



# CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY (AUTONOMOUS)

(An ISO: 9001-2015 Certified Institution)

Recognized by UGC under Section 2(f) & 12(B) and Accredited with NBA (EEE, ECE, CSE & CIVIL) & NAAC with 'A' Grade

APPROVED BY AICTE, NEW DELHI

VIDYANAGAR, PRODDATUR-516 360, KADAPA Dt., A.P.











## MEMORANDUM OF ALUMNI ASSOCIATION

1. Name of the Association : ALUMNI ASSOCIATION OF CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY, Proddatur
2. Address : Vidya Nagar,  
Proddatur-516 360  
YSR Kadapa (D.t)  
Andhra Pradesh State
3. THE AIMS AND OBJECTIVES:
  - a) Diffusion of the useful knowledge among the old students who studied in the Chaitanya Bharathi Institute of Technology , Proddatur,YSR Kadapa(D.t).
  - b) To assist the college for its development.
  - c) Bring the old students of Alumni Association of Chaitanya Bharathi Institute of Technology , Proddatur under one forum for exchange of experience, dissemination of knowledge and talents amongst its members and also for the furtherance of fellowship, advancement of scientific knowledge in general of the members of the association and country.
  - d) To improve a sense of unity, inter relation, mutual cooperation, understanding, inter dependency, knowledge and equal opportunities among all the members.
  - e) To collect funds by subscriptions, contributions, donations and gift's from members, non-members, Governments, Universities and other institutions and philanthropists for furtherance of the above objectives.
  - f) To conduct seminars, conferences, workshops, endowment/guest lectures and other academic activities and also to keep in touch with one another of the College faculty, non teaching staff and students.
  - g) To bring out magazines, souvenirs and newsletters high lighting the activities of the College and its Alumni.
  - h) To advise and interact with State and Central Government Bodies, Universities and Associations of other academic institutions on matters relating to promotion of higher education, training and management systems and thereby promote the welfare and status of the Chaitanya Bharathi Institute of Technology , Proddatur, YSR Kadapa(d.t)-516360
  - i) To motivate the Present students for their better future.
  - j) To render financial aid to deserving poor students studying at the College.
  - k) To render financial aid to deserving alumni in cases of extreme compassionate circumstances.
  - l) To create and establish Alumni endowments for granting scholarships, prizes and medals to the students showing high proficiency in their studies and honour former students of the College.

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PRESIDENT

4. We the following are the First Governing Body to run the Administration of the Association in accordance with the Rules and Regulations under Section 35 of 2001.

Sl. No	Name, Father's Name with Full Address	Designation	Age	Photo	Signature
1	Jammaladinne Raja Kullayappa S/o. Jammaladinne Raja Kullayappa Former Student 7/855-A, Indira Nagar Proddatur- 516360, YSR Kadapa District	President	33		
2	Gurrampati Sreenivasula Reddy S/o. G.Veera Reddy 2/855/30-up, YSR nagar Proddatur- 516360, YSR Kadapa District	Honorary President	53		
3	Govindu Manoj Kumar S/o. G.Janardhan Former Student D.No. 9-13-6, Jinaagiri Rammaih Street, Allagadda, Kurnool - 518543	Vice President	27		
4	Thota .Vani D/o. Thota Chandrasekhar Former Student 3/1276 Subbireddy Kottala Proddatur- 516360, YSR Kadapa District	General Secretary	24		
5	Manchala Ajay Kumar S/o. Manchala Gnanappa College Representative 5/37 Ramapuram Dorasani palle Proddatur- 516360, YSR Kadapa District	Joint Secretary	36		

  
PRESIDENT

Chaitanya Bharathi Institute of Technology  
Viyya Nagar, PRODDATUR








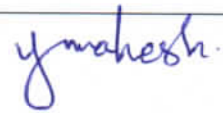
6	Battula Sai Pavithra D/o. Battula Venkata Subbath Former Student D.No. 2/521-1 Sastri Nagar Proddatur- 516360, YSR Kadapa District	Treasurer	31		
7	Chintha .Vinay S/o. C.Thirupelu Former Student D.No. 3/260, Buddayapalem 1 veedi, Simhadripuram Kadapa -516454	Executive Member	24		
8	Yarragondur Maheswar Reddy S/o. Yarragondur Mallikarjuna Reddy, 17-75 sarvarayapalli Mydukur-516172 YSR Kadapa District	Executive Member	23		

  
**PRESIDENT**  
 Chaitanya Bharathi Institute of Technology  
 Yuva Nagar, PRODDATUR



5. **DECLARATION:**

We the several persons whose signatures are subscribe below desire to form as the Association under the desirous to get the Registration under A.P. Societies Registration Act, 35 of 2001.

