



# MITS



**MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE**  
(UGC-AUTONOMOUS INSTITUTION)

Affiliated to JNTUA, Ananthapuramu & Approved by AICTE, New Delhi  
Madanapalle-517325, Annamayya Dist., Andhra Pradesh

# ALUMNI POLICY



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# ALUMNI POLICY OF MITS, MADANAPALLE

(UGC-AUTONOMOUS)

## ➤ VISION

To foster campus tradition and perpetuate a passion for life-long involvement of alumni with Madanapalle Institute of Technology and Science (MITS) in the advancement of the institute excellence.

## ➤ MISSION

**M1:** To encourage alumni to be stewards and participants in the MITS Community through service and leadership.

**M2:** To network the alumni with students at MITS to brightening the opportunities in the terms of placement, innovation, entrepreneurship and research.

## RULES AND REGULATIONS OF THE ASSOCIATION

**I. NAME OF THE SOCIETY:** MITS ALUMNI WELFARE ASSOCIATION

**II. OFFICE ADDRESS:** D.No. 15-5-5, RRN Colony, Madanapalle (P & M) - 517325, Chittoor District., A.P.

**III. RULES & REGULATIONS:**

### A. JURISDICTION:

The Society Auto Stand shall function initially in Madanapalle Mandal, Chittoor district. The Registered office of the above society shall for time being located at D.No. 15-5-5, RRN Colony, Madanapalle (P & M) - 517325, Chittoor District, A.P., India and will be extended activities to any other State, District or Places in India.

### B. MEMBERSHIP & MEMBERSHIP FEE:

**Membership:** The membership shall be open belongs to all community people who have completed 18 years of age and who fulfils the terms and conditions of the society.

- 1) He/She is an Indian Resident.
- 2) His/Her written application in the prescribed form for membership be approved by the majority of the executive members.
- 3) He/She has paid his annual subscription.
- 4) He/She is not criminal convicted for moral turpitude.
- 5) He accepts the aims and objectives of the society.

- 6) He/ She agrees to evade by the Rules and Regulations laid down by the Constitution. g. He/She must be alumni of MITS.

**Membership Fee:**

1 Life member Rs. 1000/-

2 Annual member Rs. 500/-

The person who does not renew his membership before the end of the year automatically ceases to be a member without any notice No member shall be entitled to vote whose Subscription shall have been in arrears for a period of exceeding three months. The society shall maintain a roll of members and the name of every member shall be entered in the register obtaining their address and occupation.

**C. ADMISSION:**

The person who desires to be a member of this society has to approach the governing body and pay Rs.500/- as admission fee to the treasurer.

**D. RESIGNATION:**

A Member may resign this membership by a notice in writing addressed to the President of the society provide however, that a resigning member shall be liable to pay the subscription due for the year in which the notice of resignation is received together with arrears of subscription etc.

**E. RE-ADMISSION:**

Any person who has resigned or been removed of the members from the membership of the society may at any time be re- admitted at the discretion of the board one fresh application being made therefore and on the payment of arrears any in full members so re-admitted shall be treated as new members for the purpose of rules of election this society.

**F. REMOVAL OF MEMBERS:**

Any member who is in arrears of subscription shall be removed from the rolls list of membership with due notice by the Secretary she will how ever be admitted only on the payment of all the arrears due by him / her. Any member who is of unsound mind, and who is the view of the directions conducts himself/ herself in a way which is prejudicial and detrimental to the interest of the society shall be liable to be remove by the Members from membership subscriptions will not be refunded.

**G. RIGHTS AND PRIVILEGES OF THE MEMBERS:**

All the members shall be entitled to be elected the Members of the society and to vote. Every members of the society shall have one vote only. Any membership of the society

shall submit resignation in effect to the Secretary which resignation will be considered by the board in the soon as possible and on its acceptance by the board, the members will cease to be a member of the society from the date of the meeting.

#### **IV. MANAGEMENT OF THE AFFAIRS OF THE SOCIETY:**

The Executive Body shall consist of 10 Members.

