



GOVERNMENT OF TELANGANA TSVSAB 72764234

REGISTRATION AND STAMPS DEPARTMENT

THE REGISTRAR OF SOCIETIES

RANGA REDDY

Certificate of Registration

(No : 670 of 2021)

I hereby certify that 'SRI INDU INSTITUTE OF PHARMACY ALUMNI ASSOCIATION SIIPAA' , Plot No 468/ New Loyola Educational Society/ Sheriguda/ Ibrahimpatnam/ Rangareddy/ Telangana/ India/ on this day registered under the Telangana Societies Registration Act., 2001



REGISTRAR OF SOCIETIES
RANGA REDDY

RANGA REDDY
Date : 20/Jul/2021

Document certified by G STHITA
PRAJNA
Digitally signed by G
STHITA PRAJNA
Date: 2021.07.20 17:01:53
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ఎలక్ట్రానిక్ సేవలను అందించుటకు అధీకృత ప్రతినిధి ఇచ్చు ధృవీకరణ పత్రము
 Declaration by the Authorized Agent for Delivering the Electronic Services

(i) ఈ కంప్యూటర్ ముద్రణా ప్రతిలోని సమాచారము అధీకృతమైన కంప్యూటర్ సిస్టమ్స్ నుండి నేను పొందిన అసలైన సమాచారానికి సరియైన నకలు అయి వున్నది.

The computer output in the form of computer printouts attached herewith is the correct representation of its original as contained in the computer systems accessed by me for providing the service.

(ii) ఈ కంప్యూటర్ ముద్రణా ప్రతిలోని సమాచారము నియోగింపబడిన అధీకృతమైన కంప్యూటర్ సిస్టమ్స్ నుండి క్రమబద్ధమైన పద్ధతిలో సేకరింపబడినది.

The information contained in the computer printouts has been produced from the aforesaid computer systems during the period over which the computer was used regularly.

(iii) ఈ కంప్యూటర్ ముద్రణా ప్రతిలోని సమాచారము కంప్యూటర్ సిస్టమ్స్ లో క్రమమైన పద్ధతిలో నమోదు చేయబడినది.

During the said period, information of the kind contained in the computer printout was regularly recorded by the aforesaid computer systems in the ordinary course of the activities.

(iv) ఈ కంప్యూటర్ ముద్రణా ప్రతిలోని సమాచార సేకరణ సమయంలో కంప్యూటర్ సిస్టమ్స్ సరిగ్గా పనిచేయుచున్నవి మరియు సదరు కంప్యూటర్ సిస్టమ్స్ లో ఉన్న ఎలక్ట్రానిక్ రికార్డుల యధార్థతను ప్రభావితం చేసే ఏవిధమైన నిర్వహణ సమస్యలు లేవు.

Throughout the material part of the said period, the computer was operating properly, and there have been no such operational problems that affect the accuracy of the electronic record contained in the aforesaid computer systems.

పైన పేర్కొన్న విషయాలు నాకు తెలిసినంత వరకు మరియు నా విశ్వాసం మేరకు సరియైనవి.

The matter stated above is correct to the best of my knowledge and belief.



SDP-SR
 Operator
 Area
 Mandal
 Signature
 : MOOSAPET
 : BALANAGAR

ముద్ర
 Seal

(Maintained Under Section 3 of Societies Registration Act, 2001)

1. Society Registration Number :	No : 670 of 2021
2. Name of the Society :	SRI INDU INSTITUTE OF PHARMACY ALUMNI ASSOCIATION SIIPAA
3. Society Category :	Other
4. Society Address :	Plot No 468/ New Loyola Educational Society/ Sheriguda/ Ibrahimpattam/ Rangareddy/ Telangana/ India/

