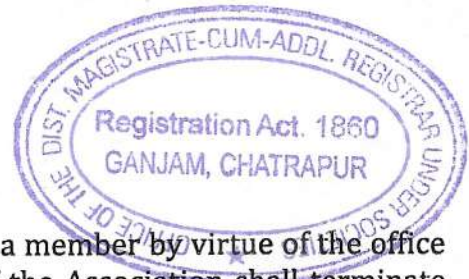




BYE-LAWS OF THE NIST ALUMNI ASSOCIATION

1. Membership

- i. Eligibility for Membership to the association will be categorized as defined below
 - a. Patron: The National Institute of Science & Technology (NIST) represented by the Director shall be the ex-officio Patron of NIST Alumni Association (NISTAA).
 - b. Graduate Member: Every person who has graduated with a degree either as an undergraduate or postgraduate from NIST, Berhampur, shall be eligible to become Graduate Member.
 - c. Staff Member : The academic staff, including visiting Staff of the National Institute of Science & Technology, other than those falling under category i(b) above, shall be eligible to become Staff Member.
 - d. Honorary Member
- ii. Enrolment: The rules for enrolment of members to the association are as follows.
 - a. Existing Graduate Members : These are all persons who have graduated with a degree from NIST, Berhampur, and students of NIST, Berhampur, whose membership fees have been received by NIST Alumni Association as on date.
 - b. New Graduate Members: Every person who is graduating or has graduated with a degree from NIST, Berhampur, and who is not an existing graduate member, shall apply for registration of Graduate Membership following the rules prescribed by the Governing Body of the Association.
 - c. Staff Members: Academic Staff, including visiting Academic Staff, who do not qualify in the above categories, shall be entitled to apply for Registration of Membership in the Form prescribed by the Governing Body of the Association.
 - d. Honorary Members: Eminent persons may be admitted to be Honorary Members as may be considered by the Governing Body of the Association.
- iii. A register of members shall be kept at the registered office of the Association.
- iv. If a member changes his postal and/or e-mail address, he shall notify his new address to the Alumni Association Office and the entry in the register shall be accordingly changed; but if he/she fails to notify his/her new address, the address in the roll of members shall be deemed to be his/her address.
- v. All communication to the members will be through e-mail, unless specifically requested by the member in writing that communications should be sent by post.



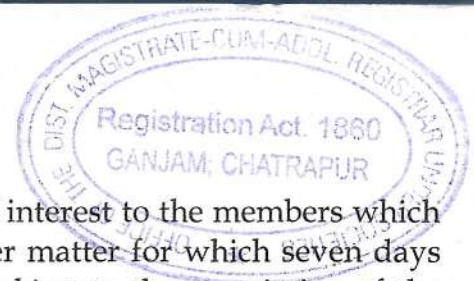
- vi. Where a member of the Association becomes a member by virtue of the office or appointment he holds, his membership of the Association shall terminate when he ceases to hold that office or appointment.
- vii. A member of the Association shall cease to be a member on the happening of any of the following events.
 - a. If he dies, resigns, becomes of unsound mind, becomes insolvent or be convicted of a criminal offence involving moral turpitude.
 - b. If any member fails to pay the subscription of fees for twelve months after the same has fallen due shall cease to be a member of the Association and the Secretary shall remove the name of such defaulter from the register of the members.
- viii. The Governing Body shall have power to expel a member for willful disregard to the Association's rules or misconduct on the part of the member, provided that the member concerned will be given an opportunity for explaining his conduct.
- ix. A resignation from membership shall be tendered to the Chairman and it shall not take effect until it has been accepted on behalf of the Association by the Governing Body.

2. Subscription and Fees

- i. The life membership fee of the Association shall be Rs. 2,000/- (Rupees Two Thousand only) for graduate members as defined above.
- ii. The annual subscription fee for members under section 1.i.c above shall be Rs. 300/- (Rupees Three Hundred only) or an one time payment of Rs. 2,000/- till he/she continues in NIST, Berhampur.
- iii. The membership and subscription fees are subject to revision from time to time with the approval of the General Body.

3. Meetings

- i. The Annual General Body Meeting of the Association shall be held not later than 30th December every year, at the Institute premises or at such notified place at such time and date as the Governing Body may determine to transact the following business.
 - a. To approve the annual report and the audited statement of accounts of the Association for the previous financial year ending, 31st March.
 - b. To elect the members of the Governing Body of the Association and office bearers.
 - c. To appoint auditor or auditors to hold office from the conclusion of one Annual General Body Meeting to the conclusion of next Annual General Body Meeting.



