



Global Alumni Association of Bengal Engineering and Science University, Shibpur

Special General Meeting Details

Date & Time: 11.04.2024 at 12:00Hrs.

Type: SPECIAL GENERAL MEETING

Location: ONLINE through ZOOM call

Nature: Special General Meeting

Called by: Prosenjit Chakraborty (Secretary)

Requisite Quorum Formed: Yes

Notice issued on: 20 March 2024

Chairperson: Amitabha Datta (President)

Members Present:

Sl. No.	Name	Year	Department	present
01	Amitabha Datta	1974	CE	Online
02	Prosenjit Chakraborty	1987	EE	Online
03	Achyut Ghosh	1961	CE	Online
04	Malay Niyogi	1980	EE	Online
05	Sitansu Sekhar Ghosh	1980	ME	Online
06	Anjana Ganguly Roy	1977	ETC	Online
07	Sukanta Roy	1977	ETC	Online
08	Biman Ghosh	1981	MET	Online
09	Vinod Kumar Singh	1999	ME	Online
10	Ranjan Dutta	1980	EE	Online
11	Sudhansu Chakraborty	1957	CE	Online
12	Tarun Basu	1967	CE	Online
13	Syama Prasad Datta	1967	CE	Online
14	Manoj Kar	1980	ETC	Online
15	Anindya Kumar Roy	1977	ETC	Online
16	Sushanta Sinha	1988	ETC	Online
17	Swapan Saha	1988	EE	By Proxy

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Sl. No.	Name	Year	Department	present
18	Biswajit Sen Gupta	1980	EE	By Proxy
19	Debal Banerjee	1984	EE	By Proxy
20	Baidya Nath Roy	1965	ME	By Proxy
21	Prabir Neogi	1962	CE	By Proxy
22	Kalpana Majumdar	1987	CST	By Proxy
23	Niharendu Biswas	1970	CE	By Proxy
24	Parnab Sinha	2012	CE	By Proxy
25	Partha Sarathi Majumder	1982	CE	By Proxy

Meeting Notes:

The President Amitabha Datta, called the meeting at scheduled time at 12:00 Hrs. Since the 'quorum' was not achieved, the meeting was adjourned and reconvened after due course of time as per MoA. In the reconvened meeting, 14 members were present online. There was also had eleven (11) proxies, already received from members unable to attend. As per rules, the 'Quorum' requirement is met. Once the meeting restarted, President welcomed all members present and requested the Secretary, Prosenjit Chakraborty to present the proposal of 'formal' approval of MoA ('Regulations' part) to the house.

Secretary informed the background of calling this SGM to the house. He explained that this MoA revision has already been approved twice earlier, during AGMs of 2022 and 2023 and as per rules, it's already 'In Force'. However, the submission of MoA for registration could not be accomplished, once, due to lack of understanding of approval process and second time, due to changes in Government requirements. As per present rules, MoA revisions can only be submitted for registration within one month of approval of Annual Report as well as within one month of approval of MoA in an AGM or SGM. Again, as per our MoA, AGM/SGM requires a three-weeks' notice. We only got the approval of Annual Report of 2022-23 (presented in AGM of July 2023) on 20th March 2024 (digitally signed on 19th March '24). Hence, a SGM was called on today for 'formal' approval of revisions of MoA.

Once the formal proposal was raised, members present, including Mr. Achyut Ghosh, Mr. Sukanta Roy, Mrs. Anjana Ganguly Roy, Mr. Malay Neyogi seconded the proposal and confirmed approval. None opposed, neither raised any query. Hence, these proposed changes of MoA (Regulations part) is once again got 'formally' approved & accepted by the 'Full' House. Secretary also explained the major changes carried out in MoA against the previous version.

Since there was no other business scheduled, Secretary requested Joint Secretary Mr. Vinod Kumar Singh to propose 'Vote of Thanks'. Mr. Singh duly proposed Vote of Thanks to the Chair, and all other attendees. With that, the SGM came to its conclusion.



Resolution:

It is resolved that the revised Memorandum of Association as submitted to the house stands approved. The details of changes are as noted.

Amitabha Datta
President, GAABESU

Prosenjit Chakraborty
Secretary, GAABESU

Witnessed by:

1) Sitansu Sekhar Ghosh (1980 ME)

2) Anjana Ganguly Roy (1977 ETC)

ALTERATION OF THE MEMORANDUM OF ASSOCIATION

2019 version

2024 version

Cl. No	Previous position	Cl. No	Altered position
			REGULATIONS
1.0	GENERAL In the context of these regulations, the Global Alumni Association of Bengal Engineering and Science University, Shibpur, hereinafter referred to as “the Association” and generally, unless repugnant to the context, the singular shall include the plural and the masculine shall include the feminine and vice-versa and writing shall include print, lithograph or other substitutes for writing, including electronic communications.	1.0	GENERAL No Change
2.0	ELECTRONIC COMMUNICATIONS,	2.0	ELECTRONIC COMMUNICATIONS,



	IDENTIFICATIONS AND AUTHENTICATION		IDENTIFICATIONS AND AUTHENTICATION
2.1	Electronic communication is accepted and can be used to carry on the business of the Association. This includes sending of Notices for General Meetings and Executive Committee Meetings, Proxy voting at the Annual General Meeting or Special General Meetings, request for a Special General Meeting or an amendment to the Constitution and Regulations, submission of Nomination forms and supporting documents for election to the Executive Committee, and other such operations. However, in Requisition General Meeting, physical presence is necessary.	2.1	Electronic communication is accepted and can be used to carry on the business of the Association. This includes sending of Notices for General Meetings and Executive Committee Meetings, Proxy voting at the Annual General Meeting or Special General Meetings, request for a Special General Meeting or an amendment to the Constitution and Regulations, submission of Nomination forms and supporting documents for election to the Executive Committee, and other such operations.
2.2	Unless prohibited by law, for the business of the Association a secure Electronic Identification shall be considered as equivalent to a written signature, for documents and communications which require such signatures for the purpose of authentication.	2.2	No change
2.3	The form of the secure Electronic Identification shall be specified by the Executive Committee from time to time.	2.3	No change
2.4	The secure Electronic Identification currently consists of the correct combination of the following elements, as recorded in the Association Membership List: <ul style="list-style-type: none"> • The full name of the Member; • The Association Membership Number; • The Year of Graduation and discipline; The official registered email address of the Member, which must correspond to the email address of the message sender.	2.4	The secured Electronic Identification currently consists of the correct combination of the following elements, as recorded in the Association Membership List: <ul style="list-style-type: none"> • The full name of the Member; • The Association Membership Number; • The Year of Graduation and Discipline; • Email address of the member; • Telephone/Mobile Phone No.
3.0	CODE OF ETHICS FOR EXECUTIVE COMMITTEE MEMBERS AND OFFICE	3.0	CODE OF ETHICS FOR EXECUTIVE COMMITTEE MEMBERS AND OFFICE



