

MEMORANDUM  
OF  
**APSAM COLLEGE OF EDUCATION**  
**ALUMNI ASSOCIATION**

1. The name of the society : **APSAM COLLEGE OF EDUCATION  
ALUMNI ASSOCIATION**
2. The Registered Office : The Registered of the society shall situated at  
**Apsam College of Education College Campus,  
Uttarwari Jungle, Jagdishpur,  
Bhojpur, Bihar- 802158.**
3. Area of operation : The area of operation shall be all over India.
4. Aims & Objective : Aims and objectives of the society are as follows,
  - (i) To bring to old students of Apsam College of Education, Uttarwari Jungle, Jagdishpur under one forum for exchange of experience dissemination of knowledge and talents amongst in members, present students and other stakeholders of college and also for the furtherance of fellowship, advancement of educational, cultural and profession means of college in a particular and society in general.
  - (ii) To conduct seminars, conferences, workshops, endowments lectures and other academic activities and also to keep in touch with one another of the college faculty, non-teaching staff and students.
  - (iii) To create an establish Alumni endowments for granting scholarships, prize and medals to the students showing high proficiency in their studies/ college curricular activities and honour former students of the college.
  - (iv) To advise and interact with State and Central Govt. bodies, Universities, UG and Associations of other Academic Institutions on matters relating to promotion of Higher Education, Training, Placement and Management system and thereby promote and welfare and status of the college.
  - (v) To render financial aid to deserving poor students studying at the college and in deserving alumni in cases of extreme compassionate circumstances.
  - (vi) To bring out magazines, souvenirs and newsletters highlighting the activities of the college and its Alumni Association.

- (vii) To manage, maintain and run different types of educational institutions including schools, college, higher technical and non-technical educational institutions. TO manage and maintain reading rooms, common rooms, public libraries, hostel for both boys and girls, adult and non-formal education center, mental and physical training center and to help the meritorious student for their educational development.
- (viii) To train people in computer education, hardware, software, internet communication, typing, shorthand, electronics, electric training etc. to the rural unemployed youth, boys, girls, and women for their economical and skill development. To run advanced technological and scientific institution and information technology development.
- (ix) To run development programme for old age homes, orphanage home for helpless general people, orphanage children and arrange food, medical facilities and rehabilitation the above people & manage maternity homes.
- (x) To sponsor programme for release and rehabilitation of general people, old age person, child labour, women labour and manage education, health care center for them.
- (xi) To manage maintain health education and training center eye camp vaccination camp, family planning (population control), pulse and polio drop distribute center , blood donation camp and aware people to control AIDs, Cancer, Kalazar, T.B. etc. from the society and take research and research center for this purpose & run run health awareness programme in the rural areas.
- (xii) To plant all type of trees and run plantation programme and protection of environment. Aware and pledge people about cleanness manage and low cost latrine in rural areas.
- (xiii) To provide V.T.P., vocational training, handicraft, small scale industry, cultural training, fishery, diary project training, animal husbandry to unemployed youth women, men for their skill development and self-employment.
- (xiv) To work for all round development programme of rural, urban, minorities, poor, helpless in the field of education, health, culture etc.
- (xv) To manage and maintain library, reading room for educational development of people magazine research journals and other books for public awareness.

- (xvi) To organize seminar meeting conference for the purpose of environment awareness, education awareness, health awareness sanitation, nutrition, food processing, rural development etc.

**RULES AND REGULATION  
OF  
APSAM COLLEGE OF EDUCATION  
ALUMNI ASSOCIATION**

**1. DEFINITION**

- A. Society means : **APSAM COLLEGE OF EDUCATION  
ALUMNI ASSOCIATION**
- B. Committee means : The Managing Committee of the Society.
- C. Office bearer means: President, Vice-President, Secretary,  
Joint-Secretary & Treasurer.
- D. Year means : From 1st April, 31st March,
- E. Body means : The General Body of the Society.
- F. Act mens : Society Registration Act 21, 1860

**2. MEMBERSHIP**

All passout students of Apsam College of Education, Uttarwari Jungle, Jagdishpur (including vocational courses) are eligible to become members of the Association on payment of annual membership fee of Rs. 100/- (Rupees one hundred only).

Any member who pays the annual subscription of Rs. 200/- during his study in the college can be considered as student member of the Association and he/she will automatically become member of the association after passing out from the college, taking the subscription of Rs. 200/- paid during his/her studentship as the annual membership for the first year.

The founder- any member on the Association shall be nominated by the Patron (Principal of College) and they shall also be the members of the First Executive Committee and they shall hold office for a period of two academic years. Life membership fees is Rs. 1500 (Rupees one thousand five hundred only).

**3. TERMINATION OF THE MEMBERSHIP**

- A. Every application for the admission as member of the society shall be addressed to the **Secretary** of the society.
- B. No application shall be considered unless the applicant is proposed by a member and seconded by another such member.

- C. Every such application shall be considered in the meeting of the Managing Committee and shall be accepted or rejected by a vote of majority save as those failing under rule-4 of these rules.
- D. Every applicant shall be informed in writing by the secretary about the decision of the Managing committee which shall be final.

**5. FORMATION OF MANAGING COMMITTEE**

- A. There shall be a Managing Committee consisting of **07 (Seven)** member including office bearers to be elected by the annual general body meeting of the Society.
- B. The members of Managing Committee shall hold for a period of five years.
- C. Any casual vacancy of the committee may be filled up by members of the Managing Committee for the remaining period of the office so held.
- D. The out going members of the committee shall be eligible for re-election.