Sl. No	Name with Father's Name	Designation	Signature
1	Jammaladinne Raja Kullayappa S/o. Jammaladinne Raja Kullayappa	President	
2	Gurrampati Sreenivasula Reddy S/o. G.Veera Reddy	Honorary President	
3	Govindu Manoj Kumar S/o. G.Janardhan	Vice President	
4	Thota .Vani D/o. Thota Chandrasekhar	General Secretary	
5	Manchala Ajay Kumar S/o. Manchala Gnanappa	Joint Secretary	
6	Battula Sai Pavithra D/o. Battula Venkata Subbaih	Treasurer	
7	Chintha .Vinay S/o. C.Thirupelu	Executive Member	
8	Yarragondur Maheswar Rddy S/o. Yarragondur Mallikarjuna Reddy,	Executive Member	

**Witnesses :-**

1)

  
PRESIDENT

  
GENL. SECRETARY

2)

  
TREASURER

  
PRESIDENT

Chaitanya Bharathi Institute of Technology  
Vijaya Nagar, PRODDATUR

# RULES & REGULATIONS

1. Name of the Association : ALUMNI ASSOCIATION OF CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY, Proddatur

2. Address : Vidya Nagar,  
Proddatur-516 360  
Kadapa (D.t)  
Andhra Pradesh State

3. Jurisdiction : Entire YSR Kadapa District

4. Membership :

a) Any Person who is working staff and who had studied in Chaitanya Bharathi Institute of Technology, Proddatur. is eligible to become a member of the Association on payment of Rs. 500/- as Membership fee. All the students of Chaitanya Bharathi Institute of Technology, Proddatur should be the members of Alumni.

1. **Membership Fee:** A person, who is eligible, to be admitted as a Member shall make an application in the prescribed form for admission and he/she shall pay membership in lump sum.

2. **Cessation of Membership :** The membership shall cease under the following conditions:

a) By voluntary resignation.

b) By the decision of the Executive Committee on account of actions calculated to impair the existence prestige of the Association or any subversive acts affecting the functioning of Association (When a member is removed on this ground, he/she will have the right to appeal to the General Body at the next Annual General Body Meeting.)

c) By death or unsound mind

3. **Removal of a Member :** The Executive Committee may, through a resolution passed in a meeting and in respect, of which the subject is specifically indicated in the Agenda, remove a member from the membership for the following reasons:

a) If a member commits deliberately any act(s) or omission (s) impairing the image of the Association and violates the Rules and Regulations and the constitution.

b) However, before taking a final decision on individual cases, the Executive Committee shall give the member a reasonable opportunity of a personal hearing.

4. **Re-admission:** A member who has been once removed from membership for any reason can be re-admitted as a member at the absolute discretion of the Executive Committee, subject to the condition that she/he shall pay the re-admission fee.

5. **Vacancy caused by resignation or otherwise :** In the event of a vacancy occurring amongst the members of the Executive Committee, whether by resignation or otherwise, the Executive Committee shall co-opt the required number of persons amongst the members of the Association to that office to hold the position till the vacancy is filled up by next elections.

5. **Official Year:** The Official year of the Association shall be the Financial Year i.e., 1<sup>st</sup> April to end of March next Year and the tenure of the Elected Executive Committee shall be once in Three years.

