

पूर्व छात्र परिषद्
The Alumni Association

दक्षिण बिहार केन्द्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF SOUTH BIHAR



**ORDINANCE
(AMENDMENTS)
2021**

SH-7, Gaya – Panchanpur Road, Village – Karhara, Post-Fatehpur
P.S. – Tekari, District – Gaya (Bihar) PIN- 824236

1. Title of the Ordinance

These ordinances shall be called as the Ordinances relating to the Alumni Association of the Central University of South Bihar.

2. Name of the Association

The name of the Association shall be *Central University of South Bihar Alumni Association*.

3. Address of the Association

The address of the Association shall be at Central University of South Bihar, SH-7, Gaya- Panchanpur Road, Village-Karhara, Post-Fatehpur, P.S.-Tekari, District-Gaya- 824236, Bihar.

4. Aims and Objectives of the Association

The Association will be a non-profit making Association with the following aims and objectives:

(a). To promote and foster mutually beneficial interaction between the Alumni and the present students, between the Alumni themselves and also between Alumni and the members of the Central University of South Bihar family as a whole.

(b). To encourage the Alumni to take an active and abiding interest in the work and progress of the University so as to contribute towards enhancement of the social utility of their Alma Mater.

(c). To organize and establish scholarship funds to help the needy and deserving students.

(d) To institute prizes and awards for outstanding project work, research papers or any other professional activity by the students of the University; also to suitably recognize outstanding social and community service by the Alumni and the students.

(e). To undertake to organize activities of a civic or charitable nature as also to increase public awareness of the role of new technological and other advancements in value addition in the economic and social development of the nation.

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- (f). To provide opportunities for community service and to act as goodwill ambassadors of CUSB within India and abroad.
- (g). To honor distinguished Alumni of CUSB who have excelled and contributed in their respective domains.
- (h). To encourage the formation of Chapters as a means to increase participation of Alumni.
- (i). To collect funds for the benefits of the association/students of the University/University as a whole by way of donations, contributions, membership fees and subscriptions for various academic/cultural/developmental activities of the University.
- (j). To act as ambassadors of the University/Schools/Departments in different parts of the country/world through its chapters in helping/coordinating various events/programmes of the University.
- (k). To help the needy students of all communities studying at the University or elsewhere;
- (l). To organize cultural and educational programmes and also to conduct Alumni Day celebration every year.
- (m). To carry out such other work/activities which may contribute directly or indirectly in promotion of education, culture and human values and also for furthering the above aims and objectives.

5. **Definitions-** In these ordinances, unless there is anything repugnant in the subject or context-

- (a). "The Association" wherever occurring shall mean the Alumni Association of the
Central University of South Bihar.
- (b) The 'Alumnus' means a full-time and bonafide former student of the University
who has obtained a Degree/Diploma/PG Diploma/Certificate from the Central
University of South Bihar.

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- (c) The 'COE' means the Controller of Examinations of Central University of South Bihar.
- (d). 'DSW' means the Dean Students' Welfare of Central University of South Bihar.
- (e). 'Fund' means and includes fund of the Association as mentioned in clause 25 of these Regulation.
- (f). The "General Body" shall mean the General Body of the Alumni Association of Central University of South Bihar.
- (g). The "Governing Body" shall mean the Governing Body of the Alumni Association of Central University of South Bihar.
- (h). The 'General Secretary' shall mean the General Secretary of the Alumni Association of the Central University of South Bihar as appointed under these ordinances.
- (i). The 'Joint Secretary' shall mean the Joint Secretary of the Alumni Association of the Central University of South Bihar as appointed under these ordinances.
- (j). The 'Member' shall mean and include all the members of the Association of any Category including the President, Vice President, General Secretary, Joint Secretary and Treasurer of the Governing Body of the Association.
- (k). The "Office-Bearers" means and includes **President, Vice-President, General Secretary, Joint Secretary and Treasurer** of the Governing Body who shall be eligible for holding the post of **President, Vice-President, General Secretary, Joint Secretary and Treasurer** after the expiry of 3 years from the date of

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their eligibility and becoming an alumnus member as defined under these ordinances.

