

THE ALUMNI ASSOCIATION OF SARDAR VALLABHBHAI
NATIONAL INSTITUTE OF TECHNOLOGY, SURAT

MEMORANDUM OF ASSOCIATION

(REVISED)

(1) Name & Definition :

Name : The Alumni Association of Sardar Vallabhbhai National
Institute of Technology , Surat.

Definition :

- (a) **"The Association"** means the Alumni Association of the Sardar Vallabhbhai National Institute of Technology, Surat.
- (b) **The Institute** and /or NIT means S.V. National Institute of Technology, Surat.
- (c) **The "General Body"** means the General Body of the Association.
- (d) **The "Executive Committee / Board of Trustee / Managing Committee"** means the Managing Committee of the Association.
- (e) **Alumnus** means an ex-student of the Institute, who has obtained a degree/diploma from the SVNIT, Surat formerly known as SVRCET, Surat.
- (f) **"Trustees"** means trustees of a trust set up by the General Body under these rules.
- (g) An **"Associate Member / Honorary Member"** means any person other than an Alumnus who has been elected by the Association.
- (h) **The financial year** of the Association shall be reckoned every year from **1st April to 31st March** of the following year.

- (i) **SVNIT** means Saradar Vallabhbhai Institute of Technology, Surat formerly known as Sardar Vallabhbhai Regional College of Engineering and Technology, Surat [SVRCET, Surat].
- (j) All life membership registration fees by option from all pass out students before the year 2002 and by default at the time of admission in the Institute since the year 2002 will be deposited with the Institute as a **corpus fund as FIXED DEPOSIT in NATIONALIZED BANK** of the Alumni Association SVNIT, Surat,
- (k) **Chapter** means Separate Chapters opened up at the Local level by informing managing committee of Association, within the guidelines laid down by the Association from time to time.

(2) Address :

The Association shall function through its registered office located at Sardar Vallabhbhai National Institute of Technology, Ichchanath, Surat.

(3) Field of Action :: -

Limited to Sardar Vallabhbhai National Institute of Technology, Ichchanath, Surat & its Alumni Members.

(4) Objects :: -

- i. To provide a forum to establish a link between the alumni, staff and students of the Institute.
- ii. To enable the alumni to participate in activities that would contribute to the general development of the Institute and the Society.
- iii. To help the alumni with their technical and relocation problems.
- iv. To try to find employment opportunities to students and fellow Alumni members in need.
- v. To institute prizes and scholarships, and render financial aid to needy and deserving students of the Institute.
- vi. To support academic activities like conferences, workshops,

technical symposiums (including travel and registration support to students and the staff).

- vii. To contribute towards the welfare of the alumni.
- viii. To keep the alumni abreast of scientific and technological developments of national and global importance.
- ix. To give scholarships to meritorious students.
- x. To give awards to toppers of all branches of engineering.
- xi. To arrange seminars and debates for technical guidance to students for knowledge and career Advancement.
- xii. To acquire, purchase or otherwise own or take on lease or hire in the city of Surat or elsewhere in India temporarily or permanently any moveable or immovable property necessary or convenient for the furtherance of the objects of the Association.
- xiii. To invest and deal with the funds of the Association.
- xiv. To do 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.
- xviii. To promote Entrepreneurship & Innovation among the students.
- xix. To help Institute for effective liaison to Industry.

**(5) We, the undersigned, hereby constitute Society under the provisions of
The Societies Registration Act, 1860.**

Name	Address	Mob. No.	Signature
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CONSTITUTION

(1) PATRON ::-

The Director/ in charge director of the institute shall be the ex-officio PATRON of the Association.

(2) MEMBERS OF ASSOCIATION :: -

The Association shall have three categories of members

- (1) Regular Members**
- (2) Associate members**
- (3) Honorary Members.**

Eligibility of Regular Members ::

Any person who has studied in this college and there after received degree(s)/diplomas awarded by the Institute, can become regular member by paying life membership fees as determined.

Eligibility of Associate Members ::

The Association, on the recommendation of managing committee may make any faculty member, who has served this Institute for at least five (05) years, an associate member of the Association, after receiving the life membership fee.

Eligibility of Honorary Members ::

Eminent personalities honored by the Institute can be made honorary members of the Association, in addition, the Association can also confer honorary membership to persons of eminence, if recommended by the managing committee of the Association and who have not received any degree from the Institute, but have contributed immensely or have shown keen interest in the development of the Institute or the Association.