Member Details

S.No	Name of the office Bearers & S/O, W/O, D/O	Designation of their local standing in the Society	Occupation	Residential Address
1	KAVYA CHOWDARY YARLAGADDA, D/O UDAYA BHASKARA RAO	PRESIDENT	NOVARTIS CLINICAL DOCUMENT SPECIALIST	H NO 11-9-179/304/ SHIVANI NEST/ LAXMI NAGAR COLONY KOTHAPET/ Saroornagar/ RANGAREDDY/ Telangana/ NA/ India
2	DIVYA REDDY BATTU, D/O RAJAVARDHAN REDDY	VICE PRESIDENT	SENIOR MEDICAL CODER	H NO 9-9-169/ REDDY COLONY/ CHAMPAPET/ Saroornagar/ RANGAREDDY/ Telangana/ NA/ India
3	TRINADH VARMA KALIDINDI, S/O VENKATA KRISHNAM RAJU	GENERAL SECRETARY	ACTOR TOLLYWOOD FILM INDUSTRY	H NO 11-12-166/167/ ROAD NO 3/ R K PURAM/ Saroornagar/ RANGAREDDY/ Telangana/ NA/ India
4	SUSHMITHA VENAPALLY, D/O RAJENDER	JOINT SECRETARY	MEDICO INC MEDICAL CODER	H NO 3-7-87/ INDIRA NAGAR/ RAMANTHAPUR/ Uppal/ MEDCHEL/ Telangana/ NA/ India
5	VINAY KUMAR PERKA, S/O RAMESH	TREASURER	MEDICO ASSOCIATE CONSULTANT	H NO 4-14/ SABITHA NAGAR/ LINGAMPALLY/ Serilingampally/ RANGAREDDY/ Telangana/ NA/ India
6	NAVEEN KUMAR KOLA, S/O RAMA SUBBAIAH	EXECUTIVE MEMBER I	MEDICAL EXECUTIVE	H NO 9-21/ BADANGPET/ SAROORNAGAR/ Saroornagar/ RANGAREDDY/ Telangana/ NA/ India

7	MADHAV DOOPA, S/O RAMESH	EXECUTIVE MEMBER II	PHARMACIST	H NO 4-62/ AMBERPET/ AMBERPET/ Abdullapurmet/ RANGAREDDY/ Telangana/ NA/ India
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Document Details

Document Type	Document Name
Memorandum and Byelaw	memos.pdf
Lease DeedAffidavit	affndids.pdf
Self signed declaration	self.pdf



M. RAVINDER RAO
S.V.L.NO. 6/94, R.L.NO.
D.NO. 3-13, KUKATPALLY
R.R. DIST
LICENSE NO. 24/2006



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TELANGANA

AFFIDAVIT

(For use of Society Registration)

I, Yashlagadda Kavya Chowdary

S/W/D/o. Y. Udaya Bhaskara Rao aged about 27 years,

occupation: Student, R/o. 11-9-179/304 Shivani nest apartment road no. 3

Laxmi Nagar, Kothapet, R.R. Dist 500035 do hereby solemnly affirm and state as follows:-

That I am the deponent herein I am fully acquainted with the information given below.

That I am the President of the Society Sri Indu Institute
of Pharmacy (SIIP) and the said firm office

Situated at Plot / House / Flat / Shop No. Plot No: 468, Sheriguda (village)
Ibrahimpatnam (MD) R.R. Dist 501510

That I request the Registrar of Society, T.S. to kindly register the above said Society for which purpose. I am giving the premises free of rent. I am not collecting any rent hereby giving this declaration as required by the registrar of Society, T.S.

That facts stated herein above are true and correct to the best of my knowledge and belief, Hence this Affidavit.

Place: Hyderabad

Dated: 20/7/21

Sworn and Signed before me.

C. Kavya Chuday
DEPONENT



ATTESTED

M. Krishna
M. KRISHNA, B.S.C., LL.M.,
ADVOCATE & NOTARY
Appointed by Govt. of India,
H.No. 4-32-624, B-919, Phase - I
Allwyn Colony, Kukatpally, Hyderabad-72
Cell No. 9848823482



SRI INDU INSTITUTE OF PHARMACY

Sponsored by New Loyola Model Educational Society, Vanasthalipuram, Hyderabad.
(Approved by PCI - New Delhi, Affiliated to JNTUH- Hyderabad.)
Sheriguda, Ibrahimpatnam, R.R. Dist -501 510, Hyderabad, Telangana State.
Phone : 9391537555 Website : www.siip.ac.in Email ID : siipoffice@siip.ac.in