	BEARERS		BEARERS
3.1	The main aim of helping causes of the Institute and its students as well as whole Alumni community will not be compromised.	3.1	No change
3.2	None will use the offices of The Association for any personal benefit.	3.2	No change
3.3	The long-standing relationship of Alumni will always be maintained.	3.3	No change
3.4	No member or office bearer will indulge in personal attacks or abuses or ever use foul language while deliberating on The Association issues either verbally or over electronic media.	3.4	No change
3.5	Integrity of the association will be supreme and be maintained at all cost.	3.5	No change
3.6	All activities will be carried out with transparency and within the framework of The Association MOA, as amended/updated from time-to-time.	3.6	No change
3.7	All opinions restricted to the Association issues are welcome within the Association EC meetings or in electronic groups. However, once some decision is taken, it will be abided by all, as in a democratic system.	3.7	No change
3.8	The Association/EC electronics group addresses will solely be used for matters related to the Association.	3.8	No change
3.9	Declare and avoid any conflict of interest: EC members, those who are also employees of the Institute, will follow this stipulation strictly. In case of any such conflict, the concerned member shall excuse himself from any related The Association decision making.	3.9	Declare and avoid any conflict of interest: EC members, those who are also employees of the Institute, will follow this stipulation strictly. In case of any such conflict, the concerned member shall excuse himself from any related decision making.
4.0	MEMBERSHIP	4.0	MEMBERSHIP
	Membership shall be of the following categories:		Membership shall be of the following categories:
4.1	Category of Members 4.1.1 Alumni Member 4.1.2 Faculty Member 4.1.3 Affiliate Member	4.1	Category of Members 4.1.1 Alumni Member 4.1.2 Faculty Member 4.1.3 Affiliate Member



	All the membership shall be Life time basis.		4.1.4 Student Member
4.2	Eligibility for Membership	4.2	Eligibility for Membership
4.2.1	Alumni Member: Any person, who has studied in the Institute and has obtained a Degree from the Institute and agrees in writing to be bound by the Memorandum of Association, and Regulations of The Association, and pays prescribed life membership fees, as applicable, shall be eligible to become a member of The Association.	4.2.1	Alumni Member: Any person, who has studied in the Institute and has obtained a Degree from the Institute and agrees in writing to be bound by the Memorandum of Association, and Regulations of The Association, and pays prescribed life membership fees, as applicable, shall be eligible to become an Alumni member of the Association.
4.2.2	Faculty Member: Any faculty member of the Institute who is not an alumni of the Institute shall be eligible to become faculty member of The Association if he agrees in writing to be bound by the Memorandum of Association, Regulations and Bye-laws of The Association, and pays prescribed life membership fees, as applicable.	4.2.2	Faculty Member: Any faculty member of the Institute who is not an alumni of the Institute shall be eligible to become Faculty Member of the Association if s/he agrees in writing to be bound by the Memorandum of Association, Regulations and Bye-laws of the Association, and pays prescribed life membership fees, as applicable.
4.2.3	Affiliate Member Any well-wisher of the Institute/The Association, who is not eligible to become an alumni member or faculty member, can become an affiliate member of The Association if he agrees in writing to be bound by the Memorandum of Association, Regulations of The Association, and pays prescribed life membership fees, as applicable,	4.2.3	Affiliate Member: Any well-wisher of the Institute/the Association, who is not eligible to become Alumni Member or Faculty Member, can become an Affiliate Member of the Association if s/he agrees in writing to be bound by the Memorandum of Association, Regulations of the Association, and pays prescribed life membership fees, as applicable.
		4.2.4	Student Member: Any undergraduate student of IEST, Shibpur, enrolled in a regular Degree program of the Institute, can become a Student Member of the Association through a formal application and upon payment of a prescribed membership fee. After graduation a Student Member shall be eligible to convert his membership to Alumni Member by paying the balance amount of Life Membership Fee within six months of graduation.
	Membership of any category shall be subject to the acceptance of the		No change



	Executive Committee.		
4.3	Membership Fee	4.3	Membership Fee
	Membership fee for all categories shall be decided by the Executive Committee of The Association.		Membership fee for all categories shall be decided by the Executive Committee of the Association and shall be payable in advance.
4.4	Cessation of Membership	4.4	Cessation of Membership
4.4.1	By resignation: A member may at any time, resign his membership by giving notice in writing to the Secretary. The notice of resignation shall be placed before the Executive Committee meeting. The Executive Committee may ask for clarification from the member who has submitted resignation notice. Resignation shall be effective from the date communicating the acceptance of resignation by the Executive Committee.	4.4.1	By resignation: A member may at any time, resign from his/her membership by giving notice in writing to the Secretary. The notice of resignation shall be placed before the Executive Committee meeting. The Executive Committee may ask for clarification from the member who has submitted resignation notice. Resignation shall be effective from the date communicating the acceptance of resignation by the Executive Committee.
4.4.2	By removal: (a) On the report of gross misconduct or such acts considered to be detrimental to the objectives of The Association, the Executive Committee, after being fully satisfied about the charges made against the member, shall place his name before a Special or Annual General Meeting. The name of the member shall be removed from the register if two-third of the members present in the meeting vote in favour of such removal. (b) On his becoming insane. (c) On his conviction of any criminal offense.	4.4.2	By removal: (a) On the report of gross misconduct or such acts considered to be detrimental to the objectives of the Association, the Executive Committee, after being fully satisfied about the charges made against the member, shall place his/her name before a Special or Annual General Meeting. The name of the member shall be removed from the register if two-third of the members present in the meeting vote in favour of such removal, (b) On his becoming proven insane, (c) On his conviction of any criminal offense.
4.5	Re-admission of Members	4.5	Re-admission of Members
	Members who have resigned shall be readmitted on application. Those who have ceased to be members shall be eligible for re-admission if approved by the Executive Committee.		No change
4.6	Register of Members	4.6	Register of Members
	The Association shall maintain a register of members of all categories containing their names, addresses and their occupations, the date of admission and the date of cessation of membership, if applicable. The register		Association shall maintain an electronic register of members of all categories containing their names, addresses, mobile no, email addresses and their occupations, the date of admission and the date of cessation of membership, if



