

By Laws

1. Name of the Association : "Indra Ganesan College of Engineering Alumni Nest – Trichy" (IGCEANT)
2. Office Address of the Society : Indra Ganesan College of Engineering, B Block, Trichy – 620 012.
3. Date of formation :15-01-2024
4. District Registrar Limit : Trichy
5. Working Hours : Monday to Friday 09.00 am to 5.00 pm.

6. OBJECTS:

- a. To bring the old students of Indra Ganesan College of Engineering Tiruchirappalli 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.
- b. To conduct seminars, conferences, workshops, endowment lectures and other academic activities and also to keep in touch with one another of the Institutions faculty, non teaching staff and students of this Institution.
- c. 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 Institution.
- d. To advice 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 Institution.
- e. To collect funds by subscriptions, contributions, donations and gifts from members, non-members, Governments, Universities and other institutions and Philanthropists for furtherance of the above objectives.
- f. To render financial aid to deserving poor students studying at this institution.
- g. To render financial aid to deserving alumni in cases of extreme compassionate.
- h. To bring out magazines, souvenirs and newsletters highlighting the activities of this institution.
- i. To organize cultural and educational programmes and also to conduct Alumni Day celebrations every year.
- j. To help the alumni to get advice from the institution on various technical problems and job opportunities that they may come across in their work and real life to enhance the value of education to the students with present day problems.
- k. To carry out such other activities as may be necessary for furthering the above aims and objective.

2. THE NAME OF THE PERSON OR OFFICER, IF ANY AUTHORISED TO SUE OR TO BE SUED ON BEHALF OF THE ASSOCIATION:

The President of the Association shall be the person authorized to sue and to be sued on behalf of the Association.

3. THE NAME OF THE PERSON OR OFFICER WHO IS EMPOWERED TO GIVE DIRECTIONS IN REGARD TO THE BUSINESS OF THE ASSOCIATION:

The President of the Association is empowered to pass any specific orders in the day to day administrative affairs of the Association.

4. ENROLMENT OF MEMBERS:

❖ All UG, PG and Graduates of the institution are eligible to become members of the association on payment of a life membership fee of Rs.3000/- or as prescribed by **(IGCEANT)**.

❖ The Financial Year of the Society shall be from April 1st to March 31st.

Loss of membership:

- ❖ The member who is in arrears of subscription at any time;
- ❖ The member withdraws from membership in writing;
- ❖ The member expelled by the General Body.

5. REMOVAL AND APPEAL OF THE MEMBERS:

1. If any member of the Association fails to remit the membership annual subscription continuously for two years, he will be removed from the Association, on the recommendations of the Executive Committee. The removed member can be readmitted, however he should pay the entire dues to the Association.

2. A member can be removed by the General body for his misconduct. However if he gives any explanation to the committee it will be considered.

3. Members guilty of offences punishable as strangers:

Any member of a Registered Association who steals, purloins or embezzles any money or other property or willfully and maliciously destroys or injures the property of the Registered Association or forges any deed, bond, security for money, receipt or other instrument whereby the funds of the registered Association may be exposed to loss, shall be subject to the same prosecution, and, if convicted, shall be liable to be punished in like manner as any person who is not a member would be subject and liable to in respect of the like offence.

6. MEMBERS MEETING

1. **Annual Meeting.** An annual meeting of the members of the Association shall be held at such time and place as shall be determined by the Executive Committee.
2. **Special Meetings.** Special meetings of the voting members of the Society may be called at the request of the Executive Committee or at the written request of two-thirds (2/3) of the members. The time and place for holding special meetings shall be determined by the Executive Committee.
3. **Notice :** Notice of General Body meeting of the members shall state the time, date, place, and purpose of the meeting, and shall be delivered not less than twenty one (21) days prior to the date of such meeting.
4. **Quorum:** Fifty one percent (51%) of the members of the Society present. At any duly called meeting of the members shall constitute a quorum for the transaction of business, provided that if less than a quorum is present, a majority of the voting members present may adjourn the meeting to another time without further notice.
5. **Voting:** All members of the society shall have one vote in respect of all meeting of the society. The president shall have a casting vote, in case of and equality of votes.