ALUMNI CO-ORDINATION COMMITTEE

S.NO	NAME	DESIGNATION	STATUS
1	Dr.A.M.BILLAH	PRINCIPAL	CHAIRMAN
2	Dr.D.VARUN	PROFESSOR & HOD DIRECTOR-ACADEMICS	CO-ORDINATOR
3	Dr.P.KRANTI KUMAR	ASSOCIATE PROFESSOR & HOD	MEMBER
4	Mr.G.SURESH KUMAR	ASSISTANT PROFESSOR	MEMBER
5	Mr.P.VENKATESH	ASSISTANT PROFESSOR	MEMBER
6	Mr.P.RAJU	ASSISTANT PROFESSOR	MEMBER
7	Dr.D.NAGALATHA	ASSISTANT PROFESSOR	MEMBER
8	Mrs.G.VEENA	ASSISTANT PROFESSOR	MEMBER
9	Ms.KAVYA CHOWDARY.Y	PHARM.D	MEMBER
10	Ms.SUSHMITHA.VENAPALLY	B.PHARMACY	MEMBER
11	Mr.DAPPU.BANGARAI AH	M.PHARMACY	MEMBER



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SRI INDU INSTITUTE OF PHARMACY
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**SRI INDU INSTITUTE OF PHARMACY ALUMNI ASSOCIATION (SIIPAA)
BY LAWS**

1. Name of the Association

"Sri Indu Institute of Pharmacy Alumni Association" (SIIPAA)

2. Registered Office

Sri Indu Institute of Pharmacy, New Loyola Educational Society, PLOT NO: 468
Sheriguda Village, Ibrahimpatnam Mandal, Ranga Reddy, Telangana, India - 501510.

3. Aims and Functions of the Association

Sri Indu Institute of Pharmacy Alumni Association (SIIPAA) is a private registered body which is monitored by the by-laws. It is a non commercial Association with an objective of providing a platform for Alumni to come together and support the Sri Indu Institute of Pharmacy (SIIP) in building the Institution of world class. The spirit of the Association is to strengthen the alumni by cherishing the values and memories of their association with the SIIP, and interacting on continuous basis with the other alumni, students and the faculty along with administrative staff.

"Sri Indu Institute of Pharmacy Alumni Association" (SIIPAA) herein after referred as Association. The Association works with the stakeholders such as staff, students and the management of SIIP.

- 3.1 Provide a platform for the alumni to interact with each other for the exchange of information, ideas, communicate their accomplishments, interests, and concerns, etc.
- 3.2 Foster alumni pride and enhance the glory of the College.
- 3.3 Inculcate the emotional bondage amongst the students, alumni and faculty.
- 3.4 Extend maximum help to the College in the placements and internships of students in renowned organizations and recognize Alumni for their significant contributions in the field of education for the betterment of society.
- 3.5 Propose and execute special projects: Infrastructure, technical projects, seminars and workshops etc.
- 3.6 Adoption of poor/ economically weaker students by providing scholarships and instituting awards for outstanding and distinguished pupils.
- 3.7 Inspire and infuse the spirit of enquiry and innovation among the students leading to solving technical issues of the society, leading to intellectual property rights.



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4. Sphere in which the Association shall function:

Throughout the world

5. Membership and Categorization of Members

5.1 Permanent Members

5.1.1 Former students of Sri Indu Institute of Pharmacy who are enrolled by registration for life membership.

5.2 Associate Members

All the past and present Faculty members of SIIP, who are not alumni of SIIP would automatically be an associate member. They neither have voting rights nor can contest for any EC position. However they have to register for membership of the Association.

5.3 Honorary Member / Patron Member

Honorary Membership will be given to the person as an honour for extraordinary services contributed to the public and is decided by the EC and subsequently ratified by the General Body. The Patron member is an invitee and is decided by the EC and subsequently will be ratified by the General Body.

6. Admission/ Registration and Subscription

6.1 Life Membership fee from India (Includes Registration) : **Rs. 500/-**

6.2 Life Membership fee from Abroad (Includes registration) : **\$ 50/- USD** (equivalent)

6.3 Associate Membership (Includes Registration) : **Rs 300/-**

6.4 The Life Membership fee/ Associate Membership fee is subject to change from time-to-time as decided by the General Body.

7. Privileges and Duties of the Members

While enjoying the benefits of the Association they will also discharge their duties in fulfilling the aims of the Association. The said member shall abide by the By laws of the Association.

