VIMAL JYOTHI ENGINEERING COLLEGE (AA-VJEC)

ARTICLE OF ASSOCIATION

I Name: The name of the Association shall be “ALUMNI ASSOCIATION- VIMAL JYOTHI ENGINEERING COLLEGE”.

II Address: ALUMNI ASSOCIATION- VIMAL JYOTHI ENGINEERING COLLEGE”. Jyothi Nagar, Chemperi P O, Kannur – Pin- 670 632

C.Office: Building No.EP IX/ 520, Eruvessy Village, Taliparambu Taluk

Jurisdiction: Extended all over India.

III Aims and Objectives:

- A. To provide a forum for the old students of the college to meet and discuss the matters of common interest.
- B. To promote the interests of the College and its past and present students.
- C. To promote goodwill and mutual assistance among the members.
- D. To contribute to the cause of technical education by sharing the experience of those in the field.
- E. To help the authorities to improve the academic and cultural activities of the college.
- F. To co- operate with the students in literary, cultural and sports activities of the college.
- G. To help the members in employment and service matters without interfering in the policies of their employers.
- H. To arrange and conduct programmes of general and technical nature.
- I. To co- operate with other such bodies for the same ends.

- J. To promote other matters beneficial to prospects of the association.
- K. To introduce scholarships, grants, books, prizes, medals etc. to the ongoing batches, to promote their academic skills activities.

President

Secretary

Treasurer

2. ORGANISATIONAL STRUCTURE OF THE ASSOCIATION

Membership:

There will be five classes of members.

- I. Patron: Either the chairman of the College governing Trust or the representative duly appointed by him will act as the patron of the Association.
- II. Life time members: Former Students of the Institution, who paid the annual subscription as fixed by the general body, wholly through a single payment.
- III. Ordinary Members: Former students of the institution, who are paying the annual subscription as fixed by the general body.
- IV. Honorary Members: whole teachers of the institution.
- V. Associate members: Former teaching staffs of the institution, who are paying the annual subscription, prescribed by the general body.

3. GENERAL BODY & ITS QUORUM MEETINGS-

- 1. General body of the alumni association includes all the five categories of members as described in the above Para. It is statutory that, at least one general body shall convene, once in each academic year.
- 2. Secretary shall prepare a list of active members for the current year.
- 3. Quorum will be the presence of minimum 10% of the active members of the relevant year.
- 4. Secretary shall issue a notice to all members, which includes agenda, annual report, audited statement of accounts, budget proposals and any other matters if any. Secretary (Teacher) shall inform all members at least 7 days before, the place of meeting, date and time, either

electronically or through post. Non receipt of this notice shall not nullify any decision taken in that general body.

5. If, not less than 100 members from the association demands to the president, in writing, the president shall constitute a general body meeting, in a place and time, as fixed by the president.

6. The President of the general body will be the president of the executive committee. In the absence of executive committee president, the Teacher vice-president in the executive committee will preside over the meeting. If both of them are absent, any executive committee members, nominated by the general body will preside.

7. The decisions in the general body is taken on the simple majority of the members present in that general body. The president shall prepare read such decisions taken at the end of the meeting for getting it approved by the general body.

8. The general body shall have the power to take the decision on the following matters.

I. To approve the necessary amendments & observations made on the annual report, submitted by the executive committee.

II. To approve the necessary amendments and observations made on the scrutinized audit report and audited account statement, submitted by the executive committee.

III. To approve the necessary amendments and observations made on the scrutinized budget proposals for the forthcoming year, submitted by the executive committee.

IV. To scrutinize and take decisions upon the bylaws or amendments in bylaw, submitted by the executive committee.

V. To scrutinize and take decision upon any other matter as submitted by the executive committee.

VI. To take decisions to appoint auditors for auditing the accounts submitted by the executive committee, to help decisions upon the recommendation made by the executive committee upon the deposit of funds and to take decision upon the method to utilize the fund of the association as recommended by the executive committee.

VII. To elect office-bearers and members to executive committee.

9. All students who are passing out at each academic year, are eligible to become a life member or a be an ordinary member. The president shall take necessary steps for this, 2 months before ending the their academic year.

4. STRUCTURE & OFFICE BEARERS OF EXECUTIVE COMMITTEE.

1 .Alumni association shall have an executive committee. The executive committee shall have the following members, ie.

- I. President- Principal / Head of the Institution or a person in charge of principal/ Head of the Institution.
- II. Two Vice presidents- One from the alumni, but selected from a general body and the other from teachers, selected in a general body. (They will be known as 'Vice-President-Teachers' and 'Vice president –Alumni'.
- III. Two Secretaries – One from the alumni, but selected from a general body and the other from teachers, selected in a general body. (They will be known as ' Secretary – Alumni' and ' Secretary – Teachers')
- IV. Treasurer – A teacher, elected from executive committee.
- V. 8 Teachers and 8 Alumni Members elected by alumni students, from the general body.

