

MCC ALUMNI
Mulund Vanijya Mahavidyalaya Marg,
Mulund West
PIN – 400080

Rules And Regulations (2025)

Definition

1. In the interpretation of these Rules & Regulations the following expressions shall have the following meanings, unless repugnant to the subject or context:

- a) "The Act" or "The said Act", shall mean "Societies Registration Act, 1860" as also "Bombay Public Trusts Act, 1950" as the context may require or any Statutory Modification or re-enactment or any of the said Acts for the time being in force or other Act or Acts for the time being in force as applicable in the State of Maharashtra, containing the provisions of the Legislation in relation to the Societies as also Public Trusts.
- b) "The Association" or "This Association" shall mean MCC Alumni. MCC Alumni Association shall hereinafter be referred to MCC ALUMNI


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- c) MCC Alumni shall mean an association of the students who have graduated or post graduated from Mulund College of Commerce, Mulund Vaniya mahavidyalaya marg, Mulund West. 400080.
- d) "The College" shall mean any Course of Instructions conducted by Mulund College of Commerce (Autonomous) or its successor-in-title including but not restricted to Junior College, Degree College, Institute Of Management etc..
- e) "Financial Year" shall mean the period in respect of which any Income and Expenditure Accountant of MCC Alumni is made up and is laid before the Annual General Meeting whether that period is a year or not. The financial year of MCC Alumni shall be from 1st April to 31st March every year or such other period as may be prescribed under the Finance Act for the time being in force.
- f) "The General Body" shall mean a general meeting of the members of MCC Alumni duly called & constituted or as the case may be the members of MCC Alumni assembled, or the requisite number of members entitled to pass a Circular Resolution in accordance with these Rules & Regulations.
- g) "Managing Committee" shall mean the members elected for the time being to conduct and/or manage the affairs of MCC Alumni
- h) "Month" and "Year" shall mean respectively calendar month and calendar year.
- i) "The Office" shall mean the Registered Office for the time being of the MCC Alumni
- j) "Ordinary Resolution" and "Special Resolution" shall have the meanings assigned thereto respectively by the Act.
- k) "Persons" shall include Corporation and Firms as well as Individuals.



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- l) "The Principal" shall mean the Principal or the In-Charge Principal for the time being of Mulund College Of Commerce.
- m) "Proxy" shall include an attorney duly constituted under a Power of Attorney.
- n) "Seal" shall mean the Common Seal for the time being of the MCC Alumni
- o) "Trustee" shall mean the Chairperson and/or the Secretary and/or the Treasurer of MCC Alumni

All other term/s, word/s and/or phrase/s used in these Rules and Regulations as well as in the Act but not defined herein shall have the same meaning which such term/s, word/s and/or phrase/s has/have in the Act.

Location

The Registered Office of MCC Alumni shall be C/o Mulund College of Commerce (Autonomous), Mulund Vaniya Mahavidyalaya Marg, Mulund West, 400080

Eligibility

- a) Eligibility for Membership :- Membership shall be open to any person who is either a present student of the College or had been a student of the College for howsoever brief a period irrespective of the reason for his/her having ceased so to be a student of the College and is neither a bankrupt nor is deemed to be a bankrupt, and is not held guilty either of any criminal offence or of any offence involving moral turpitude and fulfills the necessary conditions and qualifications for any of the various classes of Membership as are herein laid down and who subscribes to the aims and objectives of MCC Alumni and applies for the membership in writing on the prescribed form, and pays the prescribed fees, and is duly accepted by the Managing Committee.
- b) Every member shall register with MCC Alumni their address of residence and notify any changes thereof to the Secretary.

