

मदन मोहन मालवीय प्रौद्योगिकी विश्वविद्यालय  
गोरखपुर।

अधिसूचना

विषय : Malviya Alumni Association के बाई-लाज में संशोधन के प्रस्ताव पर विचार एवं अनुमोदन।

प्रबन्ध बोर्ड की दिनांक 16 अक्टूबर, 2025 को सम्पन्न हुयी बैठक 2025/05 (संख्या 57वीं) के मद संख्या 2025/05.19 के अन्तर्गत प्रस्तुत उपरोक्त विषयक प्रस्ताव पर प्रबन्ध बोर्ड का निर्णय एतद्द्वारा निम्नवत् अधिसूचित किया जाता है :-

“ माननीय प्रबन्ध बोर्ड द्वारा विश्वविद्यालय के पुरातन छात्रों के सम्बन्ध में गठित Malviya Alumni Association के बाई-लाज में कतिपय संशोधन प्रस्ताव का अवलोकनोपरान्त अनुमोदन प्रदान किया गया। ’

ह0/-


कुलसचिव एवं  
सचिव, प्रबन्ध बोर्ड

पृसं0/ मा0प्रौ0वि0/कुस0का0/ 615 /2025

दिनांक: 27 अक्टूबर, 2025

प्रतिलिपि निम्न को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित:-

- 01 अधिष्ठाता, विस्तार, क्षेत्र गतिविधि एवं पुरातन छात्र सम्बन्ध।
- 02 सचिव, मालवीय एल्युमनार्ई एशोसिएशन।
- 03 वित्त नियन्त्रक।
- 04 वै0स0 कुलपति को माननीय कुलपति महोदय के सादर अवलोकनार्थ।

  
कुलसचिव एवं 27.10.25  
सचिव, प्रबन्ध बोर्ड

**MADAN MOHAN MALAVIYA UNIVERSITY  
OF TECHNOLOGY ALUMNI  
ASSOCIATION**

**Memorandum, Rules, Regulations and  
Bye-Laws**

**Madan Mohan Malaviya University of Technology  
Gorakhpur – 273010 (U.P.) - INDIA**

May, 2025

# MMMUT ALUMNI ASSOCIATION GORAKHPUR

## Memorandum

- 1 Name: “MMMUT Alumni Association” hereinafter referred to as Malaviya Alumni Association (MAA).
- 2 **The Registered office:** The registered office of the Association shall be located in the campus of Madan Mohan Malaviya University of Technology, Distt. Gorakhpur- Uttar Pradesh.
- 3 **Jurisdiction:** The Association shall have jurisdiction all over the world wherever MMMUT Alumni resides.
- 4 **The Aims and Objectives:**
  - a) To promote and foster mutually beneficial interaction between the Alumni and the Alma Mater. To encourage the formation of local chapters to increase participation of Alumni.
  - b) To encourage the Alumni to take abiding interest in the progress and development of the Alma Mater.
  - c) To undertake activities of nation building including those of charitable nature.
  - d) To undertake all such lawful activities which are conducive to the attainment of the above objectives.
  - e) To generate corpus at the Madan Mohan Malaviya University of Technology (MMMUT) for creating better residential /educational/recreational facilities for the University Community.
  - f) To exchange professional knowledge, organize technical conferences, seminars workshops & training courses.
  - g) To provide a vibrant forum that promotes interaction and networking among alumni of the erstwhile Madan Mohan Malaviya Engineering College (MMMEC) and presently Madan Mohan Malaviya University of Technology (MMMUT).
  - h) To help alumni in achieving their professional and social goals.
  - i) To help alumni in their hour of need.
  - j) To contribute to the University’s vision of being recognized among the world’s leading premier institutions in academics, research, outreach, innovation etc.
  - k) To function on charitable basis, and to run the Association on ‘no profit no loss’ basis.
  - l) To promote best practices in different areas of science, technology, humanities and social sciences for the benefit of the society, especially weaker sections.
  - m) To create awareness about the University and its alumni in the public.

- n) To support deserving students financially and otherwise.
- o) To assist deserving students from the weaker section of the society financially and otherwise.

