



# RAJAGIRI COLLEGE OF SOCIAL SCIENCES

(Reg. No. ER 359/82)

Rajagiri P.O., Kalamassery, Kochi - 683 104, Kerala, India

Phone: (91)-0484 - 2555564, 2911111 Fax: (91)-0484-2532862

E-mail: admin@rajagiri.edu Website: www.rajagiri.edu

## LIST OF OFFICE BEARERS 2020-2023

SI No	Name	Designation	Address	Aadhar No
1.	Fr.Benny Nalkara CMI	President	S.H Provincial House Rajagiri.P.O Kalamassery	764204045653
2	Fr.Saju Madavanakadu CMI	Vice President	Rajagiri College of Social Sciences, Rajagiri.P.O Kalamassery	233451183891
3	Fr.Jose Kuriedath CMI	Secretary	Rajagiri College of Social Sciences, Rajagiri.P.O Kalamassery	853691139371
4	Fr.Joy Kilikunnel CMI	Treasurer	S.H Provincial House, Rajagiri.P.O Kalamassery	622753792831
5	Fr.Varghese Kachappilly CMI	Member	S.H Provincial House, Rajagiri.P.O Kalamassery	962303506791
6	Fr.Paul Nedumchalil CMI	Member	S.H Provincial House, Rajagiri.P.O Kalamassery	584354967280
7	Fr.Joseph M.K. CMI	Member	Rajagiri College of Social Sciences, Rajagiri.P.O Kalamassery	222521123072
8	Fr.Francis Manavalan CMI	Member	Rajagiri College of Social Sciences, Rajagiri Valley.P.O, Kakkanad	946523597220

Fr.Benny Nalkara CMI  
President

Fr. Jose Kuriedath CMI  
Secretary

# RAJAGIRI COLLEGE OF SOCIAL SCIENCES (RCSS)

## Memorandum of Association & Rules and Regulations of Rajagiri College of Social Sciences

(Reg. No. ER 359/82)

*This is the true copy of the Memorandum  
of Association & Rules & Regulations. A/Asst*



*Be Techi*  
20-1-2003

*Registered office:*

**Rajagiri College of Social Sciences**

Rajagiri P.O., Kalamassery – 683 104

Kerala, India

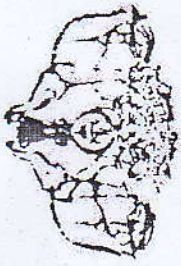
Tel.: 0484-555564

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URL: [www.rajagiri.edu](http://www.rajagiri.edu)





പ്രൊഫസർമാരുടെയും അധ്യാപകരുടെയും സഹായത്തോടെ  
 നടപ്പിലാക്കുക

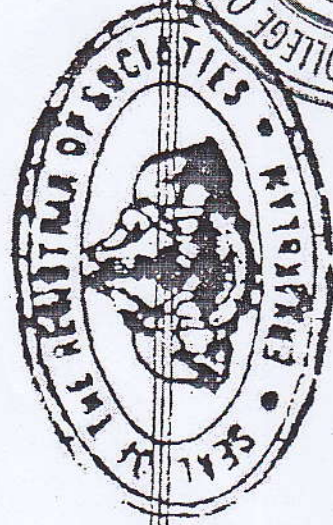
1955 ഫെബ്രുവരി 12-ാം തീയതിയിൽ പ്രസിദ്ധീകരിച്ച സർവ്വീസ്, നിയമനിയമങ്ങൾ  
 പ്രകാരം നടപ്പിലാക്കുക

ക്ര. നമ്പർ. E.R. 359/82

തീയതി. 1.9.82

1955 ഫെബ്രുവരി 12-ാം തീയതിയിൽ പ്രസിദ്ധീകരിച്ച സർവ്വീസ്, നിയമനിയമങ്ങൾ  
 പ്രകാരം നടപ്പിലാക്കുക

പ്രൊഫസർമാരുടെയും അധ്യാപകരുടെയും സഹായത്തോടെ  
 നടപ്പിലാക്കുക



*[Handwritten Signature]*

Rajagiri College of Social Sciences  
 (Autonomous)



( Fables )

CERTIFICATE OF REGISTRATION OF SOCIETIES

Travancore-Cochin Literary, Scientific  
Charitable Registration Act XII of 1955.