- (l). The 'President' shall mean the President of the Alumni Association of the Central University of South Bihar as appointed under these ordinances.
- (m) The "Preparatory Committee" shall mean the Preparatory Committee constituted under these ordinances for the purpose of the Association.
- (n). 'Proctor' means the Proctor of the Central University of South Bihar.
- (o). The 'Treasurer' shall mean the Treasurer of the Alumni Association of the Central University of South Bihar as appointed under these ordinances.
- (p). 'The University' shall mean Central University of South Bihar (CUSB).
- (q). The 'Vice-President' shall mean the Vice-President of the Alumni Association of the Central University of South Bihar as appointed under these ordinances.

6. Preparatory Committee-

There shall be a Preparatory Committee for Alumni Association which will assist General body and Governing body, inter alia, in organizing alumni meet, conducting social events, publishing newsletters or magazines and raising funds for the organization. The committee shall nominate all Members of the Governing Body from alumnus of each department of the University on the basis of recommendation of Faculty Coordinator and Head of the Department of each department of the University. Each Department of the University shall constitute one Alumni Cell and shall appoint a Faculty Coordinator of the said Alumni Cell. **The said Faculty Coordinator, in consultation with HOD, may convene meeting of the Departmental Alumni Association and may take such decision as is necessary for the smooth functioning of the association.** In absence of Chairperson of the Preparatory Committee, the Co-Chairperson of the Preparatory Committee shall

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discharge all functions of the Chairperson. The Preparatory Committee shall also nominate first office-bearers of the Governing Body.

The preparatory committee shall include the following members:

- (a). Professor in charge of Alumni Affairs and Association (To be nominated by Vice Chancellor) – Chairperson;
- (b). Co-Chairperson of the Preparatory Committee (To be nominated by Vice Chancellor): Co-Chairperson;**
- (c). Dean Student's Welfare: Member
- (d). Proctor: Member
- (e). All Head/ Head I/C: Member
- (f). Controller of Examination: Member
- (g). Deputy Registrar (Examination/ Academics): Co-Ordinator

The Chairperson in consultation with the Vice Chancellor of the University may co-opt any other member or members of the Preparatory Committee as and when it will be necessary for the smooth functioning of the Association.

7. Patron-

The Vice-Chancellor of the University shall be the Ex-Officio Patron of the Alumni Association.

8. Financial Year-

The financial Year of the Association shall be from the 1st April to 31st March of the immediately next following year.

9. Membership of the Association-

(a). **Life Member-** Any student who successfully obtained Degree /Diploma/PG Diploma/Certificate from the Central University of South Bihar becomes, Suo-moto, a Life Member of the Association from the date of issue of the Result/ Notification granting the said Degree/Diploma/PG Diploma/Certificate on payment of the appropriate Life Membership fees as specified in Clause 10.

(b). **Associate member-**

The following persons shall be eligible for Associate Membership of the Association on payment of the specified fees as per clause 10:

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All members of the teaching and non-teaching staff of Central University of South Bihar who are not Alumni of Central University of South Bihar, working in regular basis.

Provided that, all Associate Members shall have only participatory rights in discussion, be member of the sub-committees, can act as advisors and can be co-opted as members of various committees but they shall not be eligible to be considered for Distinguished Alumni Award or any other Award of like nature. They shall not also be part of any decision-making process of the Association.

(c). If any former student of the University is re-admitted or re-register himself/herself in CUSB for completion of an academic programme (same or new) he/she will be the Life Member of the Association only after the completion of his/her academic programme.

10. Membership Fees-

(a). An amount of Rs.500/- [One Time, non-refundable fees in Life Period] will be deducted by the University from the deposited caution money of all the students before refunding their caution deposit to them under the head 'Alumni Association Charge'. After payment of Rs. 500/- they will automatically become the Life Members of the Association.

(b). No Fees are required to be paid by the Associate Members.

(c). In future the membership fee in respect of all prospective members may be revised by mutual discussions between the Preparatory Committee and the Association from time to time. The mode of collection of the membership fees would also be decided from time to time in mutual discussions between the Preparatory Committee and the Association.

