



**SHRIDEVI INSTITUTE OF
ENGINEERING AND TECHNOLOGY**

ALUMNI ASSOCIATION

LINGAPURA, SIRA ROAD

TUMKUR-572 106

Bye-Laws

And

Rules and Regulations

1. Name of the body

The name of the Association shall be Shridevi Institute of Engineering and Technology Alumni Association hereinafter referred to as SIET ALUMNI ASSOCIATION

2. Office- The Registered Office of the SIET shall be located at Shridevi Institute of Engineering and Technology campus, Sira road, Tumkur-572 106, Karnataka hereinafter called the institute.

3. Objectives

3.1 The Association shall be a non-profit organisation

3.2 The objectives of the Association shall be :

3.2.1 To strengthen the professional bonds between SIET, its alumni and the industry.

3.2.2 To plan, organize and encourage various value adding activities for its members Such as professional lectures, training programs, conferences, seminars, workshops, etc.

3.2.3 To publish journals, newsletters, books and other professional materials for circulation among its members.

3.2.4 To assist the faculty and students of SIET in various value-adding activities like curriculum development sponsored research projects, case study development, student internships and placements.

3.2.5 To conduct Alumni-Students Knowledge Exchange Programs.

3.2.6 To raise funds for the development of SIET and SIET Alumni Association.

3.2.7 To extend possible Corporate Social Responsibility (CSR) service to the local community.

3.2.8 To construct the buildings for the purpose of implementing the above objectives.

4. Patrons

4.1 The managing Trustee, Sri Shridevi Charitable Trust, Tumkur and Director (HR and IT) Sri Shridevi Charitable Trust, Tumkur shall be the patrons of SIET Alumni Association.

5. Membership

SIET Alumni Association shall have the following categories of members:

1. Life members
2. Associate members
3. Honorary members

5.1. Life Members:

The following individuals shall be eligible for enrolment as life members of SIET:

Those who receive a Degree on successful completion of various full-time courses offered by SIET like B.E., M.Tech. MBA and Ph.D.

5.2. Associate members:

Students who have studied at least one year in the institute shall be eligible to be Associate members.

5.3. Honorary members:

Apart from the individuals mentioned in 5.1 and 5.2, the following individuals may be granted Honorary Membership of the Association for a period decided by the Executive Committee:

- i. Persons who have rendered distinguished service to the cause of Technical Education.
- ii. Persons who have exhibited Excellence in Industries/ R&D organizations.
- iii. Persons who have contributed to social causes or philanthropists.
- iv. Deans, and all the faculty members who are not the alumni of the institute shall be honorary members of the SIET till such time they hold their offices.

5.4. All members mentioned in 5.1 shall have the right to vote, propose, second or be a candidate for any office open for election in the Association.

The members mentioned in 5.2 and 5.3 shall not have any voting rights and cannot contest in the election for office bearers.

5.5. Membership fee:

The membership of the Association shall be granted on submission of application form and payment of prescribed fee of Rs. 1000.00 by the eligible individuals mentioned in 5.1 and 5.2.

6. Termination of Membership

6.1 The termination of membership on Death the member acting against the objects of the association, unsound mind, proved criminal action and other reasons as stated by the executive committee Members.

7. Administration

7.1 The Administration of the SIET Alumni Association shall be managed by an Executive Committee with the following composition:

- i. President – Principal is the Ex-officio President
- ii. Vice-President (Elected)
- iii. Secretary (preferably elected among Alumni working as faculty in SIET)
- iv. Two Joint Secretaries (Elected)

- v. Treasurer (preferably elected among Alumni working as faculty in SIET)
- vi. Ten Members (Elected)
- vii. Chairman and Secretary of Alumni Chapters of various states and countries are the special invited members.
- viii. The executive committee shall have the freedom to co-opt.

Members from time to time for the efficient functioning of SIET Alumni Association.

8. Election of the office bearers of Executive Committee

8.1 The elected positions will be filled through election in the Annual General Body Meeting. The elected office bearers of the Association shall hold the office for a period of 3 years.

8.2 The executive committee can consider the following matters:

1. To ensure funds and promote the primary aims & object of the society.
2. To operate the funds and manage the property of the society.
3. Present the duly audited accounts to the annual general body meeting.
4. To publish the annual reports of the society.
5. To form regional centres wherever deems fit /feasible as per section 7 of the KSR act 1960.

8.3 Executive committee may invite to their meeting not less than two specialist/experts who may be non-members of the society with the deliberation if considered useful.

8.4 The executive committee has the right to appoint, retain, promote, and dismiss any employees for managing and functioning of the society and to regulate their terms and conditions of including remuneration.

8.5 Administration and management of societies shall vest in the executive committee consisting of 17(seventeen) members including Presidents, a Vice president, a secretary, a Treasurer, a joint secretary and Members to be elected at the general body meeting once in a year of society.

8.6 The remaining committee members may fill in any vacancy that may arise in the executive committee on consensus.

8.7 Any members of the executive committee being absent for three successive meetings without proper cause shall cease to be members of the executive committee but shall be eligible for re-election.

