



## CERTIFICATE OF REGISTRATION

Under Societies Registration Act XXI of 1860

Regn.No. S/ 1986 /Distt. South /2016

I hereby certify that the Society "CVS (DU) ALUMNI ASSOCIATION" at COLLEGE OF VOCATIONAL STUDIES SHEIKH SARAI PH-2 NEW DELHI-110017 has been registered\* under Societies Registration Act 1860.

Given under my hand and seal at Delhi on this 14<sup>th</sup> day of  
MARCH Two Thousand Sixteen.

Fee of Rs. 50/-

SEAL



14/3/16  
(D.S.GAHLOT)  
REGISTRAR OF SOCIETIES  
SOUTH DISTRICT  
GOVERNMENT OF NCT OF DELHI

This document certifies registration under the Society Registration Act, 1860. However, any Govt. Department or any other association / person may kindly make necessary verification (on their own) of the assets and liabilities of the society before entering into any contract / assignment with them.

## MEMORANDUM OF SOCIETY

1. NAME OF THE SOCIETY: CVS (DU) Alumni Association

2. REGISTERED OFFICE:

The Registered office of the society shall remain in the National Capital Territory of Delhi at Present it is at College of Vocational Studies, Sheikh Sarai Phase II New Delhi-110017, Ph: 91-11-29258544

3. OPERATION AREA:

**DELHI**

4. AIMS AND OBJECTS:

Aims and objectives of the society, for which the same is established, are as under:-

- a) To invite and include the persons in above society who are passed out or related to CVS.
- b) To Organize Seminar\Awareness Program Direct\Indirect Related to alumni functions/seminar/ workshops etc.
- c) To create a sense of brotherhood, mutual cooperation/trust & communal harmony among the public/members.
- d) To endeavor to settle the disputes amicably among the members of society themselves.
- e) To work for the upliftment of members irrespective of caste, creed or religion and help the poor and needy persons.
- f) To promote literacy, health, and social activities.
- g) To work for the adult education and encourage the children in the field of education & sports.
- h) To educate public/members of their rights, duties and work for eradication of social evils like dowry, bribery, smoking, drug addiction & adulteration etc.
- i) To organize Social events and medical treatment/check-up camps for the public/members and help the poor ailing persons by providing medical aid/medicines etc.
- j) To look after aged persons in old age homes/shelters and help the widows.

Principal  
College of Vocational Studies  
Tri-venti Sheikh Sarai, Phase-II,  
New Delhi-110017

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- k) To run libraries, reading room, dispensary, training institutions for management, yoga etc.
- l) To publish News-letters, Books, Charts, Pamphlets, Periodicals & Souvenirs for highlighting the activities of the society.
- m) To help the unemployed Youth for getting the suitable jobs for them.
- n) To accept gifts, grant-in-aid, donation from any organization in consistence with the objects and activities of the society subject to the law of India by cheque / DD only.
- o) To receive loan from any financial institution/bank or individuals whenever required for any specific purpose of the society.
- p) To cooperate with any other society which is having similar objectives for the welfare of public/members.
- q) To work and adopt any welfare program prevailing/ announced by the Government of NCT/India in future for fulfilling the aims & objects of society.
- r) To work for and support the present and past students of college in placement.
- s) To work for developing the brand CVS-DU.
- t) All the income of the society shall be utilized towards the promotion of aims & objects of the society.
- u) To perform all such acts as may be necessary for achievement and accomplishment of the above mentioned aims & objects.
- v) To put all-out efforts to solve the problems and to take up the matter with the competent authorities for common interest of the public/members for providing and/or improving upon facilities in the area.
- w) To make correspondence, to arrange meetings, conferences with the Authorities concerned in the common interest of the public/members.
- x) To provide help to the needy destitute, the physically handicapped public/members, orphan children, incapable aged persons, widows and the poor and such deserving public/members without any distinction of cast, colour or creed.
- y) To provide medical, financial aid, clothes and other amenities to needy public/members of India.

