



**CONSTITUTION
OF
NATIONAL INSTITUTE OF TECHNOLOGY, AGARTALA ALUMNI**

1.
 - a) Short Title, Extent and commencement: -
It may be called the constitution of National Institute of Technology Agartala Alumni
 - b) It extends to all the Ex.-Student of National Institute of Technology, Agartala (erstwhile Tripura Engineering College).
 - c) It shall come into force on **15.01.2012**.

Definition: -

2. In the Interpretation of the memorandum of organization and rules and regulation of the organization, the following words and exposure of the meaning herein after assigned to them unless repugnant to or inconsistent with the subject or context.
 - a) the Name of the organization shall be in English “National Institute of Technology Agartala (Erstwhile Tripura Engineering College) Alumni” and herein after referred to as ORGANISATION name abbreviated as “NITAA” which is a Voluntary Organization having it’s Head Quarter at complex of National Institute of Technology Agartala, Tripura-799 055.
 - b) Organization means the organization herein after referred to the organization of National Institute of Technology Agartala Alumni.
 - c) Alumni means the Ex-students of any institution herein after referred to as the Ex-students of the National Institute of Technology Agartala (erstwhile Tripura Engineering College).
 - d) TEC means the Tripura Engineering College.
 - e) NITA means the National Institute of Technology Agartala
 - f) College means the National Institute of Technology Agartala (erstwhile Tripura Engineering College).
 - g) MONOGRAM:- The following matter shall be written in the monogram :NIT AGARTALA (Formerly T.E. College) Alumni Estd. 2004.
 - h) Executive COMMITTEE means: - The Executive Committee of the organization i.e. NITAA.
 - i) OFFICE BEARERS means the office bearers of NITAA which are as follows: - President, Two Vice President, General Secretary, Joint Secretary (Administration), Joint Secretary (Publicity), Two Assistant Secretary, Treasurer, Assistant Treasurer, Office Secretary, Assistant Office Secretary, Auditor (internal).
 - j) Member means the member of NITAA.
 - k) “Year” for all purpose of organization means a period of maximum 1(one) year i.e 12(twelve) months from 1st January to 31st December of the following calendar year.
 - l) Financial year means a period of maximum 1(one) year i.e 12 (twelve) months from 1st October to 30th September of the following calendar year.
 - m) Tenure of Executive Committee means scheduled functioning period of this committee of 1 (one) year.

- n) Annual meeting means the Annual General Meeting of Alumni to be held annually at the end of 1(one) year in the month of January.

Objective:-

- a) To improve the relationship amongst the alumni of NITA and for welfare of the members.
- b) To do all such act or acts for the cause of betterment of NITA.
- c) To create a technical forum for the development of technical knowledge of the members by organizing seminars and training programs from time to time.
- d) To co-operate the college authority, the teachers, staff and students of the NITA for organizing any functions which they will organize time to time, if the college authority so desires.

Members:-

- a) **MEMBERSHIP:** - Every Ex-student of NITA (formerly TEC) who has passed from this college will be automatically the member of this organization.

Duties and Responsibilities of the Member: -

- a) All the members shall take active participation for the betterment of NITAA and better functioning of the NITAA.
- b) Every member may advice /suggest in writing such measure or measure(s) for the benefits of the organization through the Executive Committee. The Executive Committee on proper consideration of such advice(s) and suggestions(s) as it will deem fit and proper, place before the general meeting of the organization for decision.

Formation of the Executive Committee: -

The Executive Committee shall consist of 21(Twenty One) members inclusive of 13(Thirteen) office bearers. The members of the Executive Committee shall be elected amongst the members on the day of annual general conference to be held in every year. The executive committee shall hold office for 1(one) year. Office bearers are enumerated below: -

1) President	1(One)
2) Vice-president	2(Two)
3) General Secretary	1(one)
4) Joint Secretary(Admin.)	1(One)
5) Joint Secretary (Publicity)	1(One)
6) Assistant Secretary(s)	2(Two)
7) Treasurer	1(One)
8) Assistant Treasure	1(One)
9) Office Secretary	1(One)
10) Assistant Office Secretary	1(One)
11) Auditor (Internal)	1(one)
12) Members	8(Eight)

- c) The Executive Committee in any meeting will elect/select from themselves the office bearers preferably on the day of the conference to be held in every year and in any case not later than 3(three) days from the date of that conference.
- d) The Executive Committee at its desecration may invite special invitees not exceeding 5(five) in numbers for special purposes from the members as and when felt necessary.