	will be kept open, for the inspection of the members of the Association, on request.		applicable. The register will be available in Association Office.
4.7	Rights and Obligations of Members	4.7	Rights and Obligations of Members
	Members whose name appears on the updated register of valid members shall have the right to:		No change
4.7.1	nominate, elect or be elected to the Executive Committee of the Association; propose or submit a proposal for election for the tenure of office of the elected body, subject to his eligibility as mentioned elsewhere;	4.7.1	nominate, elect or be elected to the Executive Committee of the Association, subject to provision in clause 4.7.4; propose or submit a proposal for election for the tenure of office of the elected body, subject to his eligibility as mentioned elsewhere.
4.7.2	submit a suggestion/resolution to the Executive Committee or Sub-Committee for discussion on any matter;	4.7.2	No change
4.7.3	attend and participate in all general meetings and social, cultural and scientific meetings of the Association;	4.7.3	No change
4.7.4	to have one vote each.	4.7.4	to have one vote each. (Faculty, Affiliate and Student Members shall not have any voting right.)
4.7.5	to inspect the accounts of the Association at any time after prior appointment with the Secretary of the Association;	4.7.5	No change
4.7.6	to receive all publications of the Association either free or at such rate, as the Executive Committee may decide from time to time;	4.7.6	No change
	Faculty and affiliate members shall enjoy all the rights except casting votes and nominating someone for election. They can be Invitees in EC meetings and can become members of any Sub-Committees. Members of all categories whose names appear on the register of members have the obligation to abide by the Memorandum of Association and the Regulations.		Faculty, Affiliate and Student members shall enjoy all the rights except casting votes and nominating someone for election. They can be Invitees in EC meetings and can become members of Sub-Committees. Members of all categories whose names appear on the register of members have the obligation to abide by the Memorandum of Association and the Regulations.
5.0	EXECUTIVE COMMITTEE	5.0	EXECUTIVE COMMITTEE
5.1	Composition- The general management of the Association shall be vested in the	5.1	Composition: The general management of the Association shall be vested in the



	<p>Executive Committee which shall consist of twenty-seven (27) members out of which six (6) will be office bearers, namely President, Working President, Vice-president, Secretary, Joint Secretary and Treasurer. In addition, the immediate past President and Secretary will be ex-officio members of the new EC, if they are not already elected in the new EC. Ex-officio members will not take part in any voting in EC.</p> <p>For the purpose of good and effective governance, the post of the Working President, Secretary and Treasurer will be held by members, who are located within easily commutable distance from the registered office of the Association.</p>		<p>Executive Committee (EC) which shall consist of seventeen (17) members out of which six (6) will be office bearers, namely President, Working President, Vice-president, Secretary, Joint Secretary and Treasurer. In addition, the immediate past President and Secretary will be ex-officio members of the EC, if they are not already elected in the EC. For the purpose of good and effective governance, the post of the Working President, Secretary and Treasurer will be held by members, who are located within easily commutable distance (Greater Kolkata area) from the registered office of the Association. Normal tenure of the Executive Committee shall be two years.</p>
5.2	<p>The Executive Committee shall assume office after the declaration of the election results and charge handover after the Annual General Meeting and shall continue to hold office for two years from the date of election or until the next committee takes over after next AGM.</p>	5.2	<p>The Executive Committee shall assume office after the declaration of the election results in the Annual General Meeting of the year on which election shall fall due and taking over charge and shall continue to hold office for two years from the date of election or until the next elected committee takes over.</p>
5.3	<p>Election of Members and Office Bearers of the Executive Committee</p>	5.3	<p>Election of Members and Office Bearers of the Executive Committee</p>
5.3.1	<p>Constitution of Election Commission - The Executive Committee shall constitute, at least three months ahead of AGM, a three-member election commission comprising chairman and two members from amongst members of the Association (who are not seeking office) for conducting election to form the Executive Committee. Registered office of the Association shall be the address for communication to the election commission.</p>	5.3.1	<p>Constitution of Election Committee - The Executive Committee shall constitute, at least three months before the Annual General Meeting (AGM) of the election year, a three-member Election Committee comprising Chairman and two Members from amongst Alumni Members of the Association, who shall not seek election for the office of the Executive Committee and are located within easily commutable distance from the registered office of the Association, for conducting election to form the Executive Committee. Registered office of the Association shall be the address for communication</p>



			<p>to the Election Committee. Office Staff of the Association shall provide secretarial support to the Election Committee as per direction and requirement of the Election Committee.</p> <p>The Election Committee may induct officials from among Alumni Members who are not seeking election or proposing any candidate for support for any specific requirement. Such official/s shall maintain neutrality during the process of election and shall also maintain secrecy with respect to the assignment. Such officials shall, however, not make any communication in election matters.</p> <p>The Election Committee shall be fully independent and shall maintain neutrality, secrecy and fairness in conducting the election process within the framework of the Regulations.</p> <p>For any election matter not laid down in the Regulations, decision of the Election Committee shall be final.</p>
<p>5.3.2</p>	<p>Eligibility for Election in the Executive Committee</p> <p>Alumni members of the Association shall be eligible to be elected as a member of the Executive Committee.</p> <p>At least ten (10) members of the Executive Committee shall be from places located within easily commutable distance from the registered office of the Association.</p> <p>No member of the Executive Committee can hold office for more than three (3) consecutive terms and more than a total of 5 (five) terms.</p>	<p>5.3.2</p>	<p>Eligibility for Election in the Executive Committee:</p> <p>Alumni members of the Association, as per Membership Roll as on 31 March of the year in which Election of the Executive Committee falls due shall be eligible to be elected as a member of the Executive Committee.</p> <p>At least seven (7) members of the Executive Committee shall be from places located within easily commutable distance from the registered office of the Association (within Greater Kolkata area).</p> <p>Office bearers cannot hold office for more than a total of 5 (five) terms. However, President and Secretary can hold office for a maximum of two (2) (consecutive or otherwise) terms only, in the same capacity.</p>



