



MALWANCHAL UNIVERSITY, INDORE



Memorandum of Alumni Association

Year - 2022-23

Malwanchal University

MEMORANDUM OF ALUMNI ASSOCIATION

1-Name and Address of the Association:

- The name of the Association shall be “ **Malwanchal Alumni Association**”
- The Registered Office of the Association shall be located at Malwanchal University ,Index city Nemawar road NH 59 A Indore 452016.
- The business hours of the Association shall ordinarily correspond to the working hours of Malwanchal University.
- Date of Formation: 9TH March 2020, Alumni Association of Malwanchal University is registered under **the Madhya Pradesh Society Nationalization Act 1973 (Ref. No. - 03/27/01/22578/20)**
- Working Hours: Morning 9.00 A.M to 4.00 P.M

2-List of Committee Members-

Sl.No	Name	Designation	Occupation	Address
1-	Dr Vijendra kumar Singh	President	Job	10/2 Index City,NH 59 A Nemawar Road Indore
2-	Dr Payal Sharma	Vice President	Job	F-7 Esic Hospital Docter Colony Nanda Nagar Indore
3-	Dr Mahakal Singh Chandel	Secretary	Job	91-b Rajendra nagar Indore
4-	Mrs Sonika Shriivastava	Treasurer	Job	101 Mishra Nagar Indore
5-	Mrs Anu V Kumar	Joint Secretary	Job	204 S P Billas By pass Knadiya Indore
6-	Mr Jitendra Chincholkar	Member	Job	142 Gram Bawaliya Indore
7-	Mr Rajesh Prajapati	Member	Job	123 Gram Mirjapur Indore

Executive Committee

The entire management of the Association shall be vested in an Executive Committee which shall be its governing body. All properties, movable or immovable, belonging to the Association (including its Chapters) and all bank accounts, documents, etc., shall stand in the name of the Association and be vested in the Executive Committee.

The Executive Committee shall consist of the following elected members:

- (a) President
- (b) Vice President
- (c) Secretary
- (d) Joint Secretaries
- (e) Treasurer
- (f) members

Duties of Office Bearers:

President:

-President shall be the Chief Executive of the Association. He / She shall convene and preside over the meetings of the Board as well as the General Body and shall maintain or cause to maintain their minutes. In his/her absence, the Vice- President shall preside at the meeting General Body and exercise all such powers. In the absence of the President and the Vice-Presidents, the General Secretary shall preside at the meetings of General Body Meeting and exercise all such powers.

-Subject to the provisions of the Constitution and By-Laws of the Association, he/she shall make announcements regarding meetings of General Body, elections and proposed amendments to the Constitution and By- Laws.

-In case of tie between members present in a meeting of General Body and Board on any agenda or issue, the President or in his/her absence Vice President or any other person, who is presiding the meeting in his place, shall have the casting vote.

-Subject to any subsisting interpretation given by the Executive Communittee ,the President or in his /her absence Vice President or any other person, who is presiding the meeting of General Body or Board, shall have authority for conducting the meeting and deciding the questions arising at such meeting.

Vice Presidents:

-The Board or the President may assign any responsibility to Vice Presidents. In the absence of President, one of the Vice Presidents shall preside over meetings of the General Body and the Board and exercise all powers of the President. One of them, as decided by the Board, shall also discharge the duties of the President during his absence.

Secretary

-The Secretary shall look after the affairs of the Association under the supervision of the President.

-Secretary shall be head of the Registered Office and Head Office of the Association. He/She shall maintain and keep or cause to be maintained and kept all records of the Association, including register of members, elections, minutes and agenda and all other records of the meetings of the General Body, Board and committees and sub-committees constituted by General Body, Board or President.

-He/She shall act as liaison between the Association and the Institute on one hand and the Association and the Institute's student body on the other. He/She shall also represent the Association in various bodies and meetings of the Institute.

-He/She shall do everything necessary to give effect to the resolutions passed and decisions taken by the General Body and Board. He/She shall keep the President and the Board apprised of the progress made in this respect from time to time.

-Jointly with Treasurer, sign all cheques.

Joint Secretary

Preferably in the absence of Secretary the Joint Secretary will exercise all powers of the Secretary after the decision of the executive committee members.

Treasurer

The Treasurer shall advise the Board on financial matters supervise all financial transactions and cause to maintain and supervise account records of the Association. In particular, he shall deal with or take action on the following:

-All financial transaction,

-Receipts and Expenditure of the Association,

- Jointly with Secretary, sign all cheques,
- Collection of grants and donations received by the Association,
- Compilation of Statements of Accounts,
- Audit of accounts and making all records available for the scrutiny, to the auditor,
- Presenting Annual Accounts and Audit Report before the Board and in the Annual General Body (AGBM),
- Ensure that all accounts books are maintained properly and are upto date,
- Make investment by way fixed deposits and security in banks in consultation with Secretary,
- Filing in consultation with Secretary, returns under the Income Tax Act, Foreign Exchange regulation Act and any other prevailing law,
- Ensure that all the due payments are made to the Association and issue all necessary receipts, and
- Keep the Board informed of the financial condition of the Association.

