

**The West Bengal Societies Registration Act, 1961**

**RULES & REGULATIONS OF**

**ALUMNI ASSOCIATION OF GOVERNMENT GENERAL DEGREE COLLEGE  
KHARAGPUR-II**

1. The broad objects of the Society are set out in the Memorandum of Association of the Society.

**MEMBERSHIP:**

**(I) Admission**

(a) The signatories to the Memorandum of Association and the office bearers of the Governing Body of the Society shall be the first members of the Society.

(b) Criteria - The person, a resident of India, should be of twenty-one years of age satisfying any of the following:

- (i) Belonging to any ethnic community;
- (ii) Spouse satisfying clause (i) above;
- (iii) **Ex-student of the college.**

(c) The Governing Body of the Society may, at its sole discretion, admit any person as a member of the Society irrespective of caste, creed, sex and religion, who is an adult and has agreed in writing to be bound by the Memorandum of Association and Regulations of the Society, who in the opinion of the Governing Body, may be interested in promoting the objects of the Society. The decision of the Governing Body as regards admission or refusal shall be absolute and final.

**(d) Types of Members:**

**(i) Ordinary member:**

Any ex-student\* of the college, qualified to be a member and paying the prescribed ordinary membership fee may be admitted as an ordinary member of the society. He/ She must renew his/her membership by paying an ordinary membership fee annually.

**(ii) Life Member:**

Any ex-student, qualified to be a life member and paying the prescribed life membership fee one time, may be admitted as a life member of the society.

\*Ex-students Who passed final examination of any University Course from the college.

**(iii) Honorary member:**

The Governing Body at its discretion may admit any person as an Associate or Honorary member without voting rights satisfying clause b (i & ii) of Admission.

**(i) Cessation of Membership:**

Any member shall cease to be a member;

- a) On acceptance of his/her resignation;
- b) On his/her becoming insane or insolvent;
- c) On grounds of grave misconduct, moral and financial turpitude;
- d) On continued default in payment of Society's dues.



## **(II) Register of Members:**

The Society shall maintain a register of members containing names, addresses and occupations, the date of admission to and or cessation of membership. The register shall be kept in the registered office, in the custody of the designated officer and shall be available for inspection of the members of the Society on requisition. All entries required to be made therein shall be entered within a period of 30 days of the relevant event.

## **(III) Rights and Obligations of a Member:**

A member of the Society will enjoy the following rights:

- a) To participate in any General meeting of the Society;
- b) To elect and be elected in any Body of the Society;
- c) To suggest any matter for discussion by the General Body or a Sub-Committee;
- d) To inspect records and accounts of the Society on formal requisition.

The obligations of the members of Society will be as follows:

(a) The admission fee for the members shall be Rs. 100/- (rupees one hundred only) and the annual membership fee shall be Rs.250/- (rupees two hundred fifty only) for ordinary members In regard to Life Members and Associate and Honorary members, the amount and mode will be decided by the Governing Body.

## **(IV) Expulsion and Removal of member:**

If any action or actions of any member of the Society is found to be detrimental, unlawful and in violation of any Rules and Regulations, interests and objects of the Society, such member shall at first be served with a show cause notice showing therein the proposed charges to be framed and asking for explanation in defence within a reasonable time. If no reply is received within a reasonable time or times as may be allowed, the Governing Body may take any action as it may deem fit and proper expertise. Based on the enquiry the Governing Body may censure, suspend or expel such member from the membership of the Society.

However, the expulsion of a member will be only on the recommendation of the Governing Body and by majority decision.

Any claim, representation against or plea for reconsideration of the decision of expulsion, suspension, or censure shall be before the Governing Body whose decision in the matter shall be absolute and final.

## **2. GOVERNING BODY:**

### **(i) Composition, Election, Appointment, Resignation/Removal -Terms of Office:**

There shall be a Governing Body consisting of not less than ten members. The office bearers of the Governing Body shall comprise of President, Vice Presidents, General Secretary, Jt. Secretary, Asst. Secretaries, Treasurer, and Executive Committee Members, The initial office bearers and other Committee Members shall be nominated, selected and/or elected from amongst the persons taking a keen interest in the affairs of the Society and thereafter, on the expiry of the first term, members of the Society shall be elected at the Annual General Body Meeting of the Society. The Advisers shall be permanent invitees to the Governing Body meetings. Two Committee Members may be co-opted by the elected office bearers through a majority decision to assist the office bearers on a rotational basis.