11. Privileges/Facilities to the Members of the Alumni Association-

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- I. All members of the Association may be entitled to receive all announcements or notices etc. connected with the activities of the Association. All notices and other informations will be available in the University Website from time to time;
- II. All members may be provided the Alumni E-Newsletter and Annual E-Magazine;
- III. All members may be entitled to participate in all social functions and other activities of like nature of the Association after paying specified fees as it is applicable;
- IV. All Life Members may be beneficiaries of any scheme or assistance programmes administered by the Association;
- V. All Life Members may avail the Library Facility of the University on recommendation of the Chairperson, Preparatory Committee, as per the University Library rules as applicable to other bona fide students;
- VI. All Members may be eligible to get an Identity Card by the Association.

12. Resignation from Membership and Cessation of Membership-

(i). Any member shall be free to resign from the membership of the Association at any time assigning his/her reasons thereof, provided, he/she has no monetary dues towards the Association or/and that no suit or inquiry or investigation relating to the affairs of the Association is pending against him/her in the Association or in any Court of Law.

(ii). A member of the Association shall cease to be such a member-

a. On his/her death.

b. If he/she resigns from his/her membership or found to be of unsound mind or is convicted by a court of competent jurisdiction for any offence relating to moral turpitudes or any other criminal offences.

c. If any member is found to have given any information at the time of becoming a member, which is later found out to be false, then he/she may be expelled from the Association and the Association may take any legal action against him/her in the court of competent jurisdiction.

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d. If he/she disregards or disrespects the Rules and Regulations of this Association or fails to comply with the directions of the Governing Body of the Association or his/her activities go against the interest of the Association or the University as a whole;

e. If five or more than five members of the Association make a written complaint against any member, the Governing Body of the Association shall issue notice to the concerned member calling upon him/her to place his/her defense and after hearing both sides, **the Governing Body is authorized to take decisions, with the approval of the Chairperson, Preparatory Committee, of terminating the member from the membership of the Association.**

(iii). No person, who has not become a member of the Association, can force the Association to admit him as the member of the Association. Acceptance or rejection of membership of any person is the duty of the Governing Body, which cannot be challenged in any court of competent jurisdiction.

(iv). **A Resignation shall be sent in writing, addressed to the Chairperson, Preparatory Committee through President of the association, which will be effective from the date of acceptance.**

(v). For any act of expulsion or termination no such member shall be entitled to prefer any claim for compensation or damage even if proved on subsequent date that such act of expulsion or termination was wrongful and/or unlawful.

13. General Body of the Association-

(a) All registered members of the Association shall constitute the General Body.

(b) A meeting of the General Body shall be convened by the direction of the **Governing Body with prior approval of the Chairperson, Preparatory Committee, indicating time, date and place of meeting. Such meeting shall be known as Annual General Meeting (AGM).** The interval between two such meetings shall not exceed one year. However, in exceptional cases the Governing Body, with the approval of the President, can condone the delay by 3 (three) months.

(c) A notice of at least twenty-one (21) clear days shall be required for convening the Annual General Meeting.

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- (d) **The General Secretary shall annually call the AGM, with prior approval of the Chairperson, Preparatory Committee, giving notice to all members. The Chairperson, Preparatory Committee will take appropriate steps to display the said notice in the website of the University.** The notice shall contain the place, date, day and time of the meeting. The notice may also be sent through e-mail or as an attachment of the e-mail.
- (e) . One third of the total membership of the General Body shall constitute quorum of Annual and Extraordinary General Meeting. If, however, such a meeting is convened but cannot transact any business for want of quorum, then the meeting shall be reconvened within 60 days and it shall be lawful for such reconvened meeting to transact business even in the absence of quorum.
- (f) All Annual General Meeting and Extraordinary General Meetings shall be presided over by the President and in his absence by the Vice President. If neither the President nor the Vice President is present, then the members present shall choose a person from amongst themselves to preside over the meeting.

14. Powers and Functions of the General Body-

The General Body shall be the Supreme Body of the Association and shall be vested with the following powers and functions:

- (a). **It shall lay down general policy and guidelines for the running of the Association with prior approval of the Chairperson, Preparatory Committee.**
- (b). It shall consider and pass annual report and annual budget of the Association which shall be so submitted in the Annual General Meeting.
- (c). It will have powers to recommend to the Preparatory Committee any addition, alteration, variation, rescission or deletion of any of the rules/bye – laws or part of this ordinances of the Association. The preparatory Committee, if satisfied, may take necessary initiatives to make necessary changes in the rules/bye – laws or part of this ordinances of the Association as the case may be.

