

1. Application Format for applying
2. Memorandum of Association of Alumni Association
3. Affidavit by Principal (N.O.C.) format attaches.
4. Supporting Document like Electricity Bill, Water Bill of Principal of College.
5. Affidavit format attached – General security of society.
6. I.D. Proof of all members.
7. Minutes of first G. B. Meeting, format attached.

List of Governing Council:- We the undersigned Governing Council members are forming a society namely “Motilal Nehru College (Evening)” under Societies Registration Act of 1860, as applicable to National Capital Territory of Delhi, in pursuance of this memorandum of the society:

Sl. No.	Name & Address (Shri/Smt.)	Occupation	Signature
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			

DESIROUS PERSONS: We the undersigned desirous persons are forming a society namely “Motilal Nehru College (Evening) Alumni Association” under Societies Registration Act of 1860, as applicable to National Capital Territory of Delhi, in pursuance of this memorandum of the society:

Sl. No.	Name & Address (Shri/Smt.)	Occupation	Signature
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			

DESIROUS PERSONS: We the undersigned desirous persons are forming a society namely “Motilal Nehru College (Evening) Alumni Association” under Societies Registration Act of 1860, as applicable to national Capital Territory of Delhi, in pursuance of this memorandum of the Association:

Sl. No.	Name & Address (Shri/Smt.)	Occupation	Designation
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			

**MEMORANDUM OF ASSOCIATION
OF
ALUMNI ASSOCIATION**



**MOTILAL NEHRU COLLEGE (EVENING)
UNIVERSITY OF DELHI
SOUTH CAMPUS, BENITO JUAREZ ROAD,
SOUTH CAMPUS, NEW DELHI 110021**

RULES AND REGULATIONS

1. **Membership:-** The membership of the Association shall be open to all the ex-students of the College. For the purpose of this clause, any person who has studied for one full academic year at the College shall be considered and ex-student.
2. **Subscription:-** life-membership fee shall be Rs 1000/- payable at the time of admission.
3. **Termination of Membership:-** The Governing Body shall have the power to expel a member from the Association by a no confidence motion passed by 2/3rd majority of members present and voting in General Body meeting.

The reasons of termination from the membership shall be communicated to member concerned.

4. **Appeal:-** All the appeals should be referred to the General Body of the Association. The decision of the General Body shall be final.
5. **Readmission:-** Any member who is expelled by the General Body, can be re-admitted by the General Body.
6. **Governing Body:-** The Governing Body shall consist of the following office bearers and not more than nine executive members of which at least two must be woman members:-

1.	President	:	ONE
2.	VICE-PRESIDENT	:	ONE
3.	GENERAL SECRETARY	:	ONE
4.	SECRETARY	:	ONE
5.	TREASURER	:	ONE

by 7. **Bank Account:-** The bank account of the Association shall be operated by the Treasurer and anyone out of General Secretary and President.

8. **General Body:-** All the members of the Association will constitute the General Body.

9. **Functions of the General Body:-**

a) To consider any business brought forward by the Governing Body.

b) There shall be an annual meeting of the General Body preferably on the last Sunday of January every year.

c) Not less than 15 days prior notice shall be given to the members before the date of General Body meetings enclosing the agenda specifying the time, date and place.

10. **Sources of Income:-**

i. Admission fee.3

ii. Donations and Contributions.

The income of the Association received from all sources will be utilized only for the promotion of its aim and objectives.

11. **Governing Body:-** The meeting of the governing body shall be held as and when necessary for which seven days clear notice will be required.

12. **Elections:-** The General Body in its annual meeting will elect its President, officer bearers and members by secret ballot. Any member can be elected to any post except Treasurer who shall be a member of the Association and should also be a member of the college. The quorum of General Body and the governing body shall be 1/3rd. The Election proceedings of the Association will be submitted in the office of the Registrar of Societies, Delhi, immediately after the elections.

