From

The Secretary

CICS College of Teacher Education

MG Nagar, Mathara

GA College PO

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3014

To

The District Registrar (General)
KOZHIKODE.

Sir,

We have formed a Forum under the name CICS CTE Lifelong Educators Alumni Domaine [CICSCTE-LEAD] It is decided to register the said Association under the Societies Registration Act, XXI of 1860. The Memorandum of Association and true copy of the Rules and Regulations of the Association are enclosed. No other Association under the name and style is functioning in this area, in accordance with the provisions of the Societies Registration Act, XXI of 1860. We request that the Association may kindly be registered and a Certificate of registration issued. The Memorandum of Association & Rules approved by the general body held on 18-07-2025 is enclosed with this.

Yours faithfully

Secretary

Place : Kozhikode

Date : 18-07-2025

Present "Executive committee of CICS CTE Lifelong Educators Alumni Domaine [CICSCTE-LEAD] consisting of the following members:-

Sl. No.	NAME and ADDRESS	OCCUPATION & PHONE NUMBER	DESIGNATION
1.	SAHAD C V	2020-'22 BATCH	President
2.	MURSHID K P	2022-'24 BATCH	Vice President
3.	AFLAHA S M	2017-19 BATCH	Secretary
4	AHAMMED NIHAL	2017-'19 BATCH	Joint Secretary
5	RADHIKA P M	2023-'25 BATCH	Treasurer
6	DESHNA PRAVIN M D	2013-'14 BATCH	Member
7	SHABNA P K	2011-'12 BATCH	Member

MG Nagar , Mathara,
P.O.Guruvayoorappan College, Calicut
673014

BYLAW

(The activities of the Society shall be strictly in compliance with the provisions of the Societies Registration Act XXI of 1860)

1. Name of the Society : The Name of the Association shall be CICS CTE Lifelong Educators Alumni Domaine [CICSCTE-LEAD]

2. Address of the Society : CICS CTE Lifelong Educators Alumni Domaine [CICSCTE-LEAD]
CICS College of Teacher Education
MG Nagar, Mathara,
P.O.G.A. College, Calicut- 673014,

3. Registered Office : The registered office of the Association is at MG Nagar, Mathara,
P.O.G.A. College,
Calicut 6 7 3014, or any other places as may be decided upon from time to time .

4. Area of Operation : The area of Operation of the Association shall be CICS College of Teacher Education and carried out only in Kozhikode City, Kerala without any profit motive and all income derives shall be applied and utilized for the Fulfillment of the

following objective of the Association to serve the General Public irrespective of caste, creed, religion or gender.

5. AIMS AND OBJECTIVES:

a. To create a forum to promote and foster relationship among the alumni.

b. Work towards better interactions between alumni and students by providing forums and creating opportunities for such interactions.

c. Facilitate and encourage the alumni in contributing towards improving the status of the College in areas pertaining to academics, infrastructure, industry interactions and others that the alumni and the College deem appropriate.

d. To give financial or other assistance in kind by way of distribution of books, clothes, uniforms or meals for the poor and indigent students.

e. Enable interaction among the alumni for mutual benefit in academic, employment or business areas.

f. Uphold the dignity of the College in all spheres and contexts.

g. Render assistance to students of the college through grants, scholarships and prizes and provide assistance in academics, placement or any other area that is felt to be appropriate from time to time by the Society and the College.

h. All the activities shall be carried out with previous sanction of authorities as per existing laws.

i. Provide variety of services to educational institutions and fellow graduates.

j. To plan, organize and conduct alumni meet or reunions.

k. To provide service as resource person.

6. MEMBERSHIP:

1. Any former student of CICS College of Teacher education is eligible for membership.

   a. An eligible person becomes a member after his/her application for membership, along with membership fee, is accepted by the Executive Committee.

   b. Membership fees are as follows:

   i. Preliminary membership for outgoing students: Rs.250/- at present to be revised as per the decision of the executive committee every year. ii. Voting power would be all members of the association. c. The basic membership register, as approved by the Executive Committee and endorsed by the General Body, shall be maintained by the Joint Secretary.

2. Cessation of Membership:

- A member of the Society shall cease to be a member in the event of death, resignation, on acting against the objectives of the association, unsound mind, other reasons stated by the executive committee .

- The resolution for termination of a member shall be passed by the general body by 2/3 majority of member present.

7. CHIEF PATRON AND PATRONS:

The Principal of CICS College of Teacher Education shall be the Chief Patron and former Principals shall be the Patrons of the Society. The Society shall by function in consultation with the

Chief Patron. The decisions taken Executive Committee of the Society shall be executed only with the consent of Chief Patron.

8. GENERAL BODY:

All the members of the society shall constitute the general body of the society. The General Body shall be the ultimate authority in all matters relating to the administration, management and functioning of the association. It shall have the power to amend, nullify, rectify, alter and correct any decision taken by the executive committee. It shall also have the power to extend the term of office of the executive committee if so deemed necessary and to elect such executive committee members in addition to the present executive committee as it deems fit. All decisions of the General Body shall be on the basis of a simple majority except in the case of constitutional amendment of passing. No confidence motions which shall be as per Separate provisions below. The General Body shall also be the appellate authority regarding any punishment given by the executive committee to any member. The General Body shall also have the power to appoint as internal auditors to audit the accounts presented by the executive committee.