## MMMUT ALUMNI ASSOCIATION GORAKHPUR

### Rules and Regulations

#### (1) Definition

- (a) **"Association"** means the Association of alumni of Madan Mohan Malaviya Engineering College/ Madan Mohan Malaviya university of Technology, referred as Malaviya Alumni Association (MAA).The University means Madan Mohan Malaviya University of Technology, Gorakhpur- (UP).
- (b) The "General Body" means the General Body of the Association.
- (c) The "Executive Committee" means the Executive Committee of the Association.
- (d) Alumnus/Alumnae means an ex-student who has obtained a degree/diploma from the Madan Mohan Malaviya University of Technology and/or erstwhile Madan Mohan Malaviya Engineering College. Gorakhpur (UP) and teaching staff as described in Para 2(b) below.
- (e) The financial year of the Association shall be reckoned from 1<sup>st</sup> April to 31<sup>st</sup> March of the following year.

#### (2) Membership

The following shall be eligible for the Life Membership of the Association

- (a) All Alumni of the Madan Mohan Malaviya University of Technology and erstwhile Madan Mohan Malaviya Engineering College, Gorakhpur (UP).
- (b) Principal/Vice Chancellor and all the members of teaching staff having minimum **Three** years experience in the earstwhile Madan Mohan Malaviya Engineering College/Madan Mohan Malaviya University of Technology.
- (c) All existing life members will continue to be the members of the Association.
- (d) **Subscription:** The rates of subscription for life membership at the time of application shall be as follows, which may change with the approval of the University: (i) Rs. 5000.00 for Alumni living in India and teachers. (ii) US \$ 200.00 for overseas Alumni. (iii) Rs. 1000.00 for passing out students.

#### (3) Cessation of Membership

A member of the Association shall cease to be such a member if he/she resigns from his/her membership or is of unsound mind or is convicted by a court for any offence involving moral conduct or on termination of the membership by the Executive Committee for compelling reasons.

#### **(4) Organization of the Association**

- 4.1 **The Chief Patron** - The Vice Chancellor of the Madan Mohan Malaviya University of Technology will be the Chief Patron of The Association.
- 4.2 **The Patron-Dean-Alumni Relations** will serve as the patron of Malaviya alumni Association.
- 4.3 **General Body**-There shall be a General Body of the Association consisting of all members.
- 4.4 **Executive Body**-There shall be an Executive Committee to manage the affairs of the Association
- 4.5 **Local Chapters**-There may be Local Chapters of the Association in various cities in India and abroad.

#### **(5) General Body**

- 5.1 The General Body of the Association shall hold an Annual General Body Meeting at least once a year and not more than 18 months shall elapse between two successive Annual General Body Meetings.
- 5.2 A notice of clear **15** days shall be given to the members before convening an Annual General Body Meeting.
- 5.3 The Secretary shall upon being requested in writing by the two-third members of the Executive Committee or by at least 100 members of the Association, call an Extraordinary General Meeting (EGM) for which at least 15 days' notice along with agenda shall be circulated to all the members.
- 5.4 Fifty members present in person shall form a quorum for any meeting of the General Body. If the meeting is adjourned after 15 minutes for want of quorum, the meeting shall again take place after 30 minutes of adjournment to transact the same business and the members present shall form the quorum.
- 5.5 The duties of the General Body shall be:
  - a. To set guidelines for the Executive Committee so as to achieve the aims and objectives of the Association.
  - b. To consider and adopt the Annual Report and Audited Accounts of the Association.
  - c. To approve the budget for the following year.
  - d. To appoint Auditors.
  - e. To appoint legal advisors, if required.
  - f. To honor the distinguished Alumni.
  - g. To elect office bearers and members of the Executive Committee.
  - h. To transact any other business with the permission of the President in Chair.
  - i. To sanction and approve the Executive Committee's decision to appoint staff for managing

the affairs on such terms and conditions as may be considered necessary.

