



A.C.Tech Alumni Association(Regd.)

Alagappa College of Technology
Anna University, Chennai – 600 025.

Tel: 044-22359101 Email: actechchennaialumni@gmail.com,

President

Ms.Vidya Sankar

Vice -Presidents

Mr.S.Ganapathy

Dr.S.Meenakshisundaram

Secretary

Mr.B.Gopishankar

Joint Secretary

Mr.P.Rajkumar

Treasurer

Mr.N.Ananth

Exe. Committee Members

Mr.A Elangovan

Mr.K.Vetriselvan

Mr.Ramesh Rajasekeran

Dr.M.Dharmendra Kumar

Dr.C.Jayakumar

Dr.R.Neelakandan

Dr.W.Amarnath

Dr.K.J Sreeram

Dr Swarna V Kanth

Dr.V.Adaikkalam

Dr.G.NandhiniDevi

Dr.B.S.Lakshmi

Dr.S.Manisha Vidyavathy

Dr.D.Thenmuhil

Dr. D Selvakumar

Ms.A Saranya

Dr.S.Shanthi

Dr.V.Mohan

Dr.P.Baskaralingam

Dr.Keerthi

BYE LAWS

- 1 Name of the Association: A C Tech Alumni Association (ACTAA)
- 2 Registered Office: Located at Alagappa College of Technology, Anna University, Chennai – 600025.
- 3 Jurisdiction: Registrar – Chennai South
- 4 Working Hours: 10 A.M to 5 P.M (Monday to Friday, working days)
- 5 Objects:
 - To strengthen alumni connections with their alma mater and its community
 - To provide a forum for the old students of the College to meet and discuss matters of common interest
 - To develop interaction between the present and future alumni on a common platform & on an on-going basis
 - To maintain a current and up-to-date Alumni Database comprising details of their contacts, employment and experiences
 - To liaison with the University and the members in order to update the Alumni Database every year after the Convocation
 - To approve/promote establishment of Alumni Chapters at different geographical locations having adequate congregation of alumni
 - To facilitate organization of Alumni meets/re-unions under various Alumni Chapters across the globe and to document reports of all such events
 - To develop a mutually supportive relationship with alumni so as to encourage lifelong learning and continued growth of the alumni and at the same time provide opportunities to alumni to contribute in their own way to their Alma Mater

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- a. By delivering Guest Lectures/Seminars/Conferences/ Workshops
 - b. By suggesting Laboratory and Software up-gradation for different courses
 - c. By facilitating Industrial Visits, Training and Placement, Internships and Projects for current students
- Promoting Industry- Institution interaction for the benefit of students
 - Promoting sponsored research, associating the College departments with the industries.
 - Helping start-ups with entrepreneur training, mentoring, facilities and funding tie-ups.
 - To publish ACTAA Annual Newsletter containing details of the yearlong activities of the Association
 - To contribute to the promotion and acknowledgement of the achievements of the University and its alumni
 - To institute Awards for eminent persons and for those who have contributed to the Society locally, nationally and internationally
 - To systematically and steadily uplift the image and status of the College, both nationally and internationally
 - To project nationally and internationally University's contribution to numerous fields of education
 - To promote the interests of the University, it's past and present students
 - To promote goodwill and mutual assistance among the members of ACTAA
 - To become the voice of the alumni in all matters related to the betterment of A. C. Tech.,
 - To foster continuing professional/academic development of the University by soliciting support from achievers amongst the alumni in their respective fields
 - To maintain camaraderie and fraternity amongst the ex-students of the University by encouraging social and cultural association amongst themselves
 - To accomplish all such things as may be deemed incidental or conducive to the attainment of the foregoing objectives
 - To interact with State, Central Governments and Quasi Government Organisations, on technical matters including managerial aspects.
 - To interact with the State and Central Government Bodies, Universities, Professional Associations and Associations of Industries, on matters relating to technical education and Engineering Professions in all sectors.