<p>5.3.3</p>	<p>Announcement of Election, Submission of Nomination and Conduction of Election -</p> <p>The election commission will declare the detail schedule, dates and timings of the election stages so as to complete the entire election process before the date of the Annual General Meeting of the year in which the election is due. Date, venue and time of the annual general meeting shall be decided by the Executive Committee.</p> <p>The chairman of the election commission shall issue notice inviting nominations from the eligible members for the election as a member of the Executive Committee. Notice may be circulated through the Association Website/e-mail/post or otherwise. At least fifteen (15) days of time from the date of issuance of the notice shall be given for submission of nomination. In any case last date of submission of nomination shall be as per declared date.</p> <p>Nomination shall be submitted using the prescribed form in hard-copy or electronically providing same information, duly supported by a proposer, mentioning name, address, membership number, e-mail address, telephone number of the nominee & proposer. In case of electronic nomination through e-mail, a separate mail of acceptance from the candidate shall also be submitted.</p> <p>No member can propose more than two members for the Executive Committee.</p> <p>Election Commission shall, immediately after the last date of submission of nomination, publish a list of valid</p>	<p>5.3.3</p>	<p>Announcement of Election, Submission of Nomination and Conduction of Election -</p> <p>The Election Committee will declare the detailed schedule, dates and timings of the election stages so as to complete the entire election process timely and declare results in the AGM of the year in which the election shall be due. Date of the AGM shall be decided by the Executive Committee and Secretary shall apprise the Election Committee about AGM date.</p> <p>The Chairman of the Election Committee shall issue notice inviting nominations from the eligible Alumni Members of the Association for the election as a member of the Executive Committee mentioning therein the date, time of submission, and withdrawal of nominations and other details as may be relevant for submission of nominations. Notice may be circulated through the Association Website/e-mail/post or otherwise. At least fifteen (15) days of time from the date of issuance of the notice shall be given for submission of nomination.</p> <p>Nominations shall be submitted to the Election Committee in the prescribed formats as will be provided by the Election Committee with the notice. Submission may be in print or electronically to the email address of the Election Committee to be given in the Notice.</p> <p>Nomination shall be proposed by an Alumni Member with his/her signature mentioning particulars of the candidate including name, contact address, membership number, email address, telephone number and also identity of the proposer as an Alumni Member.</p> <p>The candidate shall separately submit nomination expressing his/her intention to be a candidate for election as a member in the Executive Committee and</p>
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<p>nominations after scrutiny of all the nominations received by the commission. Display in the Association office and the Association website shall be considered as publishing list of valid nominations.</p> <p>Seven (7) days of time from the last date of submission of nomination shall be given for withdrawal of the nomination. Counting of seven (7) days shall exclude Sundays, national holidays and other declared holidays in the office of the Association.</p> <p>After the last date of withdrawal of the nomination, if there are more nominations than the prescribed strength of the Executive Committee, the election commission shall publish the list of the candidates for the election along with the procedure and time frame. In accordance with the guidelines laid down by the EC, election commission shall take such steps as may be appropriate for conducting free and fair election through open ballot, with proper electronic security, as required. These guidelines for conducting election shall be done at least one month before the election and be published by the Association. The result of the election shall be declared by the election commission after the election process is completed and the names will be formally announced at the annual general meeting.</p>	<p>mentioning all his/her particulars as a candidate. Additionally the candidate shall mention the name, membership no., batch of the proposer of his/her candidature.</p> <p>The candidate shall submit a brief biography along with the nomination form.</p> <p>Both signed nomination form and proposal form must reach the Election Committee together or separately within prescribed date and time.</p> <p>No member can propose more than two candidates for the Executive Committee. Election Committee shall, immediately after the last date of submission of nomination, publish a list of valid nominations after scrutiny of all the nominations received by the Committee. Display in the Association office and the Association website shall be considered as publishing list of valid nominations.</p> <p>Seven (7) days of time from the last date of submission of nomination shall be given for withdrawal of the nomination. Counting of seven (7) days shall exclude Sundays, National Holidays and other declared holidays in the office of the Association.</p> <p>After the last date of withdrawal of the nomination, if there are more nominations than the prescribed strength of the Executive Committee, the Election Committee shall publish the list of the candidates for the election along with the procedure/guidelines and time frame.</p> <p>Election Committee shall take such steps as may be appropriate for conducting free and fair election preferably online through secret ballot, with proper electronic security, as required. The result of the election shall be declared by the Election Committee in the AGM. The Secretary of the Association shall provide to the Election Committee a list</p>
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			of valid Alumni Members as on 31 st March of the year in which election falls due with updated contact details of the members. The list will constitute the Electoral Roll.
		5.3.4	Election related documents shall be kept under safe custody for two years from the date of declaration of results of the election.
		5.3.5	After formation of the Election Committee, Executive Committee shall not issue any instruction/direction in the matters of election and shall not take any action/decision which may have impact on the election process. Function of the Executive Committee shall be limited to routine activities and ongoing programmes. In case of any emergency situation Executive Committee shall interact with the Election Committee for deciding steps so as to ensure that fairness of election process does not get impacted.
5.4	Election of Office Bearers	5.4	Election of Office Bearers
	Immediately after the election of the new Executive Committee, the President of the outgoing EC or in case of his unavailability, the senior-most member (as per year of graduation from the Institute and who will not be a contestant for any of the positions of office-bearer) of the newly elected Executive Committee shall act as the Pro-tem President. He will conduct the election for the office-bearers, from amongst the members of the Executive Committee. Office-bearers will take charge immediately after the AGM.		After declaration of results of election of the in the AGM, Secretary of the outgoing Executive Committee shall convene a joint meeting of the outgoing and newly elected committee for electing Office Bearers, namely President, Working President, Vice President, Secretary, Treasurer and Joint Secretary of the newly elected Executive Committee. In case of unanimity of the new Executive Committee in the choice of all the positions of the Office Bearers, they would stand elected. In case of more than one candidate for any position/s of Office Bearers, the Chairman of the Election Committee shall decide the procedure of election and conduct the election in the meeting for the position/s of Office Bearer/s. After election of the Office Bearers, President of the new Executive Committee shall chair remaining part of



