

MINUTES OF THE IIPSAA EXECUTIVE COUNCIL MEETING HELD ON DECEMBER 28, 2012

The Executive Council of IIPSAA was held on December 28, 2012 at 5 p.m. in the Seminar Hall of the Institute. The following members of the Evaluation Committee constituted were present for the meeting.

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| 1. Prof. P. Arokiasamy
Department of Development Studies
International Institute for Population Sciences
Deonar - Mumbai - 400088 | : Chairman |
| 2. Dr. K.C. Das
Department of Migration and Urban Studies
International Institute for Population Sciences
Deonar - Mumbai - 400088 | : General Secretary |
| 3. Dr. Chandrasekher
Department of
International Institute for Population Sciences
Deonar - Mumbai - 400088 | : Member |
| 4. Dr. Aparajita Chattopadhyay
Department of Development Studies
International Institute for Population Sciences
Deonar - Mumbai - 400088 | : Member |
| 5. Dr. Manoja Alagarajan
Department of Development Studies
International Institute for Population Sciences
Deonar - Mumbai - 400088 | : Treasurer |
| 6. Mr. Prakash H. Fulpagare
Department of Extra Mural Studies & Distance Education
International Institute for Population Sciences
Deonar - Mumbai - 400088 | : Special Invitee |

The following members could not attend the meeting.

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| 1. Dr. F.Ram | : Patron |
| 2. Dr.Dharmendra Pratap Singh | : Vice-President |
| 3. Dr.Dewaram Abhiman Nagdeve | : Joint Secretary |
| 4. Dr.Abhishek Singh | : Treasurer |
| 5. Dr.Hemkhotang Lhungdim | : Member |
| 6. Dr.Thozhukkatt Vadakkeveetil Sekhar | : Member |
| 7. Dr.Pushpita Dutta | : Member |

Before discussing on the agenda items one by one, it was suggested by Prof. P. Arokiasamy, President, IIPSAA to first review of action taken on the decisions of previous meeting agenda held on November 27, 2012.

1. Expending the date of registration:

Action taken:

In the last meeting, the deadline of registration of the alumni in the Association was given till January 31st 2013. However, it was decided unanimously that registration dead line of IIPSAA can be extended till 31st march 2013. It was also decided that those Alumni do not register their name in IIPSAA or do not communicate their willingness on or before 31st March 2013, their e-mail IDs shall be removed from the Alumni list.

2. It was decided that in order to look after the administration of the Association, one experienced person can be hired on payment basic.

Action taken:

Accordingly the appointment of Mr. Prakash H. Fulpagare to look after the administration of IIPSAA was done and it was endorsed by all the members of Executive Council and it was decided that Mr. Fulpagare will be paid rs.2000/- p.m. initially for his services w.e.f. December 2012. The payments of Mr. Fulpagare will be settled after transferring the funds of old account to new account to be opened in State bank of India, Deonar branch, Mumbai.

3. It was also decided the respective M.Phil/Ph.D. course Coordinators at IIPS will hold the separate meetings in the month of January 2013 with their student to mobilise the membership of the Association.

Action taken:

The mobilisation efforts were done by the respective course coordinators and some students had taken the membership of IIPSAA by depositing Rs.2000/- as student member of the Association.

4. The Annual audit of old account will be carried out by professional CA.

Action taken:

Since the new account is planned to be open, it was suggested by the Legal Advisor that the audit of the old account can be done while transferring entire fund of old account to new account. It was also suggested by the LA that since there is no transaction was against the funds deposited, it will not take much time to audit the account.

5. The first e-journal will be brought out by the Editors Dr. T.V. Shekhar and Dr. Aparajita Chattopadhyay.

Action taken:

Dr. Aparajita Chattopadhyay, Editor of IIPSAA e-journal presented that draft of first e-journal. The President has suggested some modifications to finalise the e-journal.

6. It was also decided in the last meeting, that the General Secretary and Cultural Secretary among the IIPS students will invited for monthly meeting of the Association.

Action taken:

Since the Cultural Secretary was out of station, it was suggested by the President that they may be intimated in advance about the next meeting, so that they can plan accordingly to be present in the monthly meeting of Association.

7. It was also decided in the last meeting that on every last Friday the members will meet to review the progress of Association at 5.p.m.

Action taken:

Two successive meetings were conducted and henceforth every month meeting of the Association will be held on every last Friday of month. It was also decided that any EC member does not allowed 3 consecutive meetings, he/she should be communicated through notice to attend the meeting. If

The following fruitful decisions were taken on the Agenda by the members of Executive Committee held on December 28, 2012.