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- To create and establish endowments for granting scholarships and prizes to the students of the College with a view to promote and encourage talent.
- To sponsor Guidance sessions for students for attending Interviews.
- To help deserving students by partly funding for lectures, research papers, and entrepreneur projects, to be presented overseas.
- To help financially poor students for purchase of educational materials
- To do all such acts, deeds and things as may be incidental or necessary or conducive to the furtherance of the above objectives.
- To conduct / sponsor Career Guidance Programme for students to succeed in Interviews through employability skills and soft skills training.
- To create new avenues for interaction of students, faculty and industry to encourage the development of employability skills through Industrial visits and to identify Industry specific projects and prototype developments.
- To assist the disabled students with necessary gadgets, aids counselling and special sessions
- To apply the funds in whole or any part or parts of the funds for public charitable purposes including
 - a. Relief for the poor,
 - b. Advancement of education,
 - c. Medical relief and benefits whereof are not restricted to any class or community or gender

6 Membership:

- Anyone who has completed Full time/Part time Graduation, Post-Graduation or Doctoral programs in Alagappa College of Technology, Chennai, under University of Madras / Anna University, would be considered as an Alumnus.
- All Alumni of the Alagappa College of Technology, are eligible to become Members of the Association.
- There shall be two categories of Members
 - i) Life Members: Alumni of the college who pay or donate a lump sum of Rs.1000/-
 - ii) Patron members: Alumni paying Rs 5 lakhs shall be invited to become Patron members of the Association.
- The membership amounts would be fixed by the General Body from time to time.
- ACTAA shall maintain a register of members in Form VI with contact details. The register shall be available for inspection by members during working hours.
- All the Members shall notify their change of address to the Secretary of the Association within one month of such change.
- Any Member who directly or indirectly acts in such a manner as to bring disrepute or in contravention to the aims and objects of the Association, may be removed from Membership of the Association by a 2/3rd majority of the Members present in the General Body Meeting.

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- Any Member of the Executive Committee who is not present Physically/Virtually for three Consecutive meetings of the Executive Committee without intimation will be removed from the Executive Committee by the President of the Association
- Members whose names appear on the updated register of members shall
 - a) Abide by the Memorandum of Association and Bye Laws
 - b) Notify their change of address to the Secretary of the Association within one month of such change.
- Members whose names appear on the updated register of members shall have the right to:
 - a) Nominate, or be nominated to the Executive Committee of ACTAA; propose or second a proposal for nomination
 - b) Submit a suggestion/resolution to the Executive Committee or Sub-Committee for discussion on any matter
 - c) Attend and participate in all General Body meetings and social, cultural and scientific meetings of ACTAA
 - d) Have one vote each in any nomination and General Body meetings.

7 Management of the Association

- The Affairs of the Association shall be managed by an Executive Committee consisting of a President, two Vice-Presidents, one Secretary, one Joint Secretary and one Treasurer and 10¹ EC members.
- The President, two Vice-Presidents (one ex-officio VP is the Dean of the College), one Secretary, one Joint Secretary and the Treasurer shall be designated as Office Bearers.
- The Members of the Executive Committee shall assume office after the election at the Annual General Body Meeting in the election year and they shall hold office for a period of two years.
- All the outgoing Executive Committee members are eligible for re-election.
- Any eligible member is entitled to vote in both the e-polling and Ballot processes, provided they satisfy the conditions for being an Electorate in each case.
- The official year of the Association shall be from 1st April of one year to 31st March of succeeding year.

8 Election

- An Election committee shall be constituted with one Convener and four Members by the General Body in Annual General meeting or Extraordinary General Meeting.
- In case the Convener of the Election Committee is not able to function, the other members of the election committee shall choose another Convener among the four of them and intimate the Secretary. If one of the Election Committee Members is unable to function, the election Committee shall continue to function with the Convener and the other three members.
- 15(10 + 5)¹ of the elected positions of the Executive Committee shall be filled up by the eligible members by an election process through ballots as detailed below.
- The Election Committee shall form a Schedule of election through Ballot for nomination, last date of receiving, withdrawal and date of Election, if necessary. Then they shall call for nominations from eligible members for election to 15 Executive Committee Members.
- The Election Committee shall scrutinize the nominations received and inform all the candidates about their eligibility. After the withdrawal period is over and if election is warranted, election will be conducted by the Election Committee through secret ballots. The electorate will be all the eligible members who are

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present. Voting will take place by e-voting or physical voting as decided by the Election committee. The Election Committee after the counting of the ballots will inform the results. The e-voting also would include voting by email¹.

