



# SREE GOKULAM MEDICAL COLLEGE & RESEARCH FOUNDATION

(A UNIT OF FOUNDATION OF NON-RESIDENT INDIANS)

SGMCRF/C1/SGMCAA Committe/2012

02/02/2024

## PROCEEDINGS OF THE PRINCIPAL

Sub: Sree Gokulam Medical College Alumni Association Committee re-Constituted -reg

The Sree Gokulam Medical College Alumni Association Committee of the college is re-constituted with the following members w. e.f 01/02/2024

- |                               |                   |
|-------------------------------|-------------------|
| 1) Dr. Shine R S              | President         |
| 2) Dr. Nishana Saif           | Vice President    |
| 3) Dr. Vinu Rajendran         | General Secretary |
| 4) Dr. Aneesa A M             | Joint Secretary   |
| 5) Dr. Shreyas Susan Varghese | Joint Secretary   |
| 6) Dr. Vishnu Pradeep         | Treasurer         |



  
**PRINCIPAL**

*PRINCIPAL*

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# **Sree Gokulam Medical College & Research Foundation**

## **Sree Gokulam Medical College Alumni Association (SGMCAA)**

**Reg. No: 297/IV/2019 dated 30.12.2019 SRO TVPM**

Compiled by: Dr Vinu Rajendran

Approved by: Dr Shine RS

Review date: October 2023

### **PREAMBLE**

Sree Gokulam Alumni Association (SGMCAA) was launched in the year 2019 (Reg. No: 297/IV/2019 dated 30.12.2019 SRO TVPM) as an independent non-profit organisation (trust) and is governed by the trust of deed of the association. The activities of the SGMCAA are managed by the executive committee

### **SCOPE**

This SOP will lay down the standard procedures to be followed in the routine activities of the SGMCAA. Details are mentioned below.

### **OBJECTIVES OF THE TRUST**

The objectives of the Trust are:

- (a) To provide a vibrant forum that promotes interaction and networking among Alumni of the Sree Gokulam Medical College.
- (b) To help Alumni achieve their professional and societal goals.

- (c) Help to improve infrastructure facilities of Sree Gokulam Medical College and Research Foundation.
- (d) To conduct free medical camps across Kerala.
- (e) To help Alumni in their hour of need.
- (f) To facilitate the association of Alumni with their Alma Mater.
- (g) To contribute to the Sree Gokulam College's Vision of being recognized among the leading institutions in academics, research, outreach and innovation.
- (h) To function on charitable basis, and to run the Association on 'no profit no loss' basis.
- (i) To promote the academic, cultural, social and scientific activities of the students and staff.
- (j) To create awareness about Sree Gokulam Medical College and its Alumni in the public.
- (k) To assist deserving students from the sections of the society financially and otherwise, especially students from Sree Gokulam Medical College.
- (l) To run hospitals, orphanages and old age homes.
- (m) To uphold the dignity of medical profession and safeguard the rights and privileges of the profession in general.
- (n) To develop the scientific temper, humanism and the spirit of inquiry and reform.
- (o) To protect and improve the natural environment including forests, lakes, rivers and wild life, and to have compassion for living creatures.
- (p) To develop, design and maintain website/mobile app of the Association.
- (q) To release e-bulletins, magazines and annual souvenir.

## MEMBER AND MEMBERSHIP FEES

- a) A student, who has studied MBBS in Sree Gokulam Medical College and qualified the course only can become the member of the association.
- b) Application in the prescribed form along with admission fee of Rs. 1000 (Rupees Thousand only) shall be submitted by the prospective member and only on approval of same by the Executive Committee, the person can become a member.
- c) The Secretary of Association shall maintain a register of all members of the Association in the form approved by the Executive Committee. The register shall be kept open for inspection by all members of the Association and any person authorized by the Executive Committee or as per provisions of the Travancore Cochin Literary, Scientific and Charitable Societies Registration Act of 1955. The Executive Committee shall frame guidelines for updating of the register of members on a continuous basis.
- d) All communication to the members will be through e-mail/Mobile phones, except where the member makes a request in writing for alternative means of communication. If a member changes his/her postal and/or e-mail address, he/she shall notify his/her new address to the Alumni Association Office, and the entry in the registry shall be accordingly changed; but if he/she fails to notify his/her new address, the address in the roll of members or Registry shall be deemed to be his/her address.
- d) The Executive Committee may cancel membership under any of the following circumstances:
  - i) If he/she dies, resigns or is convicted of a criminal offence involving moral turpitude.
  - ii) for wilful disregard to the Association's rules or misconduct on the part of the member, provided that the member concerned is given an opportunity for explaining his conduct.
  - iii) Any member thus expelled can appeal to the Executive Committee and to the Patrons for reconsideration of expulsion with justification.
  - iv) A resignation from membership shall be tendered to the President and it shall not take effect until it has been accepted on behalf of the Association by the Executive Committee.

