

Memorandum of Association

1. **Name of the Association-** Alumni Association of Shri Bhagwat Prasad Singh Memorial B.Ed. College
2. **Address of the registered office –** Deo More, Aurangabad
3. **Area-** Bihar

4. Aims & objectives

- (i) To foster unity among old students of **Shri Bhagwat Prasad Singh Memorial B.Ed. College** .
- (ii) (ii) To motivate the newly admitted students.
- (iii) To develop ourselves (old students) morally, academically, mentality, socially and otherwise.
- (iv) To re-establish, promote and strengthen networking among old students, teachers, and current students of Shri Bhagwat Prasad Singh Memorial B.Ed. College .
- (v) To aid and assist former and current students, teachers and of the college in various activities outside class room.
- (vi) To help the College in drafting of curriculum, internship and other out rich programme.
- (vii) To accept donations, grants, presents and other offering and to deal with the same for the purpose of the college.
- (viii) To suggest and guide enrolled and Ex-students regarding placement and play an active role in placement cell.
- (ix) It upon the winding up or dissolution of the society these remains after satisfaction of all its debts and liabilities any property whatever same shall not be paid to or distributed among the members of the society but shall be given or transferred to some other institution having object similar to the objects of the society to be determined by the members of the society at or before the time of dissolution.

5. Membership

- 1.1 All the members of Management, Principal, Teaching & Non- teaching staff of the college and all the students passing from the institution in the session 2012-13 and succeeding sessions to come will be the members of Association.
- 1.2 They will have their registration with the Association by paying requisite fee of Rs. 50/- per. head.
- 1.3 Registration Fee may be revised time to time.
- 1.4 They will meet at the general meeting of the Association every year.
- 1.5 The student members will submit their addresses & Job status & contact numbers for preparation of data at the college office.
- 1.6 Members will apprise their achievements to be floated on website of the College.
- 1.7 Members will have the right to vote for the formation of different committees and bodies.
- 1.8 They will be free to express their ideas, opinions and suggestion on the trust- area to be discussed in the general meeting, thrust – area will be decided by the executive committee before hand.

OFFICE-BEARERS

(A) Chairman –

- 1.1 Chairman will be from students/alumni side
- 1.2 He/she will be elected at the general meeting of the Association and continue to the next general meeting of the Association.
- 1.3 He/she may be re-elected but not more than three times.
- 1.4 He/ she will convene the general meeting of the Association and also the meeting of Executive Committee.
- 1.5 General meeting may be convened by the Chairman for once in a year whereas meetings of the Executive Committee may be more than one as per the need of the situation
- 1.6 He/she will. convene the meeting/meetings on the suggestion of the Secretary as per need.
- 1.7 He/she will preside over the general meeting as well as the meetings of the Executive Committee

(B) Secretary-

- 1.1 Secretary will be from management side.
- 1.2 Management will sponsor the name of the Secretary
- 1.3 Tenure of the Secretary will continue till the next general meeting of Association from the day on which he/she is sponsored.
- 1.4 He/she will suggest the chairman to convey the general meeting as well as the meeting of the Executive Committee.
- 1.5 He/she will decide the agenda to be discussed in such meetings.
- 1.6 He/she will decide the thrust -area to be discussed and focussed in general meeting of the Association.
- 1.7 He/She will prepare the complete agenda of all the meeting.
- 1.8 He/ She will keep the records of proceedings and resolutions of all the meetings.
- 1.9 He/she will be vigilant to see all follow-up actions on the resolutions and decisions of the meetings.

(C) Treasurer

- 1.1 He/she will be from the students' side.
- 1.2 He/she will be elected in the general meeting of the Association.
- 1.3 Once elected, he/she will continue to the next general meeting.
- 1.4 He/she may be re-elected but not more than two terms.
- 1.5 He/she will be responsible for the maintenance of the accounts of the Association.
- 1.6 He/she may get the assistance of the accountant /office assistant of the College in this regard.
- 1.7 He/she will prepare the budget and put up to the Executive Committee for perusal and prior approval.
- 1.8 Request of any publishing house, consultancy and any other educational organisation for sponsoring the conduct of any programme of the Association will be put up to the Executive Committee for perusal, scrutiny and approval.

(D) Executive Committee

- 1.1 Executive Committee will consist of five members two from management side and three from students' side.
- 1.2 They will meet time to time whenever the need be.
- 1.3 All the meetings will be presided by the chairman/senior member of Executive Committee.
- 1.4 They will discuss the points of agenda prepared by the Secretary and take resolutions/decisions thereof.
- 1.5 They will scrutinize and peruse the proposals presented by the treasurer and take decisions.
- 1.6 The follow up actions will be taken by the treasurer on the decisions

(E) Accounts

- 1.1 Account of the Alumni Association, TTC, Bhagalpur will be opened in the name of the Association with any of the nationalised bank.
- 1.2 Treasurer will be responsible for the deposits in the bank.
- 1.3 Account will be operated jointly by the treasurer and the secretary.
- 1.4 Intimation of the change of the signatory and co-signatory will be sent to the bank immediately by the treasurer in case of change.
- 1.5 System of operation of the Account will also be intimated to the bank for secure transactions.

1.6 Treasurer will maintain the Vouchers, Cashbook and Ledger.

1.7 Treasurer will put up the Vouchers, Cashbook and Ledger to the Executive Committee for perusal and scrutiny and obtain countersignature of three of them time to time for transparency.

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