- a) All Members would get a Registration Number and will have full access to alumni website.
- b) The spouse and the minor children of the members are allowed to utilise the facilities of the Association bereft of any voting rights.
- c) A Member own responsibility with regarding the loss or damage caused to the property of the Association, either by him/herself or by those accompanying him/her.



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- d) The members shall be entitled to any other privileges contained in the bye-laws unbiased.

7.1 Disqualification of a Member

The following conditions for a member may disqualify or subjected to expulsion or cessation:

- a) on demise
- b) becomes imbalance mind
- c) resignation of the membership
- d) has been convicted
- e) working against the well - being of the Association
- f) Causing loss or damage to the Association or its property

The above dismissal cases can be recommended by the EC to the GB which is the ultimate authority.

8. Executive Council (EC) and Functions

All the members shall work under the organization called "Association", which shall be a policy making and governing body i.e. the Executive Council consisting of the representatives of the members and shall be in-charge of the activities.

- a) The management and administration of the "Association" rests with EC, which shall be headed by the President.
- b) Along with the President, there shall be a General Secretary, who is responsible for the regular activities of the "Association"

8.1 The structure of Executive Council

- a) President
- b) Vice-presidents (Two Numbers: one nominated by the Principal/ Director)
- c) General Secretary
- d) Joint Secretaries (Two Numbers: one nominated by the Principal/ Director)
- e) Treasurer
- f) Six Executive Members from each Programme
- g) Chief Patron (Chairman / Secretary & Correspondent from SIIP)
- h) Patron members (three numbers: Principal/ Director and two nominated by the EC)
- i) Immediate past President of the Association
- j) Honorary Members



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8.2 Chief functions of the Executive Council and office bearers

8.2.1 The Executive Council has to function so as to meet the objectives of the association and is responsible to carry all the activities in the name of the Association assigned to the General Body the functions include :

- a) Issue circulars to convey meetings, regulate the affairs of the Association and examining the annual budget to the General Body.
- b) Submission of the annual report and the consolidated statement of accounts.
- c) Sub-committees are to be prescribed and regulated from time to time.
- d) Fix the amount and nature of activity, if any, to be given by the office establishment.
- e) Authorize General Secretary/ Treasurer of the Association to issue receipts for the amounts paid by the members of the Association.
- f) The EC is authorized with regarding the expenditure up to the approved budget decided in the General Body meeting.
- g) The conflicting interest of the members shall be referred to the General Body with regarding the major decisions on policy making.
- h) The EC is the sole authority in assigning any additional duties to the members depending upon the needs from time to time for their execution.

8.2.2 Venue and Notice

The Executive Committee carries its activities from the registered office in general and it may also hold its meetings and carry its activities depending upon the availability of place for holding meeting by the EC with an advance notice of 7 days.

8.3 Office Bearers

8.3.1 Patrons

The special invitee members without the voting right, as decided by the EC and subsequently ratified by the GB, become the patrons and they shall play advisory roles in all matters of the Association.

8.3.2 President

The President is the Chief Executive of the Association and is elected by the GB. He/ She shall be wholly responsible for the working of the Association.

- a) The President shall preside over all the meetings of the Association.
- b) He/ She shall set the stage, moderate, all the discussions and deliberations of the EC in accordance with the Association bye- laws in letter and spirit.
- c) He shall guide the EC by assigning its vision and goals for each year.



A. M. S.
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- d) He/ She shall assign and authorize the EC members to undertake different tasks and is responsible for results.
- c) He/ She shall take the major role in contacting and interfacing with JNTUH officials in the matters of its policies, clearances besides approvals.
- f) He/ She shall lead the "New Membership" drive with annual goals.
- g) He/ She shall outline and launch the external partnerships with Academia, industry and other relevant Government/Research Organizations.
- h) He/ She shall have the casting vote in case of tie on any matter referred to voting by members of the EC.

8.3.3 Vice-President

The GB elects one person as Vice-President and also He/ She should be a permanent member of the Association and teaching Faculty of SIIP. The Vice-President shall act on behalf of the President in his absence and shall exercise all the powers of the President. He/ She shall be nominated either by the President or EC.