Provided that, any such recommendation by the General Body must be supported and sent by at least 2/3rd of the total number of registered members of the Association.

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(d). It shall appoint the auditors of the Association [Part time/Full time] which must be ratified by the Preparatory Committee.

15. Extra Ordinary General Meeting-

The President may convene an Extraordinary General Meeting (EGM) of the Association on the written request of one third of the total members of the Association or on recommendation of the Governing Body conveyed through a special resolution with the prior approval of the Chairperson, Preparatory Committee. This EGM can only be convened to discuss and decide any urgent matter and for which there is an urgent need to take immediate decision. However, the resolution for the said EGM must clearly mention the object for which the Extraordinary General Meeting is proposed to be convened. No subject other than the one stated in the written request by the members or in the resolution of the Governing Body shall be discussed in the Extraordinary General Meeting except with the permission of the President of the Association. Quorum for the EGM shall be same as in case of AGM. But no decision can be taken in EGM regarding any modification or alteration or deletion or amendment of this ordinances.

16. Governing Body of the Association-

(a). The management of the Association shall vest in the Governing Body. The Governing Body shall consist of one nominated member from each department of the University.

(b). The Preparatory Committee shall nominate the name of **one alumni member from each department of the University in consultation with the Head of the Department and Faculty coordinator of the Departmental Alumni Cell for the period of 3 years.**

(c). "Office-Bearers" of the Governing Body shall be President, Vice-President,

General Secretary, Joint Secretary and Treasurer **who shall be eligible for holding the post of the President, Vice-President, General Secretary, Joint Secretary**

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and Treasurer after the expiry of 3 years from the date of their eligibility and becoming an alumnus member as defined under these ordinances.

(d). All "Office-Bearers" of the Governing Body shall be elected by the members of the Governing Body through a secret ballot or by show of hands.

Provided that, the Preparatory Committee shall nominate its first President, Vice- President, General Secretary, Joint Secretary and Treasurer who will hold office for one term that is for first three years. Thereafter Office-Bearers will be selected through the process of election amongst the members of Governing Body.

(e). The Members of Governing Body shall elect its President and all other Office-Bearers by secret ballot papers or by show of hands as the election officer may decide. The Election Officer will be appointed by the Preparatory Committee in a meeting called for this purpose. The powers of the Elections Officer shall be framed in the same meeting to complete the election proceedings.

(f). The tenure or term of office of Office-Bearers of the Governing Body shall be 3 (three) years.

(g). The tenure or term of membership of Alumni member in the Governing Body shall also be three years. The Preparatory Committee shall nominate the name of each Alumni member after the expiry of 3 years.

(h). In exceptional situation, where the post of office bearer remains vacant due to resignation or death or unavailability of any alumni member from any department

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or due to any other unusual circumstances, the Preparatory Committee may co-opt any other member from either the same or other department of the University.

(i). The members of the Governing Body shall hold office for a period of three years. Under exceptional circumstances, the President may extend the life of the Governing Body for a maximum period of six months after the expiry of its term in consultation with the **Chairperson, Preparatory Committee, clearly explaining the reason in writing for doing so.**

(j)The meeting of the Governing Body shall be held at least once in a year. A notice of at least 15 clear days will be required to convene a meeting. **The meeting will be convened by the General Secretary with the prior permission of the President of the association and the Chairperson, Preparatory Committee.** One third of the total number of the members of the Governing Body shall constitute the quorum.

(k). If in the meeting of the Governing Body, no business is transacted in absence of quorum, a meeting of the Governing Body shall be reconvened not later than 30 days of the previous meeting and it will be lawful to transact the businesses, as per the agenda of the original meeting, in the reconvened meeting, even in, absence of quorum.

(l). A meeting of the Governing Body will be presided over by the President and in the absence of the President, by the Vice-President. If neither the President nor the Vice- President is present, the members present will choose one of the members from amongst themselves to preside over the meeting.