- d. To discuss, and resolve matters of general interest to the members which may be placed before the meeting or any other matter for which seven days notice has been received from any member, subject to the permission of the Chair.
- ii. At least 21 days notice shall be given for holding the Annual General Meeting. The Secretary's report and the audited statement of accounts of the preceding financial year shall be circulated and/or posted on the Association's website at least seven days prior to the date of Annual General Body Meeting.
- iii. An Extraordinary General Meeting of the members of the association may be called by the Governing Body. Such Extraordinary General Meeting may also be called at the request made to the Governing Body in writing by at least one fourth of the members of the Association. The meeting shall be called within one month from the date of receipt of their requisition in writing. For holding an Extraordinary General Body Meeting, 21 days clear notice shall be given to the members specifying the business to be transacted.
- 4. Quorum and Votes**
- i. The quorum for General Body Meeting shall be 2/3 members.
- ii. Every member shall have one vote and in case of equality of votes, the Chairman of the meeting shall have a casting vote. A member shall not vote by proxy.
- 5. Power and Duties of the Governing Body:**
- i. The affairs of the Association shall be managed by an Governing Body consisting of a Chairman, a Secretary, a Treasurer, and four elected members.
- ii. The Director of National Institute of Science & Technology will appoint a nominee as Faculty Advisor to the Governing Body who is an ex-officio Member.
- iii. In addition to the above (i), the Governing Body may co-opt additional members for any specific purpose, as deemed necessary. The co-opted members have to step down at the next Annual General Body meeting. The co-opted members and ex-officio members will not have voting rights.
- iv. The quorum for a Govering Body meeting shall be five elected members.
- v. The Governing Body shall have the power to incur expenditure necessary to carry out the aims of the association.
- vi. Vacancy in the Governing Body arising on account of resignation, or otherwise, of the same may be filled up by the Governing Body by co-option.
- vii. The Governing Body shall have the power to frame bye-laws consistent with the aims and objects of the Association. Such provisional bye-laws shall be placed before the next General Body Meeting for ratification.

Secretary
NISTAA
Pallur Hills, Golanthara
Berhampur (Gm.)



6. Appointment and Removal of the Governing Body

- i. The General Body shall elect at the annual meeting the office bearers and members of the Governing Body.
- ii. A Presiding officer will be appointed by the Governing Body for the purpose of the conduct of the elections. The list of the eligible nominees for the various posts shall be clearly communicated and/or posted on the Association's website immediately after the last date for nominations and the updated list after the last date for withdrawals.
- iii. The election can be held by a reliable physical and/or electronic, internet based voting.
- iv. The General Body shall elect the Chairman, Secretary, Treasurer and four core members.
- v. The Secretary and Treasurer will be signatories for operation of accounts.
- vi. The Director may nominate two Alumni Faculty of NIST, Berhampur, who shall be co-opted Members.
- vii. Persons standing for the position of Chairman, Secretary and Treasurer should have served as a member of the Governing Body (elected or co-opted) for at least one term.
- viii. The immediate past Chairman and Secretary will be ex-officio members of the Governing Body.
- ix. The office bearers and members of the Governing Body will be elected for a period of two years.
- x. Any Governing Body member who is absent for **three** consecutive Governing Body meetings automatically ceases to be a member of the Governing body.
- xi. In case of an office bearer resigning or ceasing to be a member of the Governing Body for any other reason, the post will be filled from among the elected Governing Body members. This person will officiate till the next Annual General Body meeting, when new person will be elected.

7. Funds & Operations:

- i. Money received from membership fees, donations, subscriptions, memorabilia sales, grants, etc. shall constitute the income of the Association.
- ii. The funds of the Association shall be invested in such banks or in such authorized securities in the modes specified under the provision of Sec.13 (1) (d) r.w.s.11(5) of the IT act 1961 as amended from the time to time as may be decided by the Governing Body, and shall be operated jointly by the Treasurer with the Secretary or any other member authorized by the Governing Body.
- iii. The budget has to be prepared and approved by the Governing Body.
- iv. Bank A/c shall be operated jointly or severally against two signatures of the Secretary and Treasurer of the Governing Body.


Secretary
NISTAA
Pallur Hills, Golanthara
Berhampur (Gm.)



8. Accounts

- i. The accounts of the Association is to be closed by 31st March every year.
- ii. The Treasurer shall keep an account of the general funds of the Association.
- iii. He shall maintain an account of all income and expenditure of the general funds of the Association in the manner prescribed.

9. Audit of Accounts

- i. The accounts of the Association will be subject to annual audit by a qualified chartered accountant to be appointed by the member in the Annual General Meeting.
- ii. The Governing Body shall at least once a year submit the accounts together with a general statement of the same and all necessary vouchers up to 31st March for audit, to person or persons appointed as auditor or auditors. The auditors shall have access to all the books and accounts of the Association and shall examine every balance sheet and annual return and other receipts and payments or income and expenditure, funds and effects of the Association and shall verify the same with the accounts and vouchers relating thereto.