7. THE MANNER IN WHICH THE ASSOCIATION SHALL TRANSACT ITS BUSINESS:

The Association shall develop its funds by its subscriptions and donations. The finance of the Association will be determined according to the decision of the Executive Committee to carry on the objects of the Association.

8. EXECUTIVE COMMITTEE

i. Constitution of the Committee:

The Executive Committee consists of One President, One vice President, One General Secretary, One Joint Secretary, One Treasurer and Nine Executive Committee Members of total members in Fortean.

ii. Duties of Executive Committee Members:

1. The Executive Committee Members shall have all the powers to decide and take necessary action on anything connected with Society and the day-to-day matters.
2. The Executive Committee Members shall have the power to take appropriate steps against the members who do not abide by the Byelaws, Rules & Regulations of the Society.

iii. Executive Committee Meeting:

Normally The Executive Committee Members meeting will be conducted every month and the quorum for Meeting is 1/3 (one third).

iv. DUTIES OF EXECUTIVES:

1. President:

He shall preside over all the meetings of the Executive committee, General Body and Special / Emergency General Body and will have general overall control of the management of Society.

2. Vice President:

In the absence of the President the duties of President shall be performed by the Vice-President.

3. General Secretary:

1. He shall be executive officer and also be responsible for meeting of the Committee and of the General body.
2. Keep proper minutes of the meetings.
3. Carryout resolution.
4. Maintain all correspondence

4. Joint Secretary:

In the absence of General Secretary, the duties of the General Secretary shall be performed by the Joint Secretary.

5. Treasurer:

1. He is overall in charge of the finance of the Society.
2. He will have the funds deposited in a bank.
3. He will maintain all the Vouchers and Accounts. He can incur expenditure individually for Rs.2000/-If the expenditure is more, he can do so, after consulting either the President or Secretary.
4. He must prepare Monthly Income & Expenditure Statement. He must show the monthly account to all residents on 1st of every month.
5. He is responsible for submitting Annual Accounts/ Reports to the Members

9. ELECTION

1. The Annual General Body can be conducted once in a year or as decided by the Committee. The term of office bearers of the Society will be for 3 years.
2. One month prior notice to be given for filing of nomination.
3. In the election process, postal ballots from the Society member can be accepted.
4. Suitable returning officer other than the member can be nominated for conducting fair elections.

10. THE PREPARATION AND FILING WITH THE CONCERNED REGISTER OF SUCH RECORDS, ANNUAL OR OTHER STATEMENTS WHICH ARE SPECIFIED IN THE ACT AND THE RULES:

1. The Association has to give a declaration that according to the previous years functions of the Association was effectively done.
2. At the end of the list financial of year, the members of the Association their names, profession and addresses in the prescribed form should be forwarded to the Registrar.
3. During the previous financial year if there is any change in the executive Committee that change should be filed with the Registrar within 3 months in the prescribed form along with the copy of the resolution.
4. The books of the Association shall, at all reasonable hours be open to inspection by the Registrar or by any person authorized by him in this behalf.
5. After the inspection of the books by Registrar, if he requires by order it is the duty of the Association or Committee Member or members of the Association to give information to the Registrar.
6. It is the duty of the member or members of the Association to submit the necessary books, records, accounts and other documents required by the Registrar or Enquiry Officer.
7. The Association shall have a registered office by which all communication and notices may be addressed and shall file with the Registrar the notice of situation of such offices.
8. The clear name of the Association shall be placed in the entrance in Tamil.
9. The situation of the registered office of the Association or any change in the situation shall be situation shall be intimated in prescribed format to the Registrar within 3 months.
10. It shall be the duty of the Association to file mortgage or details of any other liabilities of the Association in the prescribed format to the Registrar within one month.

11. REQUESTING TO EXTEND THE TIME FOR FILING:

Income & Expenditure Account, Balance Sheet, Sub-section 18(3) (b) (i) above copies, notices, as per Sub-section (ii) Form VI (iii) explanation letter, to be sent to the registrar within 6 months for filling.

