

SHRI LAL BAHADUR SHASTRI NATIONAL SANSKRIT UNIVERSITY, NEW DELHI

“BYE-LAWS (RULES & REGULATIONS) OF THE ALUMNI ASSOCIATION”

1. NAME OF THE SOCIETY: The Name of the Society shall be ‘ALUMNI ASSOCIATION SHRI LAL BAHADUR SHASTRI NATIONAL SANSKRIT UNIVERSITY, NEW DELHI’

(Hereinafter called the Society as “*Alumni Association*”)

Definitions: –

In these Rules & Regulations’ unless there is anything repugnant in the subject or context.

a. Alumni means a former student passed out from the University/Vidhyapeeth.

b. The Governing Body (GB) means the Governing body/ executive committee or the managing committee of the **Alumni Association**.

c. The General body (GB) means: – all members of the **Alumni Association**.

d. General Meeting : *means meeting of the General body of the Association.*

e. Year : means the financial year commencing on 1st April and ending with 31st March of the next year.

f. The Executive Member means: – the member of the governing of Alumni Association.

g. The Member means: – the member of the general body (Former Student of the University/Vidhyapeeth) A person who, having been admitted therein according to the Rules and Regulations thereof, shall have paid a membership fee, and shall not have resigned in accordance with such Rules and Regulations.

h. The Patron means:- The Hon’ble Vice Chancellor of Shri Lal Bahadur Shastri National Sanskrit University

2. MEMBERSHIP

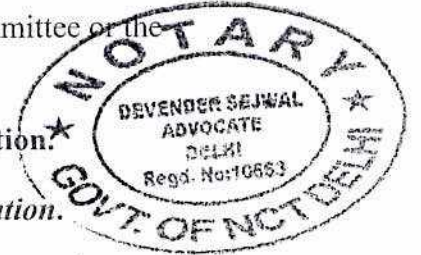
The membership of the Alumni Association is open to any person who has attained the age of maturity and fulfils the Terms and conditions of the association but subject to approval of the Governing Body of the Alumni Association.

2.1 Eligibility for Membership

A person who has completed his/her Ph.D./Post Graduation /Graduation /Diploma /Certificate course either part time or full time in any discipline from the university will be eligible for membership.

Kamla Bhardwaj

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Signature

कुलसचिव / Registrar
श्री लाल बहादुर शास्त्री राष्ट्रीय संस्कृत विश्वविद्यालय
Shri Lal Bahadur Shastri National Sanskrit University
बी-4, कुतुब सांख्यिक क्षेत्र / नई दिल्ली-110016
Institutional Area, New Delhi-110016

There shall be three types of membership as mentioned hereunder:

- (i) **Founder Life Members** The signatories to the Memorandum of Association as desirous persons and who are also the Members of First Governing Body shall be called Founder Life Members of the Alumni Association and jointly they will be called Board of Founder Life Members.
- (ii) **Life Members** All major individuals who have attained the age of maturity and who fulfils the Terms and conditions of the association may apply to the Secretary on prescribed form to become a member of the association and the association may enrol such a person on payment of admission fee, as member of the association.

The request so received shall be placed by the Secretary in consultation with the Chairperson before the Governing Body and the Governing Body may approve or disapprove the name,

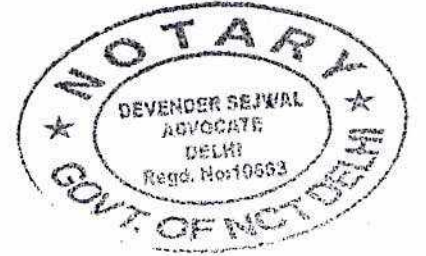
- (iii) **Honorary Members** The Governing Body may enrol any person as a Honorary Member for a period of one year only. This period may be extended in case of a specific person as deem fit by the Governing Body .

Note: If the membership is not approved by the Governing Body the reason for refusal shall be communicated to the concerned person/ applicant.

2.2 Admission Fee & Subscription

The admission fee and the subscription shall be as under;

- a) Admission Fee (at the time of admission): Rs. 1000.
- b) Annual Subscription Rs. 500;
- c) Life time membership fee –Rs 5,000



The membership fee/ annual subscription fee can be changed by the Governing Body of the association as and when required.

2.3. Refusal For Membership

The Governing Body may refuse any person for membership provided the reasons for refusal are communicated to the concerned person/ applicant.