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**PRESIDENT**

Chaitanya Bharathi Institute of Technology  
Vidya Nagar, PRODDATUR



6. 1. **Funds:** The funds of the Association comprise of
  - a. Admission and Re-admission fee.
  - b. Membership paid by the Members.
  - c. Interest, if any, on deposits made etc.,
  - d. Donations from individuals or Associations.
  - e. Grants and Subsidies by any recognized institution or Government.
  - f. Any amounts received through benefit shows performance, sale of literature, journals, calendars, releasing souvenirs etc.
  - g. Any amounts received for the services rendered by the Association.
2. **Investment and Operation**
  - a. The Funds of the Association shall be deposited in any Nationalized or scheduled bank or private bank (s).
  - b. The Bank account shall be run in the name of the Association only.
  - c. The Bank account shall be operated jointly by the General Secretary and Treasurer of the Association.
  - d. The Treasurer may hold an interest amount not exceeding Rs.2,000 (Rupees Two thousand only) or as authorized by the Executive committee from time to time to meet urgent day to day expenditure in running the Association activities.
6. 1. **Management :**
  - a. The day-to-day management of the affairs of the Association shall vest in an Executive Committee consisting of seven elected office bearers (one President, Vice-President, General Secretary, Joint Secretary, Treasurer and 02 Executive Members) in Total 07. The Office bearers shall hold office for a period of **Three Years**.
2. **Election and quorum :**
  - a. The Executive Committee is elected and the calendar of events shall be in accordance with the procedure laid down in the Annexure.
  - b. The quorum for the Executive committee Meeting shall be 1/3<sup>rd</sup> of the Committee.
7. **Executive Committee Meetings :**
  - a. A notice of at least 30 days is necessary for all the Executive Committee meetings. However, this stipulation shall not be necessary in case of emergency meeting or adjourned meetings for which short notice either by letter or through Telephone shall be adequate.
  - b. Notice of meetings shall be communicated to all the members of the Committee by the Secretary. The orders of the Committee if necessary could be obtained on specific points by circulating amongst the members of the Executive Committees in emergencies. In the event of disagreement during the course of circulation by any one member, the matter shall be decided by the meeting of the Executive Committee.
  - c. Minutes of the meetings shall be recorded in a separate book for this purpose and such minutes shall be signed by all the members present at the meeting and by the President.
  - d. All matters before the Executive Committee shall be decided by a majority vote. If there is no consensus, each member of the Committee present shall have one vote. In the event of equality of Votes, the Chairman of the meeting/President shall have a second casting vote.
  - e. The Executive Committee meeting shall be held normally once in three months. If any matter concerning a committee member personally is to be decided in a meeting, such member shall not be present at such a meeting, at the time, when a decision is being taken.

  
**PRESIDENT**  
 Chaitanya Bharathi Institute of Technology  
 Viwa Nagar, PRODDATUR



## 8. POWERS AND DUTIES OF THE EXECUTIVE COMMITTEE:

The Executive Committee shall have the following powers and duties:-

1. To consider applications for membership.
2. To raise funds necessary for purposes of carrying out functions of the Association on the terms and conditions that may be determined from time to time.
3. Arrange for maintenance of all accounts and records. To frame policies of business and generally to direct and conduct the affairs of the Association prudently and efficiently in the best interests of the Association.
4. To formulate Sub/Committees if found necessary, for special programmes and if necessary by co-opting members of the Association outside the Executive Committee.
5. To delegate any powers to the sub-committees or office bearers of the Committee.
6. To incur necessary expenditure for the conduct of the functions of Association.
7. To acquire movable and immovable property for and in the name of the Association.
8. To appoint an internal auditor to check the Annual Accounts.
9. To arrange for the investment of the funds of the Association.
10. To appoint and fix the salary and nature of work to be discharged by such employees, suspend, punish or take any other disciplinary action against or dismiss any salaried staff of the Association full time or part-time.
11. To maintain proper accounts of the Association and arrange for audit and preparation of periodical income and expenditure Accounts and Balance sheet.
12. To convene meeting of the General Body and lay before the General Body all information, reports and accounts of the Association.
13. To institute, defend or compromise any legal proceedings in the name of the Association.
14. To frame subsidiary rules for the conduct of the affairs of the Association subject however to such rules being approved by the General Body before implementation.
15. To hold discussions, negotiate and settle issues relating to members of the Association in the best interests of the members of the Association.

**Any member of the Committee or any office bearer has no powers to take loans or credits on behalf of the Association.**

16. It shall be the responsibility of the Executive Committee to ensure the maintenance of proper books and accounts and get the same posted up-to-date. The Treasurer shall present to the committee, once in a month, a statement of receipts and payments, and income and expenditure. The audit of the accounts of the Association shall be conducted for each year by an Auditor to be appointed at the Annual General Body Meeting. The Auditor shall give his report on the accounts to the Executive Committee first and the Executive Committee shall review and take action wherever necessary and place the report of the Auditor before the Annual General Body Meeting together with their replies and comments. The Secretary and Treasurer shall exercise the powers, and carry out the duties entrusted in the bye laws/rules, and they are responsible to the extent their duties enumerated.

  
**PRESIDENT**  
Chaitanya Bharathi Institute of Technology  
Vijaya Nagar, PRODDATUR

## **9. POWERS AND DUTIES OF THE OFFICE BEARERS :**

### **1. PRESIDENT:**

The President shall be Chief Executive Authority of the Association and shall have the following Powers and duties:-

1. Whoever is the Head of the Institution at that time is the President of Alumni.
2. To preside over and conduct the meetings of the Executive Committee and to vote on all questions and in the event of equality of votes, to exercise a casting vote.
3. To preside over General Body Meeting and conduct its proceedings.

