



ALUMNI ASSOCIATION

Harcourt Butler Technological Institute, Kanpur

(Registered under Societies Registration Act 1880, vid no. 989/k-37663 dated 04.06.2007)

MINUTES OF 30th EXECUTIVE COMMITTEE MEETING ALUMNI ASSOCIATION, HBTI, KANPUR

HELD ON FRIDAY, 2 JULY 2019

PRESENT

The 30th Executive Committee meeting of Alumni Association, HBTI Kanpur was held at 6 PM on 2 July 2019 in the NSCI, New Delhi. The meeting was chaired by Vice President due to inability of President in attending the event.

1. Sh. S. P. Dehar, Vice President, Executive Committee
2. Sh. B. K. Upadhyay, Secretary, Executive Committee
3. Sh. Mayank Jain, Treasurer, Executive Committee
4. Sh. Sanjay Garg, Member, Executive Committee
5. Sh. Radha Kant Jaiswal, Member, Executive Committee
6. Sh. Sushil Kumar, Member, Executive Committee
7. Sh. Asheesh Agarwal, Member, Executive Committee
8. Sh. K. M. Agrawal, Immediate Past president & Ex-officio Member
9. Sh. Harendra Agrawal, Special Invitee
10. Sh. Munish Jain, Special Invitee

Following could not attend the Executive Committee meeting and were granted leave of absence.

1. Prof (Dr.) Onkar Singh, President, Executive Committee
2. Sh. Rajnish Dixit, Jt. Secretary, Executive Committee
3. Dr. Neeta Awasthy, Member, Executive Committee
4. Sh. Pravin Gupta, Member, Executive Committee
5. Sh. Vivek Mishra, Immediate Past Secretary & Ex-officio Member
6. Sh. R K Jalan, Co-opted Member, Executive Committee
7. Sh. Arvind Garg, Co-opted Member, Executive Committee
8. Sh. Vivek Verma, Co-opted Member, Executive Committee
9. Sh. Nitin Srivastava, Co-opted member, Executive Committee
10. Dr. R. P. Singh, Founder Patron, Permanent Invitee
11. Dr. Raghuraj Singh, Dean Planning & Resource Generation, HBTU, Kanpur and Ex-Secretary, AA, HBTI Kanpur – Permanent Invitee
12. Sh. R.V.S. Chauhan, Special Invitee
13. Sh. Ravi Murthy, Special Invitee
14. Sh. P. K. Rajput, Special Invitee

Executive Committee paid its homage on the demise of all Harcourtians who have passed away in between 23rd November 2018 and 2nd July 2019 by marking standing silence of two minutes.

At the outset, Sh S P Dehar, Vice-President of Alumni Association welcomed all members present in the 1st meeting of year 2019. He thanked Executive Committee office bearers for their contribution in strengthening Alumni Association. An overview of the role and very purpose of Alumni Association was underlined by Vice-President in his opening remarks. He called upon the members to revisit the objectives of Alumni Association and take various initiatives for making it worthwhile and relevant for the present and prospective Alumni as well as Almamater. The minutes of the meeting in respect to every agenda point are detailed ahead below the respective item.

Agenda Point No. 30.01

To consider and approve minutes of the 29th meeting of Executive Committee held on 23rd Nov 2018

Executive Committee was requested to take note of the minutes of 29th meeting of Executive Committee held on 23rd Nov 2018 in Kanpur. The minutes were circulated to all members and no comment has been received upon it.

Committee took note of above and approved the minutes of 29th Meeting of Executive Committee of Alumni Association, HBTI, Kanpur.

Agenda Point No.30.02

To consider the details of Action taken upon the decisions taken in 29th meeting of Executive Committee held on 23rd Nov 2018

Committee was requested to consider the details of action taken on the decisions taken in 29th Executive Committee Meeting held on 23rd Nov 2018 as presented below:

<u>Agenda Point No.</u>	<u>Agenda item Decision Taken</u>	<u>Action Taken so far 30th EC Decision</u>
29.03	Consideration of Balance Sheet FY 2017-18 <i>Sh Arvind Garg, Co-opted member has been authorized by the EC to sort out both the issues before the ending of FY 2019.</i>	<i>As the FY is over and report was not submitted and the books are under preparation for FY 2018-19, and EC decided that the amount Rs 4699/- cash in hand with ex-Secy, which is under clarification, would be taken as closed for the services rendered and the unforeseen expenditure done by the ex-secretary for meeting the Alumni Association work.</i> <i>The details of bank account which has been dormant since many years were not provided and the issue remained unresolved.</i>
29.04	Proposal for constitution of editorial board for News Letter	DONE
29.05	Discussion on certain categories in Distinguished Alumni Award:	DONE
29.06	Institution of scholarship by the Alumni	<i>Under Consideration</i>