			the meeting.
5.5	Inception of the New Executive Committee	5.5	Inception of the New Executive Committee
	<p>Immediately after the annual general meeting in which election results are announced, Secretary shall convene a joint meeting of the outgoing and newly elected Executive Committee for handing over the charge.</p> <p>In case there is a shortfall from the minimum number of members from the overseas and also from easily commutable distance from the registered office of the Association or in total strength of Executive Committee, the Executive Committee may co-opt eligible member/s in the vacant positions as per procedure of filling vacancies specified elsewhere.</p>		<p>After election of the Office Bearers in the joint meeting, newly elected Office Bearers shall take over charge from the immediate past Executive Committee.</p> <p>In case there is any shortfall in minimum number of members from easily commutable distance from the registered office of the Association or in total strength of the Executive Committee, the Executive Committee may co-opt eligible member/s in the vacant positions as per procedure of filling vacancies specified elsewhere.</p>
5.6	Termination of Membership	5.6	Termination of EC Membership
	<p>A member of the Executive Committee shall, subject to consideration and decision of the Executive Committee, cease to be a member of the Executive Committee if the person:</p> <ul style="list-style-type: none"> • resigns by a letter addressed to the Secretary and his resignation is accepted by the Executive Committee; • abstains from participation, either in person or through electronic communication, in three consecutive meetings of the Executive Committee without any communication/correspondence or without any reasonable ground; • is convicted of any criminal offence <p>An office-bearer cannot resign his office without handing over charge to the Secretary or to a member deputed by the Executive Committee.</p>		No change
5.7	Filling up of vacancies	5.7	Filling up of vacancies
	Any vacancy in the Executive		No change



	<p>Committee caused by shortfall in elected members or by protracted illness or disability/death of any member or office-bearer or a vacancy caused by termination of membership of a member or office-bearer of the Executive Committee shall be filled up in the following manner:</p> <ul style="list-style-type: none"> • The vacancy of an office-bearer shall be filled up by the members of the Executive Committee by electing one of the eligible members of the Executive Committee by majority vote and • A vacancy of a member of the Executive Committee shall be filled up by co-option through a majority decision in the Executive Committee. • The member of the Executive Committee so elected by the members shall hold office till election of the next Executive Committee. 		
5.8	Meetings	5.8	Meetings
	<p>Meetings of the Executive Committee shall be held at least six (6) times during each year at such time as the President or the Working President or the Secretary may determine. Meetings shall normally be held at the office of the Association. Any five (5) members of the Executive Committee may call for a requisition meeting of the Executive Committee and the Secretary shall convene the same within fifteen (15) days, failing which the President/Working President may do so provided no business other than that specified in the notice shall be transacted at such meeting. Outstation members will be eligible to participate in the meeting through electronic communication.</p>		<p>Meetings of the Executive Committee shall be held at least six (6) times during each year at such time as the President or the Working President or the Secretary may determine. Meetings shall normally be held at the office of the Association offline or online or in hybrid mode, as the situation may require/permit.</p>
5.8.1	Notice: Notice of the meeting specifying the place, time and the	5.8.1	Notice: Notice of the meeting specifying the place/mode, time and the general



	general nature of work and business to be transacted shall be given at least seven (7) days in advance to every member of the Executive Committee. Emergency meeting may be called on twenty-four hours' notice.		nature of work and business to be transacted shall be given at least seven (7) days in advance to every member of the Executive Committee. Emergency meeting may be called on twenty-four hours' notice.
5.8.2	Quorum: Physical presence of a minimum of four (4) members shall form the quorum at the Executive Committee meeting.	5.8.2	Quorum: Physical presence or online presence, in case of an online or hybrid meeting, of a minimum of four (4) members shall form the quorum at the Executive Committee meeting.
5.8.3	Lack of Quorum: if within half an hour from the time appointed for the meeting a quorum is not obtained, the meeting, if convened upon requisition, shall be dissolved; but in any other case shall stand adjourned and can be reconvened after half an hour. Presence of a minimum of three members will be necessary at an adjourned meeting.	5.8.3	Lack of Quorum: if within half an hour from the time appointed for the meeting a quorum is not obtained, the meeting, if convened upon requisition, shall be dissolved; but in any other case shall stand adjourned and can be reconvened after half an hour, if quorum is achieved.
5.9	Administration of the Meeting: The President or in his absence the Working President or Vice President shall preside over all meetings of the Executive Committee and in their absence the members present shall elect a Chairperson for the meeting. All questions before the meeting will be decided by a majority of votes, each member having one vote. The President or the Chairperson shall have a second or casting vote in addition to his/her own vote in the case of a tie.	5.9	Administration of the Meeting: The President or in his absence the Working President or in case of absence of both, Vice President shall preside over all meetings of the Executive Committee and in their absence the members present shall elect a Chairperson for the meeting. All questions before the meeting will be decided by a majority of votes, each member having one vote. The President or the Chairperson shall have a second or casting vote in addition to his/her own vote in the case of a tie.
5.10	Powers and Duties of the Executive Committee: The Executive Committee shall have the powers of supervision and conduct over all the affairs of the Association and in particular shall discharge the following duties: a) to initiate framing, modification and repeal of memorandum, regulations & bye-laws, by appointing a proper sub-committee for detailed deliberations; b) to update and maintain a register of members;	5.10	Powers and Duties of the Executive Committee: The Executive Committee shall have the powers of supervision and conduct over all the affairs of the Association and in particular shall discharge the following duties: a) to initiate framing, modification and repeal of memorandum, regulations and byelaws, by appointing a proper sub-committee for detailed deliberations; b) to update and maintain a register of members;



