

**ALUMNI ASSOCIATION  
MAR DIOSCORUS COLLEGE OF PHARMACY**

**RULES & REGULATIONS (BYE-LAWS)  
ALUMNI ASSOCIATION**

1. Name of the Association: The name of the Society shall be “Mar Dioscorus College of Pharmacy Alumni Association- Koodu”
2. Registered office of the Association: - The Registered office of the association shall be situated at Mar Dioscorus, Alathara, Sreekaryam P O, Trivandrum. 695017
3. Definitions :
  1. Association means Mar Dioscorus College of Pharmacy Alumni Association- Koodu
  2. "Act" means the Societies Registration Act, 1860.
  3. "Founder Members" means and includes the subscribers to the Association.
  4. "Members" means the persons whose names are already appearing in the Membership Register maintained by the Association and all those persons who are hereafter admitted to the various categories of members of the association by the managing committee and whose names are so recorded in the membership register.
  5. "The Managing Committee" means the managing body of the association.
  6. "Year" means the period commencing from 1st April of any calendar year and ending on 31st March of the following calendar year.
  7. Masculine gender and the singular number respectively include the feminine gender and plural number and vice versa.
  8. "Rules" means Rules now registered or amended from time to time by the managing committee and accepted by the General Body.
4. Objectives
  1. To promote, encourage, help and build up better relationship among the members.
  2. To develop and maintain relationship with the college and collaborate with its various activities.
  3. To uphold and maintain the honour and dignity of the college.
  4. To hold periodic meetings and conferences for the benefit of its members.
  5. To organise and engage in social, cultural and educational activities among its members and their families with a view to foster social, cultural and inter-personal relationship.

Praveena M V

President

Anupama Jayaraj

Secretary

Anju V S

Treasurer

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6. To publish and circulate a newsletter.

## 5. Membership

Any Graduate, Postgraduate (Degree/ Diploma), Post Doctoral, Diploma or Certificate Degree Student having passed from "MAR DIOSCORUS COLLEGE OF PHARMACY" shall be eligible to become Alumni Member of the Association with voting Rights.

### 1. Alumni Life Member (ALM)

- a) The alumni member shall pay one time membership fee. This fee shall be decided by the general body. At the inception of the association (2022) it shall be Rs.500/-.
- b) Has voting rights.

### 2. Alumni Life Patron Members (ALPM)

- a) The president of CESTOD shall be an Alumni Life Patron Member.
- b) Has voting rights.

### 3. Donor Patron Member (DPM)

- a) The Donors, philanthropists, sponsors who pay donations in cash or kind worth Rs.20,000 or above are eligible to become the patron Members (TPM) for the period of five years, from the date of donation.
- b) The patron members shall derive the notified benefits from time to time.
- c) Has no voting rights.

## 6. Managing Committee

- 1) The managing committee shall consist of 7 members of which principal shall always be ex-officio.
- 2) The management and control of all affairs of the society shall vest in the managing committee.
- 3) The tenure of the managing committee shall be 2 years.
- 4) The election of the managing committee shall be held before the General Body meeting scheduled during the 3rd year.
- 5) The election will be held as per the provisions under the rules. Ex- officio member of the managing committee shall act as are Election Officer. He /she may delegate this to appropriately qualified member from the alumni. Such person shall not contest for any managing committee position for that term.

Praveena M V  
Preside

Anupama Jayaraj  
Secretary

Anju V S  
Treasurer

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- 6) To be eligible to be member of the Managing committee one should have been Alumni Member who have attended at least 70% of the meeting / functions held during the period of last five years.
- 7) Should not have been involved in anti-university / anti- association activities.
- 8) Should not have been involved in matters that are subjudice or otherwise.
- 9) Vacancy in office-bearer:

The following circumstances shall cause a vacancy in the membership.

- a) Death.
- b) Resignation
- c) Insanity
- d) If any member is acting against the interest of the society/College/University.
- e) Involvement in matters that subjudice or otherwise.
- f) Or any act that is considered contrary to the traditions and code of conduct, in such events and if after giving opportunity for explanation, the managing committee shall decide with 2/3rd majority of the present members to remove such member.
- g) Quorum: Minimum 4 (Four) members of the managing committee will be required for the quorum purpose.

#### 10) Filling up of Vacancies

Any vacancy occurring in the mid of tenure amongst managing committee on account of death, resignation, removal, insanity or retirement, shall be filled up by co-opting eligible alumni member till the period of next election by the president.