8.3.4 General Secretary

The GB will elect the General Secretary and he / She will take responsibility of daily activities of the Association. He/ She will act as the convener for every meeting and maintains the records updated related to:

- a) Association's Membership
- b) Proceedings of the EC and the GB
- c) Correspondence with members and others concerned
- d) Properties & Assets of the Association
- e) Implementation of the policy making of the EC by coordinating with the Members
- f) He/ She shall prepare the agenda for the meetings of the EC and the GB after consulting the President and convene the meetings.
- g) He/ She shall keep minutes of all meetings of the EC and the GB and circulate the same to the members concerned.
- h) He/ She shall submit a report regarding the activities of such meetings and annual report shall be presented by him/her during the GB Meeting.
- i) He/ She shall place all those resolutions of the EC (subject to ratification by the GB) based on the approvals by GB.
- j) He/ She shall authorize the Joint Secretary and others members of the EC to initiate any specific work/ responsibility on his/her behalf about routine functions.
- k) He/ She shall implement or execute the decisions of both GB and EC.
- l) Association's records, properties besides assets will be taken care by him/her.



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8.3.5 Joint Secretary

The GB also elects a Joint Secretary and He/ She must be a permanent member of the Association and teaching staff of SIIP. In the absence of General Secretary, the Joint Secretary will act and discharge the duties of General Secretary and the same person will be nominated by the President/EC.

a) The Joint Secretary shall carry out time-bound tasks allocated by the General Secretary like organizing Annual Meets/ conventions of The Association and/ or conducting any major seminars/ celebrations on behalf of the Association including Minutes and He/ She also has to do the work entrusted to him/her by the EC.

8.3.6 Treasurer

Usually the GB will also elect the Treasurer and He/ She is the whole in-charge of the book-keeping and accounts of the Association. He/She shall maintain records of all financial transactions.

a) He/ She shall operate the bank account of The Association, jointly with the General Secretary and/ or President.

b) He/ She shall be held accountable for the book keeping activity, submitting the records to the Auditor appointed by the GB for auditing purposes and shall provide proper explanation to the queries raised by the auditors.

c) He/ She shall arrange presenting the audited reports of the balance sheet and income & expenditure statements and are placed them before the GB for getting the annual accounts passed.

d) He/ She is authorized to maintain accounts from time-to-time and keep a record of the same.

8.3.7 Executive Committee Members

A total of three members shall be elected by the GB and they are the part and parcel of the EC. They are responsible to attend such activities of the Association, which the EC entrusts them.

8.3.8 Election Committee

EC shall appoint the Election Committee comprising one Returning Officer and one Member. The tenure of the Election Committee shall be three (3) years. Each member of EC can serve after the period of three (3) years with the consent of the EC. The committee is responsible to arrange elections for the EC in terms of by-laws.



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9. Elections, duration of Office & Operations

9.1 Elections

Elections will be conducted once in every three (3) years to elect the EC. The GB will decide the conduct and methodology of elections quite often, within the provisions of the by-laws of the Association and entrusts the responsibility to the Election Committee.

9.2 Eligibility

Any member other than the associate, honorary members and patron members can take part in the election scenario. The member can contest/ apply to any post provided if he/ she was not elected for the post of President for two consecutive terms. The eligible members shall file their nominations as per the schedule notified by the Election Committee which are called at least 30 days in advance before GB meeting, whenever the elections are due and the results of the elections shall be formally announced and recognized at the GB meeting. Under emergency circumstances the Election Committee can call for election anytime by giving 14 days advance notice.

9.3 Duration of Office

The tenure of the EC shall be a fixed term of three (3) years and is bound to appoint the Election Committee to conduct the Elections before the Annual GB meeting before the completion of the term of EC.

9.4 Operations

The EC shall carry its operations as specified to ensure smooth functioning of the Association activities as mentioned below:

- a) Every regular member of the EC shall have one vote
- b) There shall be at least 4 meetings of the EC in a calendar year preferably one meeting in every quarter
- c) The Executive Council shall formulate and carry out the general policy and activities of the Association as per the aims, objectives and mission of the Association
- d) The EC can co-opt in members without voting rights and all resolutions of the Association shall be passed by a majority vote
- e) In the event of a tie, the President may exercise his/her vote
- f) If an Office Bearer's or EC member's position falls vacant due to any reason, then the EC is authorized to fill the vacancy for the rest of the period
- g) The Office Bearer's or EC member's position shall be considered vacant, if He/ She