(m). All the decisions will be taken by way of resolutions duly passed and recorded by the Governing Body in its duly convened meeting. However, in emergent cases, the decision on any matter may be taken and resolution passed by circulating the proposal or resolution among members of the Governing Body.

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(n). In emergent cases, the President may, with the prior approval of the Chairperson, Preparatory Committee, take a decision or action in a matter or matters falling under the jurisdiction and competence of the Governing Body in anticipation of its approval. A report of such decision or action shall be placed before the next meeting of the Governing Body for its ex – post facto approval.

(o). A member of the Governing Body shall be disqualified to become a member of the Governing Body if he fails to attend even a single meeting of the Governing Body for more than a year, starting from the date of the last meeting he happened to attend.

(p). Any Office Bearer of the Governing body shall be disqualified to act as such if his/her performance becomes dissatisfactory or if he/she does not perform his/her duties as per these ordinances or his/her activities become detrimental to the association or to the reputation of the University then the Preparatory Committee shall have power to remove and/or replace such Office Bearer.

17. Powers and Functions of the Governing Body-

The powers and functions of the Governing Body shall be as follows:

(a). It will prepare plans for activities of the Association. It will also prepare a budget each year, in consultation with the Chairperson, Preparatory Committee and place it before the General Body for approval.

(b). It will sanction posts necessary for running the Association and make appointments against such posts with the prior approval of the Chairperson, Preparatory Committee. The appointment should also be communicated to the General Body later on.

(c). It will exercise general supervision over the management of the Association and with this object it will lay down suitable guidelines with prior approval of the Chairperson, Preparatory Committee.

(d). It will take decision in respect of appointment of banker or bankers for disposition and custody of funds of the Association. However, the preference should be given to the State Bank of India (SBI), University branch.

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(e). It will also appoint the First Auditors of the Association **with the prior approval of the Chairperson, Preparatory Committee. Appointed Auditor shall be approved by the General Body later on.**

(f). It will frame rules related to finance and other such rules for regulating the activities of the Association. These rules shall be placed before the General Body for approval. The Governing Body may, however, with the approval of the President introduce these rules to the affairs of the Association in anticipation of the approval of the General Body.

(g). It will prepare the annual report and statement of accounts of the Association and place the same before the Annual General Meeting.

(h). It may delegate any of its functions and powers to the President, Vice- President, General Secretary, Joint Secretary and Treasurer with the approval of the President.

(i). It may appoint committees or sub – committees to deal with and / or deliberate upon any matter **with the prior approval of the Chairperson, Preparatory Committee.**

(j). It may, if deemed necessary, submit proposals to the Preparatory Committee for amending altering, varying, rescinding or deleting any rule or rules or bye – laws and vary part of the ordinances of the Association for approval **with the prior approval of the Chairperson, Preparatory Committee.**

18. President of the Governing Body-

(a). There shall be a President of the Association. He/She shall be elected by the Governing Body for a term of three years. However, the first president of the association may be nominated by the Preparatory Committee for a period of three years.

(b). In case the post of President falls vacant by resignation, death or otherwise before the due date, the Governing Body shall appoint [through election or nomination] a new President from the members of the Governing Body in place of the outgoing President in consultation with Preparatory Committee. Such member shall hold the office of President till the completion of two years from the date of appointment of

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outgoing President. This appointment shall be ratified by the General Body in the Annual General Meeting held next to the appointment.

(c). The office bearers of the Association including the President shall function under the general supervision and control as per the provisions of these ordinances.

(d). The President shall be the custodian of the property and interests of the Association and shall have all the powers to manage and promote the 'Aims and Objectives' of the Association, in accordance with the ordinances and the Rules/ Regulations to be framed thereunder.

(e). He/she shall decide the date, time and venue of the meeting(s) in consultations with the General Secretary **and with the prior approval of the Chairperson, Preparatory Committee, and accordingly the General Secretary shall convene the meetings.**

(f). He/she shall preside over all the meetings of the Association.

(g). The Chairperson, Preparatory Committee and any one member out of the President, and Treasurer shall be the authorized signatories for issuing cheques.