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- c) All Notices/Mails addressed and posted under Certificate Of Posting (or any other similar facility from the Postal Authorities) to the registered address of the member shall be deemed to have been duly served.
- d) Every member of MCC Alumni shall sign either an application for membership in the prescribed format or a written consent to become a member or the register of members on becoming a member and shall agree to abide by the rules and regulations of MCC Alumni
- e) The rights of membership shall be personal to the members and shall not be transmissible or transferable by any act/s *viva voce* or by operation of law except for the category of Institutional Members, where the concerned Member/s shall be entitled to exercise membership rights through their authorised representative.
- f) The General Body of MCC Alumni by majority decision may from time to time modify the conditions of eligibility and/or qualifications of different classes of membership as and when considered necessary.
- g) The signatories to these Rules and Regulations of the MCC Alumni shall be the first members of the Association and shall also constitute the first Managing Committee of the Association till the First General Meeting of the Association.
- h) The Managing Committee may admit any eligible person as a member whose application for membership is sanctioned at the meeting of the Managing Committee.
- i) Each Member will have only one Voting Right.

Managing Committee:

The executive powers of MCC Alumni shall vest in the "MANAGING COMMITTEE" (hereinafter referred to as the MC). One member from P.T.V.A shall be nominated as the member of MCC Alumni.

The Principal of the College shall be the Ex Officio Secretary of the Alumni and shall oversee the affairs of the Alumni.


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The MC shall consist of a minimum of seven (7) members at any given time, with a provision to increase the same to a maximum of Fifteen (15) members.

- a) A President b) A Vice President
- c) A Secretary
- d) A Joint Secretary
- e) A Treasurer
- f) A Joint Treasurer, AND
- g) One (1) or Nine (9) Managing Committee Members.

Ordinarily, no matter shall be placed before the General Body without being placed first before the MC. The duties of the President, the Secretary and Treasurer shall be as enumerated in the Annexure-1 to these Rules and Regulations.

Tenure:

The tenure of the elected representatives and / or the MC shall be for a period of two years, and will be automatically dissolved and to be re-elected by the General body, with no members exceeding the maximum term of Six (6) years at a stretch.

Membership:

a) Every student and/or Ex Student of the College, desirous of being a member of the Alumni shall put in an application in writing for that purpose containing an expression of his willingness to abide by the Rules and Regulations, (hereinafter referred to as the 'BYE-LAWS') of MCC Alumni.

b) Such an application shall be addressed to the MC through the Secretary and the MC may enroll the applicant as a member of MCC Alumni, on his paying the One-Time subscription in advance. The Managing Committee is

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not bound to disclose any reason for refusing to enroll an applicant as a member of MCC Alumni, and its decision in the matter shall be final.

Types of Members & Subscription

Types of Members:- MCC Alumni shall consist of Members constituted by the following categories:

- a) Honorary Fellows :- The Managing Committee may by resolution confer the rank of Honorary Fellow on members and others who have rendered distinguished services or have contributed substantially to the achievement of any of its objects.
- b) Patrons :- The Managing Committee may from time to time elect persons of eminence who have donated to MCC Alumni an aggregate sum of Rs. 10,000/- (Rupees Ten Thousand only) or more to be Patrons of the Association.
- c) Life Members :- Every applicant for the category of Life Member who is an ex-student of the College, has attained the age of eighteen years on the date of his application for membership and has donated to MCC Alumni an aggregate sum of Rs. 5000/- (Rupees Five thousand only) shall be admitted as a Life Member.
- d) Member - Every applicant for the category of Member who is an ex-student of the College, has attained the age of eighteen years on the date of his application for membership and has donated to MCC Alumni an aggregate sum of Rs. 1,000/- (Rupees One thousand only) for the year shall be admitted as a Member for the said financial year.
- e) Student Members :- Every student of the College shall be entitled to become a Student Member of MCC Alumni by paying a sum of Rs. 100/- (Rupees One hundred only) as one-time fee. Such membership will be valid only so long as the Student Member continues to be a student of the College.