## **MANAGEMENT OF THE TRUST**

The Association shall be managed by an Executive committee which shall comprise of 14 members:

- a) First six Founder trustees shall form part of the Executive Committee for the first term.
- b) Founder trustees shall nominate eight other members to the Executive Committee.
- c) There shall be three patrons; Chairman, Director and Dean of Sree Gokulam Medical College.
- d) There shall be two Ex-officio members; immediate past President and Secretary.
- e) Patrons and Ex-officio members shall not have voting rights.
- f) The term of the Executive Committee shall be for a period of two years.
- g) The Executive Committee shall have a:
  - President
  - Vice president
  - General Secretary
  - Two joint secretaries and
  - Treasurer.
- h) The general secretary shall be person working in Sree Gokulam Medical College and he should be residing within a radius of 25 kilometres of Sree Gokulam Medical College.
- i) The Executive Committee may be convened whenever there is an urgent need.

### **Election of Office Bearers and Elected Members of Executive**

All the 14 Executive Committee members shall be elected in the Annual General Meeting (AGM) once in two years. Every member of Association shall be eligible to be elected as President, Vice President, General Secretary, Joint Secretaries, Treasurer and ordinary executive committee members.

Every member shall have one vote for each post. Vote by proxy is in no case permitted. A member shall not be eligible to hold the same position in the Executive Committee for more than two terms.

In the Annual General Meeting(AGM), elections shall be conducted by an Election Officer, appointed by the Executive committee at least 45 days in advance and not earlier than 60 days of the expiry of its term. The Election Officer shall be employee of the Sree Gokulam Medical College, not below the rank of Assistant Professor and should not be member of the Association. He should be familiar with the Information and Communication Technology (ICT).

The Election Officer shall be responsible for receipt of nominations, acceptance of withdrawals, scrutiny of nominations, hearing of objections against nominations, actual conducting of elections and announcement of election results in the Annual General Meeting. Within fifteen days of his appointment, the Election Officer shall notify the schedule of elections.

### **TERM AND REELECTION OF THE COMMITTEE**

The term of the Executive Committee shall be one year from the date of assuming office. Members are eligible for re-election, but can serve as Executive Committee members for a maximum of two terms consecutively, after which they need to have a break, of at least one term, before being eligible to stand for elections again.

### **MEETINGS OF THE EXECUTIVE COMMITTEE**

- a) The Association shall have an Executive Committee Meeting, at least, once every three months. Date/day and time will be decided by the General Secretary taking into consideration the convenience of all the Executive Committee members. Executive committee meeting can be convened at any time in case of emergency with shorter notice.

- b) The President shall preside over and conduct all the meeting of the executive committee. In the absence of the President the Vice President shall exercise the powers of the President.
- c) If Both President and Vice President are absent at a committee meeting, then one Executive Committee member shall be elected Ad-hoc Chairperson, for that meeting, from among the members present at that meeting.
- d) The meeting will be attended by all Office Bearers including Elected Members, Ex-Officio Members and Patrons.
- e) Resolution of Differences on Meeting Agenda Items (General): In case of differences among the members over any agenda item, the issue will be decided through an opinion POLL amongst all the members attending the meeting.
- f) All decisions of the Executive Committee shall be based on majority decision. President shall decide the mode of voting.
- g) Seven days' notice shall be required for the conduct of executive committee meeting.
- h) Notice shall be sent through mail and mobile phone.
- i) The Secretary will set the agenda in consultation with other EC members and inform about the agenda for the next meeting one week ahead of time.
- j) The Secretary will be responsible for recording the minutes of the meeting.

## **POWERS AND DUTIES OF EXECUTIVE COMMITTEE**

The Executive shall have full powers and authority to take decisions and action, which may be expedient for meeting the objectives of the Association, and in particular the following:

- a) To look after and manage the affairs including office of the Association.

