



ALUMNI ASSOCIATION

Harcourt Butler Technological Institute, Kanpur

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

MINUTES

34th EXECUTIVE COMMITTEE MEETING ALUMNI ASSOCIATION, HBTI, KANPUR

The 34th meeting of Executive Committee, Alumni Association, H.B.T.I. Kanpur was organized as a virtual meeting over “Google Meet” Digital meeting platform on the 21st Jun 2020 during 6:30 pm to 9:00 pm

Following EC members and invitees were present :-

1. Sh. B K Upadhyay, President, AA
2. Sh. Rajnish Chandra Dikshit, Vice President, AA
3. Sh. Vivek Mishra, Secretary, