

12-05-2016

To

Registrar of Societies,
Thiruvananthapuram.

Sir,

SUB:-Registration of new society regarding

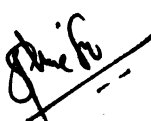
Members of the Indian Society for Heat and Mass Transfer (ISHMT) located in and around Trivandrum has met on 30th March 2016 at LPSC, Trivandrum and decided to form **ISHMT, Regional Chapter, Trivandrum**. It was also decided to register the Chapter as a Society under the Travancore – Cochin Charitable societies registration act 1955. Complete MOA and Rules of business formulated are attached herewith. The same is approved by the General body meeting held on 30th March 2016.

You are requested to kindly register the Chapter under the Travancore – Cochin Charitable society's registration act -12th 1955 at the earliest.

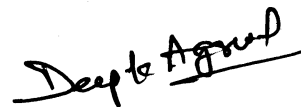
Yours sincerely,



President
Dr. S. Sunil Kumar, Deputy
Director, LPSC, Trivandrum



Secretary
Dr. S R Shine, Assistant
Professor, IIST, Trivandrum



Treasurer
Shri. Deepak Kumar
Agarwal, PRS, LPSC,
Trivandrum

Declaration

6-06-2016


We, the undersigned persons, having associated ourselves for the purpose described in this memorandum of association do hereby state that no society has been registered under the name **ISHMT, Regional Chapter, Trivandrum** as per our knowledge.



President
Dr. S. Sunil Kumar,
Deputy Director, LPSC,
Trivandrum



Secretary
Dr. S R Shine,
Assistant Professor, IIST,
Trivandrum



Treasurer
Shri. Deepak Kumar
Agarwal,
PRS, LPSC, Trivandrum

Objectives of the society

The main purpose and objectives of the Society are:

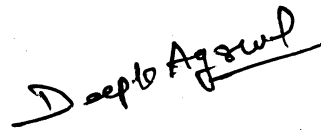
1. To promote the science and technology of heat and mass transfer.
2. To provide a common forum for industrialists, technologists, scientists and others to meet and to foster the advancement of the science and applications of heat and mass transfer.
3. To disseminate scientific and technical information of interest to the members through publication of periodicals, reports and so on.
4. To provide furtherance of professional development of the members including monetary assistance in the participation of conferences in India and abroad.
5. To recognize the contribution made by the members in the field of heat and mass transfer research via distributing awards.



President
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Treasurer
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Agarwal,
PRS, LPSC, Trivandrum



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MEMORANDUM OF ASSOCIATION

1. Title

The name of the society shall be 'ISHMT
Regional Chapter, TRIVANDRUM

2. Registered Office

The registered office of the society shall be located at PRS Entity, LPSC, Valiamala, Trivandrum, PIN-695547.

3. Jurisdiction

The area of operation of the society shall be within the limits of the Kerala State, and Kanyakumari and Tirunelveli, the neighbouring districts of Tamilnadu State.

President

Dr. S. Sunil Kumar
Deputy Director, LPSC
Trivandrum

Secretary

Dr. S. R. Shine
Assistant Professor, IIST
Trivandrum

Treasurer

Sri. Deepak Kumar Agarwal
PRS, LPSC
Trivandrum

No: 8434

24/05/16

Rs. 500/-


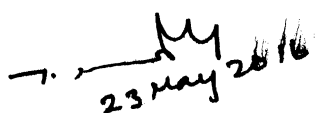

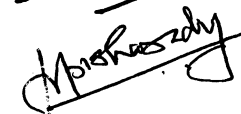
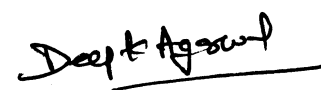
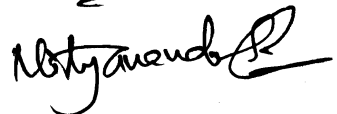

Copy of ... LPSC Indian Society for
Head of Mess Transfer

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Declaration

We, the undersigned persons, having associated ourselves for the purpose described in this memorandum of association do hereby subscribe our names to this memorandum and set our hands hereunto and form ourselves into a Society under the Travancore – Cochin Charitable societies registration act 12th 1955 on 30th April 2016 at Thiruvananthapuram.