29.07	Institution of meritorious student incentives	<i>Under Consideration</i>
29.08	Proposal to promote Scientific Temper	<i>Under Consideration</i>
29.10.	Regarding Refund of fees paid by alumni to Association <i>The refund of any receipt by Alumni Association cannot be made.</i>	<i>DONE</i>
29.11	Increasing memberships and Chapters of the Alumni Association:	<ol style="list-style-type: none"> 1. GUJARAT - Alumni in this state have become active 2. PUNE - chapter was formed 3. HYDERABD - some initial work has been done 4. UTTARAKHAND - The response from Mr RVS CHAUHN is awaited in respect to Dehradun Chapter 5. Except few, MANY BATCH COORDINATORS are not active.
29.12	Regarding the transferring data of alumni to VC HBTU Kanpur	<i>Letter written</i>

Agenda Point No. 30.03

Finalisation on certain categories in Distinguished Alumni Award:

The committee submitted the report to the Executive Committee. It has been felt that there is need to have certain specific categories of Distinguished Alumni Award for recognizing the harcourtians who are excelling in various field with astounding success. Committee is requested to deliberate and decide accordingly. Mr. S. P. Dehar would be coordinating whole process of sending communication to all members, uploading notification on website and monitoring progress in the Alumni office so that the names are declared on time as per the prevailing provisions for deciding the Distinguished Alumni Award.

The Executive Committee deliberated upon the report submitted and there should be various categories of the Award for more inclusive Alumni. Executive Alumni decided to have following three types of Award

1. **LIFE TIME ALUMNI AWARD** for those alumni who have put in over 35 years of the service to the nation
2. **DISTINGUISHED ALUMNI AWARD** for those who have distinguished in their respective fields bringing laurels to alumni and alma mater in last 20 years of their service to the nation.
3. **YOUNG ACHIEVERS AWARD** for those young engineers who have set high standards of achievement in last 10 years or so during their service to the nation.

Regarding the total number of awards to be given each year, there would be upper limit of 20 number combined in all three categories of

the awards so as to maintain the high standards of the performance and the sanctity of the awards.

Alumni Office would maintain proper records of these and would prepare a Scroll of Honour to be put in Alumni office.

Agenda Point No. 30.04

Finalization of the Financial support for Developing Scientific Temper

A committee was constituted for formulation of policy for financial support to promote scientific temper. The report was put up before committee for deliberation. It was decided to implement it with the current Academic Year and notice to that effect should be on all notice board by 1 August 2019 from the Alumni Association through the University authorities and its notification shall also be posted on the website of Alumni Association.

The Executive Committee deliberated on it and finalized the report on developing scientific temper as given below:

Scheme by Alumni Association HBTI Kanpur To Encourage Scientific Temper Amongst Students of HBTU

1 ELIGIBILITY CRITERIA

This grant is available subject to the fulfilment of the following eligibility criteria by the 'students of HBTU Kanpur' and the 'event in which participation is desired':

1.1 Student Eligibility Criteria

Students have to fulfil all of the following criteria at the time of submitting the request with the clear understanding in the mind that the Alumni Association HBTI Kanpur shall not be responsible for any consequences arising out of the participation by the student(s) in whatsoever form it may be:

- 1.1.1: Student must be a full-time student in any undergraduate or graduate program of HBTU, Kanpur.*
- 1.1.2: Student must be part of the core team attending the event or be attending it single.*
- 1.1.3: Student must submit the complete application and a letter of recommendation from your Regular Faculty Mentor or Department Head at least 14 days prior to the scheduled date of event.*
- 1.1.4: Student must have scored at least 65% marks in all his/her semester exams in HBTU.*
- 1.1.5: Student must not have failed in any subject in any of the end semester examinations in HBTU Kanpur.*
- 1.1.6: One Student can avail this funding only once in a calendar year.*
- 1.1.7: Student(s) should have acceptance / invitation for participation in the event in his/her name.*

1.1.8: Student / team must perform at least one of the following roles in the event:

- a) Presenting a research paper / poster paper
- b) Demonstrating a working prototype / model related to engineering and technology

1.2 Event Eligibility Criteria

The event for which the financial assistance is sought for participation by the student(s) should meet all of the following criteria:

1.2.1 : The event must be of scientific or technical in nature and of National /International level.

1.2.2 : The event must be within India.