13. **Functions of the Governing Body:-**

a) To arrange finance if required if required from bank(s), institutions or individuals on reasonable terms and conditions and the governing body as a whole shall be liable for its return.

b) The Governing Body shall make plan for further programmes of the Association.

c) To publish literature and approach the public pertaining of upliftment of status of the Association.

d) To appoint, terminate and fix duties of the staff.

e) Governing Body shall meet ordinarily once in three months.

f) To accept donations, charities, loan, grants, properties etc., from public, other Associations, Agencies, Government Department in the interest of the promotion of aims and objectives of the Association.

14. **MANAGEMENT OF FUNDS:-** All the incomes of the Association shall be deposited in nationalised or scheduled bank under RBI guideline.

15 (i) **Register of Members:-** The Association shall maintain at its Registered Office a register of its members and shall enter therein the following particulars:-

- a) The names and addresses of members.
- b) The date on which the member was admitted.
- c) The date on which a member ceases to be a member.

15(ii) **Rights and Privileges of the Members:-**

Every Member

- a) Shall have one vote at every meeting.
- b) Shall be entitled to participate in the meetings of the General Body.
- c) Shall have right to inspect the books of accounts, minutes of proceedings of the General Body meeting by giving reasonable notice.
- d) Shall be bound by the rules and regulations and/or bye-laws which may be framed from time to time.
- e) To administer the oath of office and loyalty to the Association and its constitution.

15(iii) **Filing up casual vacancies:-** The casual vacancies may be filled up by a resolution passed by the Governing Body till the election which will be held by the Association in its Annual General Body Meeting.

16. Powers and duties of the officer bearers:-

President:

- a) He/She shall supervise all works and activities done by other officer bearers of the Association.
- b) He/She will be the head of the Association and preside over the meetings of the general body and Governing Body. He/She will have casting vote in case of a tie.

Vice President:- In the absence of the President, the Vice-President shall enjoy all powers and duties, which are entrusted to the President. He/She will also help and assist the President in his/her work.

General Secretary:

- a) To sign on behalf of the Association, conduct its correspondence and to record the proceedings of the meetings.
- b) To summon and attend the meeting of the General Body.
- c) To call extraordinary general body meeting if requisitioned by at least 1/4th members of the General Body.

Secretary:- In the absence of the General Secretary, the Secretary shall enjoy all powers and duties which are entrusted to the General Secretary. He/She will also help and assist the General Secretary in his/her work.

Treasurer

He/ She shall keep accounts of receipts and expenditure of the society and furnish necessary information to the Governing Body. He/She will keep with him/her Rs. 2,000/- in cash and the balance amount will have to be deposited in a nationalised or schedule bank.

17. **Audit: -** The accounts of the society shall be audited at least once in a year by a qualified auditor appointed by the Governing Body.

18. **Financial Year:-** The financial year of the society shall be from the 1st of April to 31st March every year.

19. **Tenure:** - The tenure of Governing Body shall ordinarily be one year or till new office bearers are elected.

20. **Amendment:-** any amendment in the Memorandum of Association and Rules and Regulations will be carried out in accordance with Section 12 and 12-A of S.R. Act of 1860, as applicable to the National Capital Territory of Delhi.

21. **Legal Proceedings(Section 6 of the Act):-** The Association may sue or be sued in the name of the President as per provisions laid down under section of the S.R.Act of 1860, as applicable to the National Capital Territory of Delhi.

22. **Annual list of Governing Body:-** Once in every year a list of the office bearers and members of the Governing Body shall be filed with the Registrar of Societies, Delhi as required under Section 4 of the Societies Regn. Act of 1860, applicable to the National Capital Territory of Delhi.

23. **Dissolution:-** If the Association is to be dissolved it shall be dissolved as per provisions laid down under section 13 and 14 of Societies Registration Act of 1860, as applicable to the National Capital Territory of Delhi.

APPLICATION OF THE ACT

All the provisions under all the sections of the Societies Registration Act of 1860, as applicable to the National Capital Territory of Delhi shall apply to this Association.