*Dr. P. K. Das*

*Ram Anand*

*ii*

*M. K. Das*

*M. K. Das*

*Suman*

*Dr. P. K. Das*

- z) To organize educational programmes to awaken the Public/members about the Policies of Govt. of India and various Laws/Rules & Regulations framed under the constitution of the India.
- aa) To arrange and organize social and cultural activities from time to time.
- bb) To hold meetings, discussions, seminars and discuss matters of social and cultural importance for the better understanding and closer cooperation among public/members for the general upliftment of the society.
- cc) To publish books, magazines, literatures and other publications for encouragement of healthy social trends.
- dd) To do any other act for advancement of general public utility not involving the carrying of any activities of profit.
- ee) All other social activities which are required for attainment of aims and objects of the society and which are legally mandatory.

All the income, earnings, moveable/immoveable properties of the society shall be solely utilized and applied towards the promotion of its aims and objects only set forth in the Memorandum of society and no profit thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profits or in any manner whatsoever to the present or past members of the society or to any persons claiming through any one or more of recent or past members. No member or the society shall have any personal claim on any movable or immovable properties of the society or make any Profit whatsoever by virtue of his/her membership. All the gifts, movable/ immovable property shall be kept in the registered office of the society only. In no case it shall be allowed to move out of the registered office of the society except where it will be required for the fulfillment of the objectives of the society.

Principal
   
College of Vocational Studies
   
Triveni Shalokh Sarai, Phase-II,
   
New Delhi-110017

5. ALUMNI MANAGING COMMITTEE

The Name, address, occupation and designation of the present members of the Alumni Managing committee, to whom the management of society is entrusted, as required under section 2 of the 'SOCIETIES REGISTRATION ACT' of 1860' as applicable to the National Capital Territory of Delhi, are as under:-

S. NO.	NAME & ADDRESS	OCCUPATION	DESIGNATION
1	BHUPESH RASEEN G-16/10, F.F., MALVIYA NAGAR, DELHI-110017	SERVICE	PRESIDENT
2	PRATEEK TOKAS 59, MUNIRKA VILLAGE, R.K. PURAM, DELHI	SERVICE	VICE PRESIDENT
3	MANOJ KUMAR E-60, SARITA VIHAR, DELHI-110076	SERVICE	GENERAL SECRETARY
4	KAMAL MALHTRA 77, DDA SFS FLATS, ROHTAK ROAD, MADIPUR, DELHI-110063	BUSINESS	TREASURER
5	SANJIV ARORA R37C, DILSHAD GARDEN, BLOCK-R DELHI	BUSINESS	JOINT SECRETARY
6	RAVINDER KAUR CHHABRA 576A, GALI NO 20, WZ BLOCK, SHIV NAGAR, NEW DELHI	SERVICE	JOINT SECRETARY
7	AMAR JYOTI SHARMA 3-B UNA ENCLAVE MAYUR VIHAR PHASE I DELHI 91	SERVICE	EXECUTIVE MEMBER
8	VASU DEV PARAMTAP 177E-30A, WARD NO-2 GARHWAL COLONY, MEHRAULI, N.D.S.	BUSINESS	EXECUTIVE MEMBER
9	AJAY SAROOP GUPTA B-5/1ST, SAHARJANG ENCLAVE, NEW DELHI	BUSINESS	EXECUTIVE MEMBER
10	PUNIT BHASIN C-6A/54-A, JANAKPURI, N.D.S.	SERVICE	EXECUTIVE MEMBER
11	Ashok POPLI 2/29 SARVAPRIYA VIHAR NEW DELHI-110017	BUSINESS	EXECUTIVE MEMBER
12	SUMAN DOONGA G-28 EAST OF KAILASH ND-65	NGO	EXECUTIVE MEMBER
13	—	—	EXECUTIVE MEMBER
14	—	—	EXECUTIVE MEMBER

*[Handwritten signatures and initials next to each row of the table]*

## RULES AND REGULATIONS

### 1. NAME OF THE SOCIETY:

Name of the society shall be: CVS (DU) Alumni Association

### 2. Membership:

The membership of the society is open to any person who has attained the age of majority and who has been the bona fide student of CVS but subject to the approval of the Alumni managing committee.