No	Name	Address	Occupation	Signature
1	Dr. S R Shine	Dept of Aerospace Engg,IIST, Trivandrum, 695564	Assistant Professor	
2	Dr. Pradeep Kumar	Dept of Aerospace Engg,IIST, Trivandrum, 695564	Assistant Professor	 23 May 2016
3	Dr. S. Sunil Kumar	PRS,LPSC, Trivandrum 695564	Deputy Director	
4	Shri. J C Pisharady	TED, PRS, LPSC, Trivandrum 695564	Division Head	
5	Deepak Kumar Agarwal	CHTD, TED, PRS, LPSC, Trivandrum 695564	Deputy Division Head	
6	Nityananda Sahoo	EFAD/CPES, LPSC, Trivandrum 695564	Scientist/Engineer 'SE'	
7	Gagan Agrawal	CHTD/TED/PRS LPSC, Trivandrum 695564	Scientist/Engineer 'SD'	

RULES OF BUSINESS

These rules shall be called the Rules of Business of the Society. They shall extend to all activities of the Society within the jurisdiction mentioned in the MOA.

1. Title

The name of the Society shall be **ISHMT, Regional Chapter, Trivandrum**

2. Address

District : Thiruvananthapuram
Taluk : Nedumangad
Village : Karippooru
Post Office : Valiamala
Pin code : 695547

3. Registered office

The registered office of the Society shall be at PRS Entity, LPSC, Valiamala, Trivandrum


4. Jurisdiction

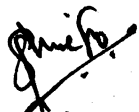
The area of operation of the Society shall be within the limits of the Kerala state, and Kanyakumari and Tirunelveli, the neighbouring district of Tamilnadu state.

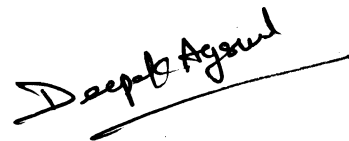
5. Aims and objectives

The main purpose and objectives of the Society are:

1. To promote the science and technology of heat and mass transfer.
2. To provide a common forum for industrialists, technologists, scientists and others to meet and to foster the advancement of the science and applications of heat and mass transfer.
3. To disseminate scientific and technical information of interest to the members through publication of periodicals, reports and so on
4. To provide furtherance of professional development of the members including monetary assistance in the participation of conferences in India and abroad.
5. To recognize the contribution made by the members in the field of heat and mass transfer research via distributing awards.


(S. SUNIL KUMAR)


(S. S. R.)



(DEEPAK K ACHARWAL)


6. Definitions

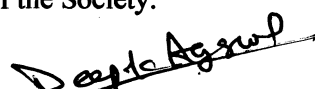
1. The name of the Society shall be **ISHMT, Regional Chapter, Trivandrum..**
2. President means the President of the Executive Committee of the Society.
3. Vice President means the Vice President of the Executive Committee of the Society.
4. Secretary shall mean the Secretary of the Executive Committee of the Society.
5. Joint Secretary shall mean the Joint Secretary of the Executive Committee of the Society .
6. Treasurer shall mean the Treasurer of the Executive Committee of the Society.
7. Members shall mean both Life Members and temporary members.
8. Executive Committee shall mean the apex body of the Society.
9. ISHMT shall mean the Indian Society for Heat and Mass Transfer.

7. Management and flow of funds for the Society.

1. Sources of funds for the Society include the membership fee collected form the Members. Fess for existing Indian Society for Heat and Mass Transfer life members to enrol shall be Rs. 100/-. Any member contributing a lump sum admission fee as fixed by the General Body of the Indian Society for Heat and Mass Transfer from time to time to the fund of the society shall be declared to be a "Life Member of the Society". Temporary membership fee is Rs. 500.
2. These amounts can be revised in the Executive Committee of the Society on majority.
3. Part of the membership fee collected from the new life members shall be transferred to the fund of ISHMT as fixed by the by the General Body of the Indian Society for Heat and Mass Transfer from time to time.
4. Voluntary contribution from Members over and above the membership fee shall form a source of fund for the Society.
5. Unconditional voluntary contribution from non members accepted by Executive Committee shall also form a source of fund for the Society.
6. The Society shall open and maintain savings/current bank account in any of the nationalized banks to be operated jointly by the President, Secretary and Treasurer of the Executive Committee and the signing powers will rest with any of the above two.
7. Any income earned by the Society by conducting lectures/conferences/training programs shall also form a source of fund for the society and shall be utilized for carrying out the purposes of the Society.
8. Any interest earned by the Society on unutilized funds shall be the income of the Society and shall be utilized for carrying out the purposes of the Society.