(h). The Chairperson, Preparatory Committee and any one member out of the President, and Treasurer shall be the authorized signatories for the Annual Statements of the Accounts of the Association, Annual Report of the Association and the Annual Budget.

19. Vice-President of the Governing Body-

- a. There shall be a Vice-President of the Association. He/She shall be elected by the Governing Body for a term of three years. However, the first vice president of the association may be nominated by the Preparatory Committee for a period of three years.
- b. The Vice-President will preside over the meetings of the General Body and the Governing Body in the absence of the President and will exercise such powers and perform such functions as are delegated to him by the Governing Body and the President subject to the provisions of these ordinances.
- c. If the post of Vice-President falls vacant by death, resignation or otherwise, the powers and functions of the Vice-President as per these ordinances shall revert

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back to the General Secretary till the Vice President is not appointed as per the procedure of this ordinance.

- d. In the absence of President, the Vice President shall exercise all the powers and functions of the President.
- e. He/she shall perform such other duties and functions as may be entrusted to him/her by the Governing body.

20. General Secretary of the Governing Body-

- a. There shall be a General Secretary of the Association who shall be elected by the Governing Body for a term of three years. However, the first General Secretary of the association may be nominated by the Preparatory Committee for a period of three years.
- b. The General Secretary shall be the executive officer of the Association and shall be responsible for carrying out the aims and objects of the Association and implementing policies, guidelines, directives issued by the General Body and the Governing Body within the framework of these regulations.
- c. He/She will cause the proper accounts of the income and expenditure of the Association maintained through the staff appointed for the purpose and will ensure that the funds are not squandered or misused in any manner and that the financial rules of the Association are enforced and followed. Further, he/she will get the accounts audited by the auditors of the Association, who shall be a Chartered Accountant (CA) or any CA firm, appointed for the purpose.
- d. He/She will also be responsible, with the assistance of its staff, for safeguarding the property of the Association.
- e. **The General Secretary may sue any person or party on behalf of the Association and will represent the Association in a legal proceeding with the prior approval of the Chairperson, Preparatory Committee. He/She will also be liable to be sued on behalf of the Association.**
- f. **In case the post of General Secretary falls vacant by resignation, death or otherwise before the due date, the Governing Body shall appoint [through**

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election or nomination] a new General Secretary from the members of the Governing Body in place of the outgoing General Secretary in consultation with Preparatory Committee. Such member shall hold the office of General Secretary till the completion of two years from the date of appointment of outgoing General Secretary. This appointment shall be ratified by the General Body in the Annual General Meeting held next to the appointment.

21. Joint Secretaries of the Governing Body-

- a. The Joint Secretary shall work with the General Secretary in the management of the Association. He/She shall be elected by the Governing Body for a term of three years. However, the first Joint Secretary of the association may be nominated by the Preparatory Committee for a period of three years.
- b. The Joint Secretary shall act on behalf of the General Secretary in his/her absence.
- c. He/she shall also perform such duties and functions as may be entrusted to him/her by the Governing Body.

22. Treasurer of the Governing Body-

- (a). The Treasurer shall be responsible for the maintenance of the financial records and accounts of the Association in consultation with the Chairman, Preparatory Committee. He/She shall be elected by the Governing Body for a term of three years. However, the first treasurer of the association may be nominated by the Preparatory Committee for a period of three years.
- (b). The Treasurer shall operate the funds of the Association jointly with the President.
- (c). He/she shall prepare and present the Annual Budget and Annual Statements of Accounts in the meetings of the Governing Body/ General Body.

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(d). The Treasurer shall also be accountable to the Preparatory Committee and shall submit all accounting records whenever called upon to do so.

(e). In case the post of Treasurer falls vacant by resignation, death or otherwise before the due date, the Governing Body shall appoint [through election or nomination] a new Treasurer from the members of the Governing Body in place of the outgoing Treasurer in consultation with Preparatory Committee. Such member shall hold the office of Treasurer till the completion of two years from the date of appointment of outgoing Treasurer. This appointment shall be ratified by the General Body in the Annual General Meeting held next to the appointment.

(f). The Treasurer shall be responsible to keep and maintain all the financial records in the office of the association and no such documents and records shall be kept anywhere else or will be taken outside the University without the approval of the Chairperson, Preparatory Committee.

