



**FORM No. II**

(See Rule 8 of the TamilNadu Societies Registration Rules, 1978)

**CERTIFICATE OF REGISTRATION UNDER SECTION 10 OF THE TAMIL NADU SOCIETIES REGISTRATION ACT, 1975 (TAMILNADU ACT 27 OF 1975)**

**CERTIFICATE OF REGISTRATION OF SOCIETIES**

**SL. NO. : 374 of 2014**

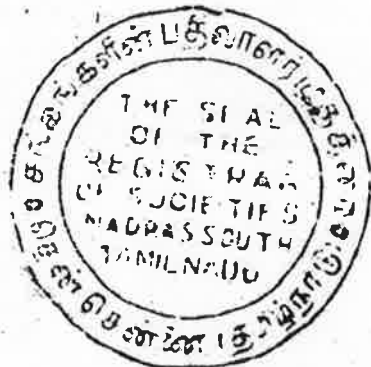
I hereby Certify that

**“VELTECH UNIVERSITY ALUMNI ASSOCIATION”**

has this day been Registered Under The Tamil Nadu Societies Registration Act, 1975 (Tamil Nadu Act 27 of 1975).

Given under my hand at **CHENNAI SOUTH** this **21<sup>st</sup>** day of **JULY 2014**.

Seal :



Station :



Signature of the Registrar

*[Handwritten Signature]*  
21/07 2014

**FORM No. V**

(See Rule 15 of the Tamil Nadu Societies Registration Rules, 1978)

**Notice of Situation / Change of situation of the Registered office of the Society under sub-section (1) of section 13 of the Tamil Nadu Societies Registration Act, 1975.  
(Tamil Nadu Act, 27 of 1975)**

1. Name of the society : "VELTECH UNIVERSITY ALUMNI ASSOCIATION"
2. Date of Registration :
3. The Registration No. & Year of Registration :
4. Presented By :

To

The Registrar of Societies,

Saidapet

Sir,

"  
\_\_\_\_\_

hereby given you notice under sub-section (1) of section 13 of the Tamil Nadu Societies Registration Act, 1975 (Tamil Nadu Act 27 of 1975) that the Registered office of the society situated at No.42, AVADI – VELTECH ROAD, AVADI, CHENNAI-600 062

to \_\_\_\_\_

on the 24<sup>th</sup> day of April 2014.

Dated the 7<sup>th</sup> day of July 2014.

Signature



President

## RULES AND REGULATIONS

1. Name of the Association : "VELTECH UNIVERSITY ALUMNI ASSOCIATION"
2. Address of the Association : #42, Avadi – Veltech Road,  
Avadi,  
Chennai – 600062,  
Tamil Nadu, India
3. Date of Formation : 24<sup>th</sup> April 2014
4. Jurisdiction : Chennai South
5. Working Hours : 9.00 A.M to 5.00 P.M

6. Objects:-

- (i) Diffusion of useful knowledge among the members.
- (ii) To maintain an adequate Library and access to University Alumni Website for the use of the members.
- (iii) To provide physical and mental recreation to members.
- (iv) To encourage games and cultural activities.
- (v) To provide Value Added Courses to the students.
- (vi) To promote extension programmes.
- (vii) To involve in curriculum design.
- (viii) To carry on any activity or activities of a charitable nature and of general public utility.
- (ix) To create new facilities for higher learning.
- (x) To promote personality development and soft skills among the young generation.
- (xi) All the above objects without any profit.

*B. S. Srinivasan*

7. SUITS:-

The Association shall sue or be used in the name of secretary.

8. BUSINESS DIRECTIONS:-

The President is empowered to give directions regarding the business of the Association.

9. MEMBERSHIP:-

- a) i) All degree holders of the University including the holders of diplomas and certificates.
- ii) the recipient of Honaris Degrees of Doctorate during convocation
- iii) Teaching faculty of University having more than five years
- iv) Vice Chancellor, Registrar, Finance officer  
only can be admitted as Member of Association
- b) The Executive Committee can accept or reject the members of the Association without any explanation or any prior notice.
- c) Every members of the Association shall have one vote. Any member who is unable to attend the meeting shall authorize in writing to the President, his representative to vote on his behalf.

10. SUBSCRIPTION, DONATION AND ENTRANCE FEES:-

- a) The membership fee for the Association, shall be Rs.500/- per year and Rs.5000/- for life membership and Rs.10,000 for patron membership or as decided by the Executive Council of the University from time to time
- b) Alumni Association Admission fee of Rs.100/- which shall be collected at the time of admission of students in the University.