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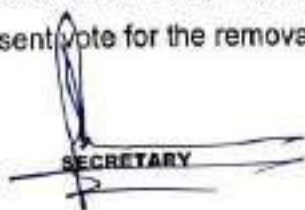
addition, secretaries of all associations recognised by the College and functioning in the College shall ex-officio be the Student Members.

The eligibility, qualifications, rights and privilege for each category shall be subject to revision by MCC Alumni from time to time.

Cessation of Membership

- a) A member shall continue to be a member until his death or till his removal by the General Body but can cease to be a member by giving a notice in writing to the Managing Committee resigning from his membership or on account of his physical or mental disability to function as a member. A Student Member shall cease to be such a Member upon his/her ceasing to be a student of the College whereas a Staff Member shall cease to be such a Member upon his/her ceasing to be a member of the College-staff.
- b) The Managing Committee shall have the power to recommend to the General Body removal of any such member from membership who willfully contravenes the code, regulation or bye-laws to MCC Alumni or whose continued membership is, in the opinion of the Managing Committee, not in the best interest of MCC Alumni. The recommendation of the Committee in this behalf shall be accompanied by a statement by the Secretary justifying such a recommendation and such a statement shall be circulated to all members at least 21 days before the appointed date for the meeting in which such a recommendation shall be scheduled to be considered.
- c) Any member whose removal from membership is under consideration, shall have a reasonable opportunity to show cause against such a removal before the General Body in the meeting where removal of such a membership is so under consideration.
- d) Any member of MCC Alumni may be removed from the membership by resolution passed by the General Body where at least 3/4th of total number of members present vote for the removal of the member.


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- e) A member removed from membership under these provisions shall thereafter never be entitled to be admitted as a member of MCC Alumni. It however is hereby clarified that this ban shall not apply in the cases of Student Members and Staff Members who have ceased so to be such a member due to his/her/their ceasing to be a Student of the College and/or a member of the College-staff.

Transfer of Membership:

- A) Any Student Member can apply for being transferred to any other category of membership, any Life Member can apply for being transferred to the category of Fellow Member or Patron while any Fellow Member can apply for being transferred to the category of Patron.
- B) On transfer from one category of membership to another, the concerned member shall pay the difference, if any, incidental to such transfer as may be applicable at the relevant time.
- C) Approval of transfer shall be the discretion of the Managing Committee.

Appropriation of Funds:-

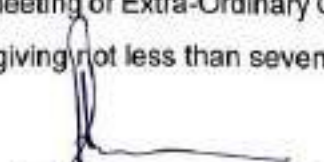
- a) Entire amount of donations received from the Institutional Members and Patrons shall be appropriated towards the corpus of MCC Alumni
- b) Three-fourth ($3/4^{\text{th}}$) amount of donations received from the Fellow Members, the Life Members and the Staff Members shall be appropriated towards the corpus of MCC Alumni, remaining amount of such donations being appropriated towards the income of MCC Alumni.
- c) Entire amount of the fees collected from the Student Members shall be appropriated towards the income of MCC Alumni.

Notices and Quorum of General Meetings:-

a) Notice of the Meeting:-

- i) Any General Meeting of the MCC Alumni whether Annual General Meeting or Extra-Ordinary General meeting may be called by giving not less than seven days notice in writing.


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- ii) Every notice of the meeting of the MCC Alumni shall specify the place and the day and hour of the meeting and shall contain a statement of the Business to be transacted thereat.
- iii) The Notice of every meeting of the MCC Alumni shall be given to every member of MCC Alumni by sending it through post in a prepaid letter addressed to the respective member at the address in India as per the Register of Members and to the Auditor/s for the time being of MCC Alumni.

The accidental omission to give notice to, or non-receipt of notice by, any member or the Auditor/s shall not invalidate the proceedings of the concerned meeting.