#### 11) Powers and functions of the Managing Committee

- a. All the properties of Association, movable or immovable or any rights relating thereto shall vest in the Managing committee and shall be held by it for and on behalf of the Association. The properties so held shall be used exclusively for the purposes of the Association.
- b. To solicit, obtain, accept, donations contributions, subscriptions, grants, gifts devices and bequests from the donors or any person, firm, corporation, society, trust or from other institution interested in any of the objects of the association or from central Govt ., State Govt. and any authority, official, semi-official or others.

Praveena M V  
President

Anupama Jayaraj  
Secretary

Anju V S  
Treasurer

- c. To acquire by gift, purchase, exchange, lease, on hire, bequests by will or otherwise, however, any land buildings, estimates, playgrounds, park and property movable and immovable and any estate or interest for the furtherance of all or any of the objects of the association.
- d. To accept and receive in any manner whatsoever cash or immovable properties, unconditionally or subject to any condition, from any donor for the furtherance of any one or more of the object of the society.
- e. Managing Committee shall have power to expand funds of the Association for purposes of the Association and the money not required for immediate expenditure for the purpose of the Association may be invested in such manner and in such securities, deposits and investment as may be permissible under section 11 (5) of the income tax Act, 1961 and the other relevant laws applicable to charitable society from time to time.
- f. The managing committee may enter into contract; arbitration agreement(s) on behalf of the association in relation to any matter concerning the Association, directly, or indirectly, and may authorize one more or its members to pursue arbitration proceedings.
- g. To appoint one or more sub-committees for specific purpose for specific duration and to appoint officers and personnel for routine, day-to-day management and administration.
- h. To become the member of any other bodies of persons, association or persons, institutions, societies and bodies corporations for the benefit of the Association.
- i. To remunerate the office personnel for routine work and remunerate office bearers for the expenses incurred to conduct Association work.
- j. To do all such other lawful acts, deeds or things as are incidental or conducive to the attainment of any of the objects of the Association.

#### 12) Office Bearers

There shall be a President, Vice-president, Secretary-cum-Treasurer and Joint Secretary. A nominee of the manager MDCP shall always be ex-officio member of them. Secretary cum Treasurer shall be an alumnus who is a faculty at the college.

Praveena M V  
President

Anupama Jayaraj  
Secretary

Anju V S  
Treasurer

a. President

The president shall preside over General Body and managing committee meeting and shall generally supervise the function of Alumni Association.

b. Secretary

- i. Maintain minutes of the meeting.
- ii. Maintain various registers of the department.
- iii. Send notices, convene the Managing committee meeting, the General body Meeting and the Extraordinary Meeting along with the agenda of the meeting with supporting documents.
- iv. To receive all applications of membership in the society and place them before the President for its consideration and disposal.
- v. Make arrangement for the conductance of functions of the society and have general control over office
- vi. The custodian of all the documents of the society.
- vii. To take all such measures and do all such things as may be required to carry on the work to fulfil the aims and objects of the society.

c. Treasurer

- i. Maintain Books of Accounts.
- ii. Prepare Receipts and payments accounts.
- iii. Prepare Bank Reconciliation statement.
- iv. Prepare Trial balance and Balance sheet.
- v. Conduct Annual Statutory post audit.
- vi. Submit the financial position to the managing committee as well as to the general body.
- vii. File the annual return & submit to the charity commissioner with Annual Progress report.
- viii. Prepare and present annual budget estimates of the Association to the managing committee for its approval.
- ix. Perform any other duties that may be entrusted by the managing committee from time to time

No person shall become secretary for more than 2 consecutive terms.

d. Joint Secretary

Joint Secretary shall assist the Secretary in all matter and carry out functions in his / her absences.

Praveena M V  
President

Anupama Jayaraj  
Secretary

Anju V S  
Treasurer

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### 13) Meetings

- a. The Managing Committee of the association shall ordinarily meet twice in a year on clear notice of seven days for reviewing the working of the society. However, it may meet more often if so required.
- b. The secretary shall have powers to convene an emergency meeting of the members on giving at least three days of prior notice.
- c. The quorum for the meeting of the managing committee shall be four and its decision shall be by a majority vote. In case there is no sufficient quorum the meeting shall be adjourned for half an hour and thereafter no quorum is required and business the meeting shall be transacted with the members present.
- d. In case of any emergency, any resolution may be accepted by circulation among all the members and such resolution circulated and adopted by majority of members shall be effectual and bringing as if this resolution had been adopted in a regular meeting of the Managing committee.