**1. Hon'ble President 2. President 3. Vice President 4. Secretary 5. Joint Secretary 6. Treasurer 7. EC Member 8. EC Member 9. EC Member 10. EC Member.**

They shall be elected by the general body at its annual meetings when due according to the rules & regulations of this society The members of the board shall hold office ordinary for a period of one year or until their successors are elected But the first members of the governing body as noted in the memorandum of society will have to remain in office for a period of 5 years commencing from the date following registration of this society by the district registrar of assurances, Chittoor under the provisions of the societies registration act 1860 - Central Act No XXI 1860.

#### **V. GENERAL BODY:**

All the ordinary members of the Society who are on rolls are considered to be the general duty. The general body shall meet at least once in a year for the month of April 5th to 10th of every year. The general body meeting will be held once in a year with a prior notice of 15 days. In case of any kind of emergency the general body will be held at any time either with the ruling of the Secretary or at the request of 1/3 members of the general body as so desire for it.

- 1) To elect executive body or functions managing committee.
- 2) To pass budget for ensuring year and approve the expenditure statement of the previous year
- 3) To approve the report of the activities of the society
- 4) To appoint Auditor
- 5) It shall have the power to amend to make rules in good faith.

#### **VI. MEETING:**

- 1) The general by shall meet once in the year in the month of May.
- 2) Extra ordinary meetings of the general body may be converted at any time when called for by the executive body within 7 days' notice to all members.
- 3) The executive body will meet once in a month or earlier if there is need for.

#### **VII. QUORUM:**

The quorum for both general body and executive body shall be 1/3rd present for voting.

#### **VIII. POWERS AND FUNCTIONS OF THE OFFICE BEARERS:**

1) **PRESIDENT:** The President shall preside over the meetings, annual general body meetings and extra-ordinary general body meetings of the society and shall exercise over all control over the affairs of the society in the absence of the President the Secretary shall preside over the meetings or in the absence of the President the secretary shall preside over the meetings in case of the votes for and against on a particular issue are equal the President shall exercise his casting vote. He shall have power to pay all rates rents and salaries with the approved budget. He shall look after the day to day administration of the association. He can sanction expenditure to the extent of Rs 1000 Rupees one thousand only or more at a time in a year subject to the subsequent sanction of the governing body.

a) **The President shall operate bank account jointly with the Treasurer.**

To open bank account with any nationalized bank with the permission of President.

2) **VICE PRESIDENT:** He shall assist the president in discharging his duties in the absence of the President he shall perform the duty of the President as entrusted by him.

3) **SECRETARY:** He is the Executive Office of the society and custodian to all records relating to the society and correspondent on behalf of the society. He has to take on records of all minutes of the society to convey both the bodies of the society. He guide the treasurer in preparing the budget and expenditure statement of the society. He will be responsible to get the accounts audited and also to prepare the budget for the ensuing year he can receive funds for the association. He shall record the minutes of the Managing Committee and General Body. He shall have power to appoint suspend, remove or reappoint employees, agents and servants as and when necessary and to approval of the Managing Committee.

4) **JOINT SECRETARY:** He has to do the work entrusted by the executive committee. He has to assist the Secretary in discharging his duties, in the absence of the secretary, he can perform the duties of the secretary

5) **TREASURER:** He is responsible for all - financial transactions and funds of the society. He has to maintain accounts properly along with the vouchers he has to prepare

the accounts of the society jointly with the President. He/ She shall operate the bank accounts of the society jointly with the President.

- 6) **E.C. MEMBER:** Subject to the provisions of the memorandum of society the EC Member shall have powers.
- a) To prepare and execute detailed plans and programmes and management of all affairs of the society.
  - b) To sanction the budget estimates and expenditure for the year.
  - c) To examine and approve the annual accounts and balance sheet of the society and exercise full authority over the management of the funds of the society.
  - d) To cooperate and collaborate with other institutions in the matter of education cultural and other programmes.
  - e) To invite any person or persons not belonging members of the board meetings. But such an invited person shall not be entitled to vote at meeting.