(CS. SUNIL KUMAR)


(Shree. SR)


(DEEPAK K AGRAWAL)

8. Eligibility to become a Member of the Society.

The membership is limited to members of the **Indian Society for Heat and Mass Transfer** and they will form life time members of the society. Temporary membership is allowed for post graduate/doctoral students in Science, undergraduate/graduate/postgraduate/research students in Engineering of any UGC recognized University located in the jurisdiction mentioned. Temporary membership will cease as and when the status of student is ceased.

9. Resignation from the membership / Cessation of Membership / Removal from Membership of the Society.

Resignation of membership from the Society shall be done by tendering resignation in writing to President of the Executive Committee of the Society. A Member can be removed from the Membership if recommended by the Executive Committee by 2/3rds majority. All cases of misconduct, infringement of any of the rules of the Society or any conduct not commensurate with the status of a Member of the Society as determined by the General Body or Executive Committee shall form the basis for such removal.

10. General body

The General body shall be the apex body of the society.

All life members and the temporary members will form part of the general body. However, the voting rights are limited to life time members only.

11. Executive Committee


The officers of the Society and 6 executive committee members who will be elected in the annual general body meeting will form the executive committee. All elections shall be based on simple majority. The officers of the Society shall be President, Vice-President, Treasurer, Secretary and Joint Secretary. Executive committee has to meet as and when it is required with a minimum of one sitting per six months.


12. Office bearers

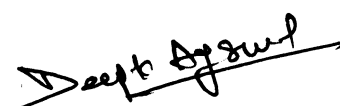
The office bearers of the Society shall be President, Vice-President, Treasurer, Secretary and Joint Secretary who will be elected in the annual general body meeting. All elections shall be based on simple majority.

13. Term of the Members of the office bearers.

The term of office bearers and the executive committee shall normally be one year. Election of officers shall be conducted in the annual general body meeting before September 30th of each year. Posts unfilled in the after the elections by the Annual General Body Meeting or posts that may fall vacant at any time shall be filled by the elected members of the Executive Committee by nominations by President. Such co-opted Members shall hold office only until the next elections in Annual General Body Meeting.


CS. Sunil Kumar


(Shree. S.R.)


DEPT. AG. Supt.
R. A. A. R. W. A. C.

14. Powers and duties of the executive committee.


The office bearers along with 6 elected executive committee members from the life members will form the executive committee. Its functions shall be:


1. The affairs and business of the Society shall be managed by the Executive Committee, who may exercise all such powers of the Society and do on behalf of the Society all such acts and things, as may be exercised and done by the Society, and as are not required to be exercised or done at a General Body Meeting of the Society. The President of the Chapter shall be Chairman of the Executive Committee.
2. Executive committee has to meet as and when it is required with a minimum of one sitting per six months.
3. The Executive Committee shall transact all business it deems advisable, including filling up of vacancies in the executive committee, authorization of expenditures, etc.
4. The executive committee shall be the governing body of the Chapter to nominate Chapter representatives for ISHMT/OTHER conferences. The executive committee will also have the power to take decisions for granting financial support for these expenses in full or partial.
5. The executive committee shall be the governing body of the Chapter to propose awards for ISHMT conferences. The selection process shall be carried out through an award committee appointed by the President.
6. Decisions of the executive committee shall be implemented by the office bearers in a manner they feel fit keeping up the spirit of the same.


15. Powers and duties of the Office bearers.

The functions shall be:

1. The Secretary shall keep a record of all activities of the Society and shall report same to ISHMT Headquarters, together with any special reports required by ISHMT Headquarters, within a reasonable time after each meeting. The Secretary shall carry on all other communications necessary to the activities of the Society. The secretary shall keep a record of the names of members in attendance at the meetings along with the MOM.
2. The Treasurer shall receive all money and pay all debts of the Society authorized by the Executive Committee, and shall keep an audited account all receipts and expenditures.
3. A complete annual report shall be submitted by the Secretary and the Treasurer at the annual GBM and shall be forwarded to the ISHMT HQ.
4. The following Standing Committees or their equivalent shall be appointed by the President if and when required: a) Program Committee b) Publicity Committee c) Membership Committee d) Awards Committee
5. The Vice- president shall perform all functions of the president in the latter's absence or at his/her request.


(S. SUNIL KUMAR)


(SURESH S.R.)