11. TRANSACTION OF BUSINESS OF THE ASSOCIATION:-

The transaction of the business shall be carried through be carried through the office bearers of the Executive Committee of the Association.

12. EXECUTIVE COMMITTEE:-

- i. The administration of the Association is vested in the Executive Committee, which consists of One President, One Vice President, One General Secretary, One Joint Secretary, One Treasurer, Team Committee members, Total 15 Executive Committee Members.
- ii. The above members shall be elected by the General Body among its members at the General body meeting.
- iii. The term of the member of the committee shall be Three Years.
- iv. The meeting of the Executive Committee shall be held once in a three months or whom the committee desires to call for such meeting to discuss important objects
- v. The notice for the Executive Committee meeting shall be issued 3 days prior to the meeting. The quorum for the meeting shall be 2/3<sup>rd</sup> members.

13. POWERS AND FUNCTIONS OF THE OFFICE BEARES:-

A. PRESIDENT:-

- 1) He shall be the head of the Association.

**B. VICE- PRESIDENT:-**

In the absence of the President, the Vice-President shall exercise the Powers of the President.

**C. SECRETARY:-**

- 1) He shall be the authorized spokesman and carry on all correspondence on behalf of the Association and it is the key post.
- 2) He shall issue notice of meetings and maintain the records of the minutes of all such meetings.
- 3) He shall carry out the other duties, which are entrusted by the President and the committee.

**D. JOINT SECRETARY:-**

He will assist the Secretary in his activities, to act in the absence of the Secretary in consultation with President, do the duties of the Secretary temporarily with the permission of the Executive Committee.

**E. TREASURER:-**

- 1) The Treasurer shall collect all subscription, donations and other dues to the Association. He shall also issue receipts for all money received.
- 2) The Treasurer shall keep a detailed account of the receipts and payments.
- 3) He shall submit to the Executive Committee in its monthly meetings an abstract statement of receipts and payments of the previous month.
- 4) He shall not pay any bills unless it is countersigned by the secretary and he shall take proper vouchers for all payments and shall submit the same to the auditor whenever asked for by him.
- 5) He shall not keep in his hands more than the sum that may from time to time be sanctioned by the executive Committee.
- 6) He shall deposit all sums in excess of the amount in any scheduled bank or nationalized bank as may be determined by the Executive Committee.
- 7) The Secretary/Finance Officer shall be the custodian of the Pass Book, the Cheque Book and fixed deposit receipts if any and shall not hand over to any one without the sanction of the Executive Committee.

**F. COMMITTEE MEMBERS:-**

To assist the Office bearers in executing the rules and regulations framed by the Association.

**14. POWER OF THE EXECUTIVE COMMITTEE:-**

- 1) Shall carry out General Policies laid down by the General Body.
- 2) Shall consider and recommend reports, statement, of the audited accounts and Budget Estimates of the Association for the adoption and approval of the General Body.
- 3) Shall take decisions of all matters of importance subject to the approval of the General Body.

*K. S. ...*

- 4) Shall frame the rules according to the bye-laws of the society for running Association smoothly and efficiently and in a disciplined manner.
- 5) Shall decide about the additional subscription or fees that may be required to be collected from members of the Association for special activities such as arranging academic facilities, seminars and excursions etc.,
- 6) If there be any vacancy in the office-bearers of the Executive Committee, the Committee shall have powers to fill up the vacancy temporarily from among the members of the association, the total members of the Executive Committee shall not undergo circumstances exceed the limit fixed under clause No12(1) above without the approval of General Body.
- 7) The arrangement made above shall be required to be rectified by the General Body that may meet immediately thereafter.

**15. PREPARATION AND FILLING OF RETURNS:-**

The necessary return Registers, Records and Statements required to be filed with the Registrar concerned shall be prepared and filed by the Secretary.

**16. ACCOUNTS AND AUDITS:-**

- 1) The Financial Year of the Society shall be April to March.
- 2) The Association shall maintain the register of the accounts of the members and the other records in accordance with rule 18 of the Act and will be kept for inspection by members free of charge.

**17. SUPPLY OF COPIES OF BYE-LAWS ETC:-**

The copies of bye-laws, Income and Expenditure Statements and Balance sheets will be supplied to members on requisition at the specified cost fixed by Executive Committee.

**18. FUNDS EARMARKED SPECIALLY FOR THE DEPENDENTS OF THE SOCIETY :-**

No funds will be earmarked for the dependents of the deceased or disabled members of the Association.

**19. FINE / ACTION TO BE TAKEN ON MEMBERS WHO VIOLATED BYE-LAWS OR RULES:-**

Members found guilty of violation of all or any of the bye-laws of the Association or rules framed by the Executive Committee will be removed from the Association by a resolution passed by the majority of the Executive Members of the Committee.