1.2.3 The event must be organized by premier technical Institutions falling within top 50 rank of NIRF ranking list as applicable in respective year of application in the field of Engineering & Technology or being organized by the Central/State Govt./Statutory Regulatory body of Govt. involved in engineering/technology/science in the country.

1.2.4 Event dates must not clash with any academic activity prescribed in the academic calendar of HBTU Kanpur exams.

1.2.5 Maximum duration of the event must not be more than 5 days.

2 APPLICATION FORMALITIES

Interested students who meet the eligibility criteria mentioned above must apply for the event at least 14 days prior to the event by filling form available (Annexure -I) on Alumni HBTI website (www.alumnihbti.com). Along with the application form, students should attach following:

2.1 Event Agenda / Brochure

2.2 Letter of Acceptance from the organizer for the event

2.3 Abstract / full text of paper / 5 slide presentation above event as submitted to the event organizer

2.4 A brief on how attending the event will help to improve scientific and technical skill of the student

2.5 A brief on expected outcome from the event

2.6 List of students(s) (Maximum 4 in an event) in team who would be attending the event

2.7 List of team members who are be eligible for the grant (Some students, though attending the event, they may not be eligible for the grant).

2.8 Student should also inform the Alumni Association regarding participation in the event within seven days by sending an email to office@alumnihbti.com

3 GRANT AMOUNT

The general guidelines regarding the entitlement are as under:

3.1 Financial Assistance

3.1.1 Travelling: Sleeper class return train ticket from Kanpur to nearest railway station of host Institution/Organization will be reimbursed to all the team members.

3.1.2 Registration Amount: A registration amount up to Rs 1000/- for participation to the event would be given by the Alumni Association to the submission of proper cash memos.

3.1.3 Sundry Expenditure: Students are expected to request host Institution/Organization to provide them accommodation. However, in exception cases, maximum Rs. 1000/- per student would be granted subject to the submission of proper cash memos so as to meet petty expenses.

3.1.4 Total Ceiling: At present, there would be total ceiling on the expenditure of Rs 10000/- per event/project. This ceiling could be revised in future based on resource mobilization and fund position of Alumni Association.

3.1.5 Information: Students submitting applications for seeking financial assistance shall be informed about the sanction of assistance by email within 7 days of submission of the request.

3.1.6 Final Settlement: The financial assistance sought by the students shall be released only after submission of trip report against actual bills and the money will be given through cheque only in the name of student. No cash will be given.

4 REPORT SUBMISSION POST EVENT

All those students who have received the grant must submit the event report within 7 days of completion of event. Alumni Association encourages a 15 min audio / visual report which may be even put on Association's website. On submission of the report, reimbursement will be released. In case of delay in submission of report beyond 7 days, Alumni Association reserves the right of declining the reimbursements.

Agenda Point No. 30.05

Finalization of the Financial support for Scholarship/Innovativeness/Research

A committee was constituted for formulation of policy for financial support for scholarship/innovations/research, and the report of committee has been considered for deliberation.

The executive committee deliberated on the report submitted by the committee and approved as under.

Scheme by Alumni Association HBTI Kanpur to Encourage Innovative/Scholarship/Research amongst Students of HBTU

1. ELEGIBILITY

This grant is available subject to the fulfilment of the following eligibility criteria by the 'students of HBTU Kanpur' and as per case of specific category defined under #3-" Details of the Scheme"

1.1 Student Eligibility Criteria

Students have to fulfill the following criteria at the time of submitting the request with the clear understanding in the mind that the Alumni Association HBTI Kanpur shall not be responsible for any consequences arising out of the participation by the student(s) in whatsoever form it may be:

1.1.1: Student must be a full-time student in any undergraduate or graduate program of HBTU, Kanpur.

*1.1.2: Student must have shown regularity and sincerity in studies which should be endorsed by the department head. **Student must not have failed in any subject in the semester examinations in HBTU Kanpur***

*1.1.3: The **innovation/ project** shown in live event must be a first time i.e. not having exhibited earlier in part or full by any other student in previous such event and not to repetitive of work by someone else in some other district or national event. This means the work being shown must be entirely of the student on its own or some added invention to some known work in public domain.*

*1.1.4: Student(s) must have invitation for participation in the **specific seminar/event** in his/her name which should have endorsement by the department head. One Student can avail this funding only once in a calendar year*

1.1.5: Student(s) seeking Scholarship from Alumni Association must not be already holding merit scholarship from University or any other assisting body. The final selection of three students will from all the streams put together.