- If Election is warranted after the withdrawal process, then the eligible candidates should be physically present on the day and in the venue of the election, to be included in the ballot for the election process. Thereafter the elected Executive Committee Members should present themselves during the Annual General Meeting. The Vacancies arising for any reason, will be filled by the candidates who have polled maximum votes in the descending order immediately behind the already elected 25 Members. The secretary shall be ready with the list of votes polled by all the candidates to be placed before the General Body in case of occurrence of such eventuality.
- In case of e-polling, the Election Committee shall form a separate schedule, the period of registration of the eligible members in the designated website for e-polling, the last date for nominations, the last date for withdrawal and the period for e-polling. The Election Committee shall call for nominations on line for election. The nominations should be filled electronically or otherwise as per the schedule given by the Election Committee. The Secretary shall pass on the nominations to the Election Committee.
- The Election Committee shall scrutinize the nominations received and inform the eligibility in the website. After the withdrawal period is over and if election is warranted, e-polling shall take place in the scheduled period by all the eligible members who had already registered in the website. At the end of the polling period, the Election Committee will inform the results.

9. Powers of Executive Committee

- The Executive Committee shall normally meet once in a month.
- The Secretary may, whenever he finds it necessary call for an Emergency meeting with the consent of the President or on the requisition of 5 members of the Executive Committee in writing.
- Notices of all the meetings giving the place, date and time shall be sent by the Secretary to the registered addresses of the members with an agenda for the meeting one week before the date of the meeting.
- The quorum shall be 1/3rd of the Elected Members of the Committee. The meeting of the Executive Committee will be presided over by the President and in the event of the President being not present or not being able to participate in the meeting; one of the Vice-President will preside.
- If the Elected Vice-Presidents are also not present, then the Executive Committee can choose one of the Members amongst themselves to chair that committee meeting alone.
- All questions arising at any meeting of the Executive Committee shall be decided by a majority of the Members present and in case of equal votes, the presiding Member shall have a second or casting vote.
- No rule shall be passed, annulled or modified except by a resolution supported by 3/4th of the Members in a General body Meeting convened.
- No act or resolution of the Executive committee shall be deemed to be invalid by reasons of such act or resolution having been done or passed during any vacancy in the Executive Committee.
- No resolution passed by the Executive Committee at a meeting shall be brought up for reconsideration unless after the expiry of three months from the date of the resolution, and unless fresh information likely to affect the decision not available at the time of passing the original resolution, is placed before the Executive Committee for its reconsideration.



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- The Executive Committee shall have the power to appoint staff member(s) to execute the work of the Association and also to frame the service rules of such staff members(s)
- The Executive Committee shall have the power to invest any additional funds available, in the State Bank of India, Anna University Branch or any other Bank(s) as decided by the Executive Committee in the name of the Association

10.0 Annual General Body Meeting

- The Executive Committee shall convene a General Body Meeting of all the Members once every year hereinafter referred to as annual General Body Meeting, after the closure of financial year, on or before 30th September every year.
- Notice of the Annual General Body Meeting of the Association shall be given to the members at least twenty one days before the day appointed for such meeting.
- The notice shall be sent to the members by one or more of the following modes:
 - a) by local delivery; or
 - b) by post; or
 - c) by circulation among members; or
 - d) by publication through press.
 - e) by Email.
- The notice shall also be affixed to the Notice Board of the Association.
- The notice shall specify the day, hour and place and the object of the Meeting and in case any amendment of a by-law or objects of Association as contained in the memorandum, is intended to be proposed, shall contain a copy of every such amendment.
- The Association at its Annual General Body Meeting shall appoint each year any Chartered Accountant or Accountants to be the auditors of the Association on such terms as to the remuneration as may be approved by the Association.
- The Executive Committee shall maintain or cause to be maintained proper accounts of the transactions and assets of the Association and the accounts shall be given in such form as may be directed by the Executive Committee in consultation with the Association's auditors.
- The Executive committee shall prepare and lay before the Association at the Annual General Body Meeting every year an audited statement of accounts and receipts and expenses of the year ended 31st March of that year in a form as may be directed by the Executive Committee in consultation with the auditor together with the report of the Association's auditor, thereon.