**Note:** If the Alumni managing committee does not approve the membership, the decision of the same shall be communicated to the person/applicant concerned.

### 3. MEMBERSHIP FEE & SUBSCRIPTION:

The Membership fee and the subscription shall be as under unless otherwise revised by the Alumni managing committee of the society:

- a) Membership fee Rs. 500/- At the time of becoming Member. (One Time)
- b) Subscription Rs. 1000/- Annual

The membership and the subscription fee may be revised from time to time by the Alumni managing committee.

### 4. TERMINATION OR CESSATION OF MEMBERSHIP:

The Alumni managing committee of the society shall have the powers to expel/terminate a member or/and members, from the membership of the above society, on the following grounds:

- a) On death/ insanity/insolvency
- b) On written resignation.
- c) If found to be involved in any anti-social/ anti society activities.
- d) If found guilty by means of anti-propaganda of the aims and objects of the society.
- e) If fails to pay the subscription continuously for two terms i.e one year.
- f) If has not attended three consecutive meetings.
- g) If disregards Rules & Regulations or disobey the decisions of the Alumni managing committee and the decision of the Alumni managing committee shall be communicated to the member concerned.

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5. **GENERAL BODY DEFINED:**

All the members of the Alumni Association will constitute the General Body of the society.

6. **FOUNDER MEMBERS:**

Members of First Governing Body/Executive Committee shall be known as founder Members of the society.

7. **CHIEF PATRON AND PATRON OF THE SOCIETY:**

The chief patron of the society will be the principal of college and teacher advisor, Alumni association will be the patron.

8. **GENERAL BODY:**

- a) **Notice:** Minimum '15' days' notice shall be given to the members, before the date of General body meeting, enclosing agenda specifying date, time, place and issue/s to be discussed.
- b) **Meeting:** General body meeting shall be held once in every year.
- c) **Quorum:** The quorum of General Body meetings shall be 30 members or 1/3<sup>rd</sup> of the total strength of the General body members of the society whichever less.

9. **RIGHTS & PRIVILEGES OF MEMBERS:**

All and every member of the society:

- a) Shall be entitled to participate in meetings, social, cultural, educational functions and other lawful gatherings organized/arranged by the society.
- b) Have right to collect the identity card after depositing the required/prescribed fee (fixed by the Alumni managing committee of the society from time to time.)

10. **DUTIES OF THE MEMBERS:**

All and every member of the society shall:

- a) Elect the Alumni managing committee of the society.
- b) Attend the General Body meetings regularly.
- c) Give the necessary information to the society, pertaining to any matter, which is necessary to be known by the society
- d) Not indulge in activities, which are prejudicial to the aims and objects and/or the Rules & Regulations of the society.

*[Handwritten signatures and initials]*  
Pras  
Ravi Anjanjit  
Sharma  
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Anil  
Ramesh  
Ramesh  
Raman

## 11. ALUMNI MANAGING COMMITTEE:

- a) **Strength:** The strength of Alumni managing committee (including office bearers and executive member) shall not be less than 7 and not more than 15.
- b) **Notice:** Minimum 7 days' notice shall be required for every Alumni managing committee meeting of the society but urgent Alumni managing committee meeting of the society can be called by 24 hours' notice. The mode of communication will be Emails/ telephones/notices on college website/ College notice board/ SMS.
- c) **Term:** Term of every Alumni managing committee shall be 2 years from the date of appointment.
- d) **Quorum:** Quorum of every Alumni managing committee meeting shall be 2/3<sup>rd</sup> of the total strength of the Alumni managing committee(including office bearers and executive members.)
- e) **Meeting:** Alumni managing committee meeting shall be held at least once in 12 months regularly (or as & when the Alumni managing committee of the society may decide from time to time.) However the gap between two meetings shall not be more than 15 months.
- f) **Urgent Meeting:** The 24-hour notice may be given for calling the urgent Alumni managing committee meeting but the quorum of the same shall be 2/3<sup>rd</sup> of the total strength of the Alumni managing committee of the society.