(3) MEMBERSHIP FEES ::-

For regular Members, residents of India, the fee is Rs. 1,000/- and for non resident Indians, the fees is \$100. Students who get enrolled from Year 2002 in NIT shall be the member of the Association by default. Such students are not required to pay registration fees as the same is being collected at the time of admission to the institute. Students, who had been admitted to the institute prior to Year 2002, shall have to pay admission fees.

(4) TERMINATION OF MEMBERSHIP ::-

The membership of a member shall stand terminated in following cases.

- a. Resignation of the member.
- b. Involved in grievous criminal offence.
- c. Indulging in activity contrary to the interest of the Association.
- d. Commission of breach of Rules framed by the Association
- e. Death of a member.

The decision of Managing Committee shall be final and shall not be challenged and abide by all.

(5) RIGHT AND DUTIES OF THE MEMBERS ::-

(a) The Regular Members, Associate Members and Honorary Members shall be entitled to attend the General meetings of the Association, and shall be entitled to take part in discussion of the points taken up on agenda. However, Regular Members shall only be entitled to vote, if needed be. The Associate Members and Honorary Members shall not be entitled to vote in any case.

(b) Regular Members shall be entitled to contest election and shall be entitled to hold any post of the Association. Associate and Honorary Members will not be entitled to contest the election and hold any post.

(c) The member shall take part in all the activities of the Association according to their ability.

(d) It shall be the duty of all the members to see that the aims and objectives of the Association are fulfilled in cent percent.

(e) The member shall not be entitled to refund of any fees in case he/her resigns, or that, his/her membership is terminated for any of the reasons herein above mentioned.

(f) The accounts and other books shall be maintained in the office of the Association. All the members shall be entitled to have inspection of the same with written permission of the President or Secretary. The decision

of the President shall be final in such case i.e. to say whether permission is to be granted or not to be granted.

(6) MANAGING COMMITTEE :-

(a) The Managing Committee shall comprise a of minimum of 9 and maximum of 13 members, out of which one shall be the President, three Vice-Presidents, one Secretary and one Treasurer. Among the three vice-presidents, one shall be from Surat or Gujarat and other two from different region of nation including abroad stationed member. Out of the other members of the Managing Committee two/three shall be from Surat and other 5 or 4 from different part of the country or abroad. Chairman / Secretary – as representative of the regional chapters (south, north, east, Centre & west zones) one member will be invited member with equal right as elected members. It is also preffered to select / elect Secretary & Treasurer from SURAT region for efficient running of Association activities.

The term of Managing Committee shall be of two years.

(b) The members of Managing committee shall be elected by General Body after every two years at general convention of the Association. The members of Managing Committee shall appoint one President, three Vice-Presidents, one Secretary and one Treasurer out of them, and they shall hold the post for two years. Members can hold the post of President for maximum two terms. Similarly members can hold post of secretary

for maximum two terms. There shall be no restriction for holding other posts i.e vice-president, treasurer, or regular member.

(c) The election of Managing Committee shall at General body Meeting of the Association which shall be held most probably in the month of January of English calendar.

(d) If any member resigns or dies or vacancy is created for any of the reasons, then remaining members of the Managing Committee shall appoint any person from the list of regular members by majority, and person appointed as such shall hold the post as member of Managing Committee for rest of the term. The person so appointed shall also be entitled to any post during the term, if any vacancy arises.

(7) EX-OFFICIO AND NOMINATED MEMBERS :-

Ex-officio Members

- (a) Patron-Director of the Institute.
- (b) Two Distinguished Alumnus would be invited as members.
- (c) Immediate Past-President and the Past-Secretary, who have successfully completed their individual terms.
- (d) Dean (Alumni affairs), SVNIT and Registrar, SVNIT.
- (e) Nominee of the Foundation whenever it is constituted.

(8) AUTHORITY AND RESPONSIBILITY OF PRESIDENT:-

- (a) The President shall manage and inspect all the meetings, general meeting, special meeting etc.

- (b) Shall be a chairman in the meeting of Managing committee.
- (c) Shall instruct the secretary to call for meeting of Managing committee.
- (d) The President shall manage routine activities of the institution, carry out inspection and shall render necessary advice and suggestions.
- (e) The president shall have financial Power up to Rs.50, 000/- to approve as per the decision of the managing committee. Higher Financial approval to be taken with approval of director of the institute.
- (f) Shall do the works accordingly, if necessity arises to do any work, for achieving the objects of the institution and in the interest of the institution, within the limits of constitution of the institution.
- (g) In the event of casting of equal vote in any of the meeting of trustees, then the President shall have right of casting vote.
- (h) The president is empowered to approve agenda and priority prior to circulations among the members.