### **2. POWERS AND DUTIES OF VICE PRESIDENT:**

1. To direct, guide and supervise the workings of the Association generally in accordance with the constitution and resolutions of the general body and the Executive Committee.
2. To lead all delegations and to conduct negotiations.
3. In the absence of the President the Vice President shall act as President and perform all his duties.

### **3. POWERS AND DUTIES OF GENERAL SECRETARY:**

General Secretary shall have the following powers and duties:

1. He shall be in-charge of the day to day administration of the Association
2. To convene meetings of the Executive Committee, prepare Agenda and keep records of all the proceedings of the meetings in a proper minute's book.
3. To sign all correspondence on behalf of the Association except those that are to be signed by the President.
4. To maintain necessary registers of members
5. To arrange for safe custody of documents and property of the Association.
6. To exercise administrative control over the staff of the Association and enforce discipline. However, for engagement and termination of staff of the Association, he should have the prior concurrence of the Executive Committee.
7. To sanction and incur contingent expenses within the limits that may be prescribed by the Committee.
8. To represent the Association in all legal and other proceedings and to represent the Association in other Associations, Institutions, Conferences on behalf of the Association with the prior concurrence of the Committee.
9. To perform all other duties, generally, that may be entrusted to him from time to time by the Executive Committee.
10. The Association may be sued in the name of the President in accordance with Section 6.

### **4. POWERS AND DUTIES OF JOINT SECRETARY:**

In the absence of the General Secretary the Joint Secretary shall act as General Secretary and perform all his duties.

  
**PRESIDENT**

Chaitanya Bharathi Institute of Techno  
Vijaya Nagar, PRODDATUR



## 5. POWERS AND DUTIES OF TREASURER:-

1. The Treasurer is the custodian of the finances, funds and accounts of the Association
2. He shall sign all receipts for money received on behalf of the Association.
3. He shall credit the money received on behalf of the Association to the account of the Association in the Bank and renew the deposits in consultation with the Executive Committee
4. He shall scrutinize all bills for payments to be made and make payments with the approval of the President subject to ratification by the Executive Committee
5. To receive subscription from the members, and contributions and issue receipts and maintain accounts thereof
6. To maintain proper accounts, books and get the same audited from time to time, and furnish statement of accounts/balance sheet duly audited.
7. He shall be jointly responsible with the Secretary in furnishing the utilization certificates to the Government for the grants received, if any and furnish the statement of accounts/ balance sheet to the State Government authorities, and renew the registration of Association.
8. To perform such duties as may be entrusted to him by the Executive Committee

## 6. DUTIES OF EXECUTIVE COMMITTEE MEMBERS:-

1. To Communicate to the members in their jurisdiction all matters relating to collections of subscriptions arrears, elections and such other matters that may be entrusted to them for communication to members such as information relating to functions, etc.
2. To hear and discuss the problems of members within their jurisdiction and discuss the same with the Executive Committee
3. To contact the members in their jurisdiction and help to collect subscriptions and handover the subscriptions to the Treasurer against receipts
4. To assist the Executive Committee in attending to the work entrusted to them relating to the functioning of the Association

### 11) AUDIT OF ACCOUNTS:-

The accounts for the year commencing from April every year and place the audited accounts in the Annual Meetings and audited by a Chartered Accountant appointed by the General Body of the Association.

### 12) QUORUM:-

The Quorum of General Body Meeting shall be 3/5<sup>th</sup> of the Members on roll. If within half an hour after the Schedule time there is no quorum the meeting shall be stand adjourned.

### 13) FUNDS :

The Funds of the Association shall be utilized for welfare activities of the Association. Funds shall raise by way of Donations from Members, Public Grants from both State and Central Government and Abroad agencies. The Joint Account should be opened in any Nationalized/Scheduled/ Private/ Cooperative Bank(s) in the name of General Secretary and Treasurer Jointly, who are empowered to do Bank Transactions i.e., deposits and withdrawal on behalf of the Association.