- b) No General Meeting, Annual or Extra-Ordinary, shall be competent to enter upon, discuss or transact any item or business to be special unless notice thereof is given in the notice convening the meeting.
- c) Where by any provision contained in the Act or in these Rules and Regulations, Special Notice is required of any resolution, notice of the intention to move the resolution shall be given to the Members not less than seven days before the meeting at which it is to be moved exclusive of the day on which notice is served or deemed to be served and the day of the meeting.
- d) MCC Alumni, immediately after the notice of the intention to move any such resolution has been received by it, shall give to its members notice of the resolution in the same manner as it gives notice of the meetings or if that is not practicable, shall give them notice thereof either by advertisement in a newspaper having an appropriate circulation or in any other mode allowed by these Rules & Regulations not less than seven days before the meeting.
- E) Ten members entitled to vote and present in person shall be a quorum for commencing the proceedings of a General Meeting PROVIDED in the case/s of Requisitioned Meeting/s, at least 2/3rd of the members signing the concerned Requisition/s shall constitute the quorum.



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F) No business shall be transacted at any General Meeting unless the requisite quorum shall be present at the commencement of the Meeting.

G) Once sufficient quorum is present at the commencement of the Meeting, subsequent shortfall in the number of members present in person shall not invalidate the proceedings at the Meeting nor shall require any adjournment of the Meeting EXCEPT in the case/s of Requisitioned Meeting/s where inadequacy of the quorum at any stage of the meeting shall cause the meeting to be terminated.

H) The Chairperson of a General Meeting may with the consent of the meeting adjourn the same from time to time and at the same place or at any other place but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which adjournment took place.

I) If within half an hour from the time appointed for the meeting a quorum is not present the meeting shall stand adjourned by fifteen minutes on the same day at the same place or such other day, time & place as the Chairperson may determine. At such an adjourned meeting, the members present shall constitute the quorum. Provisions hereof shall however not apply to a Requisitioned Meeting/s, in the case/s whereof inadequacy of the quorum at the appointed time shall result in cancellation of the Meeting/s.

J) Resolution/s passed at an adjourned Meeting shall all purposes be treated as having been passed on the date on which the same was/were in fact passed and shall not be deemed to have been passed on any earlier date.

K) Board of Trustees:- The persons for the time being acting as the Chairperson of the Association, Secretary of MCC Alumni and the Treasurer of the Association shall, ex-officio, be the Trustees of the MCC Alumni

L) First Managing Committee:- The signatories to these Rules and Regulations shall constitute the First Managing Committee of MCC Alumni. This Managing Committee will function till holding of the First General Meeting of MCC Alumni in accordance with these Rules and Regulations.

Managing Committee:-


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- a) The Managing Committee shall be constituted by total of minimum seven members and maximum of up to fifteen members, majority of whom (up to eight members) shall be the elected only from amongst the Fellow Members of MCC Alumni while remaining shall be elected from amongst all the members of MCC Alumni. If sufficient number of members are not available out of Fellow Members at any election, deficiency in this behalf can be filled out of all the members of MCC Alumni. The said provision however shall not apply to the First Managing Committee where all the signatories to these Rules and Regulations shall be the members.
- b) One member of Parle Tilak Vidyalaya Association and Principal of Mulund College of Commerce will always be nominated as the ex-officio member of the Managing Committee.
- c) Principal of Mulund College of Commerce shall nominate four members from the college to the Committee
- d) In ordinary course, the tenure of the Managing Committee shall be a period of three years.
- e) The members of the Managing Committee who are liable to retire by virtue of the provisions herein contained shall be eligible to offer themselves for re-election.
- f) Any member of the Managing Committee who absents himself without leave of the Managing Committee from three consecutive meetings of the Managing Committee shall be removed from the Managing Committee.
- g) In case there is any vacancy in the Managing Committee for the time being in office due to any reason including death, retirement etc. of any of the member/s of the Managing Committee, the remaining members of the Managing Committee for the time being in office shall be entitled to fill in such vacancy/ies by nominating any other member/s of MCC


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Alumni which such nominated members shall hold office only for residual period of the Managing Committee.