(9) AUTHORITY AND RESPONSIBILITY OF DIRECTOR:

- (a) The Director of SVNIT–SURAT will be the ex-officio chairman of the association.
- (b) The Director will decide all policy matter in consultation with managing committee.

including the planning of Association activities.

(c) The Director will plan and approve “ Annual Convection ” of Alumni Association once in a year along with “ CONVOCATION ” for a day only, with respect to loading / boarding expenditure from the Institute within the Institute premises.

(d) The Director / Incharge Director shall preside as chairman at every general body meeting of the association.

(e) The Director is empowered to approve / disapprove any expenditure above Rs 1 lac in the broad interest of the association and its institute.

(f) The Director or his nominee shall be one of the signaturee for all the financial transactions , banking transaction of the association.

(10) AUTHORITY AND RESPONSIBILITY OF DEAN (ALUMINI AND RESOURCE GENERATION)

(a) To advise the director in the planning & execution of all matters relating to the generation of resources of the institute.

(b) To liaise with alumni association, to serve as a focus within the institute for alumni activities both nationally and internationally , with a view to keep them informed about the institute’s activities.

(c) To coordinate resource requirement within institute under support of Alumni and to communicate to president alumni also.

(d) To advise the director in the framing of rational budgeting policies for resource allocation within the institute.

- (e) To coordinate institute efforts in nurturing relations with International Institutes under bilateral and multilateral agreements.
- (f) To coordinate efforts towards resource mobilization for the realization of future vision plans for the development of the institute .
- (g) To advise the Dean (academic) & Dean (Research & Consultancy) for industry needs of the development of programs, collaboration with industry as resource participation .
- (h) To organize efforts for generating resources by way of donations , gifts etc from industries , trusts , Alumni and other well wishers.
- (i) To advise any functionary (individual or the committee of the institute) in the matters of resource generation.

(11) AUTHORITY AND RESPONSIBILITY OF REGISTRAR:

- (a) The registrar will monitor Administrative matters of the association with respect to procedure , institute policy etc.
- (b) The registrar will extend support- cooperation-guidance to any Alumni if need arises.
- (c) The registrar will extend cooperative support to Dean (Alumni & Resource Generation) for execution of the activities.
- (d) The registrar will extend legal guidance to the managing committee under the provision applicable.

(e) The registrar shall monitor the mechanism of fund allocation , fund transaction , fund generation and administrative advise to the managing committee.

(12) AUTHORITY AND RESPONSIBILITY OF VICE-PRESIDENT:-

(a) Shall perform his duties in absence of President and shall use his services.

(b) Shall assist in the works of the President.

(c) The Vice- President who is elected from Surat shall preside over the meeting in absence of the President. And, in absence of such person, vice- President elected from the members out of Gujarat, shall preside over the meeting in absence of the President and Vie- President (elected from Surat).

(13) AUTHORITY AND RESPONSIBILITY OF SECRETARY :-

(a) The Secretary shall act as liaison between Association and Institute on one hand, and the Association and Sardar Vallabhbhai National Institute of Technology student body on the other. He shall also represent the Association in various bodies of Institute.

(b) The Secretary shall convene the meeting upon the directions of President.

- (c) The Secretary shall submit the agenda in the meeting, shall maintain the record of member present in the meeting, and shall also maintain the minutes of the resolution passed in the meeting.
- (d) The Secretary shall circulate the agenda to all concerned members, as the case may be.
- (e) The Secretary shall read over the minutes of the last meeting and shall take the approval of the Managing committee.
- (f) The Secretary shall maintain all the registers of the minutes of the meeting, list of regular members, associate members and honorary members, and shall maintain all the registers and files, as may be required.
- (g) The Secretary shall be duty bound to see that the resolutions of the Association are being implemented.
- (h) The Secretary shall appraise all the activities carried out and expenses incurred by the Association in the meeting of Managing Committee as well as in the annual general meeting.
- (i) The Secretary shall affect the correspondence under the directions of President and shall maintain the record of the same.
- (j) The Secretary shall act Public Relation Officer (PRO) for representing Government quarries / RIT etc.

(14) AUTHORITY AND RESPONSIBILITY OF TREASURER ::-

- (a) The Treasurer shall maintain financial accounts of the Association.

- (b) The Treasurer shall prepare the accounts every year, and shall get them audited as and when required.
- (c) The Treasurer shall maintain all the details of income and expenditure and shall also prepare the budget of the Association.
- (d) The Treasurer shall not keep more than Rs. 5000/- in cash on hand at any time. Cash with drawal permissible twice, to meet expenses prior to submission and approval of fund account for cash on hand.
- (e) The Treasurer shall maintain all books of accounts including vouchers, bills, bank pass-book , slip books, cheque books etc.