1.2 EVENT ELIGIBILITY CRITERIA

The event for which the financial assistance is sought for participation by the student(s) should meet the following criteria for all categories unless specified otherwise:

1.2.1: The event must be of scientific or technical in nature and of National / International level.

1.2.2: The event must be within India.

1.2.3: The event must be organized by premier technical Institutions falling within all IIT, NIT, IIIT, IISc, IIST, BITs or being organized by the Central Govt. backed scientific EXPOs involving engineering/technology/science in the country.

1.2.4: Event dates must not clash with any academic activity prescribed in the academic calendar of HBTU Kanpur exams.

1.2.5: Maximum duration of the event must not be more than 3 days.

2. HOW TO APPLY

Interested students who meets eligibility criteria mentioned above must apply for the event at least 14 days prior to the event by filling application

form available on Alumni HBTI website (www.alumnihbti.com). Along with the application form, students should attach followings:

- 2.1: Letter of Acceptance from the organizer for the event Abstract/ full text of paper / 5 slide presentation above event as submitted to the event organizer
- 2.2: A brief on how attending the event will help to improve scientific and technical skill of the student
- 2.3: A brief on expected outcome from the event
- 2.4: List of students(s) in team who would be attending the event
- 2.5: List of team members who are be eligible for the grant (Some students, though attending the event, they may not be eligible for the grant).
- 2.6: Student should also inform the Alumni Association regarding participation in the event within 7 days by sending an email to office@alumnihbti.com

3. DETAILS OF THE SCHEME:

3.1 CATEGORY-I (Instant declaration of Financial Award):

On the spot monetary awards to a solo performing student or team performer to recognize the uniqueness of to project(s) being show cased during the "Annual Alumni General Body Meeting (being held in November every year or any other timing if so, declared by the Association). In this the group of students will show case their projects in allotted time of 15 minutes each. The panel will decide on the basis of "project idea, uniqueness, sustainability, practicality and usage in society". The total financial support for this event would be Rs 60000/- for whole event. The prize money would be based on panel's findings. The award amount in total may be distributed to 1 or more student on merits of performers and decision of panel will be final.

3.2 CATEGORY-II (Financial assistance to deserving student(s) who has been approved to represent Alma Mater in a **seminar/ presentation of paper in national event as per criteria mentioned above):**

3.2.1 Financial assistance would be up to 10 students per year for his travelling expense, registration charges, lodging and meals maximum up to Rs. 3000 per student. Alumni association would reimburse entire actual expenses or Rs. 3000 per application, whichever is low.

3.2.2 Students submitting applications for seeking financial assistance would be informed about the sanction of assistance by email within 7 days of submission of the request/ Result.

3.2.3 The financial assistance sought by the students shall be released only after submission of trip report, actual bills and the money will be given through cheque /online only in the name of student. No cash will be given.

3.3 CATEGORY-III (Financial assistance to 3- meritorious students in regular studies to meet their ambitions but struggling due to family

economic situations (ongoing or created due to some eventualities (as per criteria under section 2 above):

3.3.1 Number of scholarships: *Scholarship would be given to most needy and bright **3 students from SECOND YEAR.***

3.3.2 Scholarship: *These STUDENT will get scholarship of Rs. 3000 per month for 10 months in academic year.*

3.3.3 Selection process: *Top 10 students from each branch of SECOND YEAR, based on the results of the first-year exams, will be collected by Alumni Association internal committee (Selection Panel), through alumni office with the help of the office of registrar of the HBTU. The Selection Panel will further screen them to arrive at final 3 (Three) eligible students. Selection panel would rely on the mark's obtained in previous exam (First Year), no other scholarship drawn by that student, and continues to be the student of the HBTU in second year. Select Panel may do thorough check to ensure bright students gets the chance.*

Agenda Point No. 30.06

Ratification of the Enhancing the retainership amount of Mr. Pawan Sahoo and Ms. Soumya to present level of Rs 10000/- and Rs 6500/- per month respectively.

The committee is requested to ratify the decision of the President.

The Committee ratified the decision of the President for enhancing the retainership amount of Mr. Pawan Sahoo and Ms. Soumya Kashyap from Rs 8000/-to Rs. 10000/- and Rs 5000 /- to Rs. 6500/- respectively.