10.1 Extraordinary General Body Meeting

- In addition, the Executive Committee may convene other General Body Meetings, if necessary, Extraordinary General Body Meetings.
- If 25 or more Members send a requisition to the President or to the Secretary in writing requesting them to convene an Extra-ordinary General Body Meeting to consider important matter as they think necessary, it should be considered by the Executive Committee and such Extra-ordinary General Body Meetings shall then be convened within one month from the date of receipt of the requisition in writing and in accordance with the by-laws. If the Executive Committee failed to convene such requisitioned meeting, the requisitionists shall convene the Extraordinary General Body Meeting.


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- Extra-ordinary General Body by special resolution may amend the provisions of its memorandum relating to the objects of the Association in so far as may be required to enable it.
 - a) to carry on the administration of the Association more economically and efficiently, or
 - b) to attain its aims and objects by new or improved means; or
 - c) amend its by-laws
- The special resolution shall deem to have been passed if not less than 3/4 of the Members present and entitled to vote in the meeting, approve the resolution.
- An amendment of the memorandum of the by-laws shall take effect from the date of the passing of such special resolution.
- An accidental delay in receipt of the notice by one or more Members shall not render the meeting void.
- The General Body Meeting shall be presided over by the President of the Executive Committee or in his absence by one of the Vice Presidents.
- If the Vice-Presidents are also not present then the Members present can elect one amongst themselves to chair and preside over the meeting.

10.2 Quorum

- The quorum for the General Body Meeting shall be 25¹ members. If the minimum quorum is not present at the General Body Meeting the Meeting will be held after one hour at the same venue. In such a postponed General Body Meeting minimum quorum will not be insisted.

11.0 Powers and Duties

11.1 Duties of President: President shall plan and execute the activities of the Association with the help of the Executive Committee members and shall preside over the meetings of the Executive Committee.

11.2 Duties of the Vice-Presidents: Vice-Presidents shall assist the President in planning and executing the activities of the Association; shall perform the duties of the President in his/her absence or when the President authorizes.

11.3 Duties of Secretary:

- The Secretary shall cause minutes to be duly entered in books provided for the purpose:
 - a) of all appointments of officers and employees
 - b) of the names of the members present at each meeting of the Executive Committee and of any sub-committees
 - c) of all orders made by the Executive Committee and subcommittees
 - d) of all resolutions and proceedings of General Body Meeting of the Association and the Executive committee and sub-committee.
- Every such minute of any meeting of the General Body or Executive Committee or of any sub-committees will be approved and ratified by the President.
- The Secretary shall carry on all correspondence relating to the Association and of the Executive Committee according to the resolutions and by-laws passed under these rules.
- The Secretary shall be the custodian of the title deeds, records and other documents relating to the transactions of the Association and shall be in charge of all movable and immovable properties belonging to the Association.
- The Secretary shall prepare and place before the Executive Committee an Annual Report for its approval.

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- The Secretary shall prepare a budget of the probable receipts and expenditures for the next year and place the same preferably in the first Executive Committee Meeting. Such budget shall continue in force unless otherwise modified by the Executive Committee.
- The Secretary shall have power to accept resignations from the members of the staff and to direct their relief, subject to any regulations made in this behalf by the Executive Committee.
- The Secretary shall maintain and submit to the Registrar of Societies all such records annual or other statements which are specified in the Tamil Nadu Registration of Societies Act and the Rules namely
 - a) Approved Copy of Annual Report.
 - b) Audited and Approved copy of Receipts& Expenses Accounts, Balance sheet
 - c) Statement of Names of all members of the society with addresses and occupation at the closure of the financial year in Form VI
 - d) Declaration that the Association has been carrying on its activities in the financial year
 - e) Form of Notice of change among members of the association or of the Committee in Form VII.
- The Register of Members, the books containing minutes and the books of accounts of Society shall be made available for inspection by the Association members free of charge

11.4 Duties of Joint – Secretary: The Joint Secretary shall assist the Secretary in performing the duties and act as the Secretary in his /her absence.