- h) Subject to the foregoing provisions, the members of the Managing Committee shall be elected by the Members in every Annual General Meeting after cessation of the tenure of the Managing Committee for the time being in office. The members of the Managing Committee shall elect from within themselves (i) Chairperson (ii) Vice-Chairperson (iii) Secretary (iv) Joint Secretary (v) Treasurer and (vi) Joint Treasurer.

- i) **Powers of the Managing Committee** :- Subject to the provisions of the Act and these Rules & Regulations, the Managing Committee of MCC Alumni shall be entitled to exercise all such powers and to do all such acts and things as MCC Alumni is authorized to exercise and do PROVIDED THAT the Managing Committee shall not exercise any power or do any act or thing which is directed or required, whether by the Act or any other Act or by these presents or otherwise to be exercised or done only by MCC Alumni in General Meeting. Principal of Mulund College of Commerce shall reserve the right to override the powers of Managing Committee.

Office bearers and their duties-

- a) Chairperson: The Chairperson shall preside over the meetings of the Managing Committee and General Body and shall further be responsible for general supervision over the affairs of MCC Alumni
- b) Secretary: He shall be the administrative head of MCC Alumni and he shall convene all meetings of MCC Alumni and shall maintain the minutes of the meetings and other records.
- c) Treasurer: He will be responsible for maintaining the proper accounts of MCC Alumni

Meetings of the Managing Committee :

- a) The meetings of the Managing Committee shall be held at least four times a year, preferably once in every quarter, after


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giving three days notice to the members of the Managing Committee. The Managing Committee shall discuss the agenda of the meeting prepared by the Secretary and will take the decisions.

- b) Meetings of the Managing Committee can be convened by a two days prior written notice. In case $3/4^{\text{th}}$ of the members of the Managing Committee agree to a notice of shorter duration for any particular meeting, such a meeting can so be convened for any shorter duration agreed to by such members.
- c) Quorum for the meetings of the Managing Committee shall be five members present in person.

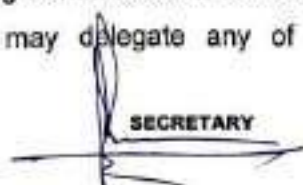
Passing Of Resolutions:-

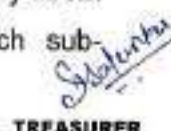
- a) Any resolution may be passed only by circular (without calling a meeting) by the Managing Committee or the General Body provided that it is assented to by at least 60% of the total membership of the Managing Committee or General Body as the case may be (while calculating 60% fraction whether less than half or more than half shall be ignored).
- b) Unless otherwise provided by the Act or by these Rules & Regulations, all issues at any meeting of the Managing Committee and/or the General Body shall be decided by simple majority vote. In the case of equal division of votes on any issue, the Chairperson of the meeting shall have a Casting Vote (i.e. Second Vote) Principal of Mulund College of Commerce shall have the power to veto.

Authority And Responsibility Of The Managing Committee:-

- a) The Managing Committee may order, with such restrictions as it may deem fit, formation of any sub-committee/s whose members shall include not less than two Members of the Managing Committee as the Managing Committee may deem fit and may delegate any of its powers to such sub-


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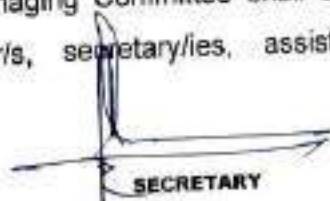

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committee/s. Any sub-committee so formed shall, while exercising any of the powers so delegated, conform to any restriction/s that might have so been imposed upon by the Managing Committee. Any matter/s decided, any conclusion/s drawn and/or any resolution/s passed by any such sub-committee/s shall be forwarded to the Managing Committee who shall have final authority to take decision/s and/or action/s and/or to pass necessary resolution/s.