2. Persons falling in category (I) to (IV) as above will be the office bearers of the alumni association.

3. Quorum for executive committee will be six. But for qualifying the quorum 2 shall be from the alumni as stated in paragraph(v) of subsection (1) and another 2 members shall be the teachers from the executive committee.

4. The secretary shall distribute the notice to all executive committee members, with copies of general body approved annual reports, audited account statements, budget proposals, any other documents approved by general body , and agenda notes. The place, time and date of the meeting shall be intimated to all members, at least seven days before either through post or through electronic medium. Non- receipt of this letter will not nullify and decisions taken in the executive.

5. If members other than teachers, not less than 5, and teacher members, not less than 5, who falls in executive committee as per its 1st statute and paragraph-5, demands in writing to the president to convene an executive committee meeting, the president can convene the meeting in a place, date and manner as president decides.

6. The executive committee shall convene ordinary meetings, once in every six months. But up on emergency matters, meeting can be convened at any time.

7. The president shall preside over, all executive committee meetings. In his absence, the teacher vice president shall chair the meeting and if he too is absent, another teacher member , elected from the executive committee shall preside over the meeting.

8. The decisions of the executive committee is taken, based on a simple majority of the members present in that meeting and the president shall read it at the end of the meeting and shall get approval of that meeting.

9. The executive committee can take decision up on the following subjects:

i. To prepare the annual report, audited statement of accounts, audit report, budget proposals for the forthcoming year, by laws, proposals for bylaw amendment, which are to be submitted to the general body.

II. To deal all matters relating to the association, to meet all expenses regarding the association and to do all which are necessary for the association, but not contravening the provisions of this statute.

III. To add new members, to delete the invalid members and to prepare the yearly members list.

IV. To scrutinize the registers & records of alumni association.

V. To approve and executive the decisions taken in the general body. With or without amendment.

VI. To propose suggestions to the general body, regarding appointment of auditors, to deposit funds, to spend the fund, of the association.

VII. To look into the proposed bylaw amendments and give necessary directions to the general body.

VIII. To form and appoint necessary subcommittee to execute the functions of the association.

10. The period of an executive committee will be for one year. But in any circumstances, if the formation of new executive committee could not be done, the current executive committee can continue to three more months, or to form a new executive committee which ever happened first. The president shall take steps to constitute the new executive committee at least 2 months prior to the expiry of the present committee.

5. DUTIES & RESPONSIBILITIES OF OFFICE BEARERS.

The office bearers of alumni association shall have the following duties & responsibilities.

- I. President- The president shall have the power to convene general body and executive committees and to execute the powers, duties and responsibilities, entrusted upon him by the general body or executive committee.
- II. Teacher Vice – President To execute all powers, duties and responsibilities entrusted to the president in his absence.
- III. To co – ordinate with alumni association president and teachers vice president , in the matters of association.
- IV. Teachers secretary – To help the president to convene the meetings of general body and executive committee, to keep and retain all communications, official papers, registers and records, to prepare the annual budget, to prepare and record the minutes of general body and executive committee and to exercise the powers, duties and responsibilities entrusted by president or executive committee or general body.
- V. Students secretary –Help the teacher secretary in exercising his powers, duties and responsibilities entrusted up on him.
- VI. Treasurer- Spend the fund with president, sign cheques with president, handle the fund of the association to prepare the annual report, annual accounts, audited statements, budget proposals and other financial documents and to submit it to the executive committee as per the provisions of this statute.

6. FUND OF ALUMNI ASSOCIATION

The fund of alumni association shall includes all subscription paid by the members, contributions and other amounts came to the association.

7. MANAGING OF ALUMNI ASSOCIATION FUND.

1. The president and treasurer together manage the fund of the alumni association.
2. The funds shall be deposited in a nationalized bank, nominated in the general body.
3. The expenses during the exercise of powers, duties and responsibilities entrusted by the executive committee and general bodies, shall be met from the official fund, by the president and treasurer together.
4. All documents connected with financial dealings shall be managed by president and treasurer.

8. AUDIT OF FUNDS OF ALUMNI ASSOCIATION

A chartered accountant decided by the general body shall audit the fund of the association . The executive committee shall scrutinize the audit statement and report and submit it to general body with necessary suggestions. General body shall take right decisions up on that.

9. GENERAL MATTERS

1. The association shall have a common seal and it should be in the custody of president / Teacher Secretary.
2. The president & secretary shall put their signature in all official papers, except in cheques.
3. The president and secretary shall represent the association, in all forums, together.