President and General Secretary should be selected from such members who possess experience in academic activities and overall development of the college and are competent to interact with the college authority and higher officials of the Education Departments of West Bengal.



In the midst of any year, if any member of the Governing Body dies, retires, or becomes incapable of performing or conducting any works or affairs or business of the Society, the resultant vacancy may be filled up, if called for, through election or nomination of any committee member by a majority decision of the Governing Body. The term of office of the Governing Body shall ordinarily be three years unless it is dissolved or terminated early due to unforeseen circumstances. After the election, the old Governing Body will continue to function till the new Governing Body takes over charge, which shall, under no circumstances, be more than thirty days from the date of election. On expiry of aforesaid period of thirty days the new Governing Body shall be deemed to have assumed office.

**(ii) Meeting:**

A meeting of the Governing Body shall be held at least once in every quarter at such place, date and time, as the President or the Secretary may determine. In addition to the meeting called by the President/Secretary, any four members of the Governing Body may request a meeting and, in that event, the General Secretary shall convene a meeting within a fortnight from the date of receipt of the requisition, failing which the President may do so. Such a meeting will discuss exclusively the issues raised in the requisition of the member.

**(iii) Notice & Quorum of the Meeting of the Governing Body:**

Seven days' notice specifying the business to be transacted, also specifying the place, date and time of the Meeting of the Governing Body shall be given to every member of the Governing Body. An emergency meeting may be called on 24-hour notice. The presence of one-third members shall constitute a quorum for the meeting and if there is no quorum within thirty minutes of the time specified, the members present shall adjourn the meeting.

**(iv) Procedure of the Meeting:**

The President or in his absence, the Secretary shall preside over all meetings of the Governing Body and in their absence the members present shall elect a Chairperson for the meeting from amongst the members present. All issues taken up will be decided by a majority of decisions/votes, each member having one vote. The President or the Chairperson conducting the meeting shall have a second or casting vote in addition to his own vote in case of a tie.

**(v) Power and Duties of the Governing Body:**

The Governing Body shall have general power of control, supervision, conduct and manage all the affairs of the Society and, in particular, shall discharge the following duties:

- a) To appoint a sub-committee with such power and specific duties as may be considered necessary or expedient by the Governing Body;
- b) To accept donations, gifts, subscriptions, movable or immovable properties in furtherance of and for advancement of the objects of the Society within the framework of its Memorandum;
- c) To sale, lease, mortgage or otherwise dispose of and deal with all or any part of the properties of the Society;
- d) To open a bank account(s) in the name of the Society in one or more banks;
- e) To keep proper books of accounts of the Society and to get the same audited;
- f) To co-opt not more than two members to the Governing Body;
- g) To appoint a person or persons to assist the General Secretary/Treasurer of the Society in maintaining the books of accounts and other secretarial works on payment of salary & and allowances as may be decided;
- h) To conduct any other business not specified herein above for the attainment of the objects of the Society provided that such business is not repugnant or contrary to such object.



### **3. SAFE CUSTODY OF PROPERTIES:**

The Governing Body shall be responsible for the safe custody and management of the funds, properties and assets of the Society.

### **4. BOOKS OF ACCOUNTS & INSPECTION:**

The accounts and other statutory books shall be kept in the registered office of the Society and these shall be open to inspection by any member at such time and place as the Governing Body/President/Designated Authority may decide and direct on receipt of a written request from any member.

### **5. ACCOUNTING YEAR:**

The accounting period of the Society shall be 12 Calendar months beginning on the 1st day of April and ending with the 31st day of March of the following year. (ii) However, the first accounting period shall consist of a period of less than 12 Calendar months and will begin from the day and date of registration and shall end on the 31st March of the following year.

### **6. GENERAL BODY MEETING:**

#### **Annual General Body Meeting:**

#### **Notice:**

The Secretary shall, on behalf of the Governing Body, call the Annual General Body Meeting within six months from the end of every financial year and give at least 14 days' clear notice to all members indicating the agenda, venue, date, day and time of the meeting.

#### **Agenda:**

The business to be transacted at the Annual General Body Meeting and or Special General Body Meeting if any, will be as under:

- a) To adopt, with or without modification, the Annual Performance Report of the Society;
- b) To pass and accept audited accounts of the Society for the year ended;
- c) To appoint auditor or auditors for the current year's accounts;
- d) To transact such business as may be proposed by the Governing Body;
- e) To transact such other business as may be brought by any member giving 14 days' clear prior notice;
- f) To conduct general election, as and when due.