### 7. General Body

An annual General Meeting of the General Body shall be held within four months of close of financial year on a clear notice of fifteen days unless due to unforeseen circumstances it has to be postponed.

The quorum for the General body meetings shall be one-third of the total members.

In case there is no sufficient quorum the meeting shall be adjourned for half an hour and thereafter No quorum shall be required for conduct the business of the meeting.

The following business shall be transacted at the Annual General body Meetings:

- a) Consider and approve Annual Report of the Association.
- b) Examine and adopt audited accounts including balance sheet & income & expenditure statement for the preceding year.
- c) Consider and sanction budget estimates of capital/ revenue expenditure of the ensuring year.
- d) Appoint statutory auditors and fix their remuneration.

Praveena M V

Anupama Jayaraj

Anju V S

President

Secretary

Treasurer

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- e) Review working of the association & lay down general policy and future program for the guidance of all concerned.
- f) Consider any other matter placed before it with the permission of the president.
- g) To consider and approve the amendments in the constitution suggested by the committee.

#### 8. Extraordinary General Meeting

An extraordinary General Meeting of the association may be called, at the President and shall be convened by Secretary on requisition of the members of the managing committee to consider any to an affairs of the association such a meeting shall be days of the receipt of the aforesaid requisition.

A clear notice of fifteen days is given for the Extra-ordinary General Meeting.

The corum of Extraordinary General Meeting shall be one -half of total members.

#### 9. Financial Year

The financial year of the association will be from 1st April to 31st March (of subsequent year).

#### 10. Bank Account

The Managing Committee may from time to time open, maintain and operate in the name the association a banking accounts or accounts with any Nationalized Bank or Scheduled bank. Such Account shall be operated under the signatures of the President, Secretary-cum-treasurer.

#### 11. Audit of Accounts

- 1. Internal Auditor : The General Body shall elect an alumni to be the Internal Auditor Internal. The accounts of the association shall be audited once a year by the Internal auditor.
- 2. External Auditor : On completion of the Internal audit, the external auditing agency shall undertake their work.

#### 12. Annual List of Members

Once every year, on or before the fourteenth day, succeeding the day on which the annual General Meeting is held, a Jest shall be filled with the Registrar of societies of the names, Addresses and occupations of the members of the association.

Subject to the approval of the Managing Committee, the Secretary shall have full power to institute, conduct, and defend compromise. Refer to arbitration of abandon legal proceedings for or against the association, through any member or other person specially authorized for the purposes in accordance with Travancore - Cochin Literary Scientific and Charitable Societies registration act 2025

Praveena M V  
President

Anupama Jayaraj  
Secretary

Anju V S  
Treasurer

### 13. Rules, Regulations and Bye-laws

The managing committee by majority of three - fifth of members of General Body may frame bylaws and regulations and consider any amendment of such rules and bylaws. The meeting shall be called after giving fourteen days clear notice to members, with circulation of the proposed bye-laws / additions / amendments.

### 14. Dissolution

If any time it becomes necessary to dissolve the association, Managing Committee may, by majority of three-fifth of the total number of its members, for the time being, dissolve accordingly and shall at the same time transfer the funds/movable I immovable property to Mar Dioscorus College of Pharmacy which shall be used for betterment of present/past students.

In the event of dissolution of the association, the procedure laid in Travancore - Cochin Literary Scientific and Charitable Societies registration act 2025 apply provided that funds and property shall in no case revert back to the donors or members of the association and no dissolutions, the property of the association shall be vested, transferred or applied to charitable institutions having objects similar to that of the association.

### 15. Applicability Clause

All the provisions of the Travancore - Cochin Literary Scientific and Charitable Societies registration act 2025, as extended to the state of Kerala, will apply to this association. We, the undersigned, three members of the Managing Committee of the association " Koodu - MDCP ALUMNI ASSOCIATION "do hereby certify that the above is a correct copy of the Rules and Regulations of the said association.

Praveena M V

Anupama Jayaraj

Anju V S

President

Secretary

Treasurer

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From

Anupama Jayaraj  
Souparnika  
Kudavoor P O  
Thonnakkal  
Thiruvananthapuram-695313

To

The District Registrar  
Thiruvananthapuram  
Sir,

Sub: Registration of a charitable Society reg.

