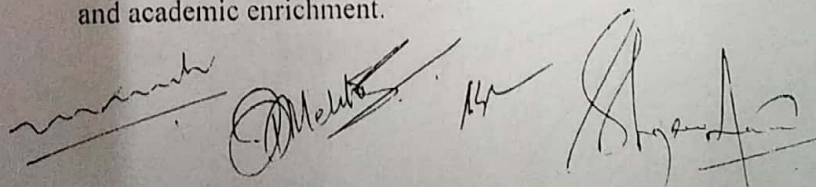


**Annexure "B"**  
**"BVIMSR ALUMNI ASSOCIATION"**  
**Memorandum of Association**

1. Name of Society : "BVIMSR ALUMNI ASSOCIATION"
2. Address : **Bhartiya Vidhyapeeth Institute of Management Studies & Research  
Sector -8, CBD, Opp Kokan Bhavan,  
Navi Mumbai-400614**
3. Aims & Objects :
  1. To act as a link between the "Alma Mater" (BVIMSR) and the "Alumni"(the past student).
  2. To be of service to the Member, to the Alma Mater, the present student and to the society at large
  3. To carry out the following activities.
    - a) Publish Quarterly newsletter.
    - b) Help deserving people and charitable causes.
    - c) Function as visiting / guest faculty for the students.
    - d) Help the students in their project work and placements.
    - e) Conduct mock interviews for the students before their placement week.
    - f) Conduct meeting of educative topical value by inviting eminent personnel to address them.
    - g) Be a jury member for any cultural / academic events organized by the Alma Mater.
    - h) To conduct competitions, seminars and workshop for the students.
    - i) Help students to work on live case studies and with experienced professionals.
    - j) Sponsor an award for the Best All Round Management student of the Year for the students.
    - k) Sponsor an Annual Rolling trophy for a management event conducted by the Alma Mater.
    - l) Guide the students with developing contacts for professional and academic enrichment.



- m) Conduct film shows of educational relevance for the benefit of the students.
  - n) Conduct sports/ cultural meet for the members and for the students.
  - o) Assist the Alma Mater in conducting examinations
  - p) To arrange for study tours , education tours, delegation for the members.
  - q) To develop & maintain a web-site of the Alumnus.
4. To provide following benefits to its members :
    - a) Opportunity to use the library of the Alma Mater
    - b) Opportunity to participate in the academic and cultural events organized by the Alma Mater.
    - c) Opportunity to use the computer laboratory and the Internet facility of the Alma Mater.
    - d) Opportunity to be part of the annual get together and dinner.
    - e) Offer guidance for professional enhancement and career development.
  5. To undertake research activities in the field of Education Management etc.
  6. To arrange for Consultancy & Training activities for the Student.
  7. To grant free-ship Scholarships, Prizes, Monetary assistance books and/or Stationery to the poor and deserving student etc.
  8. To give medical relief to the poor Student.
  9. To celebrate 15<sup>th</sup> August, 26<sup>th</sup> January, 2<sup>nd</sup> October & traditional Occasion.
  10. To plan and implement Welfare Programmes/activities with the object of creating self-reliance among the poor and the needy.
  11. To educate the community in social Responsibilities and impart the knowledge of various Social Services available so as to enable them to make use of the same.
  12. To provide career and vocational guidance to youth.
  13. Guidance enhancement offer for professional and career development.



14. To render relief services at the time of natural calamities and emergencies.
  15. To award scholarships, stipends, medical and other concessions to pupils and deserving men and women and who study in school conducted by the society and also help and give relief to the poor and indignant and other deserting person or persons by providing food, shelter, periodical distribution of cloth medicine and money.
  16. To do all other lawful things incidental or conducive to the attainment of any of the objects of the institution and to incur necessary expenditure thereon.
  17. To provide every type of assistance to the members of Association.
4. The name, address, designation, age and occupation of all the members of the Trust, Managing Committee of the society "BVIMSR ALUMNI ASSOCIATION" to whom the management and business of society is given as follows –