- e) The Executive Committee may form an Advisory Board as and when felt necessary.

Election: -

- a) The General Secretary on behalf of the Executive Committee will notify the date of the conference to be held after every year. The Notification shall be circulated giving clear 15(fifteen) days time before the proposed date of that conference.
- b) Majority members with the consent of the proposed contesting members shall elect Executive Committee/ Office bearers at the time of election.
- c) In case of any Natural calamity or natural or State Emergency or any other Exigency, the Executive committee may hold the annual conference within a period not exceeding two months from date of expiry of its tenure. In such case the tenure of subsequent Executive Committee shall get reduced for a period by which the tenure of last Executive Committee is extended.
- d) After declaration of the name of the New Executive Committee members, the earlier Executive Committee shall automatically get dissolved. The records/ papers etc. of the organization will, however, be retained with the outgoing General Secretary who shall in turn hand over the records/papers to the new elected General Secretary within five days from the taking over the office.

Funds and Accounts:-

- a) The services of all the members of the organization including the services of the elected members of the Executive Committee shall be HONORARY.
- b) For the purpose of collecting fees from the members and other donations for the organization, printed and serially numbered receipt books shall be used by the treasurer and the other member as collector of the organization to be duly authorized by the Executive Committee.
- c) Funds of the organization shall be kept in any schedule Bank(s) as approved by the Executive Committee in the name “**National Institute of Technology Agartala Alumni**”. Accounts will be operated jointly by the following office bearers of the organization:-

- a. General Secretary
- b. Treasurer

Audit of the Account: -

- a) The accounts of the organization should be audited by a Chartered Accountant to be appointed by the Executive Committee in the annual general meeting for the accounts of the every financial year. The accounts shall get audited internally by the Auditor (Internal) and shall be approved by the Executive Committee, before it is taken up with the Chartered Accountant.
- b) The audited reports of accounts shall be placed before the Annual General meeting /conference for information and acceptance by the General members of

the organization after duly countersigned by the President, General Secretary & Treasurer.

- c) The Auditor (Internal) with the help of the treasurer will conduct internal audit of the accounts time to time when asked for and also finally before it is taken up with the appointed auditor i.e. Chartered Accountant.

Meetings:-

- a) The meetings of the Executive Committee shall normally be held once in a month in the 1st Sunday of every month. However, if situation demands, the president or General Secretary may convene additional /special meeting of Executive Committee.
- b) The General meeting shall normally be held once in a year in the month of January of every year. However, if situation demands, the President or General Secretary may convene additional special general meeting.

Requisition For Holding Meeting:-

a) i) The General Secretary or the President shall, within 10 (ten) days of the receipt of written requisition signed by not less than 1/3 rd (one third) of the elected members of the Executive Committee, convene a special Executive Committee meeting as the case may be, for discussion/consideration of the matter as specified in the requisition.

ii) The General Secretary or the President shall, within 1 (one) month of the receipt of the written requisition signed by not less than 2/3rd (two-third) of the elected members of the Executive Committee, convene a special general meeting for discussion/consideration of the matters specified in the requisition.

iii) The General Secretary or the President shall, within 1 (one) month of the receipt of written requisition signed by not less than 100 (One hundred) members of the Organization, convene special general meeting for discussion/consideration of the matters as specified in the requisition.

b) The General Secretary, with the consent of the President, shall notify the date, time and venue of the special general meeting(s) of the organization by serving clear 15 (fifteen) days notice.

c) The General Secretary, on behalf of the Executive Committee, shall notify the date of Annual General Meeting/Conference. The notification is to be circulated giving clear 15 (fifteen) days time before the proposed date of Annual General meeting/conference,

d) All the decisions taken in the meetings shall be recorded in the Minutes book, with authentication of President,