11. THE AUDIT OF ACCOUNTS AND BALANCE SHEET FOR THE FINANCIAL YEAR WITH REFERENCE TO SECTION 16 AND THE PERSON OR PERSONS APPOINTED TO DO SUCH AUDIT:

1. The Association has decided to keep the financial year from April 1st to March 31st. The accounts of the Association shall be presented for an audit, after the expiry of the financial year.
2. The Association shall convene the General Body Meeting in the financial year within six months (i.e.) within September 30th. During this meeting the Societies previous financial year accounts (Assets and Liabilities) under Sub-section 16(1) Societies yearly income and expenditure within Rs.2500/- these accounts of the Association shall be audited by two members of the General Body who have passed tenth standard of higher to it.

If the Income and Expenditure of the Association exceeds from Rs.2500/- and within the limit of Rs.10,000/- the audit shall be done by two graduate members who are not member of the Executive Committee but from among the members of General Body.

If the Income and Expenditure of the Association exceeds from Rs.10,000/-. The accounts of the Association shall be audited by a Chartered Accountant. The above audited accounts shall be placed before the General Body to get approval. If there are no Graduate members, the accounts should be audited only by Chartered Accountant. Afterwards the audited accounts should be filed before the Registrar within six months.

3. Proper Books of Accounts to be maintained by the Association:

a. Cash Book:

Cash Book showing daily receipt and expenditure, and the balance at the end of each day.

b. Receipt Book:

The receipt of subscription and donation, the name of the member address, date and amount received to be signed by the Secretary or Treasurer. They should keep counter foils of the receipt books.

c. Voucher File:

The Association shall maintain a vouchers containing all vouchers for contingent and other expenditure incurred by the Association, numbered serially and filed chronologically.

d. Monthly Income And Expenditure Registers:

Ledger showing consolidated and separates account of all items of receipts and expenditure, member-wise as well as item-wise to be maintained.

e. Letters File:

The letters should be maintained for all letters sent by the Association.

f. Minute Book:

The Association shall cause minutes of all proceedings of its General Meetings, and its committee to be entered in books kept for the purpose.

g. Members Register:

The Association shall maintain a register of its members includes the name, address, occupation and the date of enrolment filled in prescribed format.

12. THE SUPPLY OF COPIES BYE LAWS OF THE ASSOCIATION INCOME AND EXPENDITURE, AND THE BALANCE SHEET TO THE MEMBERS:

The Society shall supply to any member an application and on payment Rs.1/- as fee, for each document a copy of its by-laws, the receipt and expenditure account and the balance sheet.

13. INSPECTION OF SOCIETIES REGISTERS & ACCOUNTS AND RETURNS:

The General Secretary shall verify the accounts returns and registers of the Association and in each account, return and register, the following declaration shall be endorsed by the General Secretary in token of such verification, namely "I declare that the particulars furnished above are true and correct to the best of my knowledge and belief".

14. THE MODE OF CUSTODY, APPLICATION AND INVESTMENT OF THE FUNDS OF THE ASSOCIATION AND THE EXTENT AND CONDITIONS OF SUCH INVESTMENTS:

1. Bank Account Operation:

a. The Society shall open and operate a bank account in a nationalized bank or Co-operative bank in the name of the Society. Any amount from this account shall be drawn by any two of the President or General Secretary and Treasurer Jointly.

2. Investments of Funds:

a. The Association may, from time to time, invest of deposit any portion of its funds not immediately required.

1. Upon immovable properties.

2. In securities of the Government or in NSC or other securities of the Govt. of India or

3. In the Post Officer savings Bank Account or In a specialized account opened by the society in a nationalized bank or Co-operative Bank.

4. In units issued by the unit TNST of India.

15. FUNDS EARMARKED SPECIFICALLY FOR THE PURPOSE OF MAKING PROVISION FOR A DEPENDANT OF A DECEASED OR DISABLED MEMBER AND THE QUANTUM OF PAYMENTS TO BE MADE THEREOF:

No part of the funds of the Association shall be divided by way of bonus or dividend or otherwise among its members excluding those funds earmarked specifically for the purpose of making provision for a dependent of deceased or disabled member.