ESSENTIAL CERTIFICATE

Verified that this is the correct copy of Rules and Regulations of the Association,

PRESIDENT :

VICE PRESIDENT :

GENERAL SECRETARY :

SECRETARY :

TREASURER :

AFFIDAVIT CUM N.O.C

I, _____ S/O _____
R/O _____ in the capacity of Principal of _____ do
hereby solemnly affirm and declare as under:-

That, I shall have 'No Objection' if the registered office of the Society named _____ Alumni
Association shall be situated at college premises.

DEPONENT

Verification:-

Verified at Delhi, on this the _____ that the contents of the above
affidavit are true and correct to the best of my knowledge and belief and nothing
has been concealed therefrom.

DEPONENT

MEMORANDUM OF ASSOCIATION

1. Name of the society : Moti Lal Nehru Evening College Alumni Association
2. Registered office : Moti Lal Nehru Evening College, Benito Juarez Road,
South Campus New Delhi-110021
3. Aims and Objectives : The aims and objectives for which Association is
established

1. To establish and maintain contact amongst ex-students and teachers. Both present and past, of Atma, of Atma Ram Sanatan Dharma College, New Delhi.
2. To foster a feeling of brotherhood and friendship between the old students and staff and to promote the spirit of mutual helpfulness amongst them.
3. To collaborate with the college placement cell in providing interface with corporate sector and helping secure internships and placement avenues for the students.
4. To distribute awards/scholarship, prizes to eligible students.
5. To open library and reading rooms for poor students.
6. To work for the promotion of welfare, sports, games and all other such activities for students.
7. To organise remedial classes for weaker students, seminars, discourses, lectures, film show to promote education amongst students.
8. To arrange and hold children shows and competition sports for encouragement of young people.
9. To make adequate arrangements for PWD, SC, OBC and other students of weaker sections.
10. To establish and maintain institutions for the PWD and for rehabilitation of young boys and girls.
11. To open, arrange, establish and run educational institutions for young boys and girls and research centers and to provide education to the students as per policy of Government of India.
12. And generally to do the such acts. Deeds and things for the progress and development of the aims and objects of the Association.

ANCILLARY OBJECTIVES

- i) To receive and collect and gift. Subscriptions and donations either in case of in kind, or acquire by and other lawful ways and means and spend the same in fulfilment of all or any of the aims and objects of the Association. The incomes and property(s) of the Association shall be applied solely for the promotion and fulfilment of the aims and objects of the association, provided if any donor intends that his contributions, donations or subscriptions shall be applied to attain any particular object only.
- ii) To acquire by purchase, take on lease, hire or by gift and hold and movable or immovable properties and any rights, or privileges that may be deemed necessary or useful for the advancement of the objects of the Association.
- iii) All the incomes, earnings, moveable and immovable properties of the Association shall be solely utilized and applied towards the promotion of its aims and objects only as set forth in the Memorandum of Association and no profit shall be paid or transferred directly or indirectly by way of dividends, bonus, profits or in any manner whatsoever to the present or past members of the Association or to any person claiming through anyone or more of the present or past members. No members of the Association shall have any personal claim on any moveable or immovable properties of the Association or make any profits, whatsoever by virtue of his membership.

To,

The Registrar of Societies,

New Delhi

Sub:- Registration of Society namely “Motilal Nehru College (Evening) Alumni Association” under the Provisions of the Societies Registration Act, 1860.

Sir/Madam,

In reference to above subject matter we enclosed herewith following documents for the registration of above mentioned society of which is as given below:-

- 1) - Memorandum of Association
- 2) - Rules and Regulations
- 3) - NOC Form Owner of the premises.
- 4) - List of the Governing Council Members
- 5) - List of Desired Members of the Society
- 6) - Affidavit of President/Secretary of Society Regarding the Name/Title of the Society.
- 7) - Proof of Identity & Address Proof of all Desirous Members.
- 8) - Minutes of the Proceedings of the General meeting of the member resolving to register the Society under the Societies Registration Act of 1860.