Quorum:-

- a) The quorum for any meeting of the Executive Committee shall be of 1/3 rd (one third) of the members at the committee.
- b) The quorum for Annual general meeting/conference shall be at least 100 (three hundred) members of the organization.
- c) The quorum for any other kind of special general meeting shall be same to that of the minimum number of requisitionees specified to hold such meeting.
- d) In the event of adjournment of any meeting of the Executive Committee/ Annual general meeting/Conference, the General Secretary may convene the adjourned meeting at a suitable time/date and place as decided by him/her, and or with the approval of the President as the case may be.
- e) Incase of adjourned meetings except for (c) above, QUORUM is not essential,
- f) In the event of tendering resignation due to prolonged illness or other way and subsequent acceptance of resignation by the President, or in the event of death of any Executive Committee member, the Executive Committee may co-opt members to fill-up the vacancy from the general members.
- g) In the event of coming down the strength of elected members below the Quorum, the Executive Committee shall stand automatically dissolved. The Office-bearers as remained of the dissolved Executive Committee shall however continue to function as care-taker Executive Committee, till such time the new Executive Committee is elected as per normal system. It will be the duty of the Care taker President to convene a general body meeting within a period of maximum 2 (two) months from the date of dissolution of the Executive Committee/Central Committee, subject to clear 15 (fifteen) days advance notification.

The caretaker Executive Committee shall not take any major decision except in connection with decision(s) to be taken to hold the General Conference. Such General Conference shall be held as per rules and regulations applicable to hold General Conference.

Functions and Duties of the Executive Committee:

- i. The Executive Committee shall administer the affairs of the organization in accordance with the rules and shall exercise such powers and shall do such acts as it shall deem necessary for fulfillment of the objects of the organization.
- ii. To receive and consider the audited account of the organization and to approve the annual report of the General Secretary before placement to the general members.
- iii. To transact such other business related to the organizational activities which may come to the notice of the Executive Committee or brought to its knowledge and decide such actions deem fit in the interest of the organization.
- iv. To appoint auditor (s) to audit the account of the organization.
- v. The executive committee shall be responsible for day-to-day work of the organization.
- vi. To look-after and manage the properties of the organization.

- vii. To do all lawful acts and things as are incidental and conducive to the attainment of the objects of the organization. .
- viii. To constitute any other committee(s) or Sub-Committee (s) as and when necessary and with such powers as may be specified.
- ix. To select the office bearers from the Executive member
- x. In the event of absence of both the President and Vice President (s), the Executive Committee shall nominate one member from the Executive Committee to preside over meeting (s) of Executive Committee or General Body of the organization.
- xi. To meet the expenses of the organization out of the fund of the organization
- xii. To purchase materials as may be necessary for the organization within the budget provision approved by the Executive Committee.
- xiii. To sue and defend in all legal proceedings on behalf of the organization.
- xiv. To see the professional avenue of unemployed member of NITAA, if any.
- xv. To organize all the things to fulfill the objectives of NITAA.

Function and Powers of the office bearers of the Committee:

The service of elected members in the Executive Committee shall be in HONORARY capacity.

a) President :

- i. He/She shall be the constitutional Head of the organization. He/She shall preside over all the conferences and meetings of the organization.
- ii. He/She shall have power to cast one vote and again one special vote in addition to that in case of any dead-lock in taking decision.
- iii. He/She shall have power to entrust any member of the Executive Committee for any specific work in the interest of the organization.

b) Vice-President (s) :

- i. The Vice-President (s) shall assist the President in discharging his/her duties.
- ii. Either of the Vice-President (s) shall act as President during the absence of the President.
- iii. He/She will perform such other duties as entrusted to him/her by the President from time to time.

c) General Secretary:

- a. He/She shall be the Executive Head of the organization.
- b. He/She shall conduct all correspondence on behalf of the organization.
- c. He/She shall arrange and convene meeting of Executive Committee/General body on behalf of the President as and when required and also shall prepare agenda of the said meeting with the approval of the President.
- d. He/She shall be responsible for preparation of the minutes of the meetings.

- e. He/She shall submit the annual report of activities of the organization, as concurred to, by the Executive Committee in the Annual General Meeting/General Conference of the organization,
- f. He/She shall submit the Audited Balance Sheet duly approved by the Executive Committee in the Annual General Meeting/General Conference of the organization.
- g. He/she shall be responsible to get the accounts audited annually by the appointed auditors.
- h. viii) He/She shall be responsible for the implementation of all approved programmes of the Executive Committee.
- i. He/She shall put up detailed plan and programmes and the activities of the organisation for the approval of the Executive Committee during its tenure.
- j. He/She shall be the custodian of all records and documents of all movable and immovable properties of the organization.
- k. He/She shall operate the accounts of the organization" through scheduled Bank(s) approved by the Executive Committee in the name of the organization. The Accounts will be operated jointly by the following namely- General Secretary and Treasurer and the account shall be in the name of