Sl.No. ER 359/82

Year 1982

I hereby certify that Rajagiri College of Social Sciences,  
Kalamassery has been registered today under the Travancore-Cochin  
Literary, Scientific, Charitable Act XII of 1955.

I have affixed my seal this day the Fifteenth of December  
One thousand Nine Hundred and Eighty two.

( Seal )

sd/-  
REGISTRAR OF SOCIETIES

// true copy //

This is the true English Translation of  
The Malayalam Certificate Registration of  
Societies ; No - ER - 359/82. AlBtd.



Ba Fach  
19-12-2000



**MEMORANDUM OF ASSOCIATION  
OF  
RAJAGIRI COLLEGE OF SOCIAL SCIENCES  
RAJAGIRI, KALAMASSERY**

1. The name of the society shall be "Rajagiri College of Social Sciences".
2. The Registered office of the society shall situate at Rajagiri, Kalamassery.
3. The **Objects** for which the society is established are:
  - i) To establish, construct, organize, consolidate, support, develop, acquire, conduct, equip, endow, improve, alter, extend, maintain, take over, administer of educational institutions, start teacher's training, secretarial courses and any other course according to need of the place, in any part of India for the benefit of all persons irrespective of caste, creed, race or religion.
  - ii) To establish educational institutions to provide better education to the students of the Christian community, in the country, so as to act an instrumentality to carry out the aims and objectives of the Christian religions congregation, Carmelites of Mary Immaculate (CMI) in the field of education.
  - iii) To establish and administer educational institutions, keeping in view the aims and objectives of the CMI Congregation in general, with special emphasis to the development of the spiritual, cultural and educational aspects and heritage of the Christian community in the state.
  - iv) To establish, construct, organize, consolidate, take over existing colleges, hostels, libraries, charitable and research institutions and projects as are deemed necessary and useful.



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- v) To build, erect, construct, alter, add to, extend, demolish, re-erect, re-built/re-construct any building and/or structures which are necessary or requisite for all or any of the purposes and objectives of the society to take over and equip and furnish them as may be necessary and to manage and administer the same.
  - vi) To purchase, take on lease or license or in exchange or otherwise acquire and manage and administer any lands, buildings or other immovable property or equipments or movable property of whatsoever description may conveniently be used in connection with the objects of the society or any of them.
  - vii) To maintain and repair and keep maintained and in repair the buildings and structures for the time being belonging to the society and whenever so required to replace the furniture and fittings, books, equipment and other movable property therein and to reconstruct and/or rebuilt the said buildings and structures or such part or parts of them as required for reconstruction and/or rebuilding.
  - viii) To establish, promote, or assist in establishing or promoting, and to subscribe to, or become members of, any other society or association with all or any of the objects of the society whose objects are similar, or in part similar, to all or any of the objects of the society or the establishment or promotion of which the Governing body may consider beneficial to the society.
  - ix) To purchase, acquire, hold, securities of the Government of India or any State Government or public body or Post Office or National Savings Certificates or Unit Trusts or stocks, shares and securities.
  - x) To apply for received, collect and recover Government Municipal or other grants or allowances in aid of or in connection with any buildings or structures for the time being held by the society and/or works or activities carried on conducted and/or managed by the society and administer the same in the best interests of the society.
  - xi) To receive gifts, hold, expend, administer, and use any gift whether of monies of other property movable or immovable or any request of foundation, whether subject to any special trust or not, and to act as trustees, managers and administrators whether solely or jointly with another or others.



