



**SIDDAGANGA INSTITUTE OF TECHNOLOGY
ALUMINI ASSOCIATION**

SIT CAMPUS, B.H. ROAD
TUMKUR-572 103

**Bye-Laws
And
Rules and Regulations**

1	Name of the body
	The name of the Association shall be Siddaganga Institute of Technology Alumni Association, hereinafter referred to as SIT ALUMNI ASSOCIATION (SITAA).
2	Office- The Registered Office of the SITAA shall be located at Siddaganga Institute of Technology campus, B H Road, Tumkur-572 102, Karnataka, hereinafter called the institute.
3	Objectives
3.1	The Association shall be a non-profit organisation
3.2	<p>The objectives of the Association shall be :</p> <ul style="list-style-type: none"> i) To strengthen the professional bonds between SIT, its alumni and the industry. ii) To plan, organise and encourage various value adding activities for its members such as professional lectures, training programs, conferences, seminars, etc. iii) To publish journals, newsletters, books and other professional materials for circulation among its members. iv) To assist the faculty and students of SIT in various value-adding activities like curriculum development, sponsored research projects, case study development, student internships and placements. v) To assist the students by extending loan scholarship. vi) To conduct Alumni-Students Knowledge Exchange Programs[ASKEP]. vii) To raise funds for the development of SIT and SITAA viii) To extend possible Corporate Social Responsibility (CSR) service to the local community. ix) To construct the buildings for the purpose of implementing the above objectives.
4	Patrons: The Revered President, Sree Siddaganga Education Society, Sree Siddaganga Math and Director of SIT, Tumkur shall be the patrons of SITAA.

5 Membership	
SITAA shall have the following categories of members. i) Life members ii) Associate members iii) Honorary members	
	<i>Life Members:</i>
5.1	The following individuals shall be eligible for enrolment as life members of SITAA: Those who receive a Degree on successful completion of various full-time or part-time courses offered by SIT- like, B.E., M.Tech., M.Sc. (research), MCA, MBA, Ph.D., and PG Diploma.
5.2	<i>Associate members:</i> Students who have studied at least one year in the institute shall be eligible to be Associate members.
5.3	<i>Honorary members:</i> Apart from the individuals mentioned in 5.1 and 5.2, the following individuals may be granted Honorary Membership of the Association for a period decided by the Executive Committee: i) Persons who have rendered distinguished service to the cause of Technical Education. ii) Persons who have exhibited Excellence in Industries / R&D organizations. iii) Persons who have contributed to social causes or philanthropists. iv) Deans, and all the faculty members who are not the alumni of the institute shall be honorary members of the SITAA till such time they hold their offices.
5.4	All members mentioned in 5.1 shall have the right to vote, propose, second or be a candidate for any office open for election in the Association. The members mentioned in 5.2 and 5.3 shall not have any voting rights and cannot contest in the election for office bearers.

5.5	<p>Membership fee: The membership of the Association shall be granted on submission of application form and payment of prescribed fee of Rs. 1000.00 by the eligible individuals mentioned in 5.1 and 5.2.</p>
<p>6 Administration</p>	
6.1	<p>The Administration of the SITAA shall be managed by an Executive Committee with the following composition.</p>
	<ul style="list-style-type: none"> i) President – Principal is the Ex-officio President ii) Vice-President (Elected) iii) Secretary (Elected among Alumni working as faculty in SIT) iv) Two Joint Secretaries (Elected) v) Treasurer (Elected among Alumni working as faculty in SIT) vi) Ten Members (Elected) vii) Chairman and Secretary of Alumni Chapters of various states and countries are the special invited members. viii) The executive committee shall have the freedom to co-opt Members from time to time for the efficient functioning of SITAA.
<p>7 Election of the office bearers of Executive Committee</p>	
7.1	<p>The elected positions will be filled through election in the Annual General Body Meeting. The elected office bearers of the Association shall hold the office for a period of 3 years.</p>
7.2	<p>Duties of the Executive Committee:</p> <ul style="list-style-type: none"> i) To manage the day-to-day activities of the Association ii) To prescribe detailed guidelines/rules and regulations for carrying out various activities iii) To ensure continuous communication amongst the members iv) To constitute sub-committees and delegate powers for specific purposes for specified period. v) To be in charge of and protect the properties of SITAA. vi) To maintain the accounts of SITAA and to arrange for auditing the