**20. DAY TO DAY TRANSACTION OF THE ASSOCIATION SHALL BE DONE BY THE COMMITTEE:-**

- 1) The Executive Committee has the power to appoint staff for Executive Work of the Association and also to frame services rules for such staff.
- 2) The Treasurer of the Association is authorized to have sum not exceeding to Rs.5000 / - for day transaction. The funds of the Association will be deposited in any Nationalized Bank or banks as decided by the Executive Committee in accordance with Rule No.24 (b).

*P. S. Gupta*

**21. GENERAL BODY MEETING:-**

**a. Annual General Body Meeting:-**

1. At least one General Body meeting shall be held after the expiration of financial year, which is called Annual General Meetings (i.e.,) within the month of September.
2. The following Business will be transacted in the Meeting.
  - To elect the members of the Executive Committee for Three years.
  - To appoint auditor / auditors for the ensuing financial year.
  - To adopt and consider the Audited Statements of Accounts of the proceeding years.
  - To pass the Budget of the Society for the ensuing year.
  - Any other resolutions ordinarily received from the members three weeks before the meeting.

**b. Extra Ordinary General Body Meeting:-**

The Executive Committee may at any time call an Extra Ordinary General Body Meeting of the Association. It shall be called within one month from the date of receipt of the requisition in writing at least from 25 members.

**QUORUM:-**

The Quorum of Extra Ordinary General Body Meeting shall be 2/3<sup>rd</sup> of the total members, or 150 members which are less.

**c. Notice Of General Body Meeting:-**

- a) Notice of every such General Meeting shall be given to all members 21 days before the Meeting. The notice shall contain the day, hour and place and object of the Meeting, and in case of any amendment of bye-law or object of the society as contained in the memorandum intended for the proposal shall contain a copy of every such amendment.
- b) The notice shall be sent to the members by one or more of the following model viz.
- c) By local delivery or E-mail or by post or by circulation by the members by publication through press. The quorum of General Body Meeting shall be 2/3<sup>rd</sup> of the members of the society present.

**22. SPECIAL RESOLUTION:-**

1. Special Resolution is a Resolution passed by a majority of not less than 2/3<sup>rd</sup> of the members of the society entitled to vote as present in person at a General Body meetings of which a notice or not less than 21 days specifying the intention as to by duly given.
2. Provided that if all the Members entitled of vote at any given time such a meeting to agree a resolution may be passed as special resolution by giving a notice not less than the period prescribed under this rules has been duly given.
  - a. To amend the bye-laws of the society.
  - b. To amend the object relating the memorandum of society for the objects mentioned in Sec. 12 of the act.

- d. To amalgamate the Association.
- e. To divide the society into two or more Associations.
- f. To dissolve the Association.

**23. EXHIBITION OF REGISTERS:-**

The Members Registers Minutes Book and Book of Accounts shall be kept at the registered office of the society for inspection by its members and at during the prescribed time shall be free of charge by giving a requisition in writing to the secretary.

**24. THE FUNDS OF THE SOCIETY:-**

The Funds of the society shall be invested in a Nationalized Bank or Banks as decided by the Executive Committee. Any two of the following officers are empowered to operate the accounts. i.e., Secretary, Treasurer, Finance Officer

**25. ADJOURNMENT OF MEETING:-**

If required quorum is not present the meeting shall be adjourned for Half an Hour as the same day. No quorum is required for the adjourned meeting is called on requisition from the member shall stand dissolved if quorum is not present at the appointed time.

- 26. If any of the Committee Members or Office Bearers fail to attend three consecutive meetings without any written request he will automatically cease to be member.
- 27. For matter not mentioned in these bye-laws the provisions of the Tamil Nadu Societies Registration Act, 1975 and Rule made there under will apply.

**28. REMOVAL OF MEMBERS:-**

- 1) Any member who does not take any interest in the activities of the affairs of the Society will liable to be removed from the Association and the decision of General Body shall be final.
- 2) In such cases aggrieved person shall have a right to appeal to the president and his decision will be final and binding on all.

**29. DISSOLUTION:-**

The society may be about a special resolution to determine that it shall be dissolved and there upon the society shall be dissolved forth with. If upon the dissolution there shall remain after the satisfaction and property whatsoever, the same shall not be paid or distribute the amount to the members but shall be given to some other Registered Association, having the same or similar objects to be determined by the Association. The Association shall stand dissolved as per procedures laid in Section (41) & (42) of the Tamil Nadu Societies Registration Act. 27 of 1975.

*P. S. Srinivasan*