**6. POWER & FUNCTION OF THE MANAGING COMMITTEE**

- A. The Managing Committee shall be solely responsible for the management all the affairs of the society and it shall have necessary power for executrix decision of the general body and managing the affairs of the society in a respect.
- B. To appoint, transfer and retire the personal of the employees.
- C. To alienate, sell, lease, mortgage, pledge, hypothecate, and donate the proper whether movable or immovable.
- D. To implement programmes for the execution of the objectives and alliance activities of the society and to invest the fund of the society for the works of the society.
- E. To raise money by way of subscription, donations, grants and loan etc.
- F. To consider application for membership.
- G. To consider incur necessary expenditure.
- H. To do all such lawful acts and things as are identical and conducive to the attainment of the objects of the society.

**7. POWER & FUNCTION OF THE OFFICE BEARERS.**

**PRESIDENT:**

- i. He / She will preside over all the meeting of the Managing Committee

and the General body of the society. In the absence of the President, the members present at the meeting shall elect a President from among themselves and such President shall exercise all such powers.

- ii. He / She will have a casting vote, which he will exercise only when there is tie in a meeting.

**Vice-President:** In addition to his/her duties as a Member of the Executive Committee, he shall preside over committee meetings in the absence of the President.

### **SECRETARY**

- i. He / She will convey necessary meeting of the society and of any committee which may be necessary to be called.
- ii. He / She will look after day to day management of office of the society and shall help to look after any work if specially delegated to him by the Managing Committee or the General body and shall be responsible for that work.
- iii. He / She will keep proper minutes or the proceedings of the meeting of the society and will do everything to give effect to the resolution passed by the General body/ Managing Committee of Act.
- iv. He / She will make all correspondences on behalf of the society and keep records.
- v. He / She will be responsible for the proper upkeep of the Accounts of the Society.
- vi. He / She will submit annual progress reports and audited statement accounts of the society before the general body meeting.
- vii. He /She will guide direct and supervise all the activities of the society.
- viii. He / She shall place the financial position for the society in every meeting of the governing body.

**Joint-Secretary:**

- The Joint Secretary shall assist the Secretary in discharging his/her duties.
- He shall carry out such duties as may be assigned to him/her from time to time by the Executive Committee.
- He /She shall assume charge as Secretary in the absence of the Secretary.

**TREASURER:**

- i He / She will receive grants, funds, donations and subscription on behalf of the society.
- ii. The treasurer shall receive all payments and disburse the amount passed by the **Secretary** and shall maintain in proper books of accounts.

**8. POWER & FUNCTION OF GENERAL BODY:**

- i. The annual General body meeting of the society shall be held every year for the month of April.
- ii. To elect office bearers and members of the Managing Committee.
- iii. To pass the audited statement of accounts and to appoint the auditor for the assessment year.
- iv. To transact such other matter which may be brought before the meeting by the Managing Committee.

**9. MEETING:**

- i. The Managing Committee may meet transacting matter whenever they like meet but not less than once in every three months.
- ii. The emergency meeting of the Managing Committee may be called by the President or the Secretary by giving only 24 hours prior notice to the members of the Committee.
- iii. Special General Meeting of the society may be called by the **President Secretary** by giving not less than fifteen days notice in writing to the members.
- iv. 3/5 of the valid members of the society may requisition meeting of the general body by submitting a written and signed requisition to the **Secretary President** of the society.

**10. NOTICE:**

i. Notice of every meeting stating the general particulars of all matters to be transacted at such meeting shall be delivered or sent by post to each member.

ii. 15 clear days notice specifying the place date, time and nature of matter should be given to the members by post or by hand delivery.

iii. In case of emergent meeting the same can be convened by giving a notice in 24 hours only.

**11. QUORUM:**

2/3<sup>rd</sup> members present and entitled to vote a quorum at any meeting. If an extraordinary meeting there is no quorum within half an hour the meeting shall stand dissolved. If at any Annual general body meeting there is no quorum within half an hour for the time fixed, the meeting shall be adjourned and no quorum will necessary for an adjourned meeting.

**12. SOURCE OF INCOME:**

i. Fees and monthly subscriptions.

ii. By donations, funds by subscription, contribution.

iii. By govt. aid. Universities and other Institutions & Philanthropist.

iv. Grant and Aid from any other legal sources.

**13. BANK OPERATION:**

The bank account of the society shall be kept in the name of the society in any Bank or Post Office and shall be operated by joint signature of any two office bearers like President, Secretary and Treasurer.

**14. AUDIT OF ACCOUNTS:**

The account of the society shall be audited by an auditor appointed by the general body.

Inspector General of Registration, Bihar on his discretion any time may get audited the society by recognized Chartered Accountants and fee for the same will be borne by the society.

**15. INSPECTION OF REGISTERS:**

All registers will be kept in the registered office. Any member may inspect these registers with the prior permission of the President/Secretary.

**16. AMENDMENTS:**



Any additions, alterations or omission in the objects and Rules and Regulations of the society shall be effected by resolution of the society by 3/5<sup>th</sup> member of the General body at a special general body meeting of the society.

**17. LEGAL PROCEEDING:**

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

**18. DISSOLUTION:**

- a. The society shall be dissolve according to the Rules of the societies Registration Act 21, of 1860 by 3/5<sup>th</sup> majority of the members of the society in the general body meeting.
- b. And after the dissolution the total movable and immovable properties of the society shall either be given to other society of the same aims and objects the given to the Govt. after being paid all debits etc. of the society by 3/5<sup>th</sup> majority in general body meeting.
- c. The society will be dissolved after the permission of Bihar Govt. under section 13 of the Society Registration Act. 21 of 1860.

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Certified that this is true and correct copy of the Rules and Regulations of the Society.

**PRESIDENT**

**TREASURER**

**SECRETARY**