2.4. Withdrawal of Membership

Any member may withdraw from the membership on express desire to do so through a letter addressed to the General Secretary/Secretary.

Once approved by the Governing Body , a member including the Governing Body member shall cease to be a member of the Association.

2.5 Cessation of The Membership:

- (a) A member including the Governing Body member shall cease to be a member of the Association by resignation, death or disqualification (on the recommendations of the GB).

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(b) A member shall be deemed to have become disqualified, if in the view of the other members expressed by a resolution of the simple majority of the present members (having voting rights) of the GB, he is of unsound mind, or has worked against the aims and objects of the Association or has committed an act, which makes it undesirable to have him as member or his membership cease to be in the interest of the Association. He / she may be issued a show cause notice for such an act and/or misconduct, which will be required to be replied to by him/her within seven days of the issue of the notice. If in the interest of the Association, it is found desirable that he / she shall be disqualified from the MC and/or GB membership, it shall be done so by the President on the recommendation of the Governing Body.

2.6 Re-Admission Of Member:

A disqualified member can appeal for readmission to the Alumni Association and MC can readmit him/her, if it is satisfied that the member has absolved himself of the charges on which he was disqualified. MC will also decide whether to readmit such a member with old enrolment number and date, or to readmit him/her as a fresh enrolment.

2.7 Right and Privileges Of Members:

- i) Only Life Members shall have the right to vote, propose, second, nominate or be nominated as a candidate for election to any office of the Association.
- ii) All members, their spouse, their dependent children, their parents and guest can participate in all social functions and other functions / activities / schemes / programs conducted at Delhi or Chapters by the Association on payment of fee/charges as fixed by the Governing Body time to time.
- (iii) Every member, their spouse, their dependent children, their parents and guest may use the facilities provided by the Association on payment of fee/charges as fixed by the Governing Body time to time
- iv) All members shall be entitled to receive all announcements etc. (through web site), connected with the Association.

2.8 Duties of Members

All and every member of the Alumni Association shall:-

- a. Administer the oath of office and loyalties to the Association and/ or its
- b. Elect the Governing Body of the Association
- c. Attend the General Body meetings regularly.
- d. Give necessary information to the Association pertaining to any matter which is necessary to be known by the Association.

Kamla Bhandari

S. K. Thakur



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कुलसचिव / Registrar
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e. Not indulge in activities which are prejudicial to the Aims and Objects and / or the Rules and Regulations of the Association.

3. ORGANIZATION:

The following shall be the authorities of the Association:

1. The General Body.

2. The Governing Body . The method of selection of the office bearers and their roles are defined in subsequent paragraphs,

3.1 General Body: The General Body shall consist of all Members of the Association as defined in Rule 2.

3.2 The Governing Body : The supreme authority of the Association is vested in General Meeting of the Members presided over by the President.

3.2.1 (a) Strength - The strength of the Governing Body (including office bearers and executive members) shall not be less than 7 (seven) and not more than 20 (twenty).

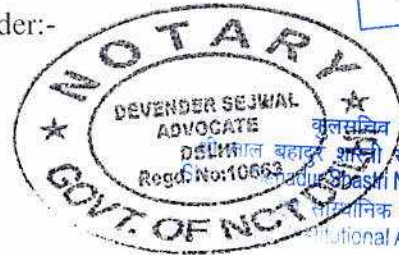
(b) Composition

The Governing Body shall consist of 12 Members elected by the General Body through the election process, which will comprise of at least one member from each of the following groups, unless there is no candidate nominated from that group:

1. One Member who has been an ex---student for at least 40 years.
2. One Member who has been an ex---student for at least 30 years but less than 40 years.
3. One Member who has been an ex---student for at least 20 years but less than 30 years.
4. One Member who has been an ex---student for at least 10 years but less than 20 years.
5. One Member who has been an ex---student for at least 1 year but less than 10 years.
6. One Member from the batch that last passed out from the University.
7. One Member who is an ex---student and is also a faculty member of the University

The composition of the Governing Body shall be as under:-

- | | |
|--|-----|
| (a) Patron – Vice Chancellor | One |
| (b) Chairman | One |
| (c) Vice Chairman | One |
| (d) Secretary | One |
| (e) Joint Secretary | One |
| (f) Treasurer | One |
| (g) Executive members from one to maximum 6. | |