<p>c) to convene the annual general meeting of the Association;</p> <p>d) to prepare and present every year an annual report for the year under review and audited accounts at the annual general meeting;</p> <p>e) to appoint committees and sub-committees for specific purposes with such powers and duties as may be considered necessary in the interest of the association.</p> <p>f) to designate certain alumni as Permanent Invitees (PI) for the purpose of attending EC meetings. PIs will be invited to attend and participate fully in EC meetings, but cannot vote on any matter under discussion. A PI designation can be revoked by the EC at any time and their tenure will terminate with the tenure of the EC that made the designation.</p> <p>g) to raise funds, collect membership fees, donations and receive endowments and to utilize them properly for the benefit of the Association and for the furtherance of its objectives;</p> <p>h) to receive grants from the Central/State Governments/any other Society/Body Corporate to pursue the objectives of the Association;</p> <p>i) to accept donation, gift, subscription, moveable or immovable property to pursue the objectives of the Association;</p> <p>j) to sell, lease, mortgage or otherwise dispose off and deal with all or any part of the property of the Association as deemed necessary or expedient for the purpose of the Association; All such transactions valued for more than Rs.50000/- shall have to be approved by Executive Committee. For transactions beyond the above amount, decision shall have to be</p>	<p>c) to convene the annual general meeting of the Association;</p> <p>d) to prepare and present every year an annual report for the year under review and audited accounts at the annual general meeting;</p> <p>e) to appoint committees and sub-committees for specific purposes with such powers and duties as may be considered necessary in the interest of the association.</p> <p>f) to designate certain alumni as Permanent Invitees (PI) for the purpose of attending EC meetings. Total number of PIs shall not exceed 50% of EC strength (i.e. 8). PIs will be invited to attend and participate fully in EC meetings, but cannot vote on any matter under discussion. A PI designation can be revoked by the EC at any time and their tenure will terminate with the tenure of the EC that made the designation.</p> <p>g) to raise funds, collect membership fees, donations and receive endowments and to utilize them properly for the benefit of the Association and for the furtherance of its objectives;</p> <p>h) to receive grants from the Central/State Governments/any other Society/Body Corporate to pursue the objectives of the Association;</p> <p>i) to accept donation, gift, subscription, moveable or immovable property to pursue the objectives of the Association;</p> <p>j) to sell, lease, mortgage or otherwise dispose off and deal with all or any part of the property of the Association as deemed necessary or expedient for the purpose of the Association; All such transactions valued for more than Rs.50,000/- shall have to be approved by the Executive Committee. For transactions beyond Rs.1,00,000/- (Rs. One Lakh), decision shall have to be approved by Executive Committee and ratified at a General Body Meeting at the</p>
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	<p>approved by Executive Committee and ratified at a General Body Meeting.</p> <p>k) to approve all expenses and authorize payments from the Association funds for achieving the objectives and for development of the Institute; All such transactions, excepting for already approved projects, valued for more than Rs.100,000/- shall have to be approved by EC.</p> <p>l) to keep track of the Association accounts properly and to open accounts in the name of the association in one or more bank/s;</p> <p>m) to make representations before any properly constituted body or institution on any matter in the interests of the Association;</p> <p>n) to appoint or remove salaried officers or employees of the Association, if any;</p> <p>o) to arrange social gatherings, technical meetings and annual re-union of the Alumni.</p>		<p>first possible opportunity.</p> <p>k) to approve all expenses and authorize payments from the Association funds for achieving the objectives and for development of the Institute; All such transactions, excepting for already approved projects, valued for more than Rs.100,000/- shall have to be approved by EC.</p> <p>l) to keep track of the Association accounts properly and to open accounts in the name of the association in bank/s;</p> <p>m) to make representations before any properly constituted body or institution on any matter in the interests of the Association;</p> <p>n) to appoint or remove salaried officers or employees of the Association, if any;</p> <p>o) to arrange social gatherings, technical meetings and annual re-union of the Alumni.</p>
5.11	Bank Operation: The bank accounts of the Association shall be operated jointly by any two of the following: The President, Working President, Secretary and Treasurer	5.11	No change
6.0	SAFE CUSTODY OF FUNDS	6.0	SAFE CUSTODY OF FUNDS
6.1	The Executive Committee of the Association shall be responsible for the safe custody of the funds and assets of the Association.	6.1	No change
6.2	The funds of the Association shall be kept in some recognized banks and be invested in any securities as specified by the u/s 20 of the Indian Trust Act, 1882.	6.2	The funds of the Association shall be kept in some recognized banks and be invested in secured bank fixed-deposits.
7.0	BOOKS OF ACCOUNTS: INSPECTION AND AUDIT	7.0	BOOKS OF ACCOUNTS: INSPECTION AND AUDIT
	The books of accounts and other statutory books shall be kept at the registered office of the Association and		No change



	shall be kept open for inspection of the members of the Executive Committee during usual office hours and the same shall be kept open for inspection of the members of the Association at such time and place as the Executive Committee directs on a written request made by any member. The Association shall maintain accounts which will be audited annually by a qualified auditor or auditors.		
8.0	ACCOUNTING YEAR	8.0	ACCOUNTING YEAR
	The accounting year of the Society shall be from 1 st of April of the year to 31 st of March of the following year.		No change
9.0	GENERAL MEETINGS	9.0	GENERAL MEETINGS
9.1	There shall be three kinds of general meetings: (a) Annual (b) Special/Extraordinary and (c) Requisition.	9.1	No change
9.2	The Association shall hold an Annual General Meeting (AGM) every year and not more than 15 (fifteen) months shall elapse between two successive AGMs.	9.2	No change
9.3	Time and Venue: The AGM shall ordinarily be held within the period of June-September each year. The Executive Committee shall decide the date, time and place of the AGM and fix the agenda.	9.3	No change
9.4	Notice: Notice of the General Meeting shall be sent to each member at his registered address/e-mail address sufficiently in advance so as to reach the member at least twenty-one days prior to the date of the General Meeting.	9.4	No change
9.5	All the members shall be entitled to attend and vote at a General Meeting. In case a member is unable to attend the General Meeting, he shall be entitled to appoint another person as his proxy to attend and vote on behalf of the member, but a proxy shall not have any right to speak at the meeting	9.5	All the members shall be entitled to attend a General Meeting but only Alumni Life members can vote. In case a member is unable to attend the General Meeting, s/he shall be entitled to appoint another member as his proxy to attend and vote on behalf of the member, but a proxy shall not have any