No.	Name	Address	Designation	Age	Occupation	Nationality
1	Dr. Dattaji Rao Yeshwant Patil	F-3/1, Sector 5, CBD, Belapur, Navi Mumbai	Ex. Offcio Chairman	49	Director. of BVIMSR	Indian
2.	Mr. Arup Ashok Gupta	B-604, Keshav Kunj, Sector-30, Vashi, Navi Mumbai	President	41	Service	-"
3.	Mr. Shyam Darshan Kumar Anand	C/o Dr. D.Y. Patil, F-3/1, Sector-5, CBD Belapur, Navi Mumbai 400614	Secretary	39	Business	-"
4.	Mr. Piyush Avinash Chandar Kulshreshtha	D-401, Dara Enclaves, Sector-9, Nerul, Navi Mumbai	Treasurer	27	Service	-"
5.	Mr. Ashish M. Sharma	C/o Mr. Henry Babu, Flat No G-1/1:4, Sector-14, Airoli, Navi Mumbai	Member/ Vice - President	26	Service	-"

*[Handwritten signatures and initials]*

**A**

6.	Mr. Sharad Subhash Chandra Rastogi	C-5/ 7/4:4, Sector-5, CBD, Navi Mumbai	Member/ <i>Jr. Sena</i>	32	Service	-"
7.	Mr. Manish C. Arvind	C/o Satyanaryana, Flat No. B-104, Shree Durga CHS, Plot No. 27, Sector-7, Airoli, Navi Mumbai 400708	Member	40	Service	-"
8.	Mr. Nazir Ansari	B/9, Rudraksha Society, Sector -7, Airoli, Navi Mumbai -400708	Member	39	Business	-"
9.	Mr. Deven Prakash Mehata	C/o D.Y. Patil , F-3/1, Sector-5, C.B.D. Navi Mumbai 400 614	Member	42	Business	-"
10.	Mr. Chadaram Potha Raju Satyanaryana	Flat No. B-104, Shree Durga CHS Plot 27, Sector-7, Airoli, Navi Mumbai -708	Member	42	Service	-"
11	Mr. Vitthal Pandurang More	Vani Society, Flat No. 10, Sector -6, CBD, Navi Mumbai 400614	Member	34	Service	-"

5. We the following persons, signatories of the Society desire to form our society under the Societies Registration Act, 1860 and accordingly we have formed the said society. on the 4 / 4 /2005 "BVIMSR ALUMNI ASSOCIATION" and we have signed the Memorandum of the purpose of the society under the societies Registration Act. 1860.

No.	Name	Address	Signature
1.	Dr. Dattaji Rao Yeshwant Patil	F-3/1, Sector 5, CBD, Belapur, Navi Mumbai	<i>Dattaji</i>
2.	Mr. Arup Ashok Gupta	B-604, Keshav Kunj, Sector-30, Vashi, Navi Mumbai	<i>Arup</i>
3.	Mr. Shyam Darshan Kumar Anand	C/o Dr. D.Y. Patil, F-3/1, Sector-5, CBD Belapur, Navi Mumbai 400614	<i>Shyam Kumar</i>
4.	Mr. Piyush Avinash Chandar Kulshreshtha	D-401, Dara Enclaves, Sector-9, Nerul, Navi Mumbai	<i>Piyush</i>
5.	Mr. Ashish M. Sharma	C/o Mr. Henry Babu, Flat No G-1/1:4, Sector-14, Airoli, Navi Mumbai	<i>Ashish Sharma</i>



6.	Mr. Sharad Subhash Chandra Rastogi	C-5/ 7/4:4, Sector-5, CBD, Navi Mumbai	<i>Sharad Rastogi</i>
7.	Mr. Manish C. Arvind	C/o Satyanaryana, Flat No. B-104, Shree Durga CHS, Plot No. 27, Sector-7, Airoli, Navi Mumbai 400708	<i>Manish C. Arvind</i>
8.	Mr. Nazir Ansari	B/9, Rudraksha Society, Sector -7, Airoli, Navi Mumbai - 400708	<i>Nazir Ansari</i>
9.	Mr. Deven Prakash Mehata	C/o D.Y. Patil, F-3/1, Sector-5, C.B.D. Navi Mumbai 400 614	<i>Deven Prakash Mehata</i>
10.	Mr. Chadaram Potha Raju Satyanaryana	Flat No. B-104, Shree Durga CHS Plot 27, Sector-7, Airoli, Navi Mumbai -708	<i>Ch. Satyanaryana</i>
11.	Mr. Vitthal Pandurang More	Vani Society, Flat No. 10, Sector -6, CBD, Navi Mumbai 400614	<i>Vitthal Pandurang More</i>