Agenda Item No.1	Latter Head of the Association to be printed
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It was decided that Association letter head will be prepared with the following inclusions:

- LOGO of Association
- Registration number
- Name of all office bearer
- A small and meaningful catchphrase below the LOGO
- Detail contact address with contact (mobile) numbers of President, General Secretary and Treasurer.
- Date of foundation

Dr. Chander Sekher, Vice President took the responsibility of letter head preparation and Dr. Aparajita, Member and Editor of Association e-journal took an initiatives to design the LOGO of association.

Agenda Item No.2	Official Seal of the Association to be prepared
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It was decided that the following different types of stamp seals will be prepared:

- Seal of Association with registration number and detail address
- Seal of President with registration number and detail address
- Seal of Vice-President with registration number and detail address
- Seal of General Secretary with registration number and detail address
- Seal of Treasurer with registration number and detail address
- Seal of Association with In-ward and out-ward
- Round seal with only IIPSAA and registration number

Dr. Monoj Alagarajan was given the responsibility for preparation of above official seals of Association.

Agenda Item No.3	Resolution for opening the new bank account and closing of old bank account
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Based on the suggestion made by the members as well as the Legal Advisor, it was decided that new bank account will be opened for the association in the State bank of India and the existing bank account (SBI) will be closed after transferring the fund into new account.

In order to open a new account and closing of old account, as per bank requirement, a resolution was made in the meeting (enclosed separately) for the purpose. And it was suggested by the President that a personal visit of the office bearers will be made in the bank to expedite the matter.

Agenda Item No.4	Availability of necessary stationary for the association
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Mr. Prakash Fulpagare pointed out the followings stationary items requirement for the Association for its smooth functioning

- Minutes Register
- In-ward Register
- Out-ward Register
- Visitors Register
- Cash-Book
- Leger Book
- Petty cash vouchers
- JV files and Vouchers
- Petty cash files
- Purchase files and Vouchers
- Bank reconciliation statement file
- TDS file and Tax deduction form
- Service Tax file
- Sales Tax File
- Income Tax file
- Cheque book Register
- Stationery/stock register
- Office files/box file for keeping the records of the Association
- Punching Machine
- Stapler/staple pin box

It was suggested by the President that all the members of Executive Council will take the responsibility making available of the above stationary items for the Association.

Agenda Item No.5	Preparation of Association PAN card
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The members of the Executive Council gave the responsibility of PAN card preparation to Dr. Abhisekh Singh, Dr. Manjot Alagarajan and Mr. Prakash H. Fulpagare

Agenda Item No.6	Income Tax Exemption Certificate
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It was decided that income Tax Exemption certificate may please obtained from the concern authority through the legal Advisor.

The members of the Executive Council gave the responsibility of PAN card preparation to Dr. Abhisekh Singh, Dr. Manjot Alagarajan and Mr. Prakash H. Fulpagare.

Agenda Item No.7	Officer Space, Infrastructure and Seed fund IIPSAA
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In order to smooth functioning of the Association, the EC members decided that separate requests for office space, infrastructure and seed fund may be made to the Director, IIPS in writing.

It was also decided in the meeting that all members of EC will meet the Director to narrate progress and requirements of Association.

Agenda Item No.8	Copy of the Association Bye-laws
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Dr. Chander Sekher, Vice President was given the responsibility to make available 10 hard copies of the Association Bye-laws.

Agenda Item No.9	Obtaining the FCRA for Association
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It was decided in the meeting that professional help can be taken from the Legal Advisor in obtaining the FCRA number.

Agenda Item No. 10	Group Photograph of EC Member
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It was also decided in the meeting that the group photographs of Executive Council member's of the Association may please be taken for the display in e-journal of the Association. It was also decided that help from IIPS Photographer Mr. Motilal Mohare will be taken and one day all the members will be invited for group photograph.

Agenda Item No. 11	Request of Dr. Bashir Ahmed
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Dr. Basher Ahmed has requested that his membership may please be treated as student membership by paying Rs.2000/-

The committee decided that the request may be considered.

The meeting ended with the vote of thanks given by Prof. P. Arokiasamy, President of the Association.

Date: December 1, 2013

Resolution No.1

The Executive Committee meeting of IIPSAA in its meeting held on December 28, 2012 unanimously resolved to open a new Bank Account in the State Bank of India at Deonar Branch in Mumbai on the name of "IIPSAA" with the following authorised signatories.

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| 1. President | : Professor P. Arokiasamy | _____ |
| 2. General Secretary | : Dr. K.C. Das | _____ |
| 3. Treasurer | : Dr. Abhishek Singh | _____ |

The signing authorities will be any two persons of the above three designated persons. As and when a new committee takes over, it is the responsibility of the new committee members to replace the signatories and operate the account. The old committee members will
The authority on portioning the account.

The executive Committee resolve to close the existing account No.30282748700 in SBI Deonar Branch which was opened in 2007 and transfer the balance fund to the new account.

President General

Secretary

Treasurer