#### **IX. SUIT:**

The association may sue or be sued in the name of the association

#### **X. FUNDS OF THE SOCIETY:**

The funds of the society shall consist of the following: i. Membership Fees ii. Donations and Contributions. iii. Grants by the Central or State Government or other Agencies under National or International organization iv. Income on investment, v. Income and receipts from other sources vi. The funds of the society should be invested as per section 11(5) of the Income tax Act 1961. The funds of the society would be invested as per section 11 (5) of the Income Tax Act 1961 The accounts of the society would be maintained regularly and would be audited by a Chartered Accountant (Explanation to Sec. 288 (2) of the Income Tax Act The funds of the society would be utilized only towards the objects and no portion of it would be distributed in any manner to the members of the society or persons defined in Section 13 (1) of the Income Tax Act 1961.

#### **XI. RAISING FUNDS BY BORROWING:**

The executive committee on behalf of the society shall raise funds by borrowing for the fulfillment of the aims and objects of the society by resolving in its meeting all the required documents for the purpose of such loans shall be executed by joint signatures of President and Treasurer of the society.

## **XII. BANK ACCOUNTS:**

- a) The bankers of the society i Association shall be decided by the President and Executive Committee All funds shall be paid into the Societies Bank Account. The President shall operate bank account jointly with the Treasurer.
- b) Accounts of the Association shall be maintaining regularly and shall be audited by a Chartered Accountant (Explanation to Sec 26812 of the Income Tax Act) duly approved by the Society The detailed management in regard to the form of accounts their maintenance and presentation shall be decided with the Auditor by the Executive Committee.
- c) the financial year of the society shall be from 11 April to 31 " March The Secretary shall maintain the Minute Book and the minutes should be entered timely in the Minute Book of the names of the members of the society and the Executive Committee and any sub Committee pain their respective meeting.

## **XIII. AMENDMENTS:**

No amendments of alteration unless it is voted by 3/5th of the members present at a meeting and confirmed by the votes of 3 / 5th s of the members present at a second special meeting convened by the Governing body at an interval of one month after the former meeting Any amendment alteration or deletion to the memorandum and rules and regulations of the society shall be done after obtaining the prior sanction of the Commissioner of Income Tax in the event of the letter granting exemption under Section 80G of the income Tax Act, 1961. Such proposal shall be put to vote and shall be carried on 3/5 of the members present at a second special meeting convened for that purpose 3/5 of the members present at a second special meeting convened for that purpose.

## **XIV. INCOME TAX ACT, 1961:**

- 1) The Society will invest the funds in accordance with the provision of the section 13 (1) & (d) read with Section 1(5) of the Income Tax Act 1961.
- 2) The society formed under the above name shall be irrevocable.
- 3) The accounts of the society will be maintained regularly and Audited by the qualified Auditor Chartered Accountant for every financial year.
- 4) The funds/income of the society shall solely be utilized towards the objects for which it received and as specified in the Memorandum and Bye-law of the Society and will not be paid to any Trustee/Member of the Society.

- 5) The society can be dissolved in any reason with 3/5th majority at the time fixed and dispose the properties to any other society registered with Commissioner of Income Tax U/S, 12A & The IT Act and working on the similar objectives after clearing all debits but not to the man as per sec. 13 and 14 of the Act.
- 6) The society will render services to General Public and such services are open to all respective of caste, religion and sex- etc.,
- 7) The society will not make any amendments to the clause of the memorandum association/ deed of without the written permission of the Commissioner of Income Tax.
- 8) The Society shall not carry out any activities outside India.

#### **XV. DISSOLUTION / WINDING OF THE SOCIETY:**

In case the sand society has to closed up and to be winded up under any circumstances, the matter may be proposed in the general body meeting voted by the members with 3 / 5th of month of majority members so present at that time and the matter may be allowed to admit and to be discussed in the general body meeting convened for this purpose only. And if it is found necessary of doing so when allow the matter for voting. When the matter is voted and come out with 3/5 majority and later on confirmed in the second special meeting convened for the same as per as per the above resolution if it is found necessary to windup the society the said matter may be confirmed by the executive committee and shall pass orders for carrying out the work of doing the functions of the society.

All the aims and objects, rules and regulations, in respect of this society lies within the purview of the societies Registration Act XXI of 1860. Members of this society shall not take in any political activities and shall not be members in any political parties. This society shall work purely as a social and economic functions.

  
ALUMNI RELATIONS OFFICER

  
PRINCIPAL  
Principal  
Madanapalle Institute of  
Technology & Science  
MADANAPALLE