	accounts.
8	Duties of office Bearers of SITAA
8.1	Patron
8.1.1	Shall advice the executive committee regarding the smooth and efficient functioning of SITAA
8.1.2	Shall decide about any unresolved dispute(s) and the decision of patrons, shall be final and binding on executive committee and general body of SITAA.
8.2	President
8.2.1	Shall preside over all the Meetings. He may allocate suitable responsibilities to the members.
8.2.2	May appoint groups, sub-committees, etc., and nominate representatives of SITAA on vacancies, Government/Institutes and/or other bodies when invited to do so.
8.2.3	Shall act on behalf of Executive Committee of SITAA.
8.3	Vice-President
8.3.1	Shall act as President in the absence of the President
8.3.2	In addition to his duties as a Member of the Executive Committee, he shall preside over Committee Meetings in the absence of President.
8.4	Secretary
8.4.1	The Secretary shall attend to the day-to-day correspondence and communications to and from SITAA.
8.4.2	Maintain official records of SITAA
8.4.3	Be an ex-officio member of all the Sub Committees in consultation with the President.

<p>8.4.4</p> <p>8.4.5</p> <p>8.5</p> <p>8.5.1</p> <p>8.5.2</p> <p>8.5.3</p> <p>8.6</p> <p>8.6.1</p> <p>8.6.2</p> <p>8.6.3</p>	<p>He shall be responsible for calling Meetings of the Executive Committee in consultation with the President.</p> <p>He shall be responsible for filing of Annual Reports of SITAA with the Registrar of Societies after every Annual and other Special General Body Meetings, Financial Statements with the Income Tax Officer, and such other statutory requirements and also maintain the minutes of the meeting.</p> <p>Joint Secretaries</p> <p>The Joint Secretaries shall assist the Secretary in discharging his duties.</p> <p>They shall carry out such other duties as may be assigned to them from time to time by the Executive Committee.</p> <p>One of the Joint Secretaries nominated by the President shall assume charge as Secretary in the absence of the Secretary or when requested to do so by the Executive Committee.</p> <p>Treasurer</p> <p>The Treasurer shall maintain the accounts of SITAA.</p> <p>He is responsible for maintaining all the financial transactions of SITAA.</p> <p>He shall be responsible for maintaining the cash book, general ledger and other records related to finance and getting the audited statements of SITAA prepared for presentation at the Annual General Body Meetings and file the same with the Income Tax authorities when duly passed by the General Body.</p>
<p>9</p>	<p>General Body Meetings</p>
<p>9.1</p>	<p>The Annual General Body Meeting (AGM) of the Association shall be generally held at least once in a year within nine months of the close of its accounts, preferably on 2nd October at SIT, Tumkur.</p>

9.2	Agenda for AGM shall be drawn by the Executive Committee.
	Agenda for AGM inter alia shall include: i) Adoption of Executive Committee's Report on various activities ii) Presentation and adoption of Accounts iii) Appointment of Auditor iv) Election of Office Bearers
9.3	Quorum for the General Body meeting shall be minimum of 200 members.
9.4	A special General Body meeting may be convened at the instance of the President or the Executive Committee or by giving request in writing to the Secretary signed by at least 50 members who may give notice in writing to the Secretary. The quorum for the special General Body Meeting shall be minimum of 1/3 rd of the members or 200 members.
9.5	A minimum of 21 days of notice shall be given for AGM and of 7 days for special General Body meetings.
10 Financial Management	
10.1	The membership fees, other contributions from the members, donations, sponsorships from external agencies, proceeds from various activities etc. shall constitute the income of the Association.
10.2	The Executive Committee shall have the power to decide from time to time the membership fees to be collected from the new members.
10.3	The funds of the Association shall be maintained in a separate bank account in the name of the SIT Alumni Association in Karnataka Bank Extension Counter, SIT campus, Tumkur. The bank account shall be operated by the President.
10.4	The Executive Committee shall have the power to invest excess funds available in the bank account in bank fixed deposits for appropriate maturities. However, the funds of the Association shall not be used for investments in any other forms like bonds, shares, gold etc.

