

**Rules and Regulations
of the
INDIAN INSTITUTE OF TECHNOLOGY BHILAI ALUMNI ASSOCIATION**

1. Name of the Association INDIAN INSTITUTE OF TECHNOLOGY BHILAI ALUMNI ASSOCIATION, hereinafter called the "Association".
2. Office of the Association: Indian Institute of Technology, Kute⁺labhata, Durg (C.G.)
3. Jurisdiction of the Association: Durg (C.G.)
4. Objectives of the Association
 - 4.a To promote and foster mutually beneficial interaction between the Alumni and the present students of the IIT Bhilai and between the Alumni themselves. To encourage the formation of Chapters as a means to increase participation of Alumni.
 - 4.b To encourage the Alumni to take an active and abiding interest in the work and progress of the Institute so as to contribute towards enhancement of the social utility of their Alma Mater.
 - 4.c To undertake to organise activities of a civic or charitable nature as also to increase public awareness of the role of technology in value addition in the economic and social development of the nation.
 - 4.d To take advantage of developing technologies in achieving the aims and objectives of the Association.
5. Definition
 - 5.a "Association" means the Indian Institute of Technology Bhilai Alumni Association.
 - 5.b The Institute and/or IIT means Indian Institute of Technology Bhilai.
 - 5.c The "Executive Committee" means the Executive Committee of the Association.
 - 5.d In this document, "he" shall refer to "he" or "she" as the case may be.
 - 5.e Alumnus means an ex-student of the Institute, who has obtained a degree/diploma from the Institute.
 - 5.f An "Undergraduate Alumnus" would, for the purpose of this document only, mean an Alumnus who has obtained Bachelor of Technology or Bachelor of Technology (Honours) or Master of Science in any discipline from the Institute.
 - 5.g A "Postgraduate Alumnus" would, for the purpose of this document only, mean an Alumnus who has obtained a Master of Technology or a Doctor of Philosophy (PhD) degree from the Institute.
 - 5.h "Director" means the Director or the officiating Director of the Institute.
 - 5.i The financial year of the Association shall be reckoned every year from 1st April to 31st March of the following year.
 - 5.j "Registrar" means the Registrar, Firms and Societies Chhattisgarh.
 - 5.k "Act" means the Chhattisgarh Societies Registration Act 1973 (Revised 1998).
6. **Membership:** The Association shall have the following categories of members:
 - 6.a Life Member: Any student who successfully obtains a degree from the Institute becomes a Life member of the Association from the date when the academic Senate of the Institute approves the award of the said degree upon payment of Rs 3,000/- towards life membership fees. These members may attend the General Meeting of the committee but shall not have voting power for the election of the executive committee. They shall also not be the members of the executive committee.
 - 6.b Participating Member:



- 6.b.i. A Life member who pays an additional fee as prescribed becomes a Participating Member. An amount of Rs. 7,000/- shall be required to be paid towards participating membership. A Participating member can be an office bearer and will have full voting rights.
- 6.b.ii. A faculty member who has completed at least four years of employment with the Institute can become Participating Member on payment of the appropriate fee.
- 6.c Patron Member: The Director will be the ex-officio Patron and participating member of the Association.
- 6.d The membership fee in respect of all the members defined in Clause 6.a, 6.b and 6.b.ii would be decided by the executive committee of the Association from time to time.
- 6.e An ex-officio membership shall continue till the incumbent holds that office.
- 6.f All the non-ex-officio memberships shall be for life or till termination of membership as defined in Clause 7.

7. Termination of Membership:

- 7.a Membership of a member may be terminated in the following conditions:
 - 7.a.i. Due to death.
 - 7.a.ii. In insanity.
 - 7.a.iii. Resignation and acceptance thereof.
 - 7.a.iv. Expulsion of the member.
 - 7.a.v. On criminal conviction by a court.
- 7.b The membership fee shall not be refunded in case of termination of the membership.
- 7.c The Executive Committee shall have power to expel a member for wilful disregard to the Association's rules or misconduct on the part of the member, provided that the member concerned will be given an opportunity for explaining his/her conduct. Any member thus expelled can appeal to the executive committee and to the patron for reconsideration of expulsion with justification.