- xii) To borrow, giving security, or otherwise raise funds, to collect and procure funds or contributions in the shape of donations, annual subscription or otherwise to the funds of the society.
- xiii) To sell, demise, lease, give out on lease, or license, give in exchange, transfer, surrender or dispose of, pledge hypothecate or mortgage the property movable or immovable of the society or any of them or any part thereof.
- xiv) To subscribe or give donations to and financially or otherwise aid any other charitable, social, educational or religious institutions or societies and to give donations for any public purpose.
- xv) To do all other lawful acts, deeds and things as are incidental or conducive to the attainment of the above subjects or any of them and to the moral, social, educational and religious welfare of the people in India irrespective of caste, creed, race, or religion.
4. The names, addresses and occupations of the first members of the Governing Body of the society are as follows:

Name & Designations	Address	Occupation
1. Fr. Gregory, CMI President	S. H. Provincial House Kalamassery-683 104	Provincial
2. Fr. Jose Kariamadam, CMI Vice-President	Rajagiri High School Kalamassery-683 104	Headmaster
3. Dr. A. Moses, CMI Secretary	Rajagiri College of Social Sciences Kalamassery-683 104	Principal
4. Fr. O. J. Alex, CMI Treasurer	Rajagiri College of Social Sciences Kalamassery-683 104	Lecturer
5. Fr. Kuruvilla Aaron, CMI	St. Joseph's Postulant's Home, Rajagiri Kalamassery-683 104	Rector
6. Fr. George Kallungakudiyil, CMI	S. H. Provincial House Kalamassery-683 104	Perfect
7. Fr. Silas, CMI	S. H. Provincial House Kalamassery-683 104	Rajagiri School Staff



5. A copy of the rules, regulations of the college certified by three members of the Governing body to be a correct copy of the rules and regulations has been filed with this memorandum.

We, the undersigned, whose names, and addresses are given below are desirous of being formed into a society in pursuance of this memorandum under the Societies Registration Act (XXI of 1860) under the name of Rajagiri College of Social Sciences.

Date this the 4th day of Oct. '82.

Name & Signature	Address	Occupation
1. Rev. Fr. Gregori, CMI Sd/-	S. H. Provincial House Rajagiri Kalamassery-683 104	Provincial
2. Fr. Jose Kariamadam, CMI Sd/-	Rajagiri High School Kalamassery 683 104	Headmaster
3. Dr. A. Moses, CMI Sd/-	Rajagiri College of Social Sciences Kalamassery-683 104	Principal
4. Fr. O. J. Alex, CMI Sd/-	Rajagiri College of Social Sciences Kalamassery-683 104	Treasurer
5. Fr. Kuruvilla Aaron, CMI Sd/-	St. Joseph's Postulant's Home Kalamassery-683 104	Member
6. Fr. George Kallungakudiyil, CMI Sd/-	S. H. Provincial House Rajagiri, Kalamassery	Member
7. Fr. Francis Sales, CMI Sd/-	S. H. Provincial House Rajagiri, Kalamassery	Member
8. Fr. Eleazer, CMI Sd/-	Sacred Heart Monastery Thevara, Cochin-13	Member
9. Fr. Methodius, CMI Sd/-	St. Antony's Monastery Alwaye	Member
10. Fr. Silas, CMI Sd/-	S. H. Provincial House Kalamassery	Member

Dated this 4th day of October '82.



**RULES AND REGULATIONS  
OF  
RAJAGIRI COLLEGE OF SOCIAL SCIENCES**

**1. Interpretation:**

In these Rules and Regulations unless there is anything in the context repugnant or inconsistent here with

- a. "The College" shall mean "Rajagiri College of Social Sciences".
- b. "Governing Body" shall mean the Governing body of the college as constituted by these rules and regulations.
- c. "The Act" shall mean the Societies Registration Act XXI of 1860 or any modification thereof for the time being in force.
- d. "Superior" shall mean the provincial of the Sacred Heart Province of the congregation of Carmelites of Mary Immaculate (CMI)
- e. "Congregation" shall mean the congregation of the Carmelites of Mary Immaculate" (CMI)
- f. "Society" shall mean the "Rajagiri College of Social Sciences, Kalamassery". Words importing person include Bodies Corporation.

**2. Membership:**

- a) The member of the Society shall consist of (1)
  - i) The signatories to the Memorandum of Association of the Society.
  - ii) The Provincial Councilors.