(15) SOURCE OF INCOME TO THE ASSOCIATION :-

- (a) Interest accrued from life membership fees of the members, deposited as corpus fund with the Institute. The association shall be entitled to use the interest accrued on the life membership fees.
- (b) Gifts and donations from individuals or institutions.
- (c) 80-G benefit is available to individual / group / company donors subject to donation deposited in 80-G – SVNIT bank account. Subject to the terms and conditions are as per the guide lines available for 80-G benefits. However, the fund utilization by the Institute authority will be as per the decision of the Managing Committee and the donors.
- (d) By arranging fund raising programs.

(e) Income from technical exhibitions.

(f) Any other sources.

(16) BANK ACCOUNT :-

Bank account shall be opened in the name of the Association. The said account shall be operated with the signature of any three persons out of two from President, Secretary and Treasurer and one Director or his nominee. The Bank Account shall be opened in any nationalized bank or HDFC Bank or ICICI Bank.

(17) ACCOUNTING YEAR ::-

The accounting year of the Association shall be from 1st April to 31st March.

(18) LOCAL CHAPTER GUIDE LINES ::-

(a) Local chapter can be established at any place (within India or Abroad) subject to minimum enrollment of 25 members under intimation to managing committee for approval.

(b) Local chapter to establish their local managing committee in line with managing committee formate.

(c) Local chapter managing committee will held minimum 4 – 6 meetings per year and will send report of the same in the form of minutes if the meeting to managing committee SURAT.

(d) Local chapter will maintain their books of Accounts separately & regularly submit audited report to managing committee –SURAT every year.

(19) MEETINGS :-

(a) The meeting of the Managing Committee shall be called once in two month without fail, and shall be convened only at the office of the Association. If it is not convenience to convene the meeting in the office of the Association, it shall be convened at some appropriate and convenient place which shall be decided by the President.

(a) The meeting of the general body of the Association shall be convened in April or May of each year.

(20) NOTICE OF MEETING :-

The notice of meeting of Managing Committee shall be circulated to all the members before clear 15 days and shall be sent to all the members in the manner convenient to the Secretary.

(21) CORAM :-

The Coram of Managing Committee shall be of Seven (7) members, and that of General Meeting shall be of one-third of total strength of regular members. In absence of Coram, the meeting can be convened after half an hour of the scheduled time.

(22) WORKING OF ANNUAL GENERAL MEETING :-

Election of Managing Committee shall be made at appropriate time according to the Constitution, to submit annual report of the Association and to pass audited accounts by the auditor.

(23) CHANGES IN CONSTITUTION :-

The General Body, by a majority of two-third of its members present in the meeting, can resolve changes or modifications in the Constitution subject to provisions contained in Bombay Public Trust Act,1950 and Society Registration Act,1860.

(24) TRANSFER OF IMMOVABLE PROPERTY/IES :-

As and when the question of sale, mortgage, gift etc. of the property/ies of the Association arises, in that event the chairman, the President of Managing Committee shall undertake proceedings by obtaining permission from the concerned Joint Charity Commissioner in the regard after approval from managing committee with 2/3 majority support.

(25) EXPENDITURE :-

The Managing Committee shall have the authority to incur expenditure for the purpose found proper to be given preference, within the limits of income of the Association. Expenditure more than 1.0 lac.to be approved by 2/3 members of Managing Committe with ensuing approval of director of the institute.

(26) INVESTMENT OF FUNDS OF ASSOCIATION:-

The fund of the Association shall be invested subject to the provisions of section 35 of the Bombay Public Trust Act, 1950. Previous permission from the office of Joint Charity Commissioner is mandatory before investing the funds of the Association in any Company, Shares, and Securities etc. The investment decision to be taken in managing Committee meeting.

(27) REGARDING KEEPING OF EMPLOYEES:-

The Managing Committee shall have the right of employing the employees as and when required and to suspend and/or terminate their services, thought fit by the Managing Committee.

(28) VESTING OF PROPERTY OF ASSOCIATION`:-

Any property received by the Association by donation or in any other manner or collected for the Association, shall be treated as properties of the Association and whatever property in existence at the relevant time shall vest in to the Association.

The sections mentioned at in this Memorandum of Association shall have to be implemented subject to the provision of Bombay Public Trust Act, 1950.

IN WITNESS WHEREOF, this Memorandum of Association is executed by the following founder members by making signature as under.