	<p>on behalf of the member. The member appointing a proxy shall communicate this to the Secretary in the prescribed format as may be decided by the Executive Committee and such proxy appointment must reach the Secretary at least forty-eight hours before the General Meeting. It is not mandatory that the members should be personally present at the meeting.</p>		<p>right to speak at the meeting on behalf of the member. The member appointing a proxy shall communicate this to the Secretary in the prescribed format as may be decided by the Executive Committee and such proxy appointment must reach the Secretary at least forty-eight hours before the General Meeting. Members can register their presence either physically or online or by proxy, as per the meeting requirement. However, in a requisition meeting, physical presence is a must.</p>
9.6	<p>Quorum: Fifty (50) or five (5) per cent of the valid members on the register maintained by the Association, whichever is less, present personally or by proxy shall be the quorum for transaction of any business.</p> <p>If within half-an-hour from the time appointed for the meeting a quorum is not obtained, the meeting shall be adjourned and can be reconvened after half-an-hour, at the same place.</p> <p>The members present at the adjourned meeting shall form the quorum.</p>	9.6	<p>Quorum: Fifty (50) or five (5%) per cent of the valid members on the register maintained by the Association, whichever is less, present personally or by proxy or online, in case of online or hybrid meeting, shall be the quorum for transaction of any business.</p> <p>If within half-an-hour from the time appointed for the meeting a quorum is not obtained, the meeting shall be adjourned and can be reconvened after half-an-hour, at the same place. The members present at the adjourned meeting shall form the quorum.</p>
9.7	<p>Chairperson: The President or, in his absence, Working President or the Vice President shall be the Chairperson. In their absence, the Chairperson shall be elected from amongst the members present.</p>	9.7	<p>Chairperson: The President or, in his/her absence, Working President or in the absence of both, the Vice President shall be the Chairperson. In their absence, the Chairperson shall be elected from amongst the members present.</p>
9.8	<p>Motions and Amendments: Notice of motions and amendments, except those under Article 11.0, to be brought before the Annual General Meeting shall reach the Honorary Secretary at least three working days before the date of the said meeting.</p>	9.8	<p>Motions and Amendments: Notice of motions and amendments, except those under Clause 11.0, to be brought before the Annual General Meeting shall reach the Secretary at least three working days before the date of the said meeting.</p>
9.9	<p>The business to be transacted at the Annual General Meeting shall be:</p> <p>a) to receive, consider and confirm the proceedings of the previous Annual General Meeting and of Special and Requisition General</p>	9.9	<p>No change</p>



	<p>Meetings during the year, if any;</p> <p>b) to receive, consider and adopt the annual report of the Executive Committee of the past year;</p> <p>c) to receive, consider and adopt the audited accounts of the past year;</p> <p>d) to appoint an auditor for the ensuing year and fix his/her remuneration, if any;</p> <p>e) to consider the resolutions brought forward by the Executive Committee and individual members, if any;</p> <p>f) to transact such other business which in terms of the memorandum, regulations and bye-laws might be transacted at the Annual General Meeting.</p>		
9.10	Special General Meeting:	9.10	Special General Meeting:
	The Executive Committee, whenever they think fit, may call a Special General Meeting. The notice shall be the same as for the Annual General Meeting. The quorum shall be thirty members except for any agenda under Article 11.0. However, for any agenda under Article 11.0, the quorum shall be forty members present in person.		The Executive Committee, whenever they think fit, may call a Special General Meeting. The notice shall be the same as for the Annual General Meeting. The quorum shall be thirty members except for any agenda under Clause 11.0. However, for any agenda under Clause 11.0, the quorum shall be forty members present in person or online, in case of an online or hybrid meeting.
9.11	Requisition General Meeting:	9.11	Requisition General Meeting:
9.11.1	The Executive Committee shall, on a requisition made in writing to the Secretary by at least twenty (20) members, call a Requisition General Meeting (RGM). The members seeking RGM shall write their full names and addresses legibly and must state the object of the meeting proposed to be called. The Secretary, in consultation with the Executive Committee, shall call the meeting within one month of the receipt of the requisition. If the Secretary fails to call the Requisition General Meeting within this period, the members seeking RGM may themselves convene the meeting; but	9.11.1	The Executive Committee shall, on a requisition made in writing to the Secretary by at least twenty (20) members, call a Requisition General Meeting (RGM). The members seeking RGM shall write their full names and addresses legibly and must state the object of the meeting proposed to be called. The Secretary, in consultation with the Executive Committee, shall call the meeting within one month of the receipt of the requisition. If the Secretary fails to call the Requisition General Meeting within this period, the members seeking RGM may themselves convene the meeting; but such meeting



	such meeting shall not be held more than eight weeks after the date of the requisition;		shall not be held more than eight weeks after the date of the requisition. Requisition General Meeting shall be held with physical presence only.
9.11.2	Notice: Notice of the Requisition General Meeting shall be sent to the members, under Certificate of Posting or by e-mail, at least seven (7) calendar days before the date fixed for the meeting stating the place, date and time of the meeting and the agenda of the business to be transacted;	9.11.2	Notice: Notice of the Requisition General Meeting shall be sent to all members, by e-mail, at least seven (7) calendar days before the date fixed for the meeting stating the place, date and time of the meeting and the Agenda of the business to be transacted.
9.11.3	Quorum of the Requisition General Meeting shall be five percent of the valid members (including proxy). If within half-an-hour of the time appointed for the meeting a quorum is not obtained, the meeting shall be dissolved.	9.11.3	Quorum of the Requisition General Meeting shall be five percent of the valid members. If within half-an-hour of the time appointed for the meeting a quorum is not obtained, the meeting shall be dissolved.
10	DUTIES OF OFFICE BEARERS	10.0	DUTIES OF OFFICE BEARERS
10.1	President: Shall a) preside over all meetings of the Association; b) take all disciplinary actions such as removal, dismissal, etc., in consultation with the Executive Committee; c) interpret the memorandum, regulations and bye-laws and shall decide doubtful points. d) be an ex-officio member of all committees and sub-committees	10.1	No change
10.2	Working President: Shall generally help the President in the discharge of his duties, execute any or all the duties of the President during his absence and coordinate the work of the all sections including publications. He shall be an ex-officio member of all committees and sub-committees.	10.2	Working President: Shall generally help the President in the discharge of his/her duties; execute any or all the duties of the President during his/her absence and coordinate the work of the all sections including publications. He shall be an ex-officio member of all committees and sub-committees
10.3	Vice President: Shall assist the President and the Working President in all affairs of the Association. In the absence of the President/Working President, he shall have the powers and perform the duties of the President.	10.3	No Change
10.4	Secretary: Shall	10.4	No change