9. EXECUTIVE COMMITTEE:

1. The Executive Committee of the Society shall be elected by the General Body, The number of Trustees shall not be less than 7 and not more than 15 members. The term of the Executive committee shall be 3 year.

2. The Executive Committee shall be responsible for planning and executing the activities.

3. The Executive committee elected by the General Body shall elect from among themselves one President, One Vice-President, One Secretary, one Joint Secretary, Treasurer and other members.

4. If it is needed general body shall be convened more than once in a year; one of the meetings will be annual General Body meeting.

5. The issue coming before general body shall be decided on the basis of the majority of votes. In case of the equality of votes; the presiding person shall have a casting vote.

10. MEETINGS:

1. The Executive Committee shall hold at least One meeting during a financial year (1st April to 31st March).

2. The General Body shall be convened at least once a year. Its business shall include the following:

a. To approve the annual report and the audited statement of accounts of the society for the previous year.

b. To elect the members of the Executive Committee on expiry of its term, and to appoint auditor for next three years.

c. To discuss, and resolve matters of general interest to the members which may be placed before the meeting or any other matter for which seven days' notice has been received from any member, subject to the permission of the Chair.

3. At least 15 days' notice shall be given for holding the Annual General Meeting.

4. An extra ordinary General Body meeting of the Society may be called by the Executive Committee if the need arises. The meeting shall be called within one month from the date of receipt of their request in writing. For holding an extraordinary General Body meeting, 15 days' notice shall be given to the members specifying the business to be transacted.

5. An emergency meeting of the General Body can be convened by the President at short notice if there are compelling reasons.

6. Ordinary General Body meetings shall be convened by the Secretary with the approval of the President.

7. If the meeting is adjourned for want of quorum, the adjourned meeting may be convened on the same day after one hour to transact the same business the members present shall form the quorum.

11. DUTIES and POWERS OF OFFICE BEARERS

Chief Patron:

1. The Chief Patron of the society shall have the responsibility to ensure that the society is functioning as per the aims and objectives laid down therein.

2. In case of undue delay in convening the executive committee or General Body meeting he may advice the President to convene the meeting.

3. He shall be responsible for giving proper direction in prioritizing the projects to be implemented by the Society.

4. The decisions taken by the executive committee shall be implemented only with the consent of the Chief Patron.

5. If any decision taken by the executive committee is found to be against the ideals and principles upheld by the College, the Chief Patron shall have the right to keep the decision in abeyance.

President:

The President shall be the Chief Executive of the Society. He shall be the custodian of all the Society properties. He shall direct the Secretary to convene meetings and shall preside over the meetings of the Executive Committee and the General Body.

Vice President

The Executive Committee or the President may assign responsibilities to Vice President. In the absence of President, the Vice President shall preside over meetings of the General Body and the Executive Committee, and exercise all powers of the President.

Secretary

1. The Secretary shall look after the affairs of the Society under the supervision of the President.
2. He shall convene meetings of the Executive Committee and the General Body in consultation with the President.
3. The Secretary shall be head of the Registered Office of the Society. He shall maintain and keep, or cause to be maintained and kept, all records of the Society, including register of members, elections, minutes and agenda and all other records of the meetings of the General Body, Executive Committee and sub-committees constituted by General Body or President.
4. He shall do everything necessary to give effect to the resolutions passed and decisions taken by the General Body and Executive Committee. He shall update the President and the Executive Committee of the progress made in this respect from time to time.
5. He shall be the custodian of all official records and registers of CICS CTE Lifelong Educators Alumni Domaine [CICSCTE-LEAD] and its Executive Committee.
6. He shall represent the Society in various bodies and meetings of the College.
7. He shall file all returns under the Societies Registration Act, 1860 and any other law mandating filing of returns.
8. The Secretary may assign responsibilities to the Joint Secretary. In the event of long absence of the Secretary, one of

the Joint Secretary shall take temporary charge of the Secretary, as directed by the President.

Treasurer

The Treasurer shall advise the Executive Committee on financial matters, supervise all financial transactions and cause to maintain and supervise account records of the Society.

1. He shall monitor all financial transactions:
    a. Receipts and Expenditure of the Society,
    b. Collection of grants and donations received by the Society,
    c. Compilation of Statements of Accounts,
    d. Audit of accounts and making all records available for the scrutiny, to the auditor.
2. He shall present the Annual Accounts and Audit Report before the Executive Committee and in the Annual General Meeting.
3. He may make investments by way of fixed deposits and security in banks in consultation with President and Secretary.
4. He shall file, in consultation with Secretary, returns applicable under the Income Tax Act, Foreign Exchange Regulation Act and any other prevailing law.
5. Ensure that all the due payments are made to the Society and issue all necessary receipts, and
6. Keep the Executive Committee informed of the financial condition of the Society

12. QUORUM:

The quorum for the general body meeting shall be one third number of members. 1/4th of Executive committee members shall constitute the quorum for Executive committee meeting.

