

Shri Haridutt Group's Alumni Association
Under Saraswati Shiksha Samiti
Technology Park Sewar, Bharatpur, Rajasthan

Constitution and Bylaws

Article I: Name

The name of the organization shall be **Shri Haridutt Group's Alumni Association, (SHGAA) Technology Park Sewar , Bharatpur**, comprising alumni for all the institutions of Shri Haridutt Group of Institutions under Saraswati Shiksha Samiti, Technology Park Sewar Bharatpur – 321001, Rajasthan.

Article II: Objectives of the Association


The objectives of the Association shall be:

1. To promote and strengthen the relationship between the alumni and the College.
2. To provide a platform for alumni interaction, networking, and professional collaboration.
3. To contribute to the academic, cultural, and infrastructural development of the College.
4. To support students through mentoring, guidance, career counseling, and placement assistance.
5. To organize alumni meets, seminars, workshops, lectures, and social welfare activities.
6. To assist the College in quality enhancement initiatives, NAAC, and institutional development.
7. To promote social responsibility, national integration, and community development.
8. To encourage alumni to contribute resources, expertise, and support for the growth of the Institution.

Article III: Membership

Section 1: Eligibility

Membership is open to:


President
Haridutt group's Alumni Association
Technology Park Sewar, Bharatpur (Raj.)


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- All former students who have completed any degree or program from Shri Haridutt Degree College.
- Faculty members, staff, and honorary members as approved by the Executive Committee.

Section 2: Types of Membership

- **Regular Member** – Alumni as defined above.
- **Honorary Member** – Distinguished individuals approved by the Executive Committee.
- **Life Member** – Alumni who make a one-time membership contribution (amount to be decided by the Committee).
- **Student Member** – Final-year students (non-voting rights).

Article IV: Governance

Section 1: Executive Committee

The affairs of the Association shall be managed by an **Executive Committee** comprising:

President	: 01 (President of Saraswati Shiksha Samiti)
Vice President	:01 (Elected)
Secretary	: 01 (Secretary of Saraswati Shiksha Samiti)
Ex- officio Secretary	:Principal and HODs of all Institutions of Saraswati Shiksha Samiti
Treasurer	: 01 (Elected)
Executive Members	:08 (Elected)

Section 2 : Power and Duties

(A) President:

- Preside the meetings
- Approve the decisions
- Sign the documents
- Approve the funds and expenditure.

(B) Vice President:

- Will hold all the power of President in absence of President. .

(C) Secretary

- Documentation of all record including minutes of meetings.
- Circulate all the information to the members.
- Registration and listing of members.
- Budgeting with the support of Ex-officio secretary.
- Present the budget in Annual General Meeting the meeting.
- Signing authority of Bank Account

(D) Ex-officio Secretary:


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- Will plan and organize the events of alumni association (May be department/institution wise separately or joint)
- Will recommend the best practices for alumni support in institutional functioning and student's welfare.

(E) Treasure :

- Maintain the Finance and record of expenditure
- Prepare annual report of finance.
- Sign and the bill, Boucher and other financial document and forward the same to the President for approval.

Section 2: Term

- All elected officers shall serve for a **term of 2 years**, renewable once.

Section 3: Election

- Elections shall be held biennially through in-person, online, or hybrid voting methods.
- Nomination and election procedures shall be administered by an Election Subcommittee constituted by Executive committee.

Article V: Meetings

Section 1: Annual General Meeting (AGM)

- The AGM shall be held at least once every year.
- Agenda: Presentation of annual report, accounts, approval of budget, new initiatives, and elections (if due).

Section 2: Executive Committee Meetings

- The Committee shall meet at least **once every quarter**.
- Quorum: Minimum **50% of the committee members**.

Article VI: Finance

1. The Association shall be funded through:
 - Membership fees
 - Donations and sponsorships
 - Event fees
2. All funds shall be maintained in a dedicated bank account in the name of the Association.
3. The Treasurer shall maintain proper records and present a financial report annually.
4. Annual budget have to pass in general Annual General Meeting by the voting of 50% members present in that meeting.

Article VII: Amendments


 President
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1. Any member may propose an amendment to the Constitution.
2. Amendments must be approved by at least **two-thirds majority** at the AGM.

Article VIII: Dissolution

In the event of dissolution of the Association, all assets remaining after satisfaction of liabilities shall be transferred to the Shri Haridutt Group of Institutions for the benefit of students.

Appendices

- **Appendix A** – Membership Form Template
- **Appendix B** – Code of Conduct for Members
- **Appendix C** – Election Rules and Nomination Form


President
Haridutt group's Alumni Association
Technology Park, Sewar Bharatpur (Raj.)