Place-

Date- / /

I know the aforesaid persons who have signed this memoranda in my presence

Signature



Annexure "C"  
**"BVIMSR ALUMNI ASSOCIATION"**  
Rules & Regulations

1. Definition of Terms used in Bye-laws:

The organisation shall be known as "BVIMSR ALUMNI ASSOCIATION" and shall hereinafter be referred to brevity sake as the organisation or the society.

"Bhartiya Vidhyapeeth's Institute of Management Studies & Research" shall hereinafter be referred to brevity sake as the BVIMSR.

Alma Mater means a University, School or college a student attended.

Alumni means Male and Female former students of an Educational Institution.

2. Area of Operation:

The area of operation will be limited to the State of Maharashtra in the 1<sup>st</sup> phase and will be later expanded.

3. Accounting Year :

The Accounting year shall be from 1<sup>st</sup> April to 31<sup>st</sup> March every year.

4. Membership:

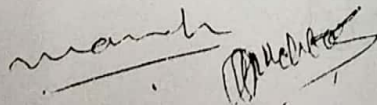
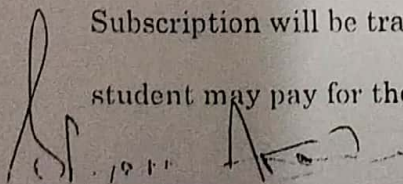
The persons signing the Memorandum of Association will be the founder members of the "BVIMSR ALUMNI ASSOCIATION".

Any ex-student of BVIMSR who is above 18 years who shall be willing to join the organisation and who shall subscribe to the objects of the organisation, shall apply for membership in writing & is willing to pay Rs.500/- (Rupees Five Hundred Only) as a one time life membership fee. The application shall be considered and approved by the Managing Committee within one Month from the date of receipt. The power to accept or reject the application shall vest with the Managing Committee.

5. Types of Membership:

Life Member – Those Ex-student who pay Rs.500/- for one time (non refundable) shall be called the Life Member of the Association

Subscription will be transferred from the College Caution Deposit or the student may pay for the same.





**6. Termination of Membership :**

Membership shall be discontinued on account of

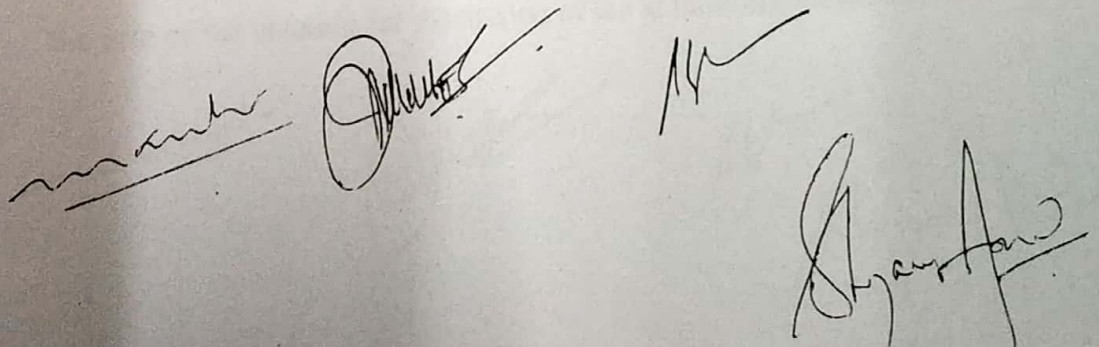
- a) Death or insanity of the Member.
- b) Resignation of the member if accepted.
- c) Indulgence of the member in illegal matter considered against the social objectives the Society or in case fraud, misrepresentation or other wise if his/her working is detrimental to the interests of the association . In case of (c) above, the person concerned will be given reasonable opportunity to make a representation.

**7. General Body Meeting – Powers and Functions :**

- a) The Annual General Body Meeting shall be called once every year by giving notice of 15 days before the date of the meeting.
- b) Discussion on the information if any given by the members of laying down of a resolution take place only if the members give a notice to the Secretary four days before the date of meetings.
- c) Any resolution passed in the General Body Meeting cannot be altered or cancelled within a period of two months.