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कुलसचिव / Registrar
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राष्ट्रीय संस्कृत विश्वविद्यालय
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Institutional Area, New Delhi

Kamla Bhandari

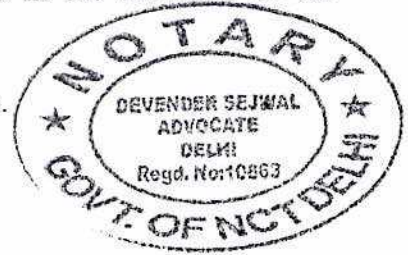
Cons. Treasurer
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Only alumni will be selected for the posts of Chairman, Vice Chairman, Secretary and Treasurer.

Membership in the Association is essential for the selection of the above-mentioned office bearers. The quorum of the meeting shall require attendance of 1/3rd of the members of the Association. It is expected that the members should participate in the activities of the University as well as the Alumni Association.

(c) **Term** - The term of every Governing Body shall be Three Years.



3.3 Functions & Powers of Governing Body

(i) The Governing Body shall responsible for the management for the management and administration of the affairs of the Alumni Association. The Governing Body is authorized to appoint any member to look after any particular matter / function / institute or the property of the Alumni Association.

(ii) All the decision shall be taken by the majority votes of the office bearers and the executive members

(iii) Any person / persons, member /members, executive member / members or the office bearer / office bearers (authorized by Governing Body) shall execute all agreement and contract and sign bonds as well as receipts or legal documents on behalf of the Governing Body ;

iv) The Governing Body shall have all powers, as are powers of the Alumni Association mentioned in the Memorandum of the Association and these Rules & Regulations.

(v) The Governing Body shall have also the following powers;

a. To prepare plans and programmes for the upliftment of the Aims and Objects of the association.

b. To receive to have keep in custody of and to expend the funds / moveable or immoveable properties and to manage the same.

c. To appoint, control & terminate such staff as may be required for effective & efficient management of the affairs of the association. Governing Body shall appoint Election- Officer to complete the election process.

d. To arrange finance, if required from Bank(s), Institutions (or / and) Individual on reasonable terms & conditions and the Governing Body as a whole is liable for its return.

e. To publish literature & to propagate the system to approach the public, pertaining upliftment/attainment of the Aims & Objects of the association.

f. To accept donations, charities, loans, grants, properties etc. from the members, other Associations, Agencies and from Govt. or / and Semi Govt. Departments.

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Signature

Kamla Bhandari

संस्थापक / Registrar
श्री लाल बहादुर शास्त्री राष्ट्रीय संस्कृत विश्वविद्यालय
Shri Lal Bahadur Shastri National Sanskrit University
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B-4, Qutub Institutional Area, New Delhi-110016

Signature

- (i) To consider any other business brought forward by the Governing Council.
- (j) Any other business with the permission of the chair.

4.2 Emergency Meetings: The Emergency meeting of the Governing Body may be called by 24 hour notice but quorum for the same shall be 2/3rd of the total strength of the General Body of the Association.

4.3 Venue of Meetings - The time, date and place of the meeting shall be decided by the General Secretary/Secretary in consultation with the Chairman and shall be notified to all members of the General Body with a clear notice of seven days.

4.4 Filling up of Vacancies -In case of any vacancy the Chairman in Consultation with the Vice Chairman and General Secretary/Secretary may fill-up the vacancy(s) by nomination out of the members of the Association for the remaining period of the term of the Governing Body .

4.5 Minutes Book -The Governing Body shall record all the proceedings in a Minute Book, especially mentioning: -

- i) the names of Members present at each Meeting;
- ii) All decisions taken by the Governing Body ;
- iii) All resolutions and proceedings of the General Body and the Governing Body meetings;
- iv) All appointments and dismissal of staff and the appointment of sub-committees for any specified purpose; and
- v) Minutes of every Meeting shall be signed by the Chairman and the Secretary.

4.6 Meeting of the Governing Body

1. Meeting of the Managing Committee will be convened once in 6 months.
2. It will be mandatory to give notice of this meeting 15 days in advance.
3. Membership can be cancelled if absent for 3 times.