10. Inspection of Books

- i. The books of accounts of the Association shall be open to the inspection of any member of the Association at all reasonable hour at the registered office of the Association or at any place where the same are kept, and it shall be the duty of the Secretary to produce the same request by the members at free of cost.

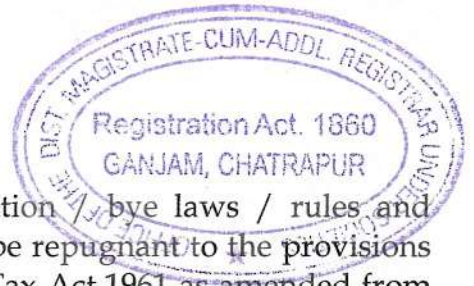
Copies of Memorandum of Association and Bye-Laws of the Association and audited Statement of accounts shall be posted on the Association's website, if available. If a member desires a printed copy, the same may be furnished to the member on application with payment of fees at cost copy of each document.

ii General Body Meeting-

- a. An authenticated copy of income and expenditure accounts, balance sheet and report of the auditors and Secretary.
- b. A statement of the names, addresses and occupations of the persons who at the expiry of the financial year, were members of the Association, and
- c. A Declaration to the effect that the Association has been carrying on business or has been in operation during the financial year

- iii. It shall be the duty of the Executive Committee to keep a copy of the last balance sheet of the Association, together with the report of the auditors, displayed in a conspicuous place at the registered office of the Association.


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11. Amendment Clause:

No amendments to the Memorandum of association, bye laws / rules and regulations shall be made which may prove to be repugnant to the provisions of Secs - 2 (15), 11, 12 & 13 & 80G of the Income Tax Act.1961 as amended from time to time.

FURTHER, NO AMENDMENT SHALL BE CARRIED OUT WITHOUT PRIOR APPROVAL OF THE COMMISSIONER OF INCOME TAX.

Any amendment in existing byelaws shall be implemented after got approval by Addl.Registrar of Society,Ganjam.

12. New Rules and Alteration of Rules

No new rules shall be made nor any of the rules here in contained shall be amended, altered or rescinded except with the consent of three-fourth of the members present at a General Body Meeting of the Association specially called to discuss such changes as included in the agenda.

13. Utilisation:

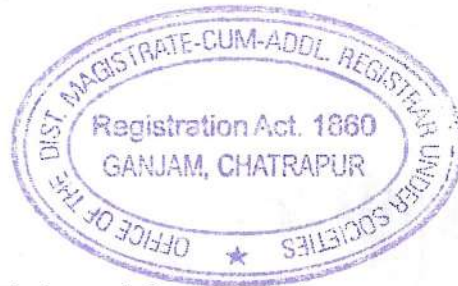
The funds and the income of the Society shall be solely utilized for achievement of the objects of the Society and no payments shall be made to the members by way of profit, interest/dividends etc.

14. Winding Up

In the event of dissolution or winding of the Society the assets remaining after satisfaction of all its debts and liabilities, as on the date of the dissolution shall under no circumstances be distributed among the members of the Managing Committee/Govt. Body but the same shall be transferred to another Charitable Society whose objects are similar to those of the Society and which enjoys recognition 12A and under Sec. 80G of the IT Act 1961 as amended from time to time.


For Dissolving of Society there shall not be less than 3/5th members of the Society.


Secretary
NISTAA
Pallur Hills, Golanthara
Berhampur (Gm.)

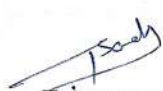



CERTIFICATE

1. Certified that this is the current copy of the rule & regulations of the Association.
2. Certified that there is no other registered Association in the same name & at same place.
3. Certified that this is the true copy of Memorandum & Rule & Regulation of Association.
5. Certified that the aims & objectives mentioned in the bye law & memorandum is satisfying Section 20 of Society Registration Act
6. Certified that the association is not political organisation and not involved in politics
7. Certified that the aims, objectives & functions of the Association is not against the govt policies.
- 8 The proposal has been scrutinized properly and satisfying all the provisions of Society Registration act, 1860 and hence recommended for registration.


President
President
NISTAA
Pallur Hills, Golanthara
Berhampur (Gm.)


Secretary
NISTAA
Pallur Hills, Golanthara
Berhampur (Gm.)


Treasurer
Treasurer
NISTAA
Pallur Hills, Golanthara
Berhampur (Gm.)

Accepted.

Additional Registrar
of Societies
Ganjam, Chatrapur