#### **Quorum in Annual General Meeting:**

The presence of one-third of members, before the commencement of the meeting, shall constitute a quorum.

#### **Manner and Methods of Voting:**

The voting in the General Body meeting shall be by secret ballot.

#### **(i) Extra-ordinary General Body Meeting:**

The Governing Body may direct to convene an Extra-ordinary General Body Meeting to consider addition, alteration or amendment of the Memorandum/Regulations of the Society. Seven days' clear notice along with the draft of proposed changes shall be sent to all members before the meeting. The resolution for change, amendment, etc. of the Memorandum and Regulations shall be proposed, and deliberated and if three-fourths of the members present accept the proposed addition, alteration or amendment of the Memorandum/Regulations of the Society, the same shall be accepted.



**(ii) Special General Body Meeting:**

Special General Body Meeting may be convened by the Governing Body at its sole discretion, at any time to discuss any urgent matter if the Body is of the view that the urgency of the matter cannot wait till the next General Body Meeting.

Any member of the Society can also request the Governing Body to convene a Special/General Body Meeting and in the event the request of the member to convene such Special /General Body Meeting is not honoured, such Special/General Body Meeting shall have to be convened if the demand for such a meeting is requested by one-fourth of the total ordinary members of the Society in writing. At least seven days' notice shall be given to every member for Special Internal Body Meeting.

**7. DUTIES:**

**President shall:**

- (i) Preside over the meetings of the Society;
- (ii) Take disciplinary actions as decided by the Governing Body to remove, dismiss, etc. any member;
- (iii) Take decisions in matters requiring urgent attention in consultation with The General Secretary;
- (iv) Render advice sought by the Secretary to call meetings, emergency meetings, etc.

**General Secretary shall:**

- (i) Convene all meetings of the Society;
- (ii) Maintain the minutes of all meetings;
- (iii) Issue general circulars and notices;
- (iv) Receive membership applications;
- (v) Place membership applications before the Governing Body;
- (vi) Authorize receipts of any amount of subscription, etc.;
- (vii) Authorize all payments and expenditures;
- (viii) Get the accounts of the Society audited by a Chartered Accountant;
- (ix) Compliance with all statutory requirements;
- (x) Operate bank account(s) jointly either with the President or the Treasurer;
- (xi) Transact all other business as per the decision of the Governing Body.

**Treasurer shall:**

- (i) Maintain and cause to be maintained, keep or cause to be kept any Cash book and such other accounts as are necessary;
- (ii) Operate bank account(s) jointly with either the Secretary or the President;
- (iii) Provide a general outline of financial management in furtherance of the objectives of the Society;
- (iv) Prepare budget in consultation with the Secretary and the President;
- (v) Participate in financial decisions.

**8. AUDIT OF ACCOUNTS:**

The accounts of the Society shall be annually audited by an auditor to be appointed by the Governing Body in furtherance of the decision taken in the General Body Meeting.



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- (v) Participate in financial decisions.

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The accounts of the Society shall be annually audited by an auditor to be appointed by the Governing Body in furtherance of the decision taken in the General Body Meeting.



## 9. SUIT AND LEGAL PROCEEDINGS:

All suits and legal proceedings by or against the Society shall be in the name of the Secretary or such person as may be authorized by the Governing Body and will be under the jurisdiction of Paschim Medinipur District Court/ Calcutta High Court.

## 10. ALTERATION OF MEMORANDUM & REGULATIONS:

(a) The Memorandum and Regulations may be altered, modified, rescinded or added to by special resolution passed by two-thirds of members present and voting in a General Body Meeting called for the purpose.

(b) Subject to the above, the Governing Body shall have powers to make, add, alter, modify or rescind such By-laws and Rules as may be considered necessary in the interest of the smooth functioning of the Society.

## 11. DISSOLUTION OF SOCIETY:

Subject to the provisions of 24 & 27 of the West Bengal Societies Act, 1961 or any statutory modifications thereof, the Society may be dissolved by a resolution to that effect passed by 3/4<sup>th</sup> members of the society at a General Meeting. The said meeting shall also decide the manner of the disbursement of the funds and assets of the Association, if any, after dissolution. After dissolution, the Funds and Assets of the Society will be transferred to a society duly registered to have the same aims and objectives.