10.5	The financial year of the Association shall be from April 1 to March 31 of the succeeding year.
10.6	The appointment of a Chartered Accountant shall be made by the General Body Meeting. The period of such appointment shall be for 1 year. The auditor is required to submit the report to the President within eight weeks from the last date of the financial year.
11	Amendments to the Constitution
11.1	All members mentioned in 5.1 are eligible to propose amendments to the Constitution of the Association. Members desirous of proposing amendments are required to submit the same in writing to the Executive Committee at least 21 days prior to the Annual General Body Meeting.
11.2	The amendments shall be passed, only if two-thirds of the members present in the AGM support the amendment(s) in voting.
12	Chapters
12.1	Local chapters of SITAA may be formed in other centers /cities on obtaining approval from the Executive Committee
12.2	The local chapter shall have i) Chairman ii) Vice Chairman iii) Secretary iv) Joint Secretary v) Treasurer vi) Five Executive members
12.3	Such local chapters shall comply with the Bye-laws and rules and regulations of SITAA and follow the guidelines formulated by Executive Committee from time to time.
12.4	The local chapter shall not own any property in the name of local chapter and all the property shall be only in the name of the parent association, SITAA, Tumkur-572103.
12.5	For carrying out the activities of the chapters such as holding the Executive Committee and Annual meetings and others, the chapter can collect the

	<p>registration fee and all the activities of the chapters shall be self financing. The expenditure incurred for the aforesaid activities shall be properly accounted and the accounts shall be presented in the annual meeting and get the approval. The approved balance sheet shall be sent to SITAA.</p>
13	Dispute
	<p>All unresolved dispute shall be referred to patrons and their decision shall be final and binding on all parties.</p>
14	Dissolution Clause
	<p>In the event of dissolution or winding up of SITAA, the assets remaining as on the date of dissolution shall under no circumstances be distributed among the members of the Executive Committee/General Body of SITAA, but the same shall be transferred to SIT, Tumkur-572103.</p>
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Memorandum of Association

1. Name of the society:

The name of the society shall be Siddaganga Institute of Technology Alumni Association (SITAA).

2. Registered Office:

Registered Office of the society shall remain in the SIT Campus, Tumkur (mention here State) and at present it is at the following address:

Siddaganga Institute of Technology Campus
B.H. Road, Tumkur-572 103
Karnataka.

3. Aims and objects:-

The aims and objects for which the society is established are as under:

- (a) To strengthen the professional bonds between SIT, its alumni and the industry.
- (b) To plan, organize and encourage various value adding activities for its members such as professional lectures, training program, conferences, seminars, etc.
- (c) To publish journals, newsletters, books and other professional material for circulation among its members.
- (d) To assist the faculty and students of SIT in various value-adding activities like curriculum development, sponsored research projects, case study development, student internships and placements.
- (e) To assist the students by extending loan.
- (f) To construct the Alumni building for the purpose of implementing the objectives.
- (g) To conduct Alumni-Students Knowledge Exchange Programmes (ASKEP).
- (h) To raise funds for the development of SIT and SITAA.
- (i) To extend possible Corporate Social Responsibility (CSR) service to the local community.

4. Governing Body:

The names, addresses, occupation and designation of the present members of the governing body to whom the management of the society is entrusted as required under Section 2 of the Societies Registration Act, 1860, are as follows:

Sl. No.	Name (Full in capital)	Address	Occupation	Designation in the society
1	Dr. SHIVAKUMARAI AH	Principal SIT, Tumkur Mobile: 9663367140	Principal	President