8.8 The executive committee in its meeting shall consider all the questions affecting business that may be of interest to the members of the society and they shall inform and circulate any information which may be useful and beneficially to the meeting.

8.9 Amendments to the Constitution- All members mentioned in 5.1 are eligible to propose amendments to the Constitution of the association. Members desirous of proposing amendments are required to submit the same in writing to the Executive Committee at least 21 days prior to the Annual General Body Meeting.

8.10 The amendments shall be passed, only if two-thirds of the members present in the AGM support the amendment(s) in voting.

9. QUORAM

9.1 The Quorum after Executive General and Special General Body Meeting shall be 2/3rd of the members present and voting.

10. DUTIES, RESPONSIBILITIES & POWERS OF THE OFFICE BEARERS.

10.1 Patron

10.1.1 Shall advise the executive committee regarding the smooth and efficient functioning of SIET Alumni Association.

10.1.2 Shall decide about any unresolved dispute(s) and the decision of patrons, shall be final and binding on executive committee and general body of SIET Alumni Association.

10.2 PRESIDENT

10.2.1 He/ she shall be over all in charge of the society and general body meeting. All the policies and programs shall be formulated and implemented only through him.

10.2.2 He /she in case of emergency if he /she thinks fit may also dissolve the executive committee provided however, that the executive committee appointed by the president under this sub-rule shall function only until the new executive committee elected at the next annual general meeting immediately failing the appointment of such ad-hoc council of promoters.

10.2.3 May appoint groups, sub-committees, etc., and nominate representatives of SIET Alumni Association on vacancies, Government/Institutes and/or other bodies when invited to do so.

10.3 VICE PRESIDENT

10.3.1 Vice president has got all the power of president during the vacancy of president & He/ She has to perform the works of society as per the president's guidance.

10.4 SECRETARY

10.4.1 He/ she shall call for all the meetings of the Governing body as and when deems necessary and general and special general body as per the rules with the previous approval of the President and maintain a minute book and record all the proceedings of the meeting.

10.4.2 He/ She shall be the correspondent of the society and shall be in charge of the office with all the records of the society.

10.4.3 He/ She Shall are removed from the office if He/ She are proved to be guilty of misconduct or any irregularities or misappropriation or inefficiency in discharging the duties of the society by the unanimous decision of the executive committee for the purpose and 75% of the total votes cast in such meeting.

10.4.4 He/ she shall be the custodian of the articles and belongings both movables and immovable of the society.

10.4.5 To keep the records in proper order and custody of all the documents and all papers and files belonging to the society.

10.4.6 Be an ex-officio member of all the Sub Committees in consultation with the President.

10.5 TREASURER

10.5.1 The Treasurer shall keep all accounts and ledgers of the Association and produce them before the executive committee and to co-operate with auditors in preparing financial statement and file the same with the Income Tax Authority when duly passed by the general body.

10.6 JOINT SECRETARY

He/ She will work under the guidance of Secretary and discharges the duties of the Secretary in his absence and such other duties entrusted by the executive committee.

11 General Body Meeting

11.1 General Body Meeting of the society will be held annual within the month of June.

11.2 The president may call for a general body meeting for which 21 days notice shall be give to all types of membership.

11.3 A special general body meeting shall be convened if necessary as per section 3 of the KSR Act 1960.

11.4 21 days clear notice to the annual general body meeting as well as 21 days notice to the special general body meeting shall be given and the subject matters to be discussed shall we started in such notices.

11.5 Report of Management of the existing working committee, audited statements and the Budget for the ensuing year shall be discussed and submitted for ratification.

11.6 Executive Committee for the society shall be elected once in a Year in the annual general body meeting.

11.7 In the event of any office bearer laying down office for whatever reasons the Executive Committee can co-opt any member consider suitable for the office for the remaining period or till elections are held.

11.8 Expulsion of a member may be decided by executive committee in a case any member of the society is convicted of action in contravention to the bye-laws.

11.9 In the meeting of society, each member present shall have one vote. Voting may be by raising hand or secret ballots. In such meeting, the postal ballot will also be taken into consideration before deciding the issues.

12 Financial Management -Funds of the Association

12.1 Membership Fees, Donation, Contribution received from Members, well wishers, Philanthropists and the proceeds from various activities.

12.2 The property that are obtained in the form of charities and from the donors.

12.3 Financial assistance from the State. Central Government and aboard .

12.4 These accounts of the society shall be maintained regularly. A Chartered Accountant approved in the AGM shall duly audit the accounts. Every year the account shall be closed by the 31st March.

12.5 The benefits of the society shall be open to all the members irrespective of Caste, Creed or Religions.

12.6 The funds and the income of the society shall be solely utilised for the achievement of its objects and no portion of it shall be utilised for payment to the members by way of profit, interest, and dividend etc.,

13 Disputes

13.1 All unresolved disputes shall be referred to patrons and their decision shall be final and binding on all parties.

14 Dissolution Clauses

14.1 In the events of the dissolution or winding of the society, the Assets remaining as on the data of dissolution shall under no circumstances be distributed among the members of the executive committee but the same shall be transferred to SIET, Tumkur-572106.