8. Membership Rights

- 8.a All members are entitled to receive all announcements etc. (posting of such announcements on the website shall amount to their being received by the members) connected with the activities of the Association, the Alumni Newsletter, Annual Magazine and also participate in all social functions and other activities of the Association.
 - 8.b All Participating Members will have the right to contest for the Executive Committee membership as applicable.
 - 8.c Only the Participating Members will have voting rights for elections of the executive committee members.
 - 8.d All the members will have rights to vote towards passing of a General Meeting resolution.
9. Membership Register to be maintained in the office of the Association wherein, the following details are to be recorded:
- 9.a Name, address and occupation of each member.
 - 9.b Date on which membership given and receipt number.

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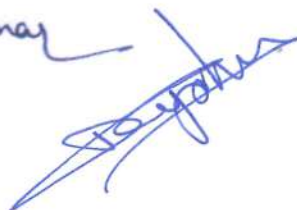


- 9.c Date of termination of the membership.
- 9.d Signature of the members.

10. The Executive Committee

- 10.a The Management of the affairs of the Association is entrusted to the Executive Committee.
- 10.b Only the participating members can be members of the executive committee.
- 10.c The composition of the Executive Committee will be as follows:
 - 10.c.i. **The President:** The President shall be the executive head of the Association. He shall be the driving force for all its activities to meet its objectives. He/she shall function and ensure functioning of Executive Committee as per the rules and regulations. The President shall be elected from amongst the participating members.
 - 10.c.ii. **Vice-President (UG):** An Undergraduate Alumnus elected from amongst the participating members.
 - 10.c.iii. **Vice-President (PG):** A Postgraduate Alumnus elected from amongst the participating members.
 - 10.c.iv. **Secretary:** Shall be elected from amongst the participating members. Normally an Alumnus from within the Institute, and in absence of anybody found suitable, Dean of Students Affairs or one of the Deans Nominated by the Director.
 - 10.c.v. **Treasurer:** Shall be elected by majority vote of the participating members. Normally an Alumnus from within the Institute and in absence of anybody found suitable, Director's nominee.
 - 10.c.vi. **Executive Members:** shall be elected by majority vote of participating members. There shall be four executive members including two from amongst Undergraduate Alumni and two from amongst Postgraduate Alumni.
- 10.d The nominal tenure of an Executive committee member will be two years.
- 10.e Elections for the members of the executive committee will be held in a manner that half of the members are elected (re-elected if applicable) every year.
- 10.f The Executive Committee shall have the right to appoint sub-committees from amongst the General Body from time to time for an execution of specific assignments as required.
- 10.g Any casual vacancy amongst the members of the Executive Committee arising from termination may be filled in the following manner:
 - 10.g.i. Such vacancies shall be first offered to the unsuccessful candidates at the last previously held elections to the committee in descending order of votes cast for each.
 - 10.g.ii. Should it prove impossible to fill a vacancy in such manner, the vacancy will be filled by co-option by the Executive committee.
 - 10.g.iii. The Executive Committee shall not co-opt any existing Executive committee members to hold the vacant post.
 - 10.g.iv. Such members shall be treated on par and have all the rights as enjoyed by the elected members of the Executive Committee.
 - 10.g.v. The member so selected to fill the casual vacancy shall hold office for the balance term of the member who had occupied the vacant position.

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10.h The Executive Committee shall meet at least four times a year. The Secretary shall issue the notice and the agenda of the meeting at least a week before the date fixed for the meeting. However, in case of urgent business, the meeting may be called at shorter notice.

10.i The quorum for the meeting of the Executive Committee shall be 40% physical or remote (online) presence of the members in the Executive Committee.

10.j The property, movable, and immovable, belonging to the Association, shall be vested with the Executive Committee.

11. Powers of the Executive Committee:

For effectively discharging the above functions, the Executive Committee shall have the power:

- 11.a** to make, alter and repeal rules and regulations as provided in these regulations;
- 11.b** to acquire, hold and dispense of properties, moveable and immoveable;
- 11.c** to delegate, by specific resolutions, any of these powers to any person or persons, committee, boards or other bodies, composed wholly or partly of its own members;
- 11.d** to organise, establish or dissolve Chapters of the Association in various centres;
- 11.e** to receive and spend money on behalf of the Association;
- 11.f** to appoint a duly qualified auditor as recommended by the General Meeting.