Agenda Point No. 30.07

To hold International Alumni Meet 2019

The committee deliberated on holding the alumni meet 2019. As per the decision taken in the last AGM, and keeping our tradition of holding Alumni Meet on the last Saturday and Sunday of the November month, the Alumni Meet would be held on 23-24 Nov 2019. As per the General Body Meeting 2018 resolution, now the 2009, 2004, 1999, 1995,1990, 1985,1980,1975,1970 and older batched would be facilitated for having passed out since 10th , 15th , 20th , 25th , 30th ,35th ,40th ,45th ,50th and more years from the alma mater. Executive Committee decided that Mr. Rajnish Dixit, Jt Secretary would discharge the responsibilities of the Organising Secretary of the Alumni Meet 2019. Following issues were also finalized in the meeting

- a) Online Registration on website to open on 21 July 2019
(Attention: Mr. Sh Pravin Gupta and Sh Nitin Srivastava)
- b) Invitation to be sent to all alumni members online by emails.
(Attention: Sh Pravin Gupta)
- c) Chief Guest to be finalized as early as possible.
(Attention: President)
- d) Seminar for the meet would be finalized by 31 July 2019.

- (**Attention: Mr Sushil Gupta**)
- e) Various Committees will be formed by Secretary in consultation with President
(**Attention: Secretary**)
- f) Souvenir publication and related advertisement
(**Attention: Mr. Asheesh Agrawal for the material and Mr. Rajnish Dixit for Advertisement**)
- g) Mementos
(**Attention: Treasurer**)
- h) Reception
(**Attention: Sh S P Dehar, Smt Neeta Awasthy and Mr Sushil Gupta**)
- i) Event Manager to be finalized by **Organizing Secretary and Treasurer.**
- j) Group Photo of batches in front to Main Building
(**Attention: Sh Sanjay Garg, Sh P K Rajput and Sh Arvind Garg**)
- k) Vendors as per set procedures
(**Attention: Treasurer**)

Agenda Point No. 30.09

a) Ratification of the formation of the Pune Chapter

The Pune chapter has been formulated and they have sent the proposal to Alumni Association for recognition. The executive committee ratified the President's approval for the formation of Pune Chapter with its interim chapter executive committee vide letter dated 5th May 2019 received from Pune Chapter. The duly elected Chapter Executive Committee would be formed before 31 August 2019 and the 2-year term would begin with 1 Sept 2019 till 31 August 2021.
(Attention: Sh Sanjay Garg and Sh Pravin Gupta)

b) Collecting PSU related data

To strengthen the alumni data and reach out to the alumni, committee deliberated on various issues. The following was decided

- i. The batch coordinators should be energized and requested to be more active.
- ii. The alumni working in PSUs would be requested to collect details of harcourtians working in their organizations so that we can reach out to them.
- iii. Once again drive for life membership to be started to reach out to the alumni.

The meeting ended with the thanks to chair.

Sd/-
(B. K. Upadhyay)
Secretary

Sd/-
(Sh S P Dehar)
Vice- President



ALUMNI ASSOCIATION

Harcourt Butler Technological Institute, Kanpur

(Registered under Societies Registration Act 1880, vid no. 989/K-37663 dated 04.06.2007)

APPLICATION FOR SEEKING FINANCIAL ASSISTANCE

UNDER

SCIENTIFIC TEMPER / PAPER / SEMINAR

By

Alumni Association Harcourt Butler Technological Institute, Kanpur

- 1.Name of Applicant:
- 2.Father's Name:
- 3.Date of Birth:
- 4.Permanent Address:
- 5.Present Address:
6. Email:
- 7.Mobile No:
- 8.Present Year and Discipline of Study: (Fill appropriate details)
 - a) B.Tech.
 - b) M.C.A.
 - c) M.Tech.
 - d) Ph.D.
 - e) Others, specify
- 09.Purpose of seeking assistance: (In maximum 100 words)
- 10.Name of Faculty Mentor from the University, if any:
11. Details of assistance sought:
 - a) Registration:

b) Travel:

c) Other:

12.Details of assistance sought from other sources:

DECLARATION

It is certified that the information furnished above is correct to the best of my knowledge and belief. In case of anything found wrong, I shall return the assistance completely to the Alumni Association HBTI Kanpur failing which the Alumni Association HBTI Kanpur reserves the right to complaint about the misconduct to the concerned authority in University.

Signature of Applicant

Date:

Place:

HOD HBTU Kanpur

Recommended/Not Recommended

Signature:

HOD, HBTU KANPUR

Seal with Date:

ALUMNI ASSOCIATION OFFICE

Passed for Amount: Rs

(Rs...../in words) and cheque No..... of Central Bank of India/Axis Bank, Kanpur dated in name of Sh..... was handed over to him vide receipt number

President AA, Kanpur

Date:

Office Seal with date

Room No 1-161, HBTU Main Building, HBTU Campus, Nawabganj, Kanpur (UP) 208002

Phone 0512-2532571

Website: www.alumnihbti.com

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