**Powers :**

- d) To elect the President for General Body Meeting.
- e) To Approve the expenses and he report of income and expenditures of the society.



- f) To appoint the Auditor and decide on their remuneration.
- g) For the fulfilment of the objective change the policies or develop new programmes accordingly.
- h) To appoint the committee members for Three years. The President, Secretary & Treasurer shall retain the right of reappointment.

**8. Notice of the General Body Meeting and Quorum :**

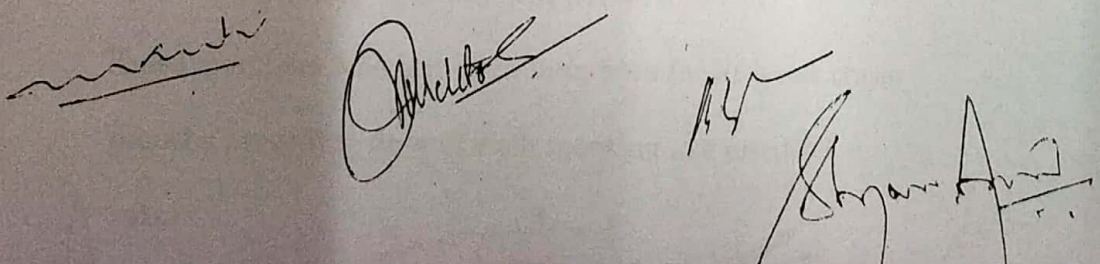
The notice of the General Body Meeting shall be given 15 days before the actual date of the meeting starting therein the day, date, place and time.

Minimum  $3/5^{\text{th}}$  of the total members are required to be present for the meeting which shall be the quorum. However if there is no quorum due to the absence of members, the meeting shall be adjourned for half an hour, and shall commence its business thereafter on the same day and at the same place and with the same agenda and the members present shall form the quorum.

**9. Extra Ordinary General Body Meeting and its Functions :**

The Extraordinary General Body Meeting can be called if and only if minimum  $3/5^{\text{th}}$  members of the society give written notice to the President. Such meeting shall be preferably called within one month from the date of receipt of such notice. Quorum and the rules shall be as per General Body Meeting.

The meeting can be called by giving a prior notice of seven days of the date of the meeting for discussion of the at most urgent and important





matter. Minimum 3/5<sup>th</sup> of the total members are required to be present for the meeting.

Any change or alteration in the programme shall be discussed and the opinion of the members given in the Extra Ordinary General Meeting shall be followed accordingly.

10. Managing Committee and its set up:

Managing Committee shall be at following members and for administrative purpose its set up will be as under:

1. Ex-Officio Chairman	-	1
2. President	-	1
3. Vice President	-	1
4. Secretary	-	1
5. Joint-Secretary	-	1
6. Treasurer	-	1
7. Member	-	15

Total shall be Minimum 11 and Maximum 21 members. First Managing Committee will be of 11 members.

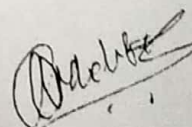
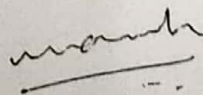
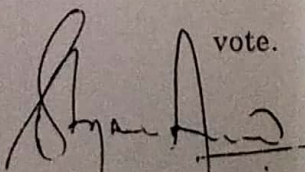
11. Terms of managing Committee and procedure of Electing Office

Members :

- a) The Managing Committee shall be elected by the vote by ballot method. Each member shall have one vote for any issue on the Agenda and voting by proxy will not be allowed.

Those members who has been members for at least three months preceding date of such meeting are entitled to

vote.