- j. To delegate powers to Office Bearers and other Members of the Executive Committee.
  - k. To accept resignation of a member of the Association.
  - l. To accept resignation of any of the Office Bearer or other member, whether elected, nominated or ex-officio of Executive Committee.
  - m. To create, support and promote Local Chapters of the Association in India and abroad,
  - n. To acquire in the name of the Association by gift, purchase, exchange, lease on hire or otherwise any kind of land and building,
  - o. To build, construct and maintain buildings of the Association.
  - p. To collaborate with any association, society or institution having object similar to those of this Association or which may be useful in realizing the objectives of this Association provided, it does not infringe the interest of Madan Mohan Malaviya University of Technology and approval is sought for the same from the University.
  - q. To participate and/or enter into contracts on behalf of the Association and to vary and rescind such contracts,
  - r. To delegate any of the powers of the Executive Committee to any officer or sub-committee or committee.
  - s. To appoint any committee or sub-committee, consisting wholly or partly of members of the Association and may delegate any of its powers to such a committees or sub-committee and prescribe its terms of reference.
  - t. To decide on criteria to identify “hour of need” for and procedure to help alumni in such “hour of need” to set up a committee of not less than seven members to take decision in this regard.
  - u. To decide the criteria for needy student of the University for any support.
- 5.6 All the resolutions put to vote at the General Body shall be decided by a majority vote (unless otherwise provided) on a show of hands. In case of equality of vote, the President in Chair shall have the casting vote.
- 5.7 The Returning Officers/Search Committee for the elections shall be appointed by the Chief Patron based on the recommendation of the Patron. These officers shall be responsible for conducting the election process in accordance with the bylaws here in.
- 5.8 Venue- Unless otherwise decided by the Executive committee all AGBMs/EGBMs shall be held in the University.

## **(6) Executive Committee**

### **6.1.**

#### **A). Office Bearers (8)**

##### **(i) President**

|                                               |   |
|-----------------------------------------------|---|
| (ii) <b>Vice President</b>                    | 2 |
| (a) Vice President (From MMMUT)               |   |
| (b) Vice President from outside of MMMUT      |   |
| (iii) <b>Secretary (From MMMUT Gorakhpur)</b> | 1 |
| (iv) <b>Joint Secretary</b>                   | 3 |
| (a) Industry                                  |   |
| (b) Student Relation (from MMMUT Gorakhpur)   |   |
| (c) Alumni Relation                           |   |
| (v) <b>Treasurer (From MMMUT Gorakhpur)</b>   | 1 |

#### **B. Ex-Officio Members (4)**

- |                                                                                                                                                            |   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| (i) Dean of Extension, Field Outreach and Alumni Relations or any other Dean designated by Vice Chancellor to look after alumni affairs of the University. |   |
| (ii) Immediate past President                                                                                                                              | 1 |
| (iii) Immediate past Secretary                                                                                                                             | 1 |
| (iv) Gorakhpur Chapter Chair                                                                                                                               | 1 |

#### **C. Members (13)**

- (i) B.Tech-III & IVth year student Members (1 Girl & 1 boy from B. Tech-IIIrd year and 1 Girl & 1 boy from B. Tech-IVth year).
- (ii) Four Chapter Chairs (Three from India and one from overseas)
- (iii) Five Advisors (alumni members having 15 or more years of experience and nominated by Vice Chancellor, MMMUT. Proper representation from different geographical regions and organizations should be considered).

#### **D. Co-opted members (5)**

Executive Committee can co-opt up to 5 members as per need. These members will not have voting rights.

### **6.2 Election of the Executive Committee**

- (a) At least **25%** office bearers of the Executive Committee shall be nominated by President/Chief Patron from amongst the Previous Executive Committee Members.
- (b) Student Members (3<sup>rd</sup> year and 4<sup>th</sup> year) are nominated by Chairman, Council of Student Activities of MMMUT and advisors are nominated by Chief Patron-MAA
- (c) All the members other than co-opted members will have equal voting rights.
- (d) The term of office bearers shall be of **TWO** years and members will be for one year.

6.3 The Executive Committee will meet at least every three months, but the Secretary with the permission of President, can call an emergent meeting at any time. Online facilities can be used for those members unable to attend physically.

6.4 A notice of 15 days shall ordinarily be given to members for convening an emergent meeting.

6.5 The quorum for the Executive Committee meeting shall be Eight of its' officials. In case there is no

quorum, it shall be adjourned and reconvened after 15 minutes, the number of members present will form the quorum.