11.5 Powers and duties of the Treasurer:

- The Treasurer shall be responsible for the keeping of proper accounts and for the discharge of such duties as may be from time to time entrusted to him by the Executive Committee.
- The Treasurer shall receive all moneys on behalf of the Executive Committee and deposit the same in any bank or banks or in any institution approved by the Executive Committee in the name of the Association who may open separate accounts in the name of different committees of the Association.
- The Treasurer jointly with the Secretary or one of the Office Bearers as decided by the Executive Committee shall have power to draw moneys from such bank or institution and disburse moneys payable by the Executive Committee or the Association according to the resolutions or the rules or regulations and by-laws passed under these rules.
- The Treasurer shall maintain records of the receipts and disbursements during each month and circulate an abstract of the same to the Executive Committee quarterly with a consolidated statement of accounts.
- The Treasurer shall prepare the annual accounts of the Association, have them audited by the auditor duly appointed by the General Body in its election, and submit annually for approval of General Body such audited accounts and the balance sheet for each financial year.

11.6 Duties of the Executive Committee member: The Executive Committee members shall assist the office bearers to achieve the Association's objectives.

12.0 General:

12.1 The Association may sue or be sued in the name of the Secretary.

- All documents by and in favour of the Association and all entries in the government and other public registers in respect of lands and buildings paying revenue to government and other authorities shall be respectively executed and caused to be made in the name of the Association by the Secretary.
- The Executive Committee shall have powers to frame by-laws consistent with the spirit of the constitution of the Association on all matters.



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12.2 Members not to receive profits:

- The funds and the properties of the Association however derived shall be applied solely towards the promotion of the objectives of the Association and no proportion thereof shall be paid or transferred or distributed directly or indirectly whether by share of profits to the Members of the Association. However, nothing herein contained shall be understood to prevent the reimbursement of hotel, traveling and other expenses incurred while on business of the Association by any Officer or servant of the Association or to any Member of the Executive Committee of the Association.

12.3 Saving Clause:

- The Association will have perpetual succession. For all things not specifically provided in these Rules and Regulations the provisions of the Tamil Nadu Societies Registration Act, 1975 (Tamil Nadu Act No.27 of 1975) will apply.

12.4 Certificate:

- Certified that this is a correct copy of the Rules and Regulations of the Association.

CERTIFIED TRUE COPY



16th February 2021

¹ Vide Amendments passed during 2nd AGM dated 19th December 2020. Details in Compendium



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Compendium of Amendments to Bye-laws of ACTAA

The following FOUR amendments to the Byelaws of ACTAA were passed as Special Resolutions during the Second AGM conducted on 19th December 2020 by virtual means. The MoM of AGM containing the passing of the Special resolutions were submitted to the Registrar of Societies, Chennai South on 16th February 2021.

1. Amendment to Clause 7: “The Affairs of the Association shall be managed by an Executive Committee consisting of a President, two Vice-Presidents, one Secretary, one Joint Secretary and one Treasurer and 20 EC members”
Amended as
“The Affairs of the Association shall be managed by an Executive Committee consisting of a President, two Vice-Presidents, one Secretary, one Joint Secretary and one Treasurer and 10 EC members”
2. Amendment to Clause 8: “25 (20 + 5) of the elected positions of the Executive Committee shall be filled up by the eligible members by an election process through ballots as detailed below”
Amended as
“15 (10 + 5) of the elected positions of the Executive Committee shall be filled up by the eligible members by an election process through ballots as detailed below”
3. Amendment to Clause 10.2: “The quorum for the General Body Meeting shall be 1/3rd of the members.”
Amended as
“The quorum for the General Body Meeting shall be 25 members.”
4. Amendment to Clause 8: e-polling would include email voting

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