- iii) The Superior of the Sacred Heart Province of the congregation of Carmelites of Mary Immaculate (CMI)
  - iv) The prefect of the Sacred Heart Provincial House, Kalamassery and
  - v) Any member of the CMI congregation admitted as member of the society.
- b) The number of members of the society shall not be less than ten.
  - c) Every member of the society shall be bound by the provisions of the Memorandum of Association of the society and all these rules and regulations and decisions from time to time made or taken by the society in General Meeting or by the Governing Body.

### 3. Admission:

Any member of the CMI congregation desirous of becoming a member of the society shall apply to the secretary expressing his desire to become a member and shall pay Rs. 1,000/- as admission fee. The secretary shall on receipt of the application place the application before the Governing Body for consideration. The governing body may admit the applicant or reject the application summarily.

### 4. Membership fee:

Every member shall pay Rs. 100/- per annum, towards the annual membership fee on or before 30th January every year.

### 5. Membership of the society shall terminate:

- i) On the death of a member, or
- ii) On tendering the resignation in writing to the Governing body or
- iii) On membership being terminated by the Governing body as provided by these rules.

### 6. President:

The superior shall be the president of the society. In the absence of the superior the person acting as such shall act as president.

### 7. Governing Body:

- i) The Governing body of the society shall consist of a President, Vice President, Secretary, Treasurer and three members.
- ii) The superior shall be the president of the Governing Body. In his absence the person acting as Superior shall act as the president of the Governing Body.



- iii) The members of the first Governing body shall retire on or before 30th March, 1983. The first election of the members of the Governing body shall be held at the Annual General Meeting to be held in the month of March 1983.
- iv) Elected members of the Governing body shall hold office for a period of one year after which they shall retire but be eligible for re-election.
- v) Any vacancy occurring among the elected members of the Governing body shall be filled by the Governing body and he shall hold office until the next annual general meeting of the college at which election will take place.
- vi) The first members of the governing body shall be the following persons:
  - 1) Fr. Gregory, CMI
  - 2) Fr. Jose Kariamadam, CMI
  - 3) Dr. Moses, CMI
  - 4) Fr. O. J. Alex, CMI
  - 5) Fr. Kuruvilla Aaron, CMI
  - 6) Fr. George Kallungakudiyil, CMI
  - 7) Fr. Silas, CMI

#### **8. Powers of the Governing Body:**

- a. The Governing body shall have entire control and management of the business and affairs of the society.
- b. The administration of all its properties movable and immovable shall rest on the governing body and shall have all such powers and shall do all such things to carry out the objects of the society.
- c. The governing body shall also have all powers to take over the management of Rajagiri College of Social Sciences, and education in other institutions.
- d. The governing body may take, vary and repeal rules and regulations of the business and affairs of the society and for the administration of properties movable and immovable.



- e. The governing body shall appoint all staff of the Rajagiri College of Social Sciences including the manager.
9. The meetings of the governing body shall be held at such times and places as the Superior may from time to time determine.

**10. Secretary/Treasurer:**

A. The governing body shall be entitled if it seems fit to appoint any of its members to be the secretary and/or treasurer of the society may shall hold office for a period of three years. The office of secretary and treasurer may be held by one person or by two different persons as the governing body thinks fit.

B. The first secretary and treasurer of the society shall hold and continue in office until a new appointment is made at the annual general meeting to be held in the month of March 1983.

**C. Duties of the Secretary:**

i) The secretary shall attend to the correspondence of the Governing body and of the society and maintain the requisite register of such correspondence.

ii) Maintain the require registers containing:

a) The membership roll of the society with names, occupations and addresses of all members and

b) The list of the Governing body, their names, occupations and addresses.

iii) To issue notices for the meeting of the governing body and/or General body and to note and write the minutes of all such meetings of the college.

iv) To exercise all such powers and do all such acts, deeds, and things as may be delegated to the secretary by the governing body from time to time.

**D. Duties of the Treasurer:**

i) To keep and render an account of all income and expenditure of the society to Governing Body.

ii) To keep the president informed monthly of the financial position of the society.