- 6.6 The Executive Committee shall have all the powers with regard to management and promotion of objectives of the Association according to directives, if any, of the General Body.
- 6.7 The Executive Committee shall frame Bye-laws in accordance with the Rules and Regulations, which shall be ratified by the General Body later on.
- 6.8 The Executive Committee shall manage the affairs of the Association by simple majority vote in the Committee Meeting provided that in case of tie, the President shall have the casting vote.

## **(7) Local Chapters**

- (i) The relationship of the parent Association with the Local Chapters will be governed by bye-laws of the Association.
- (ii) The Executive committee of MMMUT Alumni Association may recognize a Local Chapter of the Association in any city provided it has 20 members enrolled and constituted as per the procedures described.
- (iii) The Local Chapters shall not be normally, under the financial control of the Parent Association at Gorakhpur.
- (iv) The Local Chapters should normally hold activities pertaining to their jurisdiction only. The jurisdiction of Local Chapters will be defined by the parent body from time to time.
- (v) The procedure for issuance of the No Objection Certificate (NOC) by the University for the formation of local chapters of the Alumni Association is provided in Annexure-1 of this bylaws.

## **(8) Responsibilities and duties of the office bearers**

### **8.1 President**

The President shall preside over Executive Committee and General Body meetings. He/She shall have all the powers for the management and promotion of the objectives of the association. In case of tie between members present in a meeting of General body and Executive committee on any agenda issue, the President or in his absence Vice President or any other person, who is presiding the meeting in his/her place, shall have the right of casting the vote. In case of any ambiguous interpretation given by the Executive Committee/General Body, 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 Bye-Laws of the Association for the purpose of conducting the meeting and deciding the question arising at such meeting.

### **8.2 Vice President**

The President may assign any responsibility to Vice Presidents. In the absence of President, one of the Vice President (India) shall preside over meetings of the Executive Committee / General body. He/She shall render advice to the Executive Committee with regard to promotion of the objectives of the Association.

### **8.3 Secretary**



- 8.3.1 The Secretary shall be responsible for the maintenance of the minutes of the meetings/records of the Association.
- 8.3.2 The Secretary shall attend to all the activities as approved by the Executive Committee.
- 8.3.3 The Secretary shall be responsible for carrying out all correspondence and preparation and distribution of all publications and souvenirs of the Association.
- 8.3.4 After holding Annual General Body Meeting, the Secretary shall file the following information with the Registrar of societies.
  - List of names, addresses and occupation of the members of the Executive Committee.
  - An annual report of the previous year.
  - Certified copies of the balance sheet and the auditor's report.

#### **8.4 Treasurer**

The Treasurer shall advise the Executive committee on financial matters, supervise all financial transactions and cause to maintain and supervise account records of the Association. In particular, he shall deal with or take action on the following:

- All financial transaction.
- Receipts and Expenditure of the Association.
- Sign all cheques with Secretary or with President.
- Collection of grants and donations received by the Association.
- Compilation of Statements of Accounts.
- Audit of accounts and making all records available for the scrutiny, to the auditor.
- Presenting Annual Accounts and Audit Report before the Executive Committee and in the Annual General Body (AGBM).
- Ensure that all account books are maintained properly and are up to date.
- Make investment by way fixed deposits in banks in consultation with Secretary and President.
- Filing in consultation with Secretary, returns under the Income Tax Act, Foreign Exchange regulation Act and any other prevailing law.
- Ensure that all the due payments are made to the Association and issue all necessary receipts.
- Keep the Executive Committee informed of the financial condition of the Association.

Treasurer shall keep the books of accounts of the Association. He will collect all dues and claims on behalf of the Association and assist the President and Secretary in ensuring budgetary grants are correctly utilized. In addition, he will liaise with the bankers and the Auditors of the Association.

#### **8.5 Joint Secretary**

- The Joint Secretaries shall assist the Secretary in the management of the activities of the Association.
- The Joint Secretary students/Alumni shall act as the Secretary, in the absence of the Secretary.