As resolved and authorized to register a Charitable Society named as Mar Dioscorus College of Pharmacy Alumni Association – KOODU, under the provisions of Kerala Scientific and Charitable Society Registration Act 12 of 2025, on 10/12/2025 .Hence it is respectfully submitted before you for its registration.

Yours faithfully,

Anupama Jayaraj

Secretary

Place:Thiruvananthapuram

Date:

Praveena M V

President

Anupama Jayaraj

Secretary

Anju V S

Treasurer

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## **DECLARATION**

As resolved and authorized to register a Charitable Society named Mar Dioscorus College of Pharmacy Alumni Association -KODU by its meeting held on 10/12/2025. We undersigned authorities declare that there is no other society in the same name having in the same area of the operation.

<b><u>SL.</u></b>	<b><u>Name and Address</u></b>	<b><u>Designation</u></b>	<b><u>Signature</u></b>
1	Praveena M V Thiruvathira TC 76/2225 VURA 80, Anayara P O Thiruvananthapuram-695029	President	
2.	Anupama Jayaraj Souparnika, Kudavoor P O Thonnakkal Trivandrum-695313	Secretary	
3	Anju V S  Sreevalsom, ARA-C41 Oruvathilkonam Mannanthala P O, TVM-695015	Treasurer	
Praveena M V	Anupama Jayaraj	Anju V S	
President	Secretary	Treasurer	

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## **Memorandum of Association**

1. Name of the Society : MAR DIOSCORUS COLLEGE OF PHARMACY ALUMNI  
ASSOCIATION- KOODU

2. Registered Office : MAR DIOSCORUS COLLEGE OF PHARMACY ALUMNI  
ASSOCIATION- KOODU

Mar Dioscorus College of Pharmacy,

Alathara, Sreekaryam P O,

Thiruvananthapuram- 695017

Post Office

Sreekaryam P.O

3. Area of Operation : Thiruvananthapuram

Praveena M V

President

Anupama Jayaraj

Secretary

Anju V S

Treasurer

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## **DECLARATION**

As resolved and authorize to register a society named MAR DIOSCORUS COLLEGE OF PHARMACY ALUMNI ASSOCIATION- KOODU by its meeting held on 10/12/2025, we the undersigned register of the society under the provisions of Travancore-Cochin Literacy, Scientific and Charitable Society Registration Act XII of 2025. We declare that there is no other society in the same name and having in the same area of operation.

### **Name & address, Designation, Occupation of the Governing Body**

<b><u>SL.</u></b>	<b><u>Name and Address</u></b>	<b><u>Designation</u></b>	<b><u>Occupation</u></b>	<b><u>Signature</u></b>
1	Praveena M V Thiruvathira TC 76/2225 VURA 80, Anayara P O Thiruvananthapuram 695029	President	Assistant Professor	
2.	Anupama Jayaraj Souparnika, Kudavoor P O Thonnakkal Thiruvananthapuram-695313	Secretary	Associate Professor	
3	Anju V S Sreevalsom,ARA-C41 Oruvathilkonam Mannanthala P O, TVM-695015	Treasurer	Assistant Professor	
4.	Akhilesh A B Mathru Mandiram Alappuram Sreekaryam P O Trivandrum-	Joint Secretary	Pharmacist	
Praveena M V		Anupama Jayaraj	Anju V S	
President		Secretary	Treasurer	

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| 4. Ansu Sarah Koruthu<br>Karuakyi House, BSNRA 34<br>Kottamugal<br>Nalanchira P O,<br>Trivandrum-15 | Executive member | Assistant Professor |
| 5. Lekshmi Priya<br>Prasanna Vilasom<br>Mutokonam<br>Kudavoor.P O,Thonnakkal,<br>Trivandrum,695313  | Executive Member | Lecturer            |
| 6. Akash A R<br>Kavuvila Veedu<br>Chennamkokodu.<br>Vadasserikonam P O<br>Kallambalam               | Executive Member | Pharmacist          |
| 7. Muhammed Riyas<br>Shamnad Manzil<br>Khabaradi Nagar,<br>Koithoorkonam P O<br>Trivandrum          | Executive Member | Pharmacist          |
| 8. Ayoona Najeeb<br>Thoppil thodi house<br>Vakkom,<br>Trivandrum                                    | Executive Member | Pharmacist          |
| 9. Remya Chandran R R<br>Pinakkottuvila Veedu<br>Kattela<br>Sreekaryam P O-17.                      | Executive Member | Pharmacist          |

Praveena M V  
President

Anupama Jayaraj  
Secretary

Anju V S  
Treasurer