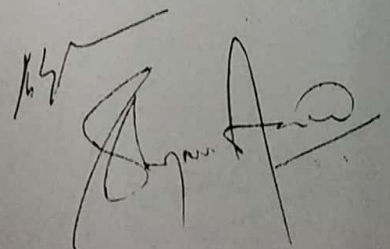
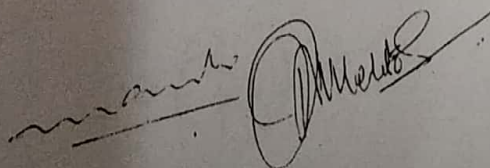


- b) The principal of BVIMSR will automatically be eligible to become Ex-Officio Chairman of the association. The rest of the Managing Committee that is President, Vice-President, Secretary, Joint Secretary, Treasurer, Member shall be elected after every Three Years.
- c) The Postponement of elections shall be decided in the General Body Meeting.
- d) For conducting the elections, the members shall have to appoint an election officer who will look after the procedure of the election and have control over the election.
- e) The duty of the election officer shall be over only after announcing the name of the elected members.
- f) The election officer shall have the authority to reject the application of a candidate for the reasons of non-payment of fees, misbehaviour etc.

**12. Office Bearers of Managing Committee and their duties :**

**A) Ex-Officio Chairman :**

- a) Director of BVIMSR shall always be Ex- Officio Chairman.
- b) To guide the Association
- c) In case of dispute Act as arbitrary officer.
- d) The final decision shall be given by the Ex-Officio Chairman. Incase of equal votes the power of granting permission to the regulation passed by the members shall also remain in the hands of the Ex-Officio Chairman.





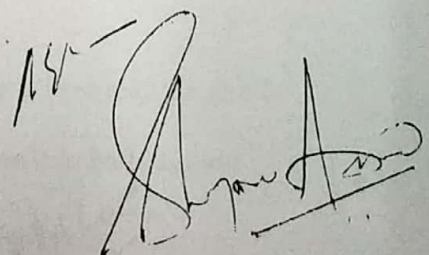
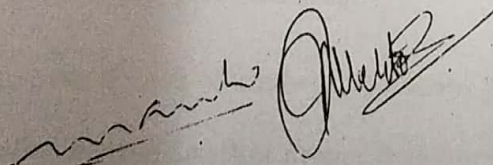
**B) President :**

- a) To call the meeting of the Association .
- b) To grant permission to discuss other topics which are other than regular programmes of the Association.
- c) To look after the overall working of the Association .
- d) To suggest the secretary to call the meeting of the Association .
- e) To give final decision on the complaints and problems received from the members.

**C) Secretary :**

The Secretary shall try his best and retain the goodwill of the society as well as help in obtaining donations and donors for the society. The Secretary shall Call and decide on the programme of the meeting by the approval of the president.

1. Write the minutes of the meeting.
2. Look after and control the work of the society.
3. Prepare the Balance Sheet, Profit & Loss Account and present it before the members.
4. Call urgent meeting with the prior permission of the president.
5. Solve the doubts of members and give appropriate answers or their written queries.
6. In case of mis-behaviour of members take appropriate action by bringing it before the Managing Committee.
7. Look after the affairs and the correspondence of the society.



8. Look after the work of the staff of the society, take appropriate decision at that moment and take approval to it later in the next.

D) **Treasurer:**

1. Keep the accounts of the society.
2. Operate Bank transactions with the joint Signature of either the President or Secretary.
3. Look after the accounts of the society and deposit of funds in bank.
4. Completion of the work assigned by the Managing Committee.

E) **Committee Members:**

They shall help in arranging functions and doing day to day routine work to all other Managing Committee member. They shall perform all the responsibility entrusted to them.

F) **Vice President :**

In the absence of President, the Vice-President will be responsible to do the duties of President

G) **Joint - Secretary :**

In the absence of Secretary, the Joint-Secretary will be responsible to do the duties of Secretary.

13. **Meeting of the managing Committee and Meeting on requisition:**

1. The Committee shall meet once in 3 months
2. If any member wants to give the any information or pass a resolution, he should give a written notice three days prior to the date of meeting.

In the case of absence of President and Vice-President, the remaining members present to appoint the Chairman and he will be the chairman for the particular meeting.

3. In case of work of utmost importance a meeting on requisition can be called anytime so that proper decision and action can be taken on

time.

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4. Requisition meeting will have equal full powers like Managing Committee Meeting.

**14. Notice to the Managing Committee and Quorum:**

Members shall be given a notice of at least Seven days prior to the date of Managing Committee meeting 3/5<sup>th</sup> members shall form quorum of Managing Committee Members.