### **8.6 Role Dean-Alumni Affairs (Patron)**

The Dean Alumni Affairs or any other Dean designated by Vice Chancellor to look after alumni affairs of the University in the Executive Committee shall be responsible for ensuring that the activities of the Alumni Association are in accordance with the prescribed vision / mission / objectives of the University. He/She shall have the Special Power of veto any resolution being passed by the Executive Committee and the decision taken by the Vice Chancellor shall be final and binding on the Alumni Association.

### **(9) Amendments**

- Any provision of this by-laws can be amended by a two third majority of those alumni members present and voting in General Body Meeting. The quorum for such a Meeting will be 25 members. The proposal to amend the by-laws shall be at the instance of the signed requisition by at least 50 alumni with proper justification.
- Notice of the proposed amendments shall be furnished to the Secretary at least 30 days before the date at which it is proposed to consider the amendments. Such a notice will contain details of the Rule (s) desired to be amended, the proposed text of the changed rule and the reason for seeking the amendment. The latter is meant as a guide for any deliberation at the General Body Meeting. Upon the receipt of a requisition for amendment the Secretary shall issue notice to every member for the meeting, at least 21 days before the scheduled date. Mandate for amendments can be sought by circulation or e-mode also in the eventuality of non availability of sufficient members in GBM.
- Bye laws will be framed by the Executive Committee and can be amended by the General body. All amendments should be approved by the Board of Management of the University, however in the event of emergent situation and delay in holding of Board of Management these may be implemented with the approval of the Vice Chancellor and ratified by Board of Management subsequently.

### **(10) Finances and Accounts**

- 10.1 The Association shall raise funds for pursuing the objectives of the Association through:

- (a) Subscriptions from the members - The rate of subscription shall be governed by the Bye-Laws of the Association. The membership fee from the passing out students will be collected by the University.
  - (b) Money donated by the members.
  - (c) Any other source approved by the Executive Committee.
- 10.2 The accounts of the Association shall be maintained in any scheduled nationalized Bank at Gorakhpur into which all subscriptions, donations and other income shall be credited.
- 10.3 Financial year of the Association shall be from April 1<sup>st</sup> to March 31<sup>st</sup> of the following year.
- 10.4 The funds of the Association may be invested in the form of FDs in nationalized bank situated at Gorakhpur.
- 10.5 Withdrawals from the invested funds shall be made only with the approval of the Executive Committee to be ratified by the General Body later on.
- 10.6 All investments of the funds of the Association, including receipts of deposit and all deeds and documents relating to any of the properties of the Association, shall be kept for safe custody with the Secretary or with a bank as approved by the Executive committee.
- 10.7 Subject to the conditions, if any, the Secretary and Treasurer shall deal with and dispose of all properties, whether movable or immovable, and the income thereof in accordance with the direction of the Executive Committee evidenced by a resolution and not otherwise.
- 10.8 Subject to the approval of the Executive committee evidenced by a resolution thereof, all documents whether relating to any immovable or movable property, whether made over to the Association or belonging to the Association including Agreements, Conveyances, Mortgages, Deeds of gifts or leases shall be in the name of the Association and executed by the Secretary or any other Office Bearer authorized by the Executive committee.
- 10.9 The Office Bearers shall be respectively chargeable only for such properties, money, funds, securities, or any other property as they shall respectively receive notwithstanding their signing any receipt for the sake of conformity and shall be answerable and accountable only for their own acts and defaults and not for those of any other members or any other banker, broker, auctioneer, agent or person with whom or into whose hands the money or securities of the Association may be deposited, for the insufficiency or deficiency or any funds or securities and for any other loss under the same, except when it happens through their own dishonesty or willful default respectively.
- 10.10 None of the Office Bearers and Members of the Executive committee shall be entitled to stipend, salary and pay from the Association. However, they shall be entitled to reimburse

themselves or pay and discharge out of the Funds of the Association expenses incurred and payment made by them in or about execution of the objectives of the Association or in relation thereto with the approval of the President.

10.11 The funds of the Association shall be operated jointly by any two of the following office bearers: the President, the Secretary, and the Treasurer, subject to the general approval of the Executive Committee.