16. ARRANGEMENTS FOR TRANSACTION OF DAY-TO-DAY BUSINESS OF THE ASSOCIATION, THE EXPENDITURE TO BE INCURED THEREFORE, THE STAFF TO BE EMPLOYED AND THE CONDITION OF SERVICE OF SUCH EMPLOYEES:

The Executive Committee shall look after the day to day administration works, they are not eligible to claim any salary or for their services is treated as honorary. If need arise in future separate workers shall be appointed. If so the appointed workers duty and salary shall be fixed by the Executive Committee.

17. THE EXHIBITION OF THE REGISTER OF MEMBERS, THE BOOKS CONTAINING MINUTES AND THE BOOKS OF ACCOUNT AT THE REGISTERED OFFICE OF THE ASSOCIATION DURING BUSINESS HOURS FOR INSPECTION BY ITS MEMBERS FREE OF CHARGE.

A member may inspect the Register of the Association, which contains the names, addresses, and occupation of the members. The books containing the minutes of all proceedings of the general body meeting and of its committee duly signed by the chairman of the such meeting shall be kept at the registered office and shall during business hours be kept open for inspection by any members free of charge.

A member shall be permitted to inspect the Records and Registers during working hours of the Association.

18. DISSOLUTION:

The Association may by special resolution, determine that it shall be dissolved and thereupon it shall be dissolved forthwith or at the time specified in the resolution. If, upon the dissolution of this Association, there shall remain after the satisfaction of all its debts and liabilities, any property whatsoever the same shall not be paid to or distributed among the members, or any of them but shall be transferred to some other registered Association having the same objects or objects similar to this Association to be determined by a Special resolution.

19. GENERAL

In the above, if anything is left out or not discussed in the Societies bye-laws, it is to be amended as mentioned in the Tamil Nadu Societies Registration Act 27/1975 Rules No.1978.

We the Undersigned has agreed that we have formed “**Indra Ganesan College of Engineering Alumni Nest-Trichy(IGCEANT)**” and requested you to register under the 7(3) Society Registration Act 1975.

S.No	Name	Address	Occupation	Designation	Signature
1	J Jenifer	C/O Jermias Antony, 135, Anthoniyar Koil Street, Airport, Thiruvallarchipatti, Trichy-620007	Alumni Student	PRESIDENT	
2	R Nanthakumar	S/O Rajendran, 1418, Thavittupatti Road, Thuraiyur, Pagalavadi, Trichy-621014	Alumni Student	VICE PRESIDENT	
3	Roopesh Babu Vasudevan	S/O Vasudevan, 18A, Nadu Swankara Street, Trichy-620008	Alumni Student	GENERAL SECRETARY	
4	T R Manimaran	S/O Radhakrishnan, No 21A/12-1, Ramamadam Kandi Street, Beemanagar, Trichy-620001	Alumni Student	JOINT SECRETARY	
5	K T Ganesh Babu	S/O Thamilmmani, No 1/11 Pumpset Street, Arjunan Nagar, M.K Kottai, Alathur, Trichy- 620011	Alumni Student	TREASURER	
6	Niresh Mookan	C/O Mookan, 39/2, Kamaraj Street, Ayyappa Nagar, KK Nagar, Trichy-620021	Alumni Student	EC MEMBER	
7	Varun Chandran	S/O Chandran, 73, Kallampatti, Kachiran Patti, Melur, Madurai- 625101	Alumni Student	EC MEMBER	

WITNESSES:

1. Name : Snekaa Ravichandran D/o: Ravichandran
Address : Pillayar Kovil Street 29/5 1st Street Arasu Colony,
Edamalaipatiputhur, Trichy-620012

Signature

2. Name : D Praveen Sangeeth Kumar S/o: Diraviam,
Address : No-45, Jaya Nagar, LIC Colony,
K.K Nagar, Trichy-620021.

Signature