2	Prof. G.A. SHASHIKUMAR	Controller of Examination SIT, Tumkur Mobile: 9886486121	Professor	Vice President
3	Prof. B. SUDARSHAN	Associate Professor Department of E&C, S.I.T, Tumkur Mobile: 9886690164	Associate Professor	Secretary
4	Sri B.G. SRINIVASA RAO	Sri Krishna Talkies M.G Road, Tumkur Mobile: 8861208030	Industrialist	Joint Secretaries
5	Sri M.C. SHIVAPRASAD	Chief Executive, Jagruiti Electronic Technologies #7, 3rd Main, 8th Cross, R.P.C layout, Vijaya nagar, II Stage, Bangalore-560 104. Mobile: 9845526545	Industrialist	
6	Dr. G.VEERAPPA DEVARU	Associate Professor, Dept. of Civil Engg., SIT, Tumkur Mobile: 8105039682	Associate Professor	Treasurer
7	Sri P.S.VISWANATH	Lakshmi Nivas, 3 rd Main Road, Gandhinagar, Tumkur. Mobile: 9845374717	Businessman	Members
8	Sri B.S.BHASKARA RAO	C.E.O., Technosphere Marketing and Consultancy Ltd. #7, I East Main, ITI Layout, Banashankari 3 rd Stage, Bangalore-560 085. Mobile: 9901319601	Industrialist	
9	Prof. T.B.U.S. ARADHYA	Associate Professor Dept. of IEM, SIT, Tumkur-3. Mobile: 9743411487	Associate Professor	
10	Dr. R.SURESH	Associate Professor Dept. of Mech. Engg. SIT, Tumkur-3. Mobile:9448656519	Associate Professor	
11	Dr. V.SIDDESWARA PRASAD	Professor & Head Dept. of IT, SIT, Tumkur-3. Mobile: 9480030333	Professor & Head	

12	Smt. KALPANA H.M.	Associate Professor Dept. of IT, SIT, Tumkur-3. Mobile: 9480784395	Associate Professor	Members
13	Sri MANOHAR JOSHI	H.No.236, I A Main, Ramakrishna Nagar, 4 th Block, Nandini Layout, Bangalore-560 096. Mobile: 9972190804	Soft ware Engineer	
14	Sri SANTHOSH KUMAR ADINARAYAN	#12/27, Sumukh Nilaya, 18 th Cross, 6 th Main, B.T.M Layout, II Stage, Bangalore-560 076. Mobile: 9845976471	Soft ware Engineer	
15	Sri G GURULINGARADHYA	Prime Power Systems, #8/2, VISL House, J.C. Road Bangalore-560002. Mobile: 9844068580	Businessman	
16	SANGHVI SURENDRA A.SHAH	M/s Mahaveer Agency, B.H. Road, Tumkur Mobile: 9844078828	Businessman	

5. Desirous person:

We the undersigned are desirous of forming a society namely, **Siddaganga Institute of Technology Alumni Association (SITAA)**, under the Societies Registration Act, 1860 in pursuance of this Memorandum of Association of the Society.

Name	Signature
Dr. SHIVAKUMARAI AH	
Prof. G.A. SHASHIKUMAR	
Prof. B. SUDARSHAN	
Sri B.G. SRINIVASA RAO	
Sri M.C. SHIVAPRASAD	
Dr. G.VEERAPPA DEVARU	
Sri P.S.VISWANATH	
Sri B.S.BHASKARA RAO	
Prof. T.B.U.S. ARADHYA	
Dr. R.SURESH	
Dr. V. SIDDESHWARA PRASAD	
Smt. KALPANA H.M.	
Sri MANOHAR JOSHI	
Sri SANTHOSH KUMAR ADINARAYAN	
Sri G GURULINGARADHYA	
SANGHVI SURENDRA A.SHAH	

APPENDIX-VIII

Specimen of Covering Letter

From

**(Name of promoter of proposed society)*

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To

The Registrar of Societies,

.....

Sir,

Re: Registration of a society under the name

A society by name.....

has been formed on

I have been elected its first Secretary and have been authorized to complete the formalities of registration.

Please find herewith enclosed

- (a) Two copies of Memorandum duly signed and completed.
- (b) Two copies of Rules and bye-laws of the society.
- (c) Affidavit duly attested.
- (d) House tax receipt/No objection certificate.
- (e) Registration fee of Rs. 50/- in cash.

Please register the society under the Societies Registration Act, 1860 and issue a Certification of Registration.

I have been authorized by the society to sign this application on behalf of all the subscribers of Memorandum.

Thanking you

Yours faithfully