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Sheriguda (V) Ibrahimpatnam (M)

shall become inactive by not attending three (3) consecutive scheduled EC meetings without written communication

10. Kind of bodies of the Association, functions and Quorum

10.1 General Body (GB)

- a) All the registered members of the Association.
- b) The General Body shall meet at least once in a year

10.2 Powers and Functions of the General Body (GB)

The GB shall have the edge with regarding powers on all the matters of the Association and is the Supreme Authority. However normally it exercises its power in discharging its main functions that are specified below:

- a) It approves registration/ award Honorary Membership and Patron Membership to any person.
- b) The General Body will elect the New Executive Council for every two years.
- c) Reviews and ratifies the annual activity report (April - March) submitted by the Executive Council for preceding year and provides an outline/ plan of action for the following year.
- d) Considering the deliberations by the Executive Committee, it approves and passes the budget for the ensuing year.
- e) It shall appoint Auditor(s), review and approve the annual accounts (April-March) for the previous year of the Association.
- f) GB has right to discuss outstanding issues with regarding the Association and will be taken up in the agenda of the meeting and proposed by the majority of members at the time of meeting.

10.3 Meetings of the General Body (GB)

10.3.1 Venue and Scope

The venue of the meeting is generally at the SIIP and the EC can decide any other location if the situation demands and it has got a right to discuss any issue related to the Association and is taken up in the agenda of the meeting and proposed by the majority of members at the time of meeting with the permission of the Chair.



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10.3.2 Time

Normally AGM will be conducted annually during the month of December or on any date it deems fit.

10.3.3 Notice

The Annual GB shall be convened after serving 21 days notice of the proposed meeting to be held in advance with the agenda for the meeting.

10.3.4 The Quorum

The quorum for the GB meeting shall be a minimum of one-third (1/3) members of the Association. The President will conduct the meetings as the Chairman. The President chairs the Annual General body Meeting and if he/she is also not present the majority of the attended members will nominate the Chairman to conduct the proceedings of such meeting.

10.3.5 For any meeting if there is no quorum the Chairman may adjourn the meeting for half an hour and there after even if there is no minimum required quorum can conduct the meeting with the available members.

10.3.6 The Chairman shall be allowed to exercise his/her vote as a second vote whenever there is a tie of votes if any issue arises.

10.4 Executive Council (EC)

10.4.1 The Executive Council (EC) shall meet at least once in a quarter (three months) in the year.

10.4.2 The quorum for EC shall be Seven (7) EC office bearers and executive members of which at least two shall be office bearers.

10.4.3 The permanent invitees to the EC meetings sans voting rights are the patron members and the honorary members.

10.5 Issuing the Notice for Meetings

10.5.1 At least an advance of twenty one (21) day notice shall be given for general body meetings while or an extraordinary general body meeting, there shall be an advance of fourteen (14) day notice.

10.5.2 At least an advance of seven (7) day notice shall be given for an EC meeting and in case of emergency, the President can call a meeting with three (3) day notice.



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10.5.3 An agenda shall be notified for all such meetings by e-mail to the registered mail ID or placing information on the website.

10.6 Alumni Meets

- a) The Alumni meets shall be organized at least once in a year.
- b) The Alumni meet shall be in the month of December of every year coinciding with the AGM.

11. Assets and Funds

The Association can hold monies, deposits, whether movable or immovable assets, patents, royalties by acquiring the same while discharging its objectives and by way of gifts or otherwise. The Association gets the income to meet its requirements mainly from the following:

11.1 Sources of Income

- a) Life membership fee can be collected from graduating batches prior to 2018, if any
- b) Donations, gifts, contributions and other subscriptions received by the Association from a third party including those from alumni.
- c) Revenue from advertisements in periodicals, publications, sponsorship etc.
- d) Technical seminars, symposia, industrial exhibitions, etc.
- e) Interest earnings from the deposits.
- f) Income from the Association properties, both movable and immovable.

11.2 Management of Funds

The Executive Council shall maintain the funds as per the annual budget submitted by the Executive Council before the GB. The fund management shall be as follows:

- a) Life Membership fee collected would be credited to the association account only. The interest earned from this account and Fixed deposits/Corpus fund may be utilized for regular, general and miscellaneous expenditure.
- b) Funds raised by the association have to be invested in the bank only.
- c) For utilizing any part of the Corpus Fund, GB approval is necessary.
- d) All the amounts/ receivables should be received by the way of crossed cheque/ electronic fund transfer or by any instrument through the bank.
- e) Payments which will be made beyond Rs. 10,000/- cannot be received in the form of cash under any circumstances.
- f) The cash receipts if any shall be deposited in the bank on or before the end of the very next working day of the month.