We hope you will find above in order and do needful at earliest.

Assuring you of our fullest cooperation in the matter.

Thanking You,

Your's faithfully

For Motilal Nehru College (Evening) Alumni Association

(General Secretary)

Encl: As Above

AFFIDAVIT

I, _____ S/o. _____ R/o. _____
_____, do hereby solemnly affirm and declare as under:-

- 1) That I am the General Secretary of the Society named MOTILAL NEHRU COLLEGE ALUMNI ASSOCIATION
- 2) That the desirous persons of the society are not related to each other by way of blood relation or otherwise.
- 3) That the name of proposed society is no identical or resembles to any other registered/Non-registered Society in our locality as per my knowledge.
- 4) That the name of this Society is found attracting the provision of Emblems Act of Act 1950
- 5) And / or identical and resembles closely to any other Society which is already registered under Societies Registration Act of 1860 in the NCT of Delhi and other law of land applicable to them then registration granted shall be deemed to have been withdrawn if the Society fail to change the name within the given time do so Register of Societies Delhi.

Deponent

Verification:-

Verified at Delhi, on this the New Delhi day of 28th July 2016 that the contents of the above affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed therefore.

Deponent

MINUTES OF THE FIRST GENERAL BODY MEETING OF **MOTILAL NEHRU COLLEGE (EVENING) ALUMNI ASSOCIATION** HELD ON _____ IN THE CHAIRMANSHIP OF MR. _____ AT ITS REGISTERED OFFICE.

Today on 23rd June, 2016 a meeting of general body of the Proposed Society was convened in the presence of the flowing members at Motilal Nehru College (Evening), Benito Juarez Road, South Campus, New Delhi-110021 with a view to register a society under society registration act of 1860 for performing various activities for the growth of college and with the objective that association will further strengthen the College:-

S.No.	Name
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	

For the purpose, the members of the proposed society present unanimously elected Chairman for day Mr. Rajnikant Kumar thereafter the following resolutions were unanimously passed:-

Resolution No: - 1

The name of the Society shall be “**A.R.S.D College Alumni Association**”.

Resolution No: - 2

The Area of operation of the Society would be to further strengthen the College and this society is formed with the objective to contribute in various ways to the growth of the college.

Resolution No: - 3

The office of the society would be at A.R.S.D College, Dhaula Kuan, New Delhi-110021

Resolution No: - 4

The Management of the affairs of the Society will be entrusted by the Bye-laws/ Regulations of the Society under Societies Registration Act of 1860 as applicable to NCT of Delhi shall apply to this Association, to the Governing Body Unanimously elected and whose names are given:-

Mr. _____ President

_____ Vice President

_____ General Secretary
_____ Secretary
_____ Treasurer

Resolution No: - 5

The Principal of the college was requested to provide necessary funds for the registration of the association.

Resolution No: - 6

All the Governing council Members and the Executive Members were hereby authorized to do all acts, deed as required for registration of this society

Resolution No: - 7

All the members of the proposed society resolved to register a society under the provisions of Societies Registration Act of 1860 for performing various activities for the growth of college and with the objective that this association will further strengthen the College. For the purpose, the draft Memorandum and Bye-laws have been read over carefully and adopted by all the members. All the members shall abide by these memorandum and bye-laws of the society.

Resolution No: - 8

It is unanimously resolved to submit the Memorandum of the society to the Registrar of Societies, Delhi for registration under the Societies Registration Act of 1860. The President, General Secretary and the Treasurer are, hereby, authorized to make any alteration/deletion/addition and sign all the relevant documents of registration. _____, General Secretary of the society is also authorized to submit all the documents of registration of society of Registrar and received the same after registration from Registration.

Certified that this is the true copy of proceeding

s passed by the general body meeting held on 23rd June, 2016 and it is in safe custody of the general secretary.

Signature

Chairman

Place: - Delhi

Date:- _____