  
**PRESIDENT**

Chaitanya Bharathi Institute of Technology  
Vijaya Nagar, PRODDATUR



**14) GENERAL BODY:-**

1. The Association shall convey a General Body Meetings once in a year preferably in a month of **APRIL**.
2. The General Body of the Association shall consist of all the members of the Association.
3. The General Body shall be the supreme authority in all matters concerning affairs of the Association subject to the provisions of this constitution.
4. The Executive Committee shall call for the General Body Meeting giving a clear notice of at least 14 days with the Agenda for the meeting.
5. There shall be a meeting of the General Body within 3 months after closing of the official year which meeting shall be called as the Annual General Body Meeting. This meeting shall consider the audited accounts of the Association, the report of the auditor and report of the Executive Committee on the work done during the previous year and the elections to the Executive Committee and also appointment of an Auditor.
6. The President shall preside over the General Body Meetings.
7. The Secretary shall cause record of all the proceedings of the General Body Meeting which proceedings shall be read and confirmed at the next General Body Meeting.
8. All matters in a General Body Meeting shall be decided by majority opinion recorded by show of hands if there is no consensus. In the event of equality of votes the President of the General Body Meeting shall have a casting vote.
9. Quorum for the General Body Meeting: The quorum required for any General Body Meeting shall be 10% of the members on rolls or 25 members whichever is less. In the absence of a quorum, the meeting shall be adjourned .The adjourned meeting shall be conducted within 3 days of that adjourned meeting; no quorum is required for that adjourned meeting.

**15) SPECIAL GENERAL BODY MEETING:**

1. A special General Body Meeting can be called by the Executive Committee on its own initiative or upon a requisition in writing signed by at least 1/3<sup>rd</sup> of the members on the rolls of the Association as on the date of requisition.
2. Such requisition from members shall specify the business proposed to be transacted at this Special Meeting and addressed to the Secretary of the Association, who shall place the same at the meeting of the Executive Committee for their decision.
3. If the Executive Committee refuses to comply with the requisition for recorded reasons or otherwise convene the meeting within a period of two weeks from the date of such requisition, the signatories of the requisition shall be competent to convene a special General Body Meeting and the Committee shall furnish all information required at such a meeting.
4. Decisions taken at such a meeting on the subjects specified in the requisition for the meeting only shall be binding.
5. In the absence of quorum at the Special General Body Meeting called under requisition from members, such meeting shall stand dissolved and shall not be capable of being adjourned.

  
**PRESIDENT**  
Chaitanya Bharathi Institute of Technology  
Muvva Nagar, PRODDATUR



**16) GENERAL:**

- i) The President may direct the secretary to call a meeting of the general body whenever required or whenever one third of the members of the general body gives requisition to the secretary in writing stating the subject to be considered.
- ii) The minute book shall be kept and a proper record of all members present and business transacted at every meeting of the managing committee or the general body as the case may be shall be made therein by the Secretary.
- iii) Accurate accounts of all receipts and payments shall be maintained or caused to be maintained by the Treasurer authorized to operate the funds of the Association.
- iv) The managing committee shall make a report of all the activities of the association and present it at the annual general body meeting.
- v) No changes should be done in the Logo or Card Design of Alumni Association, if any should be done under Core and Executive Committee.
- vi) The accounts of the association shall be audited annually and the report of the auditor shall be placed before the general body at the annual general body meeting.

**17) LEGAL MATTERS:-**

The Association may sue or be sued in the name of the President only. If any file suits on behalf of the Association in courts of law, the Executive Committee shall appoint legal Advisor (S) from time to time and their remuneration fixed.

**18) AMENDMENTS:**

If the Association wishes to alter, amended, additions, deletions with either to the Memorandum of Association or copy of Rules the provisions of Sec. (8) of the A.P. Societies Registration Act, 35 of 2001 is followed.

**19) ENFORCEMENT OF JUDGEMENT:-**

The enforcement of Judgement against the property of the Association shall be in accordance with the provisions of Sec. 27 of A.P. Societies Registration Act, 35 of 2001 followed.

**20) DISSOLUTIONS:**

In the event of the Association is dissolved the provisions of Sec 24 of A.P. Societies Registration Act, 35 of 2001 is followed.

**21) SUITS:**

The Association may sue or be sued in the name of the President as determined by the Rules and Regulations of the Registered Association as per the provisions laid down in Section (19) of the A.P. Societies Act 35 of 2001.

**22) OTHERS:-**

If any other things done or any action taken under the said Acts in the exercise of any power conferred by or under the said Acts shall be deemed to have been done or taken in the exercise of the powers conferred by or under this Act 35 of 2001 of A.P. Societies Registration Act.

  
**PRESIDENT**  
Chaitanya Bharathi Institute of Technology  
Yuva Nagar, PRODDATUR