

ALUMNI ASSOCIATION

BYE LAWS WITH EFEFCT FROM 19.08.2024

Article I:

1. Name of the Association shall be shortly called CHINALUM for Chintech Alumni Association.
2. Office of the Association: Shall be situated in the Room No 103, Chinmaya Institute of Technology campus, Govindagiri, Chala, Kannur, Kerala 670007

Article II

Aims and objectives shall be:

1. To impart a sense of Cooperation and healthy understanding among the old students, recent students, teaching and non-teaching staff of Chinmaya Institute of Technology, Kannur
2. To promote the academic, cultural and social articles of the students, teaching and non-teaching staff.
3. To maintain sound relationship with Chinmaya Institute of Technology to work for the attainment of objectives Chinmaya Mission and Cultural Trust in matter of common interest
4. To endeavour to seek promotion and advancement of the Management and Computer Science Profession.
5. To uphold the dignity of professional college and safeguard the right and privilege of the profession in general.
6. To maintain a directory of old students working all over India and abroad and keeping it up to date with details of present position and the achievements of old students in various spheres
7. To build interest in the objective's ideals, and the future of the college through good public relations programmes.
8. To assist the students in Chintech in their professional and personal growth through arranging synopsis, seminars, lectures, refresher courses etc to upgrade the academic knowledge and interest among the old students and present students and to publish periodicals, journals / literatures to update the knowledge
9. To undertake project that will assist Chinmaya Institute of Technology to obtain necessary funds for various facilities and development of the college and Chinmaya Mission trust in various spheres.
10. To provide scholarships for students in need of financial assistants.
11. To assist needy alumni through welfare funds.
12. To arrange an alumni reunion once in a year.





Room 103,
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—CHIN - ALUM—
ENDOW BACK TO CHINTECH

Article III

Membership

Membership shall be open to all students at Chinmaya Institute of Technology.

- 1) MBA
 - 2) MCA
 - 3) BBA
 - 4) BCA
- Life Time Membership fees: Rs 1500

Article IV

Composition of Executive Committee. The following shall form executive committee. The executive committee member should be the member of alumni association.

1. President One
2. Vice President One
3. Secretary One
4. Joint Secretary Two
5. Treasurer One
6. Executive members Three
7. Principal of the Institute One

TOTAL 10 members

Article V: General body

✓ It is the meeting of the members of the association, conducted after informing them/display in college website at least two weeks in advance.

✓ It will be convened at least once in every year, preferably in the month of September and regular online meetings in the month of December, March, June

✓ The General body will have the final say in all the matters regarding Association.

✓ Every member will have the right to vote.

Quorum of the yearly general body meeting

The quorum of the general body meeting will be 20 members or one third of the existing life members and minimum of 5 executive members

Quorum of the online meeting (in the month of December, March and June)

The quorum of the online meeting will be minimum of 5 executive members in the committee



<https://www.chintech.ac.in/alumni/>



alumni@chintech.ac.in



Reports Presentation:

- ✓ The secretary will present report of the activities and budget.
- ✓ The treasurer will present the audited accounts and balance sheet.
- ✓ Selection of fresh office bears will be conducted during the annual General body meeting.

Accounts

- ✓ Treasurer will be responsible for maintaining the accounts of the Association.
- ✓ The Treasurer can keep up to Rs. 50000/(Rupees fifty thousand) as contingency funds.
- ✓ The Treasurer will present the audited statement of accounts in the General body meeting

Bye-Laws

Bye-Law I

a. Election of Officers

The above executive committee members shall be elected in the General body meeting and their terms of officer shall be for a period of Three year. The election of office Bearers will be by secret ballot of the members present in the General body meeting. In case an executive committee member is unable to continue for the full terms an account of resignation, the executive committee will meet and appoint and alternate member for the vacant office.

b. Term of office of the office bearers:

The term of office bearers shall be for a period of three years beginning from the date of election of the office bearers. If any member is not present in 50 % of the total meetings, the office bearer will be replaced by a new member in the next general body meeting.

c. Patrons

1. The Principal of the college or the person assigned by the Chinmaya Mission trust shall be the chief patron.

2. The Principal of Chintech or the person assigned by the principal shall be the Joint Patron of the association (if required)

Bye-Law II

Banking

The bank account will be held at any of the recognized banks in Kannur and operated jointly by the Treasurer/Secretary and Principal.





Bye-Law III:

Executive Committee

The executive committee shall meet at least once every 3 months (online) in a year to transact the following business.

1. Plan the activities of the association
2. Verify the accounts submitted by the treasurer.
3. The budget submitted by the secretary
4. Formulate policies and guidelines for the office bearers
5. Have the power to authorize the operation of the bank account by the duty elected office members named by the president and treasurer at all time.
6. Have power to fill the vacancies that may occur among the officers during the period between annual general election.
7. Be at liberty to discuss and clamps all act of the constitution and bye laws when the need may arise.
8. Shall be responsible for appointing committees for special projects.
9. Consider the suggestions and implement the decisions.
10. Dissolution of the executive committee (Only in general body meeting though majority voting)

Details of the records to be kept by the Association

Rules and regulations of the Association, Certifications, minutes book, register of membership, vouchers, receipt book, books showing accounts, reports of activities, copies of all other documents and all other records necessary for the association.

Utilization of funds.

Subject to the decision of the elected committee, the associations can be utilized to achieve the aims and objects of the association.

Duties of the office barriers:

The President:

Shall be the head of the association and shall preside over all General Body and executive meetings

Vice President:

Shall help the president in his work and carry out his duties in his absence. Shall be a programme chairman. Shall maintain contact and promote activities fulfilling the objectives of the association.

The Secretary:

- Shall be the executive authority of the association and shall be responsible for calling meetings of the general body and executive committee in consultation with the president
- Perform day-to-day administration according to the directives from the executive committee.



- Manage legal matters of the association
- Shall keep the up-to-date minutes of all meetings
- Shall be in physical Custody of all registers and documents and shall be responsible for their safe keeping
- The minutes shall be sent to all committee members
- Shall be responsible for sending out the newsletter, develop and editing the alumni news column. Maintain contact and promote activities fulfilling objectives of the association. Collect information about the alumni overseas and convey local alumni news. Shall messages of congratulations to any of the alumni members when the need arises.
- Shall work in consultation and on the advice of the president to achieve the objectives and to carry out the functions of the association.

Joint Secretary: Shall assist the secretary in all her activities and be prepared to assume the entire responsibility of the secretary if need arises due to the absence of the secretary

The Treasurer: Responsible the entire fund. Treasurer shall present audited accounts before the general body.

Amendments of rules and regulations:

Amendments of the Bye-laws and the introduction of new Bye-laws can be done only by the general body meeting. Amendments to the constitution shall be proposed by any full member and be given to the secretary in writing at least one month prior to the General body meeting. Amendment shall be made by a majority vote in a general body meeting at which quorum is present. This shall be approved by a majority vote in a general body meeting.


Principal

Dr. BIMAL V.O.
PRINCIPAL
CHINMAYA INSTITUTE OF TECHNOLOGY
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