## 12. FUNCTIONS & POWERS OF ALUMNI MANAGING COMMITTEE:

Alumni managing committee shall be responsible for the management and administration of all affairs of the society, and is also authorized to appoint any office bearer/executive member to look after any particular activity Alumni managing committee shall have also the following powers:

- a) To take necessary steps for the implementation of the programs and policies of the society.
- b) To pass the necessary expenditure to meet the day to day requirements of the society.
- c) To take decisions on application for new membership.
- d) To manage the affairs of the society and to keep control over the property of the society and all its assets.
- e) To invest the funds of the society which are not immediately required, in the manner as may be determined by the Governing Body.
- f) To appoint Returning Officer and his/her powers to complete election process.
- g) To appoint the Patron(s) of the society.
- h) To constitute/appoint Advisory board & different Committees for special purposes from time to time, this shall be answerable to the Governing Body.

*Pras*  
*Ravi*  
*Pras*  
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*Pras*



- i) To grant approval to receive loan from any financial institution/Bank or individuals on reasonable terms and conditions, the Alumni managing committee shall be liable for its returns.
- j) To accept donations, grants-in-aid, gifts, contribution, subscriptions in cash or in kind for and on behalf of society.
- k) To enter into agreement for and on behalf of the society.
- l) To take all such other legal steps this may appear beneficial for smooth/better management of society.

**13. COMPOSITION OF THE ALUMNI MANAGING COMMITTEE**

The composition of the Alumni managing committee shall be as under:

A. CHIEF PATRON OF THE SOCIETY	PRINCIPAL
B. PATRON OF THE SOCIETY	CONVENER OF ALUMNI COMMITTEE
C. PRESIDENT	ONE
D. VICE PRESIDENT	ONE
E. GENERAL SECRETARY	ONE
F. JOINT SECRETARY	TWO
G. TREASURER	ONE
H. EXECUTIVE MEMBERS	FIVE TO TEN

**14. POWERS AND DUTIES OF OFFICE BEARERS:**

- **PRESIDENT:** The president shall generally preside over all the meetings, functions, programs arranged/organized by the society and shall have casting vote in case of tie for taking any decision in the meeting. He shall also represent the society wherever required.
- **VICE PRESIDENT:** The Vice President of the society shall enjoy all the powers of the President in his/her absence.
- **GENERAL SECRETARY:** The General Secretary shall be the chief executive of the society who shall administer all the affairs of the society and shall make correspondence for and on behalf of the society. For a higher amount he needs to get approval of general body.
- **TREASURER**

a) All funds of the society shall remain under the care and management of Treasurer.

b) Treasurer shall maintain the accounts of all money, which is received and/or paid by him/her on behalf of the society.

c) Treasurer shall make disbursement in accordance with the direction of Alumni managing committee or President/General Secretary.

*Principal*  
College of Vocational Studies  
Triveni Sherik Sarai, Phase-III  
New Delhi-110017

*Principal*  
*Ram Anand*  
*Prakash*

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*Prakash*  
*Prakash*  
*Prakash*

- d) The Treasurer may take an advance of up to Rs.10,000/- (or the amount which may be fixed by the Alumni managing committee from time to time) to meet contingency needs relating to the society.
- e) The treasurer shall submit the accounts of the expenditure incurred to the Alumni managing committee from time to time.

**EXECUTIVE MEMBERS**

- a) Executive Members are the important part of the Governing Body.
- b) Executive Member is supposed to attend all the Alumni managing committee Meetings and also the General Body meeting of the society.