(DEEPAK K AGARWAL)

6. In the event of President tendering resignation, Vice President shall assume the charge temporarily and governing body shall accept the resignation if no financial commitments exists on the part of the President. The next meeting of the executive committee shall elect a new President.
7. The Joint Secretary shall perform all functions of the Secretary in the latter's absence or at his/her request.
8. In the event of Secretary tendering resignation, Joint Secretary shall assume the charge temporarily and governing body shall accept the resignation if no financial commitments exists on the part of the Secretary. The next meeting of the executive committee shall elect a new Secretary.


16. Meeting of the executive committee.


1. Will be held at such date, venue and time as decided by the President and informed to the Members by the Secretary at least 5 days in advance. Executive committee has to meet as and when it is required with a minimum of one sitting per six months.
2. The President shall preside over the meetings. In the event of the absence of the President, the meeting shall be chaired by the Vice president and he shall have all the powers of the President. The quorum for the meeting shall be one half of the Members of the executive committee. A member abstaining from three consecutive governing body meeting without valid reason shall be removed from the executive committee if approved by the executive committee.
3. Each Member will have one vote, all decisions that cannot be taken by consensus shall be determined by majority vote. In case of equal number of votes, the President shall have a casting vote in addition to his vote.

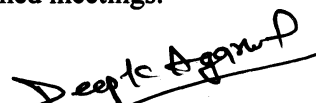
17. Meeting of the General Body.

General

1. The General Body shall consist of all Members of the Society and shall meet at least once in a financial year and the elapse between two meetings shall not be more than 18 months. These annual general body meeting shall be conducted before 30th September of every year.
2. General Body Meeting shall be convened by the Secretary, the date, venue and time being fixed with the concurrence of President and intimated to Members atleast 10 days in advance. Accidental omission to give notice to or non receipt of notice by any Member shall not invalidate the proceedings, provided the total number of Members thus addressed shall not exceed 10% of the total Members.
3. The quorum for the meeting shall be 50% of the eligible Members. In case of lack of quorum, the meeting shall be adjourned and reconvened on the same day at the same place after 30 minutes. No specific quorum is required for such reconvened meetings.


(S. Srinivas Kumar)


(Shree. S.R.)


(DEEPAK K. ARAVIND)

4. President shall preside over the meetings. In the event of the absence of the President, the meeting shall be chaired by the Vice President and he shall have all the powers of the President.

18. Powers and duties of the General Body.


1. The General Body shall review and approve the annual report of the Society to be presented by the Secretary.
2. The General Body shall review and approve the annual audited accounts statement of the Society to be presented by the Treasurer.
3. The General Body shall debate matters concerning the functioning of the Society and suggest methods of improving it towards achieving the purpose and objectives.
4. To consider and if found essential, recommend to the executive committee, amendments to the Rules of Business of the Society. Such amendments shall be intimated to all the members atleast 10 days in advance and be passed with 2/3rds majority of Members present. A copy of the amendments passed shall be presented before the District Registration Office within 14 days.
5. All decisions of the General Body shall be approved by voting. A Member shall have one vote for each item. Voting shall be by show of hands. If secret ballot is demanded, the same shall be granted. In case of tie, the presiding member (President / Vice President as the case may be) shall have a casting vote in addition to his normal vote.
6. Then general body shall elect a executive committee, if necessary by a secret ballot.
7. The Society is empowered to adopt Bylaws which are consistent with this Constitution.
8. The Constitution may be amended by a two-thirds of the members of the Society present and voting, provided the amendment shall have been proposed at least one duly publicized meeting previous to the time of voting. Such amendments become effective only upon the approval of the Executive Committee.
9. Unless otherwise specified, decisions of the General Body shall be by simple majority.


19. Official Year & Financial year.

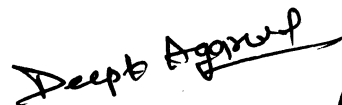
The Official year and Financial year of the Society shall start on the first of April of every calendar year and shall extend till the 31st of March of the subsequent calendar year.

20. Dissolution

Dissolution can be approved by the General body meeting with a 3/4th majority. In the event of winding up or dissolution of the Society, if there shall remain after satisfaction of all debts and liabilities, any asset or property, the same shall be transferred to **Indian Society for Heat and Mass Transfer (ISHMT)** or as decided by the General body.


(S. SRINIL KUMAR)


(Shri. S.R.)

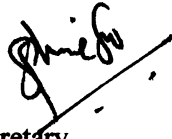

(DEEPTHI AGGARWAL)

21. Legal Proceedings.

The Secretary shall represent the Society in all legal proceedings either by or against the Society.



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