- a) All cheques up to ₹50,000 (Rupees Fifty Thousand) shall be signed by any two of the President, Secretary, and Treasurer.
- b) For amounts exceeding ₹50,000 and up to ₹1,00,000 (Rupees One Lakh), the signatures of any two among the President, Secretary, and Treasurer shall be required, along with the prior approval of the Patron.
- c) For amounts exceeding ₹1,00,000 (Rupees One Lakh), the signatures of any two among the President, Secretary, and Treasurer shall be required, along with the prior approval of the Chief Patron.

10.12 None of Office Bearers and Members of the Executive committee shall be entitled to stipend, salary and pay from the Association. However, they shall be entitled to reimburse themselves or pay and discharge out of the Funds of the Association expenses incurred and payment made by them in or about execution of the objectives of the Association or in relation thereto with the approval of the President.

#### **(11) Audit of Accounts**

The accounts of the Association shall be audited once a year by a Chartered Accountant to be appointed by the General Body.

#### **(12) Suit and proceedings by and against the Association.**

The Association may sue or be sued in the name of Secretary.

12.1 No suits or Proceedings shall fail by reason of any vacancy or change in the holder of office of the Secretary.

12.2 Every decree or order against the Association in any suit or proceeding shall be executable against the property of the Association and not against the persons or the property of the President, Working President, Secretary or any other office bearer.

12.3 Nothing herein shall exempt the President, Working President, Secretary or other office bearers of the Association from any criminal liability under the act or entitle him/her to claim any contribution from the property of the Association in respect of any claim paid by him on

conviction by the criminal court.

12.4 No member of the Association shall be sued or prosecuted by the Association except for any injury or loss damage, detention or destruction of any property of the Association.

### **(13) Records of the Association**

13.1 The following records shall be maintained in the office of the Association:

- (a) Roll of Membership.
- (b) Minutes of the Executive Committee Meetings.
- (c) Minutes of the General Body Meetings.
- (d) Stock Register of non-consumable and consumable items.
- (e) Cash Book and Ledger.
- (f) Receipts and vouchers.
- (g) All publications, reports and souvenirs of the Association.
- (h) All documents as required by law under Societies Regulation Act 1860.
- (i) Any other relevant record.

13.2 These records shall include details of all sums of money received and the sources thereof, and all the sums of money spent and the purpose.

13.3 Every member of the General Body shall have the right of inspection of records of the Association during the office hours.

13.4 The weeding out of the archival records will be done in accordance of the rules of the University.

### **(14) Winding up of Association**

The winding up of the Association shall be carried out as per section 13 & 14 of the societies Regulation Act 21 of 1860. In view of the incorporation of the Association being approved by the University, the assets and funds available with Association shall automatically be assets and funds of the University, in the event of winding up of Association.

## **15. Election of Office Bearers and Members of The Executive Committee**

- (a) The terms of office bearer shall be of TWO years.
- (b) The term of the new Executive Committee shall commence on the day the newly elected body

officially assumes charge from the outgoing committee. The outgoing officers shall continue in their roles until their duly elected, nominated, or co-opted successors assume office. However, no officer shall serve in the same position for more than two consecutive terms.

( c ) **A three-member Search Committee (also referred to as Returning Officers), appointed by the Chief Patron, shall be responsible for managing the nomination and election process for the Executive Committee positions. The Search Committee shall initiate the process by issuing an open call for nominations to the General Body. The committee shall screen, and shortlist candidates based on predefined eligibility criteria, including:**

- **Active involvement in alumni activities**
- **Demonstrated leadership capabilities**
- **Ethical conduct**
- **Commitment to the core values of the Association**

**The committee shall ensure that all shortlisted candidates have provided written confirmation of their willingness to serve, if elected. The Search Committee shall provide the slate for.**

- **President**
- **Vice Presidents**
- **Secretary**
- **Joint Secretaries**
- **Treasurer**

(d) If there is only one valid candidate per position, the candidate shall be declared elected unopposed at the AGM.

( e ) If there are multiple candidates for any position, a secret ballot election shall be conducted under the supervision of search committee during the AGM, most probably at the day of alumni meet conducted every year.