We, the undersigned members of the Governing Body of the Society, do hereby certify that the above is a true copy of the Regulations of the Society.

Signature of three members of the Governing body:

1.

2.

3.

Dated

day of



## West Bengal Societies Registration Act.

### Memorandum of

#### Alumni Association of Government General Degree College Kharagpur-II

1. The name of the society shall be: **Alumni Association of Government General Degree College Kharagpur-II**
2. The registered office of the society shall be situated at: **Government General Degree College Kharagpur-II, Ambigeria, Madpur, Paschim Medinipur, West Bengal, 721149**
3. **The objects for which the society is established are:**
  - a) To promote academic along with social activities in the college.
  - b) To arrange and organize lectures, debates, discussions, seminars and excursions for the diffusion of knowledge to the students.
  - c) To publish or cause to be published useful literature, magazines, etc. without profit motive.
  - d) To promote and encourage the advancement of literary, cultural, religious and scientific education.
  - e) To help the needy students of all the communities for the prosecution of study and providing scholarships/awards.
  - f) To work for the happiness of the downtrodden needy people for their primary needs including education.
  - g) To impart and develop social awareness among the illiterate and common people by organizing awareness camps from time to time.
  - h) To help needy students by providing teaching in their course of studies as guest teachers in the college.
  - i) To collect data of potential alumni glorifying our college and their need in college development.
  - j) To organize counselling of students for better placement in jobs and higher studies.
  - k) To educate the people about pollution and to arrange the plantation of trees in the localities in association with the college students to conserve biodiversity.
  - l) To help organize a self-help group-based programme for augmentation of the livelihood opportunities of the people at the grassroots level as being beneficial to the public or a section of the public.

The functions and objects of the societies shall always remain restricted within the meaning of section 4 (2) of the West Bengal Society Registration Act 1961 irrespective of any object mentioned in the present document in agreement or opposed to the said section.

Before commencing the activities of the society's necessary approval/permission will be obtained from the Govt. or other appropriate concerned authorities as and when required. The income and the prosperities of the societies whatsoever derived or obtained shall be applied solely toward the promotion of the object of the societies and no portion thereof shall be paid to or divided amongst any of its members by way of profits.



4. The Names and descriptions of the members of the Governing body:

Name	Description
1. PRIYANKA NAIDU	PRESIDENT
2. KAKALI GUHA	VICE PRESIDENT
3. SATHI BANKURA	GENERAL SECRETARY
4. SUBHASIS BHANJA	JOINT SECRETARY
5. SANTU DAS ADHIKARI	ASST. SECRETARY
6. ANITA MONDAL	ASST. SECRETARY
7. BIJOY HANSDA	ASST. SECRETARY
8. DIPIKA DAS	ASST. SECRETARY
9. ARDHENDU RAJ	TREASURER
10. REKHA PAL	ASST. TREASURER
11. RAJESH SING	EXECUTIVE COMMITTEE MEMBER
12. RUPA BHUNIA	EXECUTIVE COMMITTEE MEMBER
13. ARIJIT DAS	EXECUTIVE COMMITTEE MEMBER
14. LAXMI BHUNIA	EXECUTIVE COMMITTEE MEMBER
15. POULAMI PALMAL	EXECUTIVE COMMITTEE MEMBER
16. RONI SIKDAR	EXECUTIVE COMMITTEE MEMBER
17. SUPRIYA MAITY	EXECUTIVE COMMITTEE MEMBER
18. RINKU KUMAR RAJ	EXECUTIVE COMMITTEE MEMBER
19. ANKIT NATH	EXECUTIVE COMMITTEE MEMBER
20. NILKAMAL CHAKRABORTY	EXECUTIVE COMMITTEE MEMBER
21. PUJA GHOSH	EXECUTIVE COMMITTEE MEMBER
22. BIDISHA SHEE	EXECUTIVE COMMITTEE MEMBER
23. ARPITA KHATUA	EXECUTIVE COMMITTEE MEMBER

5. We, the several persons whose names, addresses and occupations are hereunto subscribed are desirous of being from into an association in pursuance of this memorandum of association.

