

## **The Minutes of the Executive Committee 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 Committee were present for the meeting.

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

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. Extending the date of registration:

**Action taken:**

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

2. It was decided that in order to look after the day-to-day activities of the association, one person may be hired (on nominal payment).

**Action taken:**

Accordingly Mr. Prakash H. Fulpagare was requested to look after the administration of IIPSAA 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 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:**

No such meeting has been held till date.

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

**Action taken:**

Since the new account is planned to be opened soon, 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 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 presented the draft of first e-journal. The members gave broad guidelines and suggested some modifications to be incorporated in the e-journal. Dr. T.V. Sekhar was requested to actively pursue e-newsletter effort with Dr. Aparajitha.

6. It was also decided in the last meeting, that the General Secretary and Cultural Secretary of the students of IIPS students will be 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 meeting that on the last Friday (5 pm) of every month, the members will meet to review the progress of Association.

**Action taken:**

Two successive meetings were conducted and henceforth monthly meeting of the Association will be held on every last Friday of the month. It was also decided that any EC member who does not attend 3 consecutive meetings, he/she should be communicated through notice to attend the meeting. If after reminders, the member also fails to attend any meeting, the executive committee will take a decision regarding the continuity of such member.

<b>Agenda Item No.1</b>	<b>Letter Head of IIPSAA</b>
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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 bearers
- A small and meaningful slogan (catchphrase) below the LOGO
- Detailed contact address with contact (mobile) numbers of President, General Secretary and Treasurer.
- Date of foundation

Dr. Chander Shekhar took the responsibility of letter head preparation and Dr. Aparajita was assigned the responsibility to design the LOGO of association.

<b>Agenda Item No.2</b>	<b>Official Seal of the Association to be prepared</b>
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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 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. Manoj Alagarajan was given the responsibility for preparation of above official seals of Association.

<b>Agenda Item No.3</b>	<b>Resolution for opening the new bank account and closing of old bank account</b>
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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, the following resolution was made in the meeting for the purpose and it was suggested by the President that a personal visit of the office bearers will be made to the bank to expedite the matter.

### **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 in 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 old signatures and operate the account. The old committee members will cease to have authority in operating the account.

The executive Committee resolved 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
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<b>Agenda Item No.4</b>	<b>Availability of necessary stationary for the association</b>
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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. Mr. Prakash will take the initiative in procuring these stationery items with the help of EC members.

<b>Agenda Item No.5</b>	<b>Preparation of Association PAN card</b>
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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

<b>Agenda Item No.6</b>	<b>Income Tax Exemption Certificate</b>
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It was decided that income Tax Exemption certificate may be obtained from the concerned authority through the legal Advisor.

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

<b>Agenda Item No.7</b>	<b>Officer Space, Infrastructure and Seed fund for IIPSAA</b>
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For 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 discuss progress and requirements of Association.

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

<b>Agenda Item No.9</b>	<b>Obtaining the FCRA for Association</b>
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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. Dr. Abhishek, Dr. Manoj and Mr. Prakash H. Fulpagare will follow the matter.

<b>Agenda Item No. 10</b>	<b>Group Photograph of EC Member</b>
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It was also decided in the meeting that the group photographs of Executive Council members 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. Mr. Prakash H. Fulpagare may help in arranging the event.

<b>Agenda Item No. 11</b>	<b>Request of Dr. Bashir Ahmed Bhat</b>
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Dr. Basher Ahmed has paid Rs 2000 in 2006 for life membership of IIPSAA which was the required fee at that time. Now he has requested that his life membership may continue without any additional payment. 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.

Prof. P. Arokiasamy	_____
Dr. Chander Shekhar	_____
Dr. K.C. Das	_____
Dr. Abhishek Singh	_____
Dr. Manoj Alagarajan	_____
Dr. Aparajita Chattopadhyay	_____