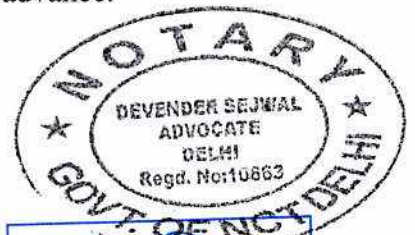
5. POWERS & DUTIES OF OFFICE BEARERS

a) Chairman

- (i) Every meeting of the Association, Governing Body , General Body shall be headed by the Chairman or any person authorized by the Chairman from time to time

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कुलसचिव / Registrar

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(ii) In case of equality of votes in any meeting, the Chairman has the power to cast an extra vote to decide the matter concern.

(iii) In case of any matters requiring an urgent decision and sufficient time is not available to call for a Governing Body meeting, the Chairman shall have the powers to decide the issue/ matter. However the Chairman shall bring the matter to the notice of Governing Body at the earliest

(iv) All the documents on behalf of the Alumni Association shall be signed by at least two members of the Governing Body including Chairman except the documents specifically mentioned in the Memorandum of Association.

b. Vice-Chairman :

a. The Governing Body shall elect one of its Members of the Committee to be the Vice-Chairman of the Association for a term not exceeding three (3) years. No person shall hold the office of the Vice- --Chairman for two (2) consecutive terms or for more than four (6) years during his/her lifetime.

b. Election: The Vice- Chairman shall be elected by majority vote of the members of the Governing Body . S/he shall be an Alumna of at least 10 years' standing.

c. The Vice - Chairman shall, in the absence of the Chairman, exercise the powers and duties of the Chairman.

d. **Filling of Casual Vacancy:** Any casual vacancy caused in the office of Vice - Chairman arising from death, resignation, and removal or otherwise, may be filled by a member of the Governing Body who will hold office for the remainder of the years of his term.

c) Secretary

(i) Shall be responsible for the overall functioning of the Association as per procedure and norms laid down in the Memorandum of Association as well as in the Rules and Regulations of the Alumni Association.

(ii) Shall maintain all records of the Association and also supervise the accounts maintained by the Treasurer.

(iii) Shall submit annual report on audit of accounts of the Association in the Governing Body meeting of the Association.

(iv) To prepare agenda of the meetings and circulate the same in the members with the approval of the Chairman.

(v) To call meetings of the Association with the approval of the Chairman and circulate the same timely in the members of the Association.

Kamla Bhandari

Shri Thakur



कुलसचिव / Registrar

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(vi) To do all acts, deeds and things within the Memorandum of Association as well as Rules and Regulations of the Association to promote the activities of the Association at all levels and to achieve the Aims and Objects of the Association.

(d) Joint Secretary:

- i) He shall exercise such powers as may be delegated to him from time to time by the GB.
- ii) Only in the absence of the Secretary, the Joint Secretary shall perform the functions of the GB.

e) Treasurer

- (i) Shall keep the accounts of receipts and expenditure of the ASSOCIATION in proper books of accounts.
- (ii) Maintain the account of income and expenditure.
- (iii) Prepare the balance sheet.
- (iv) Present the financial position before the Managing Committee and the General Committee.
- (v) Prepare the annual return as required by the relevant laws as prevalent at any given point of time.
- (vi) Prepare the annual budget and presenting it to the Managing Committee for approval.
- (vii) All receipts shall be deposited in the bank account.
- (viii) All payments shall be made after passing the expenditure by the authorized person as mentioned in Memorandum of Association or Rules & Regulations of the Association.
- (ix) Other tasks which are given by the Managing Committee from time to time.
- (x) Getting the annual accounts audited by Statutory Auditors as deemed appropriate.

f) Executive Member

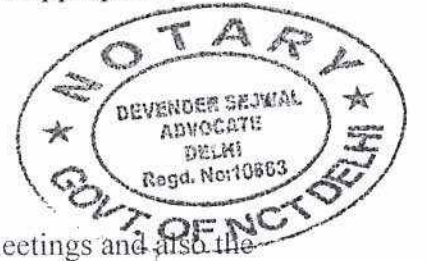
- (i) Executive member is the important part of the Governing Body .
- (ii) Executive member is supposed to attend all the Governing Body meetings and also the General Body meetings of the Alumni Association.

6. OPERATION OF BANK ACCOUNTS

The Bank accounts of the Alumni Association shall be operated in any scheduled bank by the Chairperson and any Member/Treasurer/Secretary of the Alumni Association under the joint signatures.