Functions of the Executive Committee

The Executive Committee shall have the following functions:

- to consider, approve and arrange for all activities and programmes of Association;
- to carry out all work relating to the activities of the Association;
- to arrange for the election of the new Executive Committee at the end of its term so that the new Executive Committee will be in a position to assume office on the day of expiry of the term of the previous Committee;
- to receive or collect subscriptions, grants, donations etc.

Powers of the Executive Committee

For effectively discharging the above functions, the Executive Committee shall have the power:

- to make, alter and rescind bye-laws as provided in these regulations;
- to acquire, hold and dispense of properties, moveable and immoveable;

- to delegate, by specific resolutions, any of these powers to any person or persons, committee, boards or other bodies, composed wholly or partly of its members;
- to organize, establish or dissolve Chapters of the Association in various centres;
- to receive and spend money on behalf of the Association;

Meetings of the Executive Committee

The Secretary shall convene all Executive Committee meetings with a notice of seven days. The members shall form a quorum for such meetings. An emergent Executive Committee meeting may be held with three days' notice.

In the absence of the Secretary, one of the Joint Secretaries shall act as the Secretary.

Funds, Banking, Accounts, and Records

The general funds of the Association shall be constituted of subscriptions/donations from members and associate members/affiliation fee from statutory departments/centres of the University and institutions affiliated to the University, donations/grants from other individuals/organizations, sale proceeds from the Association's publications, receipts from advertisements in souvenirs, brochures, etc., and of earnings from the investments of such funds.

The Executive Committee shall maintain the books of accounts and the proceedings of the meetings at the registered office. The Executive Committee shall be responsible for getting the accounts of the Association audited by a duly qualified auditor and a Balance Sheet prepared by him once a year.

Rules, Regulations, Bye-laws, Books of Accounts and Minute Books of the Association shall be kept at the registered office and be open to members at reasonable times on previous notice in writing to the Secretary.

3- The objectives of the Association:

- To promote a good will and serve of pride of both Alumni and Students.
- To promote exchange of academic and corporate experience with the students of the university.

- To mentor and channelize the efforts of the students seeking better opportunities to learn and growth of professional development .
- To connect the existing alumnus with the university and bridge the gap of communication between alumnus and students.
- To associate with the university management in planning and execution of alumni events.
- To conduct health care camps, donate medical aids, books and to do community development, environmental cleaning, eco friendly activities.
- To support poor and needy students in the nearby villages for their education, social upliftment, for their healthy life style.
- To conduct seminars, conferences, workshops and meetings of medical professionals and faculties for the purpose of promotion of medical knowledge and skill.
- To do all such acts, deeds and things as may be incidental, conducive to or necessary for the furtherance of the above objectives.

4- Powers and functions of the Association:

-The Association shall have powers to enroll members, form committees, sub- committees and call for periodical meetings to achieve the objectives mentioned above.

-Further, the Association may, organize sports, games and other social activities for the benefit of its members and their families.

-The Association may also engage itself in such other activities, in conformity with the rules and regulations given hereunder.

5-Membership

The Association shall have the following categories of members:

1 -Life Member: The following shall be a Life Member:

An alumnus/alumna, who has received a degree / diploma awarded by the Malwanchal University.

2-Honorary Member: The following shall be an honorary member .

-Ph.D Members

3-Donor Alumni Members: Donors to the Association will be recognized as Silver, Gold or Platinum Donor members depending on the magnitude of donations

Silver - Rs 3 lakhs and above Gold - Rs 5 lakhs and above Platinum - Rs 7.5 lakhs and above

NOTE:

Silver donor alumni members will be given the preference to attend all the alumni associated programmes/meet without any registration fee.

Gold donor alumni members will be given the preference to attend all the alumni associated programmes/ meet without any registration fees for him/her and for the spouse.

Platinum donor alumni members will be given the preference to attend all the alumni associated programmes/ meet without any registration fees for him/her and for family of four

-Change of Address Notification: If a member changes his/her postal and/or e-mail address, he/she shall notify his/her new address to the Alumni Association Office, **Communication:** All communication to the members will be through e-mail or by post, except where the member makes a request in writing for alternative means of communication.

6. Member Obligations and Rights

-Member Privileges and Rights: Members are eligible to use the services of Malwanchal University Association office, receive publications and newsletters of Malwanchal University, attend alumni meetings and events, receive annual reports, and participate in activities.

-Membership Benefits: Members can avail of services and initiatives offered from time to time by the Alumni Association of Malwanchal University to alumni which may include use of facilities at the Institute

7-Alumni Fund Uses-

It was decided that the funds generated by the donation of alumni should be used for advancement of academic activities. The executive committee will decide to spend the money by time to time.