**15. RE-ADMISSION:**

In case, any member of the society is expelled by the Alumni managing committee on the reason of non-payment of the subscription. He can be re-admitted, provided the member concerned pays all up to date dues with the permission of the Governing Body. In case, any member of the society is expelled by the Alumni managing committee on the reason of working against the interest of society can be re-admitted only in Alumni managing committee 2/3<sup>rd</sup> majority.

**16. APPEALS:**

All the appeals shall be preferred to the Alumni managing committee and the decision of the Alumni managing committee shall be final.

**17. FILLING UP CASUAL VACANCIES:**

Any casual vacancy amongst the Alumni managing committee shall be filled by the resolution passed by Governing Body, such appointment(s) shall be confirmed by the General Body in its General Body Meeting and decision of the same shall be final.

**18. ELECTION:**

General Body in its Annual meeting will elect the President and all the office bearers and also the Executive Members of the Governing Body, after every 2 Year by secret ballot papers or by show of hands as the Election Office may decide. However the first election of the Alumni Association will be held in December 2016.

**19. SOURCES OF FUNDS:**

All the income of the society shall be utilized only for the promotion of aims and objects of the society. Sources of income of the society are as under:

- a) Admission Fee & subscription from the members of the society.

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College of Vocational Studies  
Triveni Sheela, Phase-3,  
New Delhi-110017

*[Handwritten signatures and initials]*

- b) Donation, special contributions, grant-in-aid and gifts.
- c) Funds generated by organizing functions/programs by the society

20. **ADVISORY BOARD:**

The Alumni managing committees authorized to appoint/nominate, any time, the Advisory Board of maximum five members in all, to solve any specific matter/issue. The Alumni managing committee of the society can nominate any Officer Bearer/Executive member as the Chairman of this kind of Advisory Board.

21. **BANK ACCOUNT OPERATION:**

The funds of the society shall be kept in a scheduled bank as approved by the Governing Body. The Bank account shall be operated jointly by any one out of President or the Treasurer of the society and teacher advisor alumni association or Principal. All the cheques will be signed by two persons jointly as above.

22. **FINANCIAL YEAR:**

Financial Year of society shall start from 1<sup>st</sup> April to 31<sup>st</sup> March, every year.

23. **AUDIT**

The accounts of the society shall be audited by qualified auditor (Chartered Accountant) every year.

24. **ANNUAL LIST OF GOVERNING BODY:**

Once in every year a list of the office-bearers and the Executive members (of the Governing Body) shall be filled in the Office of Registrar of Society, Delhi. As it is required under Sec. 4, of 'SOCIETIES REGISTRATION ACT of 1860'.

25. **DISSOLUTION:**

If the society needs to be dissolved, it shall be dissolved as per-provisions laid down under Sec. 13 & 14 'SOCIETIES REGISTRATION ACT of 1860' as applicable to National Capital Territory of Delhi.

26. **LEGAL PROCEEDINGS:**

Society may sue and/or be sued in the name of PRESIDENT as per provisions laid down under Sec. 6 of the 'SOCIETIES REGISTRATION ACT of 1860' as applicable to National Capital Territory of Delhi.

*Prakash*  
*Ram Anand*  
*Sharma*  
*Manish*  
*Manish*  
*Manish*  
*Manish*

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College of Vocational Studies  
Triveni Shiksha Sanki, Phase-II,  
New Delhi-110017

27. AMENDMENT:

Any amendment in Memorandum, Rules and Regulations will be carried out in accordance with section 12 & 12A of the 'SOCIETIES REGISTRATION ACT, OF 1860', as applicable to National Capital Territory of Delhi.

28. APPLICATION OF THE ACT

All the provisions under all the society of the 'SOCIETIES REGISTRATION ACT, OF 1860', as applicable to National Capital Territory of Delhi, shall be applicable to this society.

29. ESSENTIAL CERTIFICATE

Certified that this is the correct copy of the Rules & Regulations of the society.

*Pr. Secy*  
*Manoj Kumar*  
*Ram Anand*  
*Manoj Kumar*  
*Manoj Kumar*  
*Manoj Kumar*  
*Manoj Kumar*  
*Manoj Kumar*

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