**15. Rules for Election of Managing Committee:**

1. Any members of the society who desire to work in agreement with aims and object can contest the election for Managing Committee.
2. Election will be held by show of Lots/Secret ballot papers.
3. When there will be equal votes of both the sides Ex-Officio Chairman has his casting vote in addition his own vote.
4. At least he should complete three months of membership.

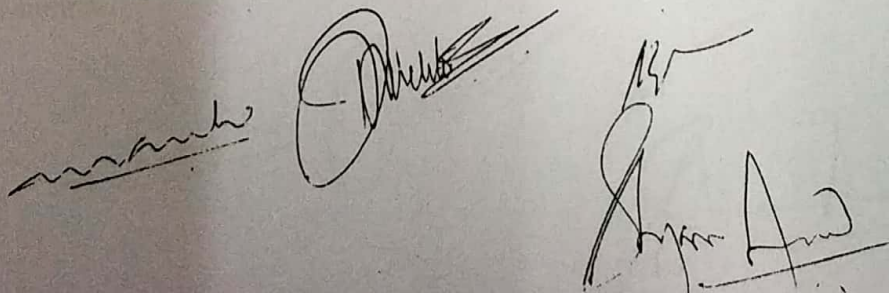
**16. Appointment in vacant post of member of Managing Committee**

If any vacancy is caused in Managing Committee, remaining members in the Managing committee are authorized to appoint Managing committee member from others members to fill the vacant post and his period will be over along with the existing Managing Committee.

**17. Powers and Duties of the Managing Committee:**

- a) The affairs of the society shall be looked after by the Managing Committee.
- b) The Managing Committee shall finalize the list of regular members.
- c) Discussion on the information if any given a notice to the secretary three days prior to the date of meeting.

- d) The Managing Committee shall look after the financial affairs of the society and manage its fixed as well as current assets and also provide receipts for the consideration and donations received.
- e) To approve receipts and payments of the society and also prepare the budget and the report of the proceeding year with the help of the Treasurer.
- f) The Managing Committee can make a proposal for the amendment of the constitution of the society.
- g) The Managing Committee can appoint staff for society, decide on terms and condition of work salaries, perks and promotion. If a worker misbehaves the Managing Committee has a right to take appropriate action only after giving an opportunity to the worker of being heard and on consideration thereafter the Managing Committee shall take the final decision.
- h) The Managing Committee shall arrange the programmes which have been altered or introduced by the General Body Meetings.
- i) The Managing Committee shall work for the fulfilment of the objectives of the society and shall provide the necessary finance and requirement.
- j) For fulfilment of objectives the Managing Committee shall communicate with the other societies and try to have relations with these Associations.
- k) The Managing Committee may publish books pamphlets and periodicals to reach the members of the Association and collect funds for the programmes of the Association.
- l) The Managing Committee shall prepare the sub-classes of Associations.





- m) The Managing Committee shall arrange the programmes and shall collect funds for the same.

**18. Sources of Income of Sanstha :**

Income sources at the sanstha will be as under :

1. Subscription from all the members.
2. Sponsorship from companies and institution
3. Grants, Subsidies from Governments.
4. Donations, from donors and well wishers.
5. Donation will be accepted in from of cash and kind, cheques.
6. Annual subscription that is magazines or articles or souvenirs.
7. Any other service provided to Alumni will be pay base.
8. Income from movable and immovable property.
9. Interest on bank accounts fixed deposits and through other investment.

**19. Objective based provision for expenditure :**

The expenditure shall be based on the decision taken by the Managing Committee from time to time.

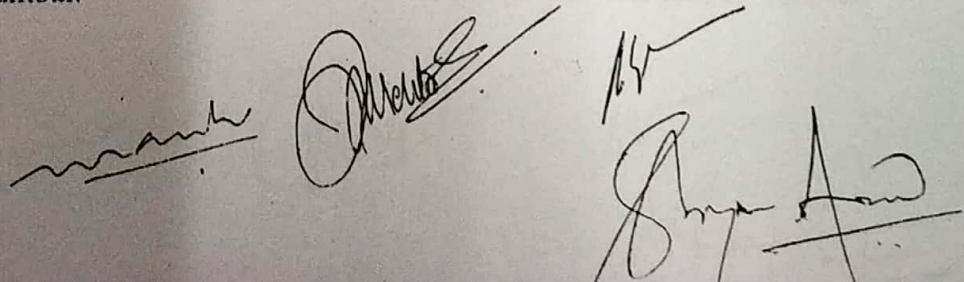
100% amount will be spent for the same purpose object amount is collected after balance about will be spent for Medical 50% Charitable 50%.