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R.R. Dist. Hyderabad - 501 510.

- g) The information regarding the development of infrastructure must be given to the President and for any expenditure about the association, the permission shall be obtained from the President or by the Secretary/Office bearers either by the Secretary/ Ex-post sanction from the Council which shall be ratified in the General Body meeting.
- h) Submission of Audit Report and Annual Accounts to the General Body Meeting scheduled for approval shall invariably be the first item on the agenda.
- i) All funds shall be operated through a bank account with joint signatures of treasurer and General Secretary and/or President. In the absence of Treasurer due to exigency, the EC can nominate one of the elected Executive members to discharge the duties of treasurer till he/she reports to the EC.
- j) The funds if any of the Association shall be invested in the forms and modes specified in the Income Tax Act or any other Act or Regulation applicable or concerning Charitable Trust.

11.3 Accessing Accounts

Every member shall have the accessibility to the accounts of the Association, provided he/she serves the notice in writing at least one month in advance about his/her intentions to examine the books of accounts. If any deviations are detected, the same may be brought to the notice of the Executive Council.

11.4 Appointment of Auditor & Financial Year

The GB shall appoint a third party auditor to audit the accounts and the audited accounts shall be placed before the GB for approval. The fee for the auditor shall be examined, fixed and approved by GB. The financial year of the association for the purpose of accounts shall be from 1st April of every year to the 31st March of the following year.

12. Official Correspondence

In consultation with the President of the Association, all the correspondence on behalf of the Association shall be made by the General Secretary.

13. Amendments

In order to improve the functioning of the organization, effective and efficient bye-laws can be modified, so as to meet the objectives and to meet the legal changes from time to time.



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13.1 By-laws if required shall be amended by a vote of the GB in the annual GB meeting or Special/Extraordinary General Body Meeting.

13.2 No Amendments or alterations shall be made in the bye-laws of the Association unless they are voted by two-third (2/3) majority of the members or forty nine (20) members present whichever is less.

13.3 The approved amendments shall come into force only after the recognition by the GB.

14. Books, Records and Accounts of the Association

All the details of the members, books of accounts and Minutes books and all the records pertaining to the Society/ Association shall be kept in the registered office under the supervision of the Secretary. They shall be made available to the members on all working hours and they may be permitted to verify the same for a reasonable cause

15. Disputes and Resolution

As far as possible, all the disputes are to be resolved amicably with mutual trust during the discussions / interactions and formal conversations.

15.1 Any dispute between the members of the EC should be referred to the President to constitute a Grievance Committee.

15.2 In certain cases wherever necessary the disputes may be referred to a "Grievance Committee" that may be appointed by the EC which comprises the President/ Vice President and one office bearer and two Executive Members and one of the Election Committee members and the recommendations of the Grievance Committee shall be binding on all the parties concerned.

15.3 If any member is not satisfied with decision of such committee may appeal to the General Body.

16. Act and Applicability

16.1 By signing the membership form and / registration as a member of the association it is deemed that he / she has accepted all the by -laws in force as may be amended from time to time. If any by law is found to be unclear or requires further clarification, it shall be drawn from the statutory provisions as applicable from time to time which is binding on all.

16.2 To remove any bottleneck or ambiguity in the byelaws of the Association, relevant statutory provisions shall be applied to strengthen its functioning.

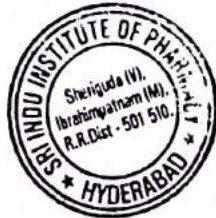


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17. Winding Up

The GB may decide to wind up the association that it is not in a position to fulfill its objectives and if the members lack zeal and do not participate vigorously in the activities of the association and/or the strength of the membership is falling below the minimum number or in case of any such genuine reason.

In case, the association is desirous of winding up its activities, the properties and funds of the association shall be transferred to any other association with similar objectives that are vested with the Principal, SIIP and recognized by the Income Tax Authorities under the provision of the Income Tax Act.



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