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कुलसचिव / Registrar
श्री भाल बहादुर शास्त्री राष्ट्रीय संस्कृत विश्वविद्यालय
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B-4, North Central Region New Delhi-110016



Signature

An account will be opened in the nationalised bank for the amount received from the membership of the Association and the financial assistance received. The bank account of the association shall be operated jointly by any two of the following 3 office bearers of the Association -

1. Chairperson or
2. Secretary, in case when chairperson is unavailability to sign
3. Treasurer (Compulsory)

7. FINANCIAL YEAR

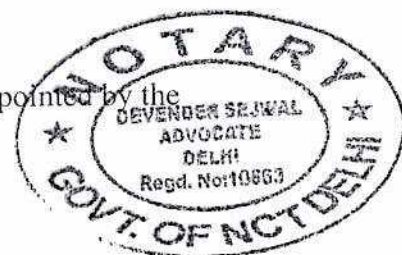
The financial year of the Alumni Association shall start from 1st Day of April to 31st Day of March next year.

8. MINUTES OF MEETINGS

The minutes of the meeting of all the Bodies shall be recorded by the Association.

9. AUDIT OF ACCOUNTS

The accounts of the Association shall be audited by qualified auditor appointed by the Governing Body.



10. ELECTION

(i) The election of all the Office Bearers and six Executive Members shall be held after every three years in the General Body meetings and mode of the election shall be through secret ballot

(ii) The election of the Office bearers and six Executive Members of the Governing Body shall be conducted by the Election Officer duly appointed by the Governing Body with approval of 2/3rd of the members on the roll of the Alumni Association. The decision of the Election Officer in conducting of the election shall be final until unless decided otherwise by the General Body with 3/4th majority of the members of the association.

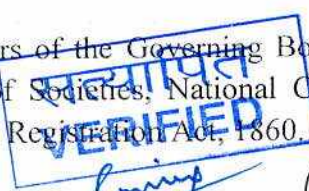
The election proceedings after every election shall be supplied to the Registrar of Societies as per provisions laid down under the Societies Registration Act, 1860, as applicable to Name of the State.

11. ANNUAL LIST OF GOVERNING BODY (SECTION 4)

Once in a year a list of office bearers and Executive members of the Governing Body of Association shall be filed with the office of the Registrar of Societies, National Capital Territory of Delhi as is required under section 4 of the Societies Registration Act, 1860.

Kamla Bhandari

SKM Thakur



कुलसचिव / Registrar

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12. LEGAL PROCEEDINGS (SECTION 6)

The Association may sue or be sued in the name of the Chairman or Secretary as per provisions laid down under Section 6 of the Societies Registration Act, 1860, as applicable to National Capital Territory of Delhi.

13. AMENDMENTS (SECTION 12 & 12 A)

Any amendment in the Memorandum of Association and Rules & Regulations shall be carried out as per provisions and procedures laid down under section 12 and 12 A of the Societies Registration 1860, as applicable to National Capital Territory of Delhi.

14. DISSOLUTION AND ADJUSTMENT OF AFFAIRS (SECTION 13 & 14)

If the Association needs to be dissolved it shall be dissolved as per provisions laid down under section 13 & 14 of the societies Registration Act, 1860 as applicable to National Capital Territory of Delhi.

15. APPLICATION OF THE ACT

All the provisions under all sections of the Society's Registration Act, 1860 as applicable to National Capital Territory of Delhi, shall be applied to the Alumni Association.

16. ESSENTIAL CERTIFICATE Certified that this is true copy of Rules and Regulations of the Association.

(PROF. KAMLA BHARDWAJ)

Kamla Bhardwaj
(Chairperson)

(KRISHNA KANT
THAKUR)

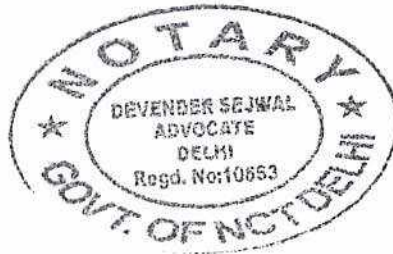
Krishna Kant
(SECRETARY)

(Dr. Chanchal Kumari)

Chanchal Kumari

(TREASURER)

Date -



ATTESTED
NOTARY PUBLIC

23 SEP 2024



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