

RULES & REGULATIONS

1. NAME OF THE INSTITUTION/SOCIETY: ALUMNI ASSOCIATION OF
CHHATTISGARH INSTITUTE OF TECHNOLOGY RAIPUR

(एलुमनाई एसोसिएशन ऑफ़ छत्तीसगढ़ इंस्टिट्यूट ऑफ़ टेक्नोलॉजी रायपुर)

2. OFFICE OF THE INSTITUTION/SOCIETY: ROOM NO: C-007/D, BLOCK -C, GEC
CAMPUS OLD, DHAMTRI ROAD SEJBAHAR RAIPUR CG

3. JURISDICTION OF THE INSTITUTION/SOCIETY: RAIPUR DISTRICT

4. OBJECTS OF THE INSTITUTION/SOCIETY

- (1) Provide a platform for alumni to connect with each other and share experiences.
- (2) Organizing seminars, guest lectures, and conferences on the latest developments in physics and related fields.
- (3) Provide Financial and Academic Support.
- (4) Organizing reunions, social events, and other alumni gatherings.
- (5) Alumni feedback, financial donations, and collaborative opportunities and assist in curriculum development.

5. **Membership:** - The Institution/society shall have the following categories of members:

(a) **Patron Member:** - Any person donating Rs. 11000/- Or more in one instalment may become custodian member of the committee.

(b) **Life time member:** - Any person donating Rs. 5000/- or more may become life time member of the institution or committee. Any life time member contributing Rs. 6000/- or more may become patron member. Patron member will be life time member of society.

(c) **General Member:** - Any person who will pay Rs. 1500/- per year as subscription to the institution may become a general member for that particular period for which he has paid the subscription. A general member who will, if not pay subscription for six continuous months without any reasonable cause may ceased to be member. However, the same member may again become member after paying the arrears of subscription due against him and by applying afresh.

(d) **Honorable Member:** - The executive council of the institution/society as it thinks suitable. May nominate a person or persons as Honorable member. These

members may attend the General Meeting of the committee without having voting power.

6. Getting Membership - Any person willing to become a member of the committee will have to apply in writing. The executive council will consider all applications, so received and take decision pertaining to acceptance or rejection.

7. Qualifications, required for the membership: - A person willing to become member, must have the following Qualification:

- (a) Not below 18 years of age.
- (b) Be must be an Indian Citizen.
- (c) He/she must be alumnus of the institute.
- (d) He must have taken oath to follow the rules of the committee.
- (e) Must be of good character and not in habit of taking any intoxicating drink.
- (f) Related to ALUMNI ASSOCIATION OF CHHATTISGARH INSTITUTE OF TECHNOLOGY RAIPUR.

8. Termination of Membership: - Membership of a member may be terminated in the following conditions:

- (a) Due to death.
- (b) Due to Insanity.
- (c) Non-payment of subscription as required under rule 5.
- (d) Resignation and acceptance thereof.
- (e) Expulsion of the member by the executive council due to character flaw
Decision to be communicated in writing to the members.

9. Membership Register to be maintained in the office of the society/institution wherein, the following details are to be recorded

- (a) Name, address and occupation of each member.
- (b) Date on which membership given and receipt No.
- (c) Date of termination of the membership
- (d) Signature of the members

10.(a) General Meeting: - The category of the members included in the Rule 5(a,b,c) will attend the general meeting. The meeting of the general members may convene as and when required, but it is to be convene compulsorily at least, once



convene as and when required, but it is to be convened compulsorily at least, once in a year in the month of **July**. The place, date and time for the general meeting will be decided by the executive council and the information regarding meeting must be intimated 15 days before the date of meeting. The quorum for the meeting should consist of 4/7 of members. The first general meeting of the institution should be convened within 3 months from the date of registration, to elect different office bearers as per procedure. In case the first general meeting could not be convened as per rule; the Principal may have every right to convene it in the guidance of a responsible official to elect office bearers.

(b) Meeting of the executive council: - The meeting of the executive council should be convened every month and the intimation of meeting should be sent to each member of the council seven days before the date of meeting. In case of insufficient quorum, the meeting may be adjourned an hour and thereafter the meeting will be convened in the same day and same place without the condition of the quorum.

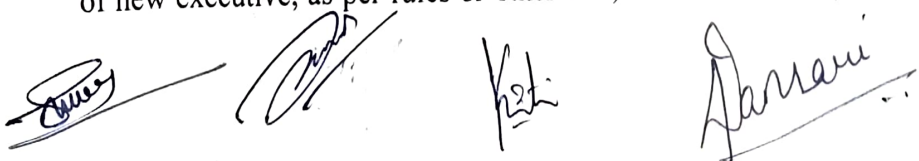
(c) Special: if a majority of 2/3 members of the total number, demands in writing to convene a meeting to discuss on a particular subject, then the general meeting of the institution will have to be called. The special resolution passed in such meeting should be sent to the Principal within.

11. Powers and duties of the General Meeting:-

- (a) to give assent to the annual report of the institution of the previous year.
- (b) to make suitable arrangement for the property and permanent fund of the institution.
- (c) to appoint auditors for the next year.
- (d) to give assent to the income and expenditure statements of the different institutions run by the main institution.
- (e) to give assent to the budget.