Functions

- 11.g** To organize and establish scholarship funds to help the needy and deserving students.
- 11.h** To Institute prizes and awards for outstanding project work, research papers or other professional activity by the students of the Institute; also to suitably recognize outstanding social and community service by the Alumni, the students and public at large.
- 11.i** To acquire, purchase or otherwise own or taken on lease or hire in India temporarily or permanently any movable or immovable property necessary or convenient for the furtherance of the objects of the Association.
- 11.j** To invest and deal with the funds and moneys of the Association.
- 11.k** To do all such other lawful things as are conducive or incidental to the attainment of the above objectives and/or beneficial to the interests of the Institute and its Alumni.

12. General Meeting:

- 12.a** The category of the members included in Clause 6 will be eligible to attend the general meeting.
- 12.b** The meeting of the members may convene as and when required, but it is to be convened compulsorily at least once in a year preferably in November. The place, date and time for the general meeting will be decided by the executive committee and the information regarding meeting must be intimated 15 days before the date of meeting.
- 12.c** The quorum for the meeting should consist of 25% of Participating members, in absence of which, the present Participating members would wait for half an hour and then those Participating Members who are present in the meeting will be considered to form the quorum provided there are at least 5 participating members.
- 12.d** The resolutions passed in the General Meeting would be based on Majority vote of the present members, irrespective of the type of membership.
- 12.e** The first general meeting of the Association should be convened within 6 months from the date of registration, to elect different office bearer as per procedure. In

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case the first general meeting could not be convened as per rule; the Registrar may have every right to convene it in the guidance of a responsible official to elect office bearer.

13. Special General Meeting: If a majority of $2/3$ members of the total number or participating members, 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 shall be sent to the Registrar within one month.

14. Powers and duties of the General Meeting:

- 14.a** To give assent to the annual report of the Association of the previous year,
- 14.b** To make suitable arrangements for the property and permanent fund of the Association,
- 14.c** To appoint auditors for the next year,
- 14.d** To give assent to the budget.

15. Tenure of the executive Committee: The normal tenure of the executive committee shall be of 2 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 committee should be compulsorily approved by the General meeting.

16. Powers of the President

- 16.a** President shall be the Chief Executive of the Association. He shall convene and preside over the meetings of the Executive Committee as well as the General Body and shall maintain or cause to maintain their minutes.
- 16.b** In case of tie between members present in a meeting of General Body and Executive Committee on any agenda or issue, the President or in his absence Vice President or any other person who is presiding the meeting in his place, shall have the casting vote.
- 16.c** Subject to any subsisting interpretation given by the Executive Committee, the President or in his absence Vice President or any other person, who is presiding the meeting of General Body or Executive Committee, shall have authority to interpret the Rules and Regulations of the Association for the purpose of conducting the meeting and deciding the questions arising at such meeting.

17. Powers of the Vice-President

The Executive Committee or the President may assign any responsibility to the Vice President(s). In the absence of President, one of the Vice Presidents shall preside over meetings of the General Body and the Executive Committee and exercise all powers of the President. The Vice Presidents shall also discharge the duties of the President during his absence.

18. Powers of the Secretary

The Secretary shall perform the following duties:

- 18.a** To keep the Minutes of all meetings of the General Body and the Executive Committee.
- 18.b** To carry out the directions of the General Body and the Executive Committee.

18.c To conduct correspondence on behalf of the Association.

18.d To give notice of all meetings of the General Body and the Executive Committee.

18.e To exercise administrative control over the Central office of the Association.

19. Powers of the Treasurer – To look after the income and expenditure of the committee and expend the amount sanctioned by the secretary or executive committee. The Treasurer shall keep the books of accounts of the Association and report on these at each meeting of the Executive Committee. He will collect all dues and claims on behalf of the Association and will also assist the President in ensuring that budgetary grants are correctly utilized. In addition, he will liaise with the bankers and the Auditors of the Association. He will be provided clerical assistance etc. by the Central office of the Association.

20. Bank Account – All the funds of the Association should be kept in any scheduled Bank or Post Office. Withdrawal of money would be under joint signature of the President or Secretary and Treasurer. For routine daily expenditure the Treasurer will be provided with a maximum amount of Rs. 50,000/-.

21. Information to be sent to the Registrar – 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 Association shall send a list of executive committee in such form as prescribed to the Registrar. Similarly, in compliance of section 28 of the Act the institution shall send to the Registrar duly audited income and expenditure statement with such fee as prescribed.