- b) To manage and expend the funds of the Association in such manner as considered most beneficial for the purpose of realizing the objectives of the Association
- c) To invest funds in scheduled/national banks and financial institutions.
- d) To raise funds, including accepting donations and subscription with or without any conditions, and frame guidelines for doing so
- e) To prescribe and revise Life Membership fee.
- f) To approve annual budget.
- g) To approve annual audited statement of accounts, audit report and annual report of the previous year and present them before the Annual General Meeting (AGM) for its approval.
- h) To recommend appointment of Auditors and their terms and conditions of their appointment for the approval in AGM.
- i) To appoint staff for managing the affairs on such terms and conditions as may be considered necessary.
- j) To delegate powers to Office Bearers and other Members of the Executive.
- k) To accept resignation of a member of the Association
- l) To accept resignation of any of the Office Bearer or other member, whether elected, ex-officio or Patrons.
- m) To create, support and promote Local Chapters of the Alumni Association in India.
- n) To acquire in the name of the Association immovable properties by gift or purchase. To sell, mortgage or lease the immovable property.
- o) Any matter relating to purchase or sale of immovable property shall be done only with the approval of the AGM or EGM.
- p) To build, construct and maintain buildings for the Association.
- q) To acquire by gift or purchase any movable property in the best interest of the Association.



- r) To collaborate with any association, society or institution having object similar to those of this Association or which may be useful in realizing the objectives of this Association.
- s) To participate and/or enter into contracts on behalf of the Association and to vary and rescind such contracts
- t) To delegate any of the powers of the Executive Committee to any officer or sub-committee or committee.
- u) To appoint any committee or sub-committee, consisting wholly or partly of members of the Association and may delegate any of its powers to such a committees or sub-committee and prescribe its Terms of Reference
- v) To interpret the Trust Deed, which shall be final and binding upon members.
- w) To function purely on charitable basis and to run the Association on a no profit no loss basis, and
- x) To take any other action in the interest of the fulfilment of the objectives of the Association.

## **POWERS AND DUTIES OF THE PRESIDENT**

The President of the Executive Committee shall have the following powers:

- 1) President shall be the Chief Executive of the Association. He shall convene and preside over the meetings of the EC, Annual General Meeting and Extraordinary General Meeting (EGM) and shall maintain or cause to maintain their minutes.
- 2) Subject to the provisions of the Trust Deed of the Association, he shall make announcements regarding meetings of Executive Committee, AGM, EGM, elections and proposed amendments to the Trust Deed.
- 3) President at all times try to make decisions by unanimous consent.
- 4) It shall be the endeavour of the president to communicate with all the members of the association whenever and wherever possible

- 5) Subject to any subsisting interpretation given by the Board, the President or in his absence Vice President or any other person, who is presiding the AGM or EGM, shall have authority to interpret the Trust Deed of the Association for the purpose of conducting the meeting and deciding the questions arising at such meeting.

### **POWERS AND DUTIES OF VICE PRESIDENT**

The executive committee or the President may assign any responsibility to Vice Presidents. In the absence of President, Vice President shall preside over meetings of the Executive committee, AGM or EGM and exercise all powers of the President. Vice President, shall also discharge the duties of the President during his absence.

### **POWERS AND DUTIES OF GENERAL SECRETARY**

The General Secretary of the shall have the following powers:

- a) The General Secretary shall look after the affairs of the Association under the supervision of the President.
- b) The General Secretary shall be head of the Registered Office of the Association. He shall maintain and keep all records of the Association, including register of members, elections, minutes and agenda and all other records of the meetings of the executive and committees, sub-committees, AGM and EGM.
- c) He shall act as liaison between the Association and the SGMC on one hand and the Association and the SGMC's student's union on the other. He shall also represent the Association in various bodies and meetings of SGMC.
- d) He shall do everything necessary to give effect to the resolutions passed and decisions taken by the General Body and executive. He shall keep the President and the executive apprised of the progress made in this respect from time to time.
- e) Jointly with Treasurer, sign all cheques. Authorize in case of digital payments.

- g) He shall take steps comply with Income Tax Act and GST Act and all other applicable Laws.

### **POWERS AND DUTIES OF JOINT SECREATARIES**

- a) Joint secretaries shall assist general secretary in all his activities.
- b) Joint secretaries shall discharge the duties of general secretary in his absence

### **POWERS AND DUTIES OF TREASURER**

The Treasurer shall advise the Board on financial matters, supervise all financial transactions and maintain accurate accounts of the transactions of the Association. Further he shall be responsible for:

- a) All financial transactions.
- b) Preparing Receipts and Payments of the Association.
- c) Jointly with Secretary, sign all cheques. Authorize in case of digital payments.
- d) Collection of grants and donations received by the Association
- e) Ensure that all account books are maintained properly and are up to date
- f) Preparation of Financial Statements at the year end.
- g) Provide all the necessary assistance for the smooth conduct of audit.
- h) Audit of accounts and making all records available for the scrutiny, to the auditor
- i) Presenting Annual Accounts and Audit Report before the executive committee and in the Annual General Meeting (AGM)
- j) Filing in consultation with Secretary, returns under the Income Tax Act, GST Act, Foreign Exchange Regulation Act and any other prevailing law.
- k) Ensure that all the payments and receipts duly paid and received issued to the, and
- l) Keep the executive informed of the financial condition of the Association.