(c) Election results shall be announced during the Annual General Meeting (AGM). The Secretary shall subsequently notify the final list of office bearers, subject to final approval by the Chief Patron (Vice Chancellor). In the event of any dispute, the Chief Patron shall serve as the supreme authority, and his decision shall be final and binding on all members of the General Body.

(d) The timeline for this procedure is as follows:

|                                          |                                             |
|------------------------------------------|---------------------------------------------|
| <b>Constitution of Search Committee:</b> | <b>No later than October 1.</b>             |
| <b>Declaration of Nominee:</b>           | <b>No later than October 30</b>             |
| <b>Declaration of Result:</b>            | <b>At the day of AGM/day of Alumni meet</b> |
| <b>Final notification by Secretary:</b>  | <b>After approval from Chief Patron</b>     |

- (e) A plurality of the votes cast shall be necessary for election.
- (f) Any vacancy that may arise in the Executive Committee may be filled in by the remaining committee members.
- (g) Any member of the Executive Committee being absent for three successive meetings without proper cause shall cease to be a member of the Executive Committee.
- (h) The Executive Committee in its meeting shall consider the entire question effecting business that may be of interest to the members of the Association and they shall inform and circulate any information, which may be of use to the members.

**Resignation by Members of Executive Committee :**

A member of the Executive Committee may render resignation to the President or Secretary which shall be placed before the Executive Committee in its meeting, who shall be competent to take decision in the matter. As soon as resignation is accepted, the concerned member shall cease to hold office.

**Executive Committee Member Position Falling Vacant:**

1. If office of any Officer Bearers other than that of President and nominated/elected Member of the Executive Committee falls vacant after it has been filled, the Executive Committee shall be competent to make appointment against the vacancy subject to the conditions specified in Clause- 7 of the by-laws of the Association.
2. However, in case of office of President falling vacant due to any reason and the tenure left is more than six months; it shall be filled by way of nomination in accordance with the procedure given in the by-laws. In other circumstance, the Vice President from MMMUT/Local shall be appointed as President for the remaining term. The office of the Vice- President so falling vacant shall be filled up out of from the members of the Executive Committee. The office of Member that has fallen vacant shall be filled by the Executive Committee. Executive Committee has right to co-opt the members and select the chapter chairs in its first meeting.

**Amendment in By-Laws of Association**

1. Any amendment in By-Laws of the Association shall be made by General Body in its Extraordinary General Body Meeting (EGBM) or in its Annual General Body Meeting (AGBM), convened in accordance with By-Laws, if Executive Committee proposes such amendment. Notwithstanding provision of any By-Laws, amendment to By-Laws shall require voting by minimum of one hundred alumni and the motion shall deem to be passed if supported by a simple majority.
2. Notwithstanding the provisions of above By-Law (i), the Executive Committee may provisionally amend any of the By-Laws, effective immediately upon approval by at least two-third of the votes cast by the members in its meeting in which quorum shall be nine members. However, the

provisional amendment should be brought to the General Body in accordance with the By-Laws above for approval or ratification by General Body within six months and before the end of the term of the Executive Committee. All provisional amendments of By-Laws shall be notified to members of the general body immediately upon the decision of the Board of Management.

3. In view of Association, being approved by the University, it shall be binding to get all amendments approved by the Board of Management of the University, however in the event of emergent situation and delay in holding of Board of Management these may be implemented with the approval of the Vice Chancellor and ratified by Board of Management subsequently.

### **Dissolution:**

1. Not less than two-third of the members of General Body in Extraordinary General Body Meeting (EGBM) shall determine whether the Association be dissolved, forthwith or at any further time agreed upon.
2. If on the dissolution of the Association, there remains after the satisfaction of its debts and liabilities, any property or funds, whatsoever, the same shall not be paid or distributed among the members of the Association or any of them but shall be given to a similar Association of the alumni of the University or the University, if there is no Association in existence.
3. Board of Management of the University reserves the right to de-recognize the M.A.A. in case it finds that the activities of the Alumni Association are not in coherence with the objectives of the University and are found to be detrimental for the University

### **Indemnity:**

Every member of the Executive Committee shall be indemnified out of funds of the Association against all losses and expenses incurred in the bonafide discharge of his/her duties, except when it happens through his/her own willful neglect or dishonesty or malafide intention while discharging his/her duties or action resulting from willful disobedience of the law, bad faith or gross negligence.