- b) The Managing Committee shall be entitled to authorize any person/s to carry out -subject to the directions and control of the Managing Committee- such of the duties and/or responsibilities of the Managing Committee as it may in its absolute discretion think fit.
- c) The Managing Committee shall maintain in Mumbai an office where all books of Accounts of and/or pertaining to any activities conducted by and/or in the name of the Association shall be kept.
- d) The Managing Committee shall maintain proper accounts of and/or pertaining to any activities conducted by and/or in the name of the Association and shall have the same audited by a Chartered Accountant to be appointed at the Annual General Meeting.
- e) Service/s of any of the Member/s of MCC Alumni may be availed of by the Managing Committee for doing any work or rendering any assistance in connection with any of the activities of the Association in which case the Managing Committee shall be at liberty to pay to any such member/s for any such service/s such fees or remuneration out of MCC Alumni Funds as the Managing Committee may deem fit.
- f) The Managing Committee shall be entitled to appoint any manager/s, secretary/ies, assistant/s, clerk/s or other


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employee/s as it may consider necessary or expedient on such remuneration and on such terms as it may think fit.

Settlement of differences of opinion:- If any difference of opinion shall arise among the members as to the execution of the objects of MCC Alumni and/or interpretation of any of the provisions hereby recorded and/or in any other matter arising out of and/or in relation to MCC Alumni hereby declared, the same shall be settled and disposed off in accordance with the opinion of the majority of the members of MCC Alumni expressed in a meeting. Such an opinion of majority of the members expressed in a meeting shall be final and conclusive and binding on all the members. In case settlement is not arrived at, the decision of the Principal of Mulund College of Commerce shall be binding on all members

Accountability:- The members for the time being of the Managing Committee shall be accountable only for such moneys and securities as they shall actually receive notwithstanding their signing any receipt for the sake of conformity and shall respectively be answerable and responsible only for their own respective acts, receipts, omission, neglects and not for those of their predecessors-in-office nor for any insufficiency in title or deficiency in value of any investment nor for any other loss unless the same happens through their own willful default.

Reimbursement of expenses:- The members of the Managing Committee may reimburse themselves and pay and discharge out of MCC Alumni Fund all expenses incurred by them in or about the discharge of any responsibilities and/or duties hereunder cast or enjoyment of any rights hereby conferred upon the Managing Committee.

Validity of actions:- All actions of the Managing Committee or any Sub-committee thereof or of General Body of the Members shall, notwithstanding that it be afterwards discovered that there was some defect in the appointment of any member, be valid as if there was no such defect.

Suing by or of the Association:- MCC Alumni may sue or be sued in the name of the Chairperson for and on behalf of the Association. However all the members of the Managing Committee shall be liable jointly and severally for the same

Means Of Income And Ways Of Expenditure:-


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- a) In addition to the donations accepted/to be accepted for granting membership of MCC Alumni as per the rules in this behalf for the time being in force, the Managing Committee of the MCC Alumni shall be at liberty at its absolute discretion to accept donations, contributions or collections to the MCC Alumni property from Trusts, Association or from any Person or Persons, Firm or Company subject to the conditions that the contributors or subscribers shall not be entitled to participate in or have any voice or control in the management or administration of MCC Alumni or in the application of such contributions, collections or donations and the Managing Committee shall hold as also utilise the same subject to its powers and/or to the provisions, covenants and conditions as are herein contained.
- b) The Managing Committee shall be entitled to and is hereby expressly authorised to invest the surplus funds of the MCC Alumni and/or any money held by them for MCC Alumni in any securities or investment etc. authorized under Section 20 of the Indian Trust Act, 1882 read with Section 55 of the Bombay Public Trust Act, 1950 and/or any other provisions analogous thereto as may for the time being be in force.