12. Formation of Executive: - The following officials and members of the executive council will be elected by majority decision of the members as mentioned in Rule 5 (A, B and C) and whose names are entered in the Register: -
(1) President, (2) Vice-President, (3) Secretary, (4) Treasurer, (5) Joint Secretary and 2 members.

13. Tenure of the executive Council: - The normal tenure of the executive council shall be of 3 years but it may extend to a maximum of six months till the formation of new executive, as per rules or otherwise, due to some other reasons, provided



that there are sufficient reasons to do so. The decision to extend the executive council should be compulsorily approved by the General meeting.

14. Powers and duties of the Executive Council:

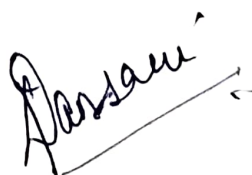
- (A) To achieve and manage the objects for which the executive council is formed,
- (B) To present the duty-audited income and expenditure statement along with the progress report in the General meeting every year.
- (C) To pay the by the salary and allowances of the employees of the committee and other institutions managed and controlled by the committee, also pay the different taxes levied on movable and immovable property of the institution.
- (D) To appoint the employees and teachers.
- (E) To perform other important tasks entrusted to the council in the General meeting from time to time.
- (F) To ensure that no immovable property of the institution is sold acquired or transferred without the written permission of the Principal.
- (G) The executive council shall be responsible for calling the special meeting of General assembly to discuss the proposal of amendments in the constitution of rules, regulations of the society/institution. In case the amendment is passed by 2/3 majority of the total members, the executive council will forward to same to the Principal for his approval.

15. Power of the President - The President is empowered to preside over the meeting of General assembly and executive council. He will be responsible to call the meeting of the executive council in the general assembly. In the important issues, his vote may be decisive.

16. Powers of the Vice-President - In the absence of President, the Vice-president will preside over the meetings of the general assembly and the executive council and also exercise the powers of the President.

17. Powers of the Secretary –

- (1) To call the meetings of the general assembly and executive council from time to time and put before them the applications and advisory notes received.
- (2) To put before the general assembly the duly audited income and expenditure statement.
- (3) To prepare different documents, inspect them and if any irregularity noticed the same to be intimated to the executive council.



- (4) The secretary shall have the power to expend Rs. 5000/- at one time for any work.

18. Powers of the Joint Secretary- In the absence of the Secretary, Joint Secretary will perform his duties.

19. Powers of the Treasures - To look after the income and expenditure of the committee and expend the amount sanctioned by the secretary or executive council.

20. Bank Account- All the funds of the institution/society should be kept in any schedule Bank or Post Office. Withdrawal of money would be under joint signature of the President or Secretary and Treasures. For routine daily expenditure the Treasures will be provided with a maximum amount of Rs. 5000/

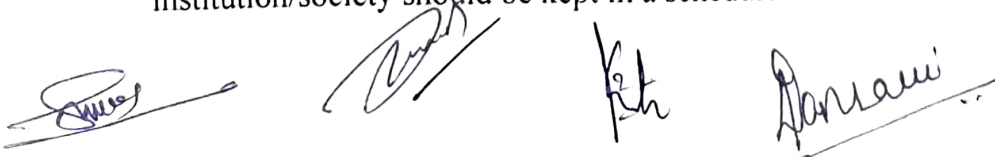
21. Information to be sent to the Principal - In compliance of section 27 of the Act, on or before the forty fifth day succeeding the day on which the annual general meeting is held the society shall send a list of executive council in such form as prescribed to the Principal. Similarly in compliance of section 28 of the Act the institution shall send to the Principal duly audited income and expenditure statement with such fee as prescribed.

22. Amendments - Any amendment in the constitution or rules-regulations of the society or institution is to be passed by 2/3 majority of members of the total member in the general meeting. In found necessary and in the interest of the society or institution the Principal of Firms and Society shall have the powers to amend the registered constitution or rules-regulations of the society which will be acceptable to each member. Every proposal for amendment of rules and regulations of the society shall be forwarded to the Principal with such fee as prescribed.

23. Dissolution - Any number not less than 4/7 of the members may determine that the society shall be dissolved in the General meeting, After dissolution of the society, the movable and immovable property of the society may be handled over to some other likewise society.

24. Property - The movable and immovable property of the society/institution shall be in the name of the society/institution. No immovable property shall be acquired or transferred by sale, gift or otherwise without the prior permission of the Principal In writing. The Society will have to pay the fee as prescribed for the same.

25. Bank Account - For proper transaction of money the funds of the institution/society should be kept in a schedule Bank or Post Office.



26. Power of Principal to call meeting - In case the officials of the society or institution failed to call the annual meeting as required under registered rules and regulation of the institution/society or otherwise found necessary; the Principal of Firms and Societies shall have every right to call the meeting. The registration may decide the subjects for the discussion in the meeting.

27. Dispute - In case of any dispute in the institution/society the President shall have the right to solve the same with the permission of the general meeting. If this condition is not acceptable to both side then he may refer the dispute to the Principal & President for decision and their decision, thereon shall be final. The Principal & President shall have the power to solve dispute connected with the meetings and management of committee and their decision thereon shall be final.