23. Authorized signatory of the Association-

For the purpose of any banking transaction including transaction by way of cheque or promissory note or hundi or bank draft as the case may be, the Chairperson, Preparatory Committee and any one member out of the President of the association, and Treasurer of the association shall be the authorized signatories for issuing cheques.

24. Members/Office Bearers Guilty of Offence Punishable as Stranger

(a). Any member of the Association who shall steal, purloin or embezzle any money or other property willfully and maliciously destroy or injure any property of the Association or shall forge any deed, bond, security for money, receipt or other instrument, whereby the funds of the Association may be exposed to loss, shall be liable to be punished as stranger to the Association and according to the laws in force in India.

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(b). If the Vice-President or the General Secretary or Joint Secretary or Treasurer are found to be indulging in activities prejudicial and detrimental to the Association or to be guilty of grave irregularities or misappropriation of funds and it is found that his/her continuance is not in the interest of the Association, **or his/her conduct goes against the reputation or interest of the University as a whole**, a resolution to this effect will be moved in the meeting of the Governing Body by the President after satisfying himself that there are sufficient grounds for proceeding in the matter. The resolution shall be passed in the meeting by at least 3/4th of the members of the Governing Body. If it is passed, then that must be sent to the Preparatory Committee for its final decision. The decision of the Preparatory Committee shall be final.

(c). If the President is found to be indulging in activities prejudicial and detrimental to the Association or to be guilty of grave irregularities or misappropriation of funds and it is found that his/her continuance is not in the interest of the Association **or his/her conduct goes against the reputation or interest of the University as a whole**, a written complaint to this effect may be sent to the Preparatory Committee by at least 3/4th of the total members of the Governing Body. The Preparatory Committee will enquire the allegation against the President and if found correct, may remove the President by giving him an opportunity of being heard. The decision of the Preparatory Committee shall be final.

25. Grievance Redressal Mechanism-

If any member or some members or if any alumnus of the association is/are dissatisfied with the functioning or activities of the association or the office bearers of the association due to any reason whatsoever, he/she/they may make an application to the chairperson of the Preparatory Committee clearly explaining the reasons or facts therein in detail to resolve the dispute or issue. The chairperson, Preparatory Committee shall convene a meeting of the Preparatory committee to discuss and resolve the dispute or issue. The decision of the Preparatory Committee shall be final.

26. Funds of the Association-

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The funds of the Association shall mean and include the following-

- (a) . Subscription or Membership Fees;
- (b) . Donations and Contributions from Members or other organization, or Association or NGO or any other authority recognized by State Governments or Central Government;
- (c) . Grants made by Corporate Bodies, Universities, Public Undertakings, Trusts;
- (d) . Income from investments;
- (e) . Income and receipts from other sources;
- (f) . Income from conduction of seminars, educational Training Programmes either on its own or sponsored by some other body.

Provided that collection of funds from sources other than the members of the association shall be done by making an application to the chairman of the preparatory committee and by taking his/her written permission.

27. Amendment of the Ordinance-

The ordinance of the Association may be amended, altered, varied, rescinded and deleted from time to time, if a resolution to this effect is passed by the Governing Body and same is approved by two thirds of the members of the General Body in the AGM and the same recommendation by the General Body must be sent to the Preparatory Committee. The Preparatory Committee, if satisfied, may take necessary steps to amend or alter or rescind or change in any manner any part of this ordinances.

28. Suits by and against the Association-

The Association may sue or be sued in the name of the President or the Secretary or any other member of the Governing Body with the prior approval of the Chairperson, Preparatory Committee.

29. Register of members-

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(a). The Association shall maintain at its Head Office, a register of its members and shall enter thereon, the following particulars, namely:

- i. The name and address of each member;
- ii. Name of Father & Mother of each Member;
- iii. Current designation and place of posting of the member;
- iv. Contact number and e-mail address of the member;
- v. Reason for cessation of membership and date of cessation of membership.

(b). The Register of members shall be prima facie evidence of the membership of the Association and of all matters entered therein.

(c). It shall be the personal responsibility of the members of the Governing Body to make necessary entries in the Register of Members within thirty days of the addition of a member or cessation of membership, which responsibility may be delegated by the Governing Body to any other person.