Utilisation Of Income:- The Managing Committee shall, out of the income of MCC Alumni, in the first instance pay all costs, charges and expenses incidental to the management and administration of the MCC Alumni and shall pay, spend and/or utilise the remainder of such money for the objects or purposes of MCC Alumni as are herein mentioned at such time or times and in such manner and in such proportions as the Managing Committee may in its absolute discretion think fit PROVIDED HOWEVER that the Managing Committee shall have power to accumulate the net income of MCC Alumni or any part thereof for such period or periods as it may think fit and utilise the accumulations at any subsequent time or times for the objects or purposes as herein mentioned PROVIDED FURTHER that the Managing Committee shall



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also have power by a majority of 3/4th of the Members for the time being of MCC Alumni to have recourse to and utilize the whole or any part/s of the corpus of the MCC Alumni property for all or any of the objects and/or purposes herein mentioned at such time/s and in such manner and in such proportions as the Managing Committee shall in its absolute discretion think fit.

Deposits/Loans:-

The Managing Committee will have the power to borrow money either against the security or without security on interest or without interest and if at interest, then at such rate of interest as the Managing Committee may think fit if it is in the interests of MCC Alumni.

Buying And Selling Of The Property:-

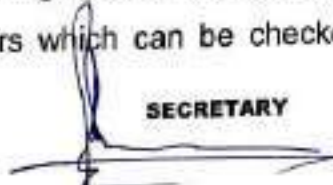
- a) The Managing Committee shall be at liberty to acquire any moveable/immovable property as it may in its absolute discretion think fit.
- b) The Managing Committee shall be at liberty to sell and/or realize MCC Alumni property or funds and invest the sale proceeds thereof or any other money forming part of the Association Fund and/or transpose any such investment for or into any other property and/or security as the Managing Committee may from time to time think fit.

Maintenance Of Bank Account:- The Managing Committee shall keep deposited in any account to be opened by the Managing Committee with any Bank/s and/or Financial Institution/s as may be permissible under the relevant laws for the time being in force all or any moneys or funds forming part of MCC Alumni funds which are not immediately to be spent, utilised and/or disposed off as is herein provided. Such account/s shall be operated by any two of (a) the Chairperson (b) the Secretary and (c) the Treasurer.

List Of Members:-

- a) The Managing Committee shall keep/maintain a Register of Members which can be checked by members at any time


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during office hours upon payment of such inspection-fees as may be fixed by the Managing Committee from time to time.

- b) Copies of and/or Extracts from the Register of Members can be given to any Member/s of MCC Alumni upon payment of such fees as may be fixed by the Managing Committee from time to time.

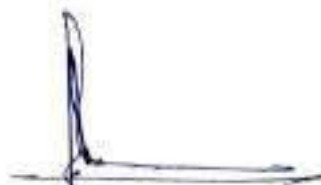
Change/s In Rules And Regulations:

- a) The Rules and Regulations for the time being in force excluding the objects of MCC Alumni can be amended, altered and/or varied in a General Body Meeting of the Association by 2/3rd majority of the members present and voting.
- b) The objects of MCC Alumni can be amended, altered and/or varied in a General Body Meeting of MCC Alumni by 3/4th majority of the members present and voting.

Winding Up:-

MCC Alumni can be dissolved by a resolution passed by at least 4/5th majority at a General Body Meeting called for such purpose with at least Fifteen Days Notice. The meeting may dissolve MCC Alumni either with immediate effect or with effect from future date. The Assets of the MCC Alumni on dissolution shall be donated to Mulund College of Commerce (Autonomous) or to its Parent Body, i. e. Parle Tilak Vidyalyaya Association.


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ANNEXURE – 1

RIGHTS AND DUTIES OF THE MANAGING COMMITTEE

- a) The MC shall be responsible for day-to-day smooth working of the Association.
- b) The MC shall fix up the date, time & venue for the Annual General Meeting of the Alumni.
- c) The MC shall have powers to spend money up to Rs.1,00,000/- (Rupees One Lakh Only) per quarter-year and an amount not exceeding Rs.3,00,000/- (Rupees Three Lakhs Only) per annum, from the funds of Alumni, towards Revenue expenses.
- d) Any Capital expenditure shall be made only with the prior approval of the members in the General body when a proposal to that effect is made in the Agenda of the Notice.