	<p>a) convene all meetings of the Association;</p> <p>b) maintain all meeting minutes;</p> <p>c) issue general circulars and notices;</p> <p>d) receive all applications for membership which shall be placed in next meeting of the Executive Committee;</p> <p>e) sign, on behalf of the Association, all receipts for all sums received as subscription etc.;</p> <p>f) sign and give pay order on all bills for payment;</p> <p>g) transact all other businesses subject to the direction of the Executive Committee;</p> <p>h) be an ex-officio member of all committees and sub-committees;</p> <p>i) be responsible for preparation of the Electoral Roll</p>		
10.5	<p>Joint Secretary: Shall</p> <p>a) maintain an up-to-date Register of Members of the Association;</p> <p>b) shall assist the Secretary in all respects for smooth running of the Association;</p> <p>c) in the absence of the Honorary Secretary, he shall discharge the duties of the Secretary.</p>	10.5	<p>Joint Secretary: Shall</p> <p>a) maintain an up-to-date Register of Members of the Association;</p> <p>b) shall assist the Secretary in all respects for smooth running of the Association;</p> <p>c) in the absence of the Secretary, he shall discharge the duties of the Secretary.</p>
10.6	<p>Treasurer: Shall</p> <p>a) collect and receive all subscriptions, donations and deposit money and grant receipt for money thereof;</p> <p>b) maintain and keep cash book and such other accounts as are necessary;</p> <p>c) maintain bank accounts as described earlier;</p> <p>d) prepare, with the help of the Secretary, an Annual Statement of Accounts and Balance Sheet, and have it duly audited by the Auditor before AGM each year, for presentation before the Executive Committee and the Annual General Meeting.</p>	10.6	No change
11	ALTERATION OF MEMORANDUM, REGULATIONS AND BYE-LAWS	11.0	ALTERATION OF MEMORANDUM, REGULATIONS AND BYE-LAWS



	<p>The General Body shall have the powers to make such Memorandum, Regulations and Bye-Laws as may be considered necessary in the interest of the Association.</p> <p>The following procedures shall be adopted:</p>		<p>The General Body shall have the powers to make alteration of Memorandum, Regulations and Bye-Laws as may be considered necessary in the interest of the Association.</p> <p>The following procedures shall be adopted:</p>
11.1	Any addition, alteration or amendment of the memorandum, regulations shall come in the form of a resolution duly proposed and seconded by a member;	11.1	No change
11.2	EC will appoint a sub-committee with a specific mandate to review all the proposals received for amendment of MOA & Regulations;	11.2	No change
11.3	Based on the recommendations of the sub-committee, official resolutions shall be placed in the Executive Committee meeting preceding the Annual General Meeting for discussion, and if passed by the Executive Committee, shall be placed for the Annual General Meeting;	11.3	Based on the recommendations of the sub-committee, official resolutions shall be placed in the Executive Committee meeting preceding the Annual General Meeting for discussion, and if passed by the Executive Committee, shall be placed in a General Meeting as an item of agenda, with the opinion of the Executive Committee, for consideration ;
11.4	Notice of resolution brought by individual members for amending the memorandum, regulations or bye-laws shall be submitted to the Secretary by 30th of April each year. Such resolution shall ordinarily be placed as an item of the agenda of the Executive Committee meeting preceding the Annual General Meeting and then placed as an item of the agenda in the Annual General Meeting with the opinion of the Executive Committee regarding the same;	11.4	Deleted
11.5	To be effective, an addition, alteration or amendment under this clause, must be passed by three-fourth of the members present and voting in favor of it.	11.5	No change
11.6	Such addition, alteration or amendment will be effective from the date specified by the same Annual	11.6	No change



	General Meeting in which such changes are accepted.		
12	SUITS AND LEGAL PROCEEDINGS	12	SUITS AND LEGAL PROCEEDINGS
	All suits and legal proceedings by or against the Association shall be in the name of the Secretary or such person as shall be appointed by the Executive Committee for the purpose.		No change
13	DISSOLUTION	13.0	DISSOLUTION
13.1	The procedure to be followed for dissolving the Association shall be the same as that laid down in Society Regulation Act 1961 except that the decision regarding dissolution shall be valid only if three-fourth of the members on the directory of the Association vote in favor of the resolution either in person or by an affirmative proxy;	13.1	No change
13.2	a) If upon dissolution of the Association, there remains after clearance of all its debts and liabilities any fund or property whatsoever, the same shall not be transferred to the names of or distributed in cash or kind among the members of the Association, but instead the same shall be transferred to the Institute or to any other society or association or party having similar objects as may be determined by the members at the meeting where the resolution of dissolution is passed, provided that such a resolution shall not take effect unless confirmed by another meeting of the members held after twenty-one days of the prior resolution for dissolution and disposal of the properties of the society.	13.2	No change
14	INDEMNITY	14.0	INDEMNITY
14.1	No member of the Executive Committee or of the Association shall be held responsible for any damage or loss to the Association incurred as a result of any action taken in good faith in the proper discharge of his/her	14.1	No change



	duties except for willful negligence or fraud.		
14.2	Legal heirs, executors or administrators of the properties of any member of the Executive Committee or of the Association shall at all times be indemnified and saved harmless out of the properties and funds of the Association.	14.2	No change