(d). The Governing Body may take the help of Preparatory Committee and COE of the University to prepare and maintain the register.

(e). The Preparatory Committee or the COE or NAAC coordinator of the University may call for the register of the Members at any time for any of the official purposes and the Governing Body shall be bound to send the register accordingly.

(f). The Association may maintain the register in on-line mode i.e. in Computer or in soft copy. But, in addition to the soft copy, the Register shall also be maintained in hard copy.

(g). The association will try take outmost care so that the name of any student is not left outside the list of alumni. In spite of taking outmost care, if the name of any student is left outside the list of alumni, the concerned student will bring the fact in writing to the knowledge of the President or General Secretary or Preparatory Committee and his/her name will be entered to the list accordingly by the said office bearer or Preparatory Committee if he/she is not otherwise ineligible.

30. Maintenance of Accounts-

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The Governing Body entrusted with the management of the affairs of the Association shall keep regular accounts of all receipts and payments and movable and immovable property and of all encumbrances created on the property of the Association and of all alienation made and loans taken or advanced on behalf of the Association. The accounts shall contain all such particulars which shall facilitate preparation of balance sheet and income and **expenditure account in consultation with the Chairperson, Preparatory Committee.**

31. Manner of Audit of the Accounts of the Association-

Apart from specifying in his report all cases of irregular, illegal or improper expenditure, or failure or omission to recover moneys or other property belonging to the Association or of loss or waste of money or other property thereof; and state whether such expenditure, failure, omission, loss or waste was caused in consequence of breach of trust or misapplication or any other misconduct on the part of the Governing Body or any other person, the report of Auditors shall contain the following particulars, namely:

- (a). Whether the accounts are maintained regularly and in accordance with the provisions of the ordinances;
- (b). Whether receipts and disbursements are properly and correctly shown in accounts;
- (c). Whether cash balance and vouchers are in the custody of the Secretary, treasurer or accountant or any other person of the Association on the day of audit were in agreement with the accounts;
- (d). Whether all books, deeds, accounts, vouchers or other documents or records required by the auditor, were placed before him;
- (e). Whether an inventory, certified by the General Secretary, of the movables of the Association has been maintained;
- (f). Whether the Secretary, treasurer or accountant or any other person required by the auditor to appear before him, did so and furnished the necessary information required by the auditor;

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- (g). Whether any property or funds of the Association were applied for any object or purpose other than the object or purpose of the Association;
- (h). The amounts outstanding for more than one year and the amounts written off, if any;
- (i). Whether all expenditure incurred on behalf of the Association has been sanctioned from time to time by the Governing Body or any other person or persons authorized to do so under the rules and regulations of the Association;
- (j). Whether minutes of the meetings of general body, governing body and other bodies and committees, if any, are maintained regularly and properly;
- (k). Whether list of members is maintained and is kept up-to-date;
- (l). Whether the name and address of the present Secretary to the Association, with whom the communication is to be made has been given or not;
- (m). If the rules of the Association prescribe any mode of investment of the money of the Association, whether the investment is as per such rules;
- (n). The Balance Sheet and the Income and Expenditure Account etc are required to be prepared by the auditor and the same should be sent to the Governing Body.
- (o). The Governing Body must submit one copy of the audited Accounts and Audit Report to the Preparatory Committee each year.
- (p). It will also be the responsibility of the Preparatory Committee to oversee the maintenance of accounts and the audit of the accounts as per these ordinances and as per standard accounting principles and existing laws of the country.**

32. Area of Operation-

The area of operation of the Alumni Association of the Central University of South Bihar shall be primarily the State of Bihar and secondarily any other location within the territory of India as per the requirement.

33. Legal Jurisdiction-

The jurisdiction of the Association shall be throughout the territory of India, but any dispute/case/suit shall be instituted and shall be subject to the jurisdiction of courts of Patna, Bihar.

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34. Saving-

If any clause of these ordinances or the application thereof is held as invalid by a court of competent jurisdiction, the invalidity shall not affect other clauses or application of these ordinances which can be given effect without the invalid clause or the application thereof and to this end the clauses of this ordinance are declared to be severable.

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