"NATIONAL INSTITUTE OF TECHNOLOGY AGARTALA ALUMNI".
- l. He/She will perform such other duties as entrusted him/her by the President from time to time.

d) Joint Secretary (Administration)

- a. He/She shall assist the General Secretary in his/her day-to-day function.
- b. He/She shall act as General Secretary during the absence of the General Secretary.
- c. He/She will perform such other duties as entrusted him/her by the President from time to time.

e) Joint Secretary (Publicity)

- a. He/She shall be in-charge of over all publicity activities of the organization.
- b. He/She may act as joint Secretary (Administration) in addition in absence of Joint Secretary (Admn.)
- c. He/She will perform such other duties as entrusted to him/her by the President from time to time.

f) Assistant Secretary

- i. He/She shall assist the General Secretary, Joint Secretary (Admn), Joint Secretary (Publicity) in their day-to-day function always.
- ii. Either of the Assistant Secretary (s) shall act as Joint Secretary (Admn) or Joint Secretary (Publicity) in addition in absence of the Joint Secretary (Admn) or Joint Secretary (Publicity)
- iii. He/She will perform such other duties as entrusted him/her by the President from time to time.

g) Treasurer:

- i. He/She shall be custodian of the CASH, CASH CERTIFICATE (s) SHARE (s), BANK PASS BOOK (s), CHEQUE BOOK(s) etc. of the organization.
- ii. He/She shall neatly maintain the cashbook relating to all transactions, receipts and expenditure along with proper vouchers, cash memos/receipts.
- iii. He/She shall prepare balance sheets quarterly and annually and put up before the Executive Committee through the General Secretary for approval.
- iv. He/She shall be responsible to get the accounts audited annually by the appointed auditor.
- v. He/She shall operate the accounts of the organization through scheduled Bank(s) approved by the Executive Committee in the name of the organization. The Accounts will be operated jointly by the following namely: - General Secretary and Treasurer of the organization and the accounts shall be in the name of "NATIONAL INSTITUTE OF TECHNOLOGY AGARTALA ALUMNI".

h) Assistant Treasurer:

- i. He/She shall assist the functioning of the treasurer in day-to-day work.
- ii. He/She shall act as Treasurer in absence of the treasurer.
- iii. He/She will perform such other duties as entrusted him/her by the President from time to time.

i) Office Secretary:

- i. He/She shall be responsible for office works and shall run the office smoothly and efficiently.
- ii. He/She will perform such other duties as entrusted him/her by the President from time to time

j) Assistant Office Secretary:

- i. He/She shall assist the office Secretary in his/her day-to-day functioning.
- ii. He/She shall act as office Secretary in addition in absence of the office Secretary.
- iii. He/She will perform such other duties as entrusted to him/her by the President from time to time.

k) Auditor (Internal)

- i. He/She shall audit internally the accounts of the organization with the help of the Treasurer from time to time.
- ii. He/She shall audit the accounts internally on final with the help of the Treasurer before it is placed in the Executive Committee meeting and it is taken up with the appointed auditor for annual Audit.
- iii. He/She will perform such other duties as entrusted him/her by the President from time to time.

Sources of Income :

- a. By Grant/donation received from the alumni and others.
- b. By advertisement/publications

Chapter: Local chapter may be constituted keeping link with main committee in the Capital city of the states in India and Cities in abroad for interacting each other for achieving the objectives of the organization. The members of the Executive Committee of local chapter shall be elected/selected amongst the members. The executive committee of local chapter shall hold office for 1(one) year from 1st October to 30th September of the calendar year. Office bearers are enumerated below: -

1) President	1(One)
2) Vice-president	1(One)
3) General Secretary	1(One)
4) Joint Secretary	2(One)
5) Treasurer	1(One)
6) Assistant Treasure	1(One)
7) Members	4(Four)

Function and duties of Executive committee are similar to NITAA main Committee.

Amendments:

The constitution of the organization may be amended as and when required with the consent of minimum 125 (hundred fifty five) members in a general meeting.

Dissolution and vesting of properties after dissolution:

a) The organization shall be dissolved at any special meeting of the General body convened for the purpose when at least 2/3 (two-third) members vote for such dissolution.