RIGHTS AND DUTIES OF THE PRESIDENT

- a) The President shall preside over all the MC meetings as well as the Annual General Meeting & Special General Meetings of Alumni and direct the Secretaries to call the MC meeting, Annual General Meeting and Special General Meeting as and when required.
- b) The President has a casting Vote in any meeting where a voting is called for and the votes are divided equally.
- c) The President shall have general control over all the affairs of the Alumni,
- d) All important correspondence with any statutory body / outside agency as well as authorities of the College, shall be under the President's signature.

RIGHTS AND DUTIES OF THE VICE PRESIDENT

- a) The Vice President of the Alumni shall assist the President in the smooth functioning of the MC.


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- b) The Vice President, in the absence of the President of the Alumni, shall perform all acts, duties as mentioned above in Point 2.

RIGHTS AND DUTIES OF THE HON. SECRETARY

- a) The Hon. Secretary shall derive powers from and set according to the directions of the President/Vice President and the General body.
- b) The Hon. Secretary shall summon and attend all meetings of the Alumni.
- c) The Hon. Secretary shall record the Minutes of all meetings of the Alumni and sub-committee meetings. Such minutes may be recorded in electronic media and furnished/sent to the concerned members by the same media.
- d) The Hon. Secretary shall be in charge and responsible for all correspondence, maintenance of files, receipt, books, registers, accounts, vouchers and other records of the Alumni and furnish/ submit the same from time to time before the President.
- e) The Hon. Secretary shall carry on correspondence pertaining to the business/activities/management of the Alumni, in consultation with the President.
- f) All notices and communications required to be sent to members of the Alumni shall be under the signature of the Hon. Secretary or in his absence, the Joint Secretary. For sending such notices and communications, the electronic media like email, shall also be considered, however, at the discretion of the Hon. Secretary / Joint Secretary, as the case may be.
- g) The Hon. Secretary shall issue notices, circulars, in consultation with the President, of the meetings or of any business of the Alumni, or its MC or General body decision.
- h) The Hon. Secretary shall prepare Annual Reports together with audited accounts and place the same before the President and MC for approval, prior to the same being placed before the General body at the Annual Meeting.

RIGHTS AND DUTIES OF THE TREASURER

- a) The Treasurer shall be responsible for proper accounting of all the money, he shall accept and issue Receipts for moneys received on behalf of the Alumni, submit half yearly/yearly financial statements to the MC, exercise proper control over the expenditure.


PRESIDENT


SECRETARY


TREASURER

b) The Treasurer is authorized to keep an amount not exceeding Rs.5,000/- (Rupees Five Thousand Only) in cash for meeting the day-to-day expenses of the Alumni.

c) All payments above Rs.2,000/- (Rupees Two Thousand Only) shall always be made by Cheque only, unless the situation warrants the payment by cash, with the prior written approval of the Hon. Secretary and President.

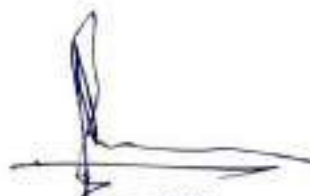
RIGHTS AND DUTIES OF THE JOINT SECRETARY

Joint Secretary shall assist the Hon. Secretary in all his activities and in the absence of the Hon. Secretary carry on the same activities as laid down above.

RIGHTS AND DUTIES OF THE JOINT TREASURER

The Joint Treasurer shall assist the Treasurer in all his day-to-day activities and also in the preparation of the Final Accounts of the Alumni for approval of the MC prior to its presentation at the AGM.


PRESIDENT


SECRETARY


TREASURER