SL NO	SIGNATURE	PRESENT ADDRESS	PRESENT OCCUPATION
1	<i>Priyanka Naidu</i>	DHENG, SHYAMCHAK, PASCHIM MEDINIPUR, 721301	BDSP IN NDLM, DEBRA BLOCK
2	<i>Kakali Guha</i>	AMBIGERIA, MADPUR, PASCHIM MEDINIPUR, 721149	STUDENT, M.A IN POLITICAL SCIENCE
3	<i>Sathi Bankura</i>	MADPUR, KHARAGPUR LOCAL, PASCHIM MEDINIPUR, 721149	STUDENT, B.ED IN BENGALI
4	<i>Subhasis Ghose</i>	PAPARARA, KHARAGPUR LOCAL, PASCHIM MEDINIPUR, 721149	SET QUALIFIED, PREPARED FOR COMPETITIVE EXAM
5	<i>Santu Das Adhikari</i>	MAWA, BARACHU, KHARAGPUR LOCAL, PASCHIM MEDINIPUR, 721301	STUDENT, PREPARED FOR COMPETITIVE EXAM
6	<i>Anita Mondal</i>	ALISHAGARH, DEBRA, PASCHIM MEDINIPUR, 721126	STUDENT, M.SC IN PHYSIOLOGY
7	<i>Bijoy Hansda</i>	PAPARARA, KHARAGPUR LOCAL, PASCHIM MEDINIPUR, 721149	PH.D. IN BENGALI & SET QUALIFIED



8	Dipika Das	PAPARARA, KHARAGPUR LOCAL, PASCHIM MEDINIPUR, 721149	STUDENT, B.ED IN BENGALI
9	Ardhendu Raj	BELAGERIA, PAPARARA, KHARAGPUR LOCAL, PASCHIM MEDINIPUR, 721149	JOB IN PRIVATE COMPANY & TET QUALIFIED
10	Rekha Pal	DUBGOHAL, JAKPUR, KHARAGPUR LOCAL, PASCHIM MEDINIPUR, 721301	STUDENT, M.A IN ENGLISH
11	Rajesh Sing	KESHIPUR, MUKSUDPUR, KHARAGPUR LOCAL, PASCHIM MEDINIPUR, 721126	SET QUALIFIED, PREPARED FOR COMPETITIVE EXAM
12	Rupa Bhunia	MUKUNDAPUR, PANCHGERIA, DEBRA, PASCHIM MEDINIPUR, 721156	STUDENT
13	Arijit Das	CHAKKUMAR, DEBRA, PASCHIM MEDINIPUR, 721126	STUDENT, MLT INTERNSHIP TRAINING AT BSMCH
14	Poulami Palmal	PAPARARA, KHARAGPUR LOCAL, PASCHIM MEDINIPUR, 721149	STUDENT, M.A IN BENGALI
15	Laxmi Bhunia	BELI, MADPUR, KHARAGPUR LOCAL, PASCHIM MEDINIPUR, 721149	STUDENT, M.A IN ENGLISH
16	Roni Sikhar	BELI, MADPUR, KHARAGPUR LOCAL, PASCHIM MEDINIPUR, 721149	STUDENT, M.A IN POLITICAL SCIENCE
17	Supriya Maity	PAPARARA, KHARAGPUR LOCAL, PASCHIM MEDINIPUR, 721149	STUDENT, M.A IN HISTORY
18	Rimzu Kumar Raj	NEAR AN-NISHA MISSION, DAKHIN GERIA, PASCHIM MEDINIPUR, 721149	STUDENT, M.SC IN BOTANY
19	Ankita Nath	RADHANAGAR, JAKPUR, PASCHIM MEDINIPUR, 721301	STUDENT, DIPLOMA IN APP & WEB DEVELOPMENT
20	Nilkamal Chakraborty	WARDA, TENTULMURI UTTAR, PASCHIM MEDINIPUR, 721149	STUDENT, M.SC IN CHEMISTRY
21	Puja Ghosh	MAHATAPNAGAR, KOTWALI, PASCHIM MEDINIPUR, 721149	STUDENT, M.A IN PHILOSOPHY
22	Bidisha Shee Maiti	MADPUR, KHARAGPUR LOCAL, PASCHIM MEDINIPUR, 721149	STUDENT
23	Arpita Khutua	MAWA, BARACHU, KHARAGPUR LOCAL, PASCHIM MEDINIPUR, 721301	PREPARED FOR NET, SET EXAM

Witness to the above signatures

Signature

Address

Occupation