**20. Provision for Loans and Deposits :**

For the financial development and programmes the Managing Committee can take loans as well as accept deposits with prior permission of the Charity Commissioner, Maharashtra State, Mumbai.

**21. Provision regarding purchase and sale of immovable property**

The Managing Committee shall look after the management of the fixed and current assets, Managing Committee shall have authority to sale purchase and lease out the current and fixed assets of the society with the prior permission of the Charity Commissioner, Maharashtra State, Mumbai.



**22. Operation of Bank Account and other financial matters :**

Bank Accounts can be opened in any nationalised bank or any schedule bank. Three persons of the Managing Committee, shall have the authority to sign the bank and other important papers. The bank transaction shall be made with joint signatures of Ex-Officio Chairman and any two persons out of the President, Secretary and Treasurer.

**23. Maintenance of Register of Members :**

A register of member shall be maintained as per schedule 15 A, 4 & 4 A under the provision of Societies Registration Act 1860, Maharashtra. Wherein details such as name, address, age, qualification, experience etc. of each member shall be recorded. This register shall remain in the custody of the President.

**24. Provision for amendment in Rules and Regulations**

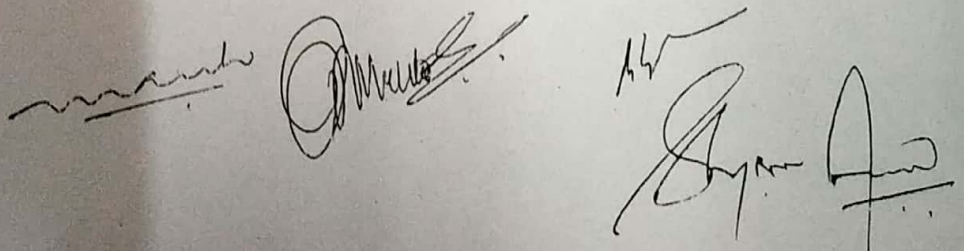
The Rules & Regulations shall be changed according to the suggestions of the members and only those Rules & Regulations which will be approved by vote of or more than  $\frac{3}{5}^{\text{th}}$  of members present in a General Meeting of which notice has been given to all members seven days before the date of meeting will be effective. The finalisations shall take place according to the Sec. 12 & 12 (a) Societies Registration Act, 1860.

**25. Provision for change in the name and objects of the society :**

The Memorandum of Association, Rules & Regulations shall be changed with approval of  $\frac{3}{5}^{\text{th}}$  of the total members in a General Meeting notice of which shall be given to all members seven days before the date of meeting. This change shall be take place according to Sec. 12 & 12 (a) of the Societies Registration Act, 1860.

**26. Dissolution of the Society :**

If the society is to be dissolved for any reason whatsoever the fixed and the current assets shall be donated to any other society, working with the same objectives. The General Body Meeting shall take proper decision

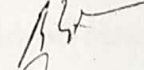
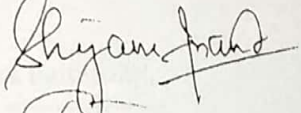
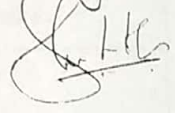




on this matter. The decision shall be taken according to Sec. 13 & 14 of the Societies Registration Act, 1860.

**CERTIFICATE**

CERTIFIED that this is the correct and true copy of "BVIMSR ALUMNI ASSOCIATION"

<u>S.No.</u>	<u>Name</u>	<u>Designation</u>	<u>Signature</u>
1.	Mr. Arup Ashok Gupta	President	
2.	Mr. Shyam Darshan Kumar Annand	Secretary	
3.	Mr. Piyush Avinash Chandar Kulshreshtha	Treasurer	

Place :

Date :

**Annexure D**  
**Consent Letter**

To,

The Asstt. Registrar of Societies.,  
Thane.