## **REMUNERATION AND REIMBURSEMENT**

- a) No remuneration shall be paid to Executive Members or Ordinary members. However, reasonable remuneration shall be paid to Executive or ordinary members, if they provide service in their professional capacity.
- b) All reasonable expenses incurred by Executive members or ordinary members for and on behalf of the trust shall be reimbursed on production of proper bills/vouchers.

## **ANNUAL GENERAL MEETING /EXTRA ORDINARY GENERAL MEETING**

The Annual General Meeting (AGM) shall be held once in every year at such time and date as the Executive Committee shall determine. It shall be held before 31<sup>st</sup> of July, every year. Unless otherwise decided by the Executive, all AGMs shall be held at Sree Gokulam Medical College. The business of the Annual General Meeting (AGM) shall be:

- a) To receive and to adopt the audited statement of accounts and Audit Report of the preceding year.
- b) To receive and approve annual report of the Association with or without amendment
- c) To approve appointment of Auditor and terms and conditions of their appointment, and
- d) To transact any other business as proposed by the Executive Committee and approved by the chair.
- e) The quorum of Annual General Meeting (AGM) shall be twenty-five members personally present, among whom at least Four should be office bearers. If the quorum is not complete, the meeting may be adjourned to same day and same time, next week. In the adjourned meeting if quorum is not present, members present shall constitute the quorum
- f) Extraordinary General Meeting (EGM) may be convened by the Executive Committee on its own motion or upon a requisition made in writing by not less than 20 members. Such a requisition shall specify the purpose of the meeting and must be signed by all such members and shall be delivered at the Registered Office of the Association. Within a period of thirty days of the receipt of such a requisition, the Board shall notify programme for EGM

specifying the agenda as per the requisition. The venue for holding the EGM shall be decided by the Executive Committee. The business of Extraordinary General Meeting (EGM) shall be confined to the specific matter(s) for which it has been called and no other matter shall become admissible for the discussion.

- g) The quorum of Extraordinary General Meeting (EGM) shall be 25 Members, personally present, among whom at least four shall be office bearers. If the quorum is not complete, the meeting may be adjourned to same day, same time, next week. In the adjourned meeting if quorum of 25 is not complete, members present shall constitute the quorum.

## **ACCOUNTS**

The Financial Year shall be from 1st April to 31st March every year. The Accounts shall be closed on 31st March every year and it shall be Audited by a Chartered Accountant appointed by the Executive Committee. The Trust will obtain a PAN and file Return of Income whenever liable u/s 139(4A) of the Income Tax Act, 1961.

## **BANK ACCOUNTS**

- a) The Trust shall open one or more Bank Accounts with any Nationalized Banks/ Scheduled Bank/ New Generation Banks, as and when found necessary in the name of the Trust, or in the name of the institutions under it. Cheques shall be signed by General Secretary and Treasurer. In case of digital payments, both shall approve the same.
- b) For availing loan from any financial institution documents shall be signed by The President, Secretary and Treasurer along with any 2 (two) members of the Executive Committee.

## **AMENDMENT & CLARIFICATIONS**

Any provision in this Deed may be amended, annulled or substituted by the Executive Committee subject to the approval of AGM provided that such amendments shall come into effect only after getting the approval of the Commissioner of Income Tax, if the Trust has been granted any registration or recognition under the Income Tax Act, 1961. Such amendments shall be effected by executing a supplementary deed. The powers to effect amendment to the Trust Deed would not extend to altering the basic character/objects of the Trust/Institution and further, no such amendments which may prove to be repugnant to the provisions of sections 2(15),11,12 & 13 and 80 G of the Income Tax Act, 1961 shall be made.

## **DISSOLUTION**

Not less than two-third of the members present at the Annual General Meeting (AGM) or at Extraordinary General Meeting (EGM) shall determine whether the Association be dissolved, forthwith or at any further time agreed upon. In the event of dissolution/winding up of the Trust / the assets remaining as on the date of dissolution shall under no circumstances be distributed among the members. The same shall be transferred to another charitable Trust whose objects are similar to those of this Trust and which enjoys recognition under Section 12A of the Income Tax Act, 1961 at the time of transfer.

## **EXPULSION**

For any reason if any of the Members is expelled from the Trust after following due procedures, then he/she shall not be eligible to become Member of this Trust again during his/her lifetime.

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