No member shall have more than one vote at any of the meetings of the Association or its committee or sub-committee. However, in the meeting of the General Body, Executive Committee or any committee or sub-committee, the President or Chairman shall have a casting vote.

An Office Bearer, Elected Member, Nominated Member and Ex-officio Member of the Executive Committee shall be deemed to have vacated office if he/she is adjudicated or adjudged insolvent or is convicted by a court of law in any country for any offence involving moral turpitude or becomes of



unsound mind or physically unfit or unable to act as such. The office so fallen vacant shall be filled up in accordance with By-Laws.

In case of any dispute arising between the Association and the other party, the provisions of Arbitration Act shall apply.

**Application of Act –**

The provisions of the Societies Registration Act, 1860 and rules made there under, as amended from time to time, shall apply to this Association after its registration under the said Societies Act.

These By-Laws shall come in effect after it is approved by Board of Management and notified by the Secretary. However, the existing Executive Committee shall continue to function till its term is over or the new Executive Committee takes over.

**Certificate -**

Certified that this is the correct copy of the By-Laws of the Society.

## Annexure-1

# Procedure for Issuance of No Objection Certificate (NOC) by the University for Formation of Local Chapters of Alumni Association

## 1. Objective

To establish a transparent and standardized procedure through which the university grants a No Objection Certificate (NOC) for the formation of Local Chapters of its Alumni Association, ensuring alignment with institutional values, regulations, and branding.

## 2. Scope

This procedure applies to all alumni groups proposing to establish a Local Chapter of the University Alumni Association in any geographical region, both within and outside the country.

## 3. Authority and Oversight

The issuance of NOC shall be authorized by the **Office of the Registrar**, in coordination with the Dean of **Alumni Affairs Office** and the **Malaviya Alumni Association Executive Body of the University**.

## 4. Eligibility Criteria

To be eligible for a NOC, the applicant alumni group must:

- Consist of at least **20 alumni** of the university residing in the proposed region.
- Have a clear **purpose and plan** for alumni engagement aligned with the university's vision and mission.
- Not duplicate local chapter in the same region.
- Submit a list of at least **five active alumni** willing to serve as provisional office bearers.

## 5. Application Procedure

### Step 1: Application Submission

The alumni group shall submit a formal request to the **Secretary, Malaviya Alumni Association**, including:

- Cover letter requesting the NOC, signed by lead alumni representatives.
- List of proposed members and office bearers (with graduation years, programs, contact details).

- Draft Constitution/Bylaws of the proposed chapter (aligned with central alumni association).
- Proposed name of the chapter will be as follows.....Malaviya Alumni Association (Region name) Chapter ie. Malviya Alumni Association Lucknow chapter.
- Minutes of the preliminary meeting held to initiate chapter formation.

### **Step 2: Preliminary Scrutiny**

The Office of Dean Alumni Affairs in association with Malaviya Alumni Association shall:

- Verify alumni identities through the alumni database.
- Confirm there is no existing chapter in the proposed region.
- Evaluate the submitted Constitution and proposed objectives for alignment with university values.

### **Step 3: Recommendation**

The Office of Malaviya Alumni Association will forward the application to Dean of Alumni Affairs to prepare a formal recommendation to the **Registrar** or **Competent Authority**, including:

- Compliance checklist.
- Recommendation for issuance or denial of NOC.

### **Step 4: Approval and Issuance**

- Upon approval by the competent authority, a formal **No Objection Certificate** shall be issued on university letterhead by Registrar of University.
- The NOC will specify:
  - Name of the approved chapter.
  - Authorized region of operation.
  - Period of provisional recognition

## **8. Revocation Clause**

The university reserves the right to **withdraw the NOC** at any time if the chapter:

- Violates university policies or alumni association constitution.
- Engages in misconduct or misuse of the university's name.
- Fails to submit periodic reports or coordinate with the central body.