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Appendix A

Membership Form Template

Alumni Association Shri Haridutt Group of Institution

Technology Park, Sesar, Bharatpur, Rajasthan

Membership Application Form

Personal Details

1. Full Name: _____
2. Gender: Male Female Other
3. Date of Birth: _____
4. Contact Number: _____
5. Email Address: _____
6. Current Address: _____

Academic Information

7. Course Completed: _____
8. Department: _____
9. Year of Graduation: _____
10. Programme/course Completed after college (If any): _____

Professional Details (if applicable)

11. Current Occupation/Designation: _____
12. Organization Name: _____
13. Location: _____

Membership Type (Tick One):

- Life Membership (One-time payment (₹ - Decided by Executive Committee time to time))
 Annual Membership (₹ - Decided by Executive Committee time to time)

Declaration

I hereby declare that the information provided above is true and correct to the best of my knowledge. I agree to abide by the rules and regulations of the Alumni Association of Shri Haridutt Group of Institutions.

Signature of Applicant: _____

Date: _____

Appendix B

Code of Conduct for Members

Alumni Association Shri Haridutt Group of Institutions
Technology Park, Sear, Bharatpur, Rajasthan

Code of Conduct for Members

The following code outlines the expectations and responsibilities of all members of the Alumni Association:

- 1. Respect and Integrity:**
All members shall conduct themselves with integrity, mutual respect, and professionalism in all association activities.
- 2. Positive Representation:**
Members are expected to represent the association and the institution in a positive light, both in person and on digital platforms.
- 3. Confidentiality:**
Sensitive or private information shared within the association must remain confidential unless prior permission is granted.
- 4. No Discrimination or Harassment:**
Discriminatory remarks, harassment, or any form of misconduct will not be tolerated.
- 5. Participation:**
Members should actively engage in alumni events, initiatives, and communication efforts to foster community.
- 6. Conflict of Interest:**
Members should avoid any activity that may create a conflict of interest with the association's objectives.
- 7. Compliance:**
All members are required to comply with the association's bylaws and directives from the executive committee.

Breach of Code of Conduct may result in disciplinary action, including suspension or revocation of membership.

Appendix C

Election Rules and Nomination Form

Alumni Association Shri Haridutt Group of Institutions
Technology Park, Sewar, Bharatpur, Rajasthan.

Election Rules

1. **Eligibility**

Any life member of the Alumni Association in good standing is eligible to contest and vote in the elections.

2.

3. **Positions:**

- Vice President
- Treasurer
- Executive Members

4. **Nomination Process:**

- Nominations must be submitted using the official Nomination Form.
- Each nomination must be proposed and seconded by two different members.
- Only one nomination per candidate is permitted per position.

5. **Withdrawal:**

Candidates may withdraw their nominations before the stipulated deadline by written notice.

6. **Voting:**

- Voting may be conducted via secret ballot, electronic means, or as decided by the Election Committee.
- Each member has one vote per position.

7. **Election Committee:**

- The Election Committee, formed by the executive body, will oversee the entire process and resolve any disputes

Alumni Association Shri Haridutt Group of Institutions
Technology Park, Sewar, Bharatpur, Rajasthan

Nomination Form

Position Applying For: _____

Candidate Name: _____

Membership Number (if any): _____

Contact Number: _____

Email Address: _____

Proposed By:

Name: _____

Signature: _____

Membership No: _____

Seconded By:

Name: _____

Signature: _____

Membership No: _____

Candidate's Declaration:

I, the undersigned, accept the nomination for the above position and agree to abide by the rules and decisions of the Alumni Association and Election Committee.

Signature of Candidate: _____

Date: _____

रजिस्ट्रीकरण प्रमाण पत्र / Registration Certificate

यह प्रमाणित किया जाता है कि **Alumni Association Shri Haridutt Group of Institutions**, Technology Park, Sewar, Bharatpur, Rajasthan का रजिस्ट्रेशन 'राजस्थान सोसाइटी रजिस्ट्रेशन एक्ट 1958 (राजस्थान अधिनियम संख्या 28,1958)' के अंतर्गत आज दिनांकको किया गया है। यह प्रमाण पत्र मेरे डिजिटल हस्ताक्षर के साथ आज दिनांकको भरतपुर में जारी किया गया है।

It is certified that **Alumni Association Shri Haridutt Group of Institutions**, Technology Park, Sewar, Bharatpur, Rajasthan has registered today under the 'Rajasthan Society Registration Act , 1958 (Rajasthan Act No. 28,1958) in Bharatpur. This certificate is issued today on dated ----- -- with my digital signature.

Alumni Association Shri Haridutt Group of Institutions
Technology Park, Sewar, Bharatpur, Rajasthan

S.No.	Name	Designation in Committee	Gender (M/F/T)	Mob. No.	Address	Adhar Card No.
1.	Haridutt Sharma	President				
2		Vice President				
3.	Dulichand Sanin	Secretary				
4.	Dr. Neelam Singh	Ex-Officio Secretary	F			
5.	Dr. Sanju Sharma	Ex-Officio Secretary				
6.	Vinod Awasthi	Treasure				
7.	Dr. Neeta Mathur	Ececutive Member				
8	Dr. Rajkamal	Ececutive Member				
9		Ececutive Member				
10		Ececutive Member				
11		Ececutive Member				
12		Ececutive Member				
13		Ececutive Member				
14		Ececutive Member				