22. Amendments

22.a The following part of the rules and regulations cannot be amended

22.a.i. The Constitution of the Executive Committee

22.a.ii. Definition of members

22.a.iii. Procedure for election of Elected Members of the Executive Committee

22.b Any amendment in the rules and regulations of the Association is to be passed by 3/5 majority of members of the total member in the general meeting.


22.c The Executive Committee is authorised to make amendments in emergent situation. Such amendment shall however be subject to ratification of the amendment by the General Body as in Clause 22.b.

22.d If found necessary and in the interest of the Association, the Registrar of Firms and Association shall have the powers to amend the registered constitution or rules-regulations of the Association which will be acceptable to each member. Every proposal for amendment of rules and regulations of the Association shall be forwarded to the Registrar with such fee as prescribed.

23. Dissolution – Any number not less than 3/5 of the members may determine that the Association shall be dissolved in the General meeting. After dissolution of the Association, the movable and immovable property of the Association may be handed over to some other likewise Association. The action pertaining to dissolution should be taken as per provisions of the Act.

24. Property – The movable and immovable property of the Association shall be in the name of the Association/institution. No immovable property shall be acquired or transferred by sale, gift or

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otherwise without the prior permission of the Registrar in writing. The Association will have to pay the fee as prescribed for the same.

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

26. Dispute: In case of any dispute in the Association 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 Registrar for decision and his decision, thereon, shall be final. The Registrar shall have the power to solve dispute connected with the meetings and management of committee and his decision thereon shall be final.

27. Election of Elected Members of the Executive Committee:

27.a Half of the elected posts of the new Executive Committee shall be filled by elections in the General Body every year.

27.b Only the participating members of the Association shall be eligible to be elected as President, Vice President and elected members of the Executive Committee.

27.c Every participating member of the Association shall have one vote for each post. Vote by proxy is in no case permitted.

27.d An elected member shall not be eligible to hold the same position in the Executive Committee for more than two terms.

27.e Election Committee (EC)

27.e.i. The Patron shall appoint a returning officer for conducting the election. The returning officer shall head the election committee.

27.e.ii. The Patron shall appoint a minimum of two but as many members as necessary in consultation with the returning officer for the conduct of the election.

27.e.iii. The EC will decide on all matters related to the election.

27.e.iv. No member of the election committee can contest an election, nominate or back a nominee for any of the elected post.

27.e.v. EC shall also issue guidelines for campaign activities during the election.

27.f Nominations

27.f.i. The nominations shall be invited at least three weeks prior to the day of election by the election committee. The nominations shall carry the name of the nominee, name of the post nominee is contesting for, person who is nominating and the persons who are backing the nominee.

27.f.ii. The nomination must be filed with the written consent of the nominee.

27.f.iii. Each nominee must be nominated by at least one and backed by two participating members.

27.f.iv. No candidate can contest for more than one post simultaneously.

27.f.v. The nominations of a candidate who is nominated for two or more posts upto the date of withdrawal shall be cancelled for all posts.

27.f.vi. A person shall not nominate or back more than one nominee for a particular post. All such nominees shall not be eligible for the election.

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27.f.vii. A nominee for a post cannot nominate or back himself or any other nominee for the same post.

27.g Election Process

27.g.i. The EC shall decide the date of the election, such that the entire election process is completed prior to the elapse of the tenure of the outgoing members of the Executive Committee, holding the posts for which the elections are to be held.

27.g.ii. All Participating Members are entitled to voting in the election.

27.g.iii. The election notice should be communicated to the general body giving the dates of election, start and stop of nominations and withdrawal, scrutiny and publicity of results.

27.g.iv. There shall be no voting for unopposed nominees.

27.g.v. All the elected members of Executive committee shall be elected by a secret ballot (online or offline) on a simple majority basis.

27.g.vi. In case of a tie, the tie shall be broken by a secret vote among the continuing members of the Executive Committee.

27.h Announcement of Results

27.h.i. The returning officer shall be responsible for announcing the results.

27.h.ii. The returning officer may declare provisional results immediately after the counting of the votes (online or offline) and shall submit the results of the elections duly signed by the contesting nominee or their representative to the President of Executive Committee for ratification.

27.i Disqualification of a nominee

27.i.i. The returning officer shall disqualify any nominee who does not meet the eligibility requirements for the nominations.

27.i.ii. The returning officer shall also disqualify any nominee who does not comply with the campaign guidelines as defined by the EC.

27.i.iii. A nominee who is disqualified can make an appeal as per the procedure of dispute resolution.

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