Sub- Society Registraion Act 1860 consent letter of the Members  
of Managing Committee for Registration of "BVIMSR  
ALUMNI ASSOCIATION"

Sir,

We the below signatories are the first members of the Managing committee of "BVIMSR ALUMNI ASSOCIATION" and state that we have gone though the memorandum of Association and Rules of the Association and that we have filed our Respective signatures and hands there to kindly registrar a society registration Act 1860 and appoints us a First Board of Managing Committee.

Yours Faithfully,

No.	Name	Signature
1.	Dr. Dattaji Rao Yeshwant Patil	<i>Dattaji</i>
2.	Mr. Arup Ashok Gupta	<i>Arup</i>
3.	Mr. Shyam Darshan Kumar Anand	<i>Shyam Anand</i>
4.	Mr. Piyush Avinash Chandar Kulshreshtha	<i>Piyush</i>
5.	Mr. Ashish M. Sharma	<i>Ashish Sharma</i>
6.	Mr. Sharad Subhash Chandra Rastogi	<i>Sharad Rastogi</i>
7.	Mr. Manish C. Arvind	<i>Manish</i>
8.	Mr. Nazir Ansari	<i>Nazir</i>
9.	Mr. Deven Prakash Mehata	<i>Deven</i>
10.	Mr. Chadaram Potha Raju Satyanaryana	<i>Ch. Satyanaryana</i>
11.	Mr. Vitthal Pandurang More	<i>Vitthal</i>

Place – Thane

Date-

I know the aforesaid <sup>persons</sup> ~~presence~~ who have signed in my presence.



*[Signature]*

*[Signature]*



**Annexure 'E'**

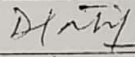

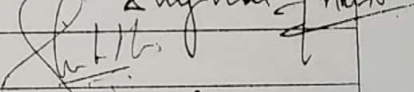
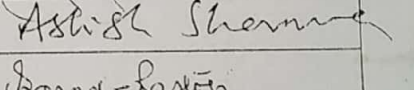
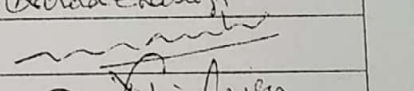
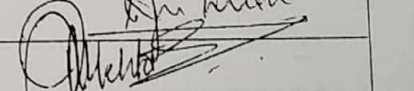
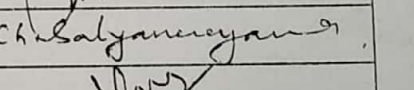
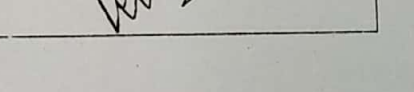
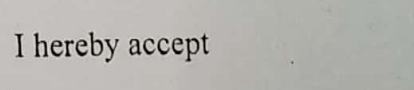
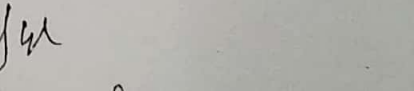
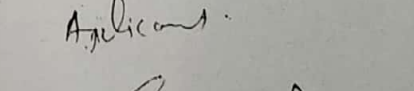
**Authority Letter**

To,

The Assistant Registrar of Societies,  
Thane.

We undersigned signatories and subscribers of this Association "BVIMSR ALUMNI ASSOCIATION" hereby authorise and appoint Mr. Arup Ashok Gupta to make necessary amendment in the registration papers, of the Association and submit the same to your office we hereby undertake that the funds collected for the Associations will be utilised only for the objects to the associations

Yours faithfully.

No.	Name	Signature
1.	Dr. Dattaji Rao Yeshwant Patil	
2.	Mr. Arup Ashok Gupta	
3.	Mr. Shyam Darshan Kumar Anand	
4.	Mr. Piyush Avinash Chandar Kulshreshtha	
5.	Mr. Ashish M. Sharina	
6.	Mr. Sharad Subhash Chandra Rastogi	
7.	Mr. Manish C. Arvind	
8.	Mr. Nazir Ansari	
9.	Mr. Deven Prakash Mehata	
10.	Mr. Chadaram Potha Raju Satyanaryana	
11.	Mr. Vitthal Pandurang More	

Place – Thane  
Date-

I hereby accept



As per