- iii) To prepare annually a balance sheet and Profit & Loss Account or other form of account as the governing body may direct.
- iv) To arrange for audit of the said accounts of the society with the auditors duly appointed by the society.
- v) To exercise all such powers and do all such acts, deeds and things as may be delegated to the treasurer by the governing body.

#### **11. Annual General Meeting:**

The annual general meeting of the society shall be held in the month of March each year at such time and such place as the superior or in his absence the member of the congregation who acts as such may determine to transact the following business.

- a. To receive the report of the governing body, the duly audited accounts of the society, auditor's report for the year ending on 31st March preceding the date of meeting.
- b. To elect members of the society to act on the governing body of the society.
- c. To appoint an auditor or auditors which may be brought forward by any other member of the governing body or of the society with the previous permission of the chairman.

#### **12. Extra-ordinary General Meeting:**

The Governing body or the president or in his absence the member for the time being acting as president may call an extra-ordinary general meeting of the society whenever they or he may deem it necessary to do so.

#### **13. Chairman:**

At all meetings of the society or of the governing body the president or in the absence of the president the member acting as superior shall take the Chair. In his absence the members present shall elect a Chairman from amongst themselves.

#### **14. Quorum:**

Three members shall form a quorum for general meeting of the society and three members shall form a quorum for a meeting of the governing body of the society. If a meeting is adjourned for want of quorum will be necessary for the adjourned meeting.



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**15. Voting:**

At every meeting of the society or of the governing body every member present shall have one vote. In the case of tie the Chairman shall have a second casting vote.

**16. Notices:**

Notices of all meetings of the Governing body including adjourned meetings shall be given to members in writing at least five days before the meeting and notice of any general meetings of the society at least ten days before the date fixed for the meeting.

17. All property of the society, movable and immovable, shall vest in the governing body and all documents effecting or relating to such property shall stand in the name of the society.

18. All writings, deeds, and documents, which are to be executed by the society, shall be executed for and on behalf of the society by the president alone or such member of the Governing body as may be authorized to do so by the president.

19. If and whenever the seal of the society is to be affixed to any writing, deed or documents executed by the society the same shall be affixed in the presence of the person executing the document as provided in the clause 17 above. The seal of the society shall not be affixed except under the authority of the governing body.

20. The society may sue or be sued in the name of such person as may be appointed by the Governing body when occasion rises.

21. The memorandum of association of the society and its rules and regulations and any rules and regulations hereafter made by the society or by the governing body may from time to time be modified, added to, revoked or re-enacted by a majority of not less than 3/4th of the members of the society present at a general meeting called for the purpose provided that in case of any alternation, abridgement or addition to the purpose of the society or its amalgamation with another society, the provisions of section 22 of the Act shall apply.

22. Any direction issued by the president of the society for the smooth functioning and overall interest of the society shall be taken as adopted in the meetings of the governing body.



### 23. Conclusion:

- a) Any number not less than 3/4th of the members of the society may determine that it shall be dissolved and thereupon the society shall be dissolved forthwith or at such time they agreed upon.
- b) If upon the dissolution there shall remain after satisfaction of all its debts and liabilities any property whatever, the same shall not be paid or distributed among the members but shall be transferred to some other society to be determined by the votes of not less than 3/4ths of the members present personally or by proxy at the time of dissolution or in default thereof as may be determined by the court.

Dated this 4th day of October, 1982.

Name & Signature	Address
1. Fr. Gregory, CMI Sd/-	S. H. Provincial House Kalamassery-683 104
2. Fr. Jose Kariamadom, CMI Sd/-	Rajagiri High School Kalamassery-683 104
3. Dr. A. Moses, CMI Sd/-	Rajagiri College of Social Sciences Kalamassery-683 104
4. Fr. O. J. Alex, CMI Sd/-	Rajagiri College of Social Sciences Kalamassery-683 104
5. Fr. Kuruvilla Aaron, CMI Sd/-	St. Joseph's Postulant's Home, Kalamassery
6. Fr. George Kallungakudiyil, CMI Sd/-	S. H. Provincial House Kalamassery
7. Fr. Silas, CMI Sd/-	Rajagiri High School Staff Kalamassery.

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