The number of members attending the meeting which could not be held for want of Quorum and when convened subsequently shall be sufficient quorum for such meetings.

13. ELECTION:

Voting shall take place in the general body meeting of the full member duly called by the secretary for which 15days notice has been given. No one shall be eligible for election unless he has been full member of this association for at least three years.

previous to the date fixed for nominations, Retiring members shall be eligible for re-election, the votes shall be counted by scrutinizing officers appointed by the General Body from among those not nominated for election and the result reported by them to the meeting at which the election is conducted.

14. BANK ACCOUNT:

The Society shall open account(s) in a n a t i o n a l i z e d bank decided by the Executive

Committee. The bank account shall be operated jointly by the Treasurer along with the President and the Principal.

15. AUDIT OF ACCOUNTS:

The accounts of society shall be regularly maintained and every year, the accounts shall be closed by 31st March and the same shall be audited by a qualified Chartered accountant. It shall be the executive committee's responsibility to fix the audit fees for the qualified auditor. The accounts for the financial year shall be sub- mitted for Approval at the general body meeting.

16. ANNUAL GENERAL BODY MEETING:

A meeting of all members of the Society shall be convened specifically as the Annual General Meeting in the month of July every year. The annual general body meeting will elect office bearers for the year and the list of office bearers will be filed through online and the same with minutes will be submitted physically to the Registrar of Societies within 14 days of completion of the annual general body meeting. The decisions of the annual general meeting shall be carried by majority votes and each member shall have one vote for the purpose. The President of the meeting shall have a casting vote in case of tie.

17. INSPECTION OF BOOKS :

The books of accounts of the Society shall be open to the inspection of a panel appointed by the Executive Committee of the Society if it deems necessary and it shall be the duty of the Secretary to produce the same on request by the panel.

18. DISSOLUTIONS:

The society is Irrevocable. In the event of dissolution/ winding of the society, the assets remaining as on the date of dissolution shall, under no circumstances be distributed among the executive committee/general body but the same shall be transferred to another society and which is registered U/S 12AA of Income Tax Act, at the same time, of transfer or shall be vested with the government. In case there arises some hurdles which cannot be solved and such hurdles cannot be prevented; and if the operators come to a stand- still a special meeting convened to discuss such issues if 3/5th of the members present decides the possession of the association shall be transferred to such association registered with similar aims and objects or Government Subject to section 13, 14 of the Societ- ies Registration Act XXI of 1860.

19. AMENDMENTS:

These rules and regulations and any other rules and regulations hereafter made by the association from time to time may be varied or amended at a general body meeting of the society by a resolution carried by a majority of twothird majority of the votes of its total members entitled to vote present in the meeting. A written notice of the amendment shall be sent to all members by mail not less than 15 days before the meeting, detailing the proposed amendments. The amendments shall not be in such a way that alters the basic character of the society and further no amendments which may prove contradictory to the Income tax Act, 1961 shall be made:

Any Amendment to the memorandum of association/Bye laws will be carried out only with the prior approval of the commissioner of income-tax having jurisdiction. The amendments to be carried out shall be subject to the provisions under section 12 of the Societies Registration Act No.XXI of 1860. The association shall abide by the rules and regulations of the Societies Registration Act XXI of 1860.

20. PROPERTIES AND FUNDS OF THE SOCIETY:

The properties and funds of the Society shall consist of

1. All such funds, properties and assets as may be provided and transferred to the society.
2. All voluntary donations or contributions both towards corpus or otherwise, gifts, legacies or grants in cash or in kind accepted by the Society.
3. All contributions including foreign contributions and donations, grants, aids and the like, recurring and nonrecurring, made to the society by Government, Government Bodies, Trusts, other Institutions etc.
4. All properties movable or immovable that may be acquired by the society either by purchase or otherwise.

5. All interest income or any other income arising out of investments of funds or properties of the society and other additions and acceptations to the society Fund.
6. All sums and assets which have by any means become the property of the society.
7. The Resources mobilized and funds raised for the college and its affiliates.
8. All the properties, assets and funds of the society shall be held in the name of the society and utilized for the purpose of fulfillment of the objects of the society.
9. The funds of the society shall be invested strictly in accordance with the provisions of section 11 (5) read with section 13(1)(d) of the Income Tax Act, 1961.

21. REGISTERS AND RECORDS:

The Secretary shall maintain the following records of the society.

1. Register of members
2. Minutes Book
3. General File
4. Vouchers
5. Notice of Meetings
6. Cash Book
7. Subscription fee register
8. Seals

22. DATE OF EFFECT:

This constitution takes effect from the date of registration in the office of the District Registrar.

We, the undersigned hereby certify that the above mentioned is the true copy of the Rules and Regulations of the CICS CTE Lifelong Educators Alumni Domaine [CICSCTE-LEAD] which has been formed in accordance with the provisions of the Societies Registration Act, No.XXI of 1860 as per the decision of the General Body meeting held on 18-07-2025

Sl No	Name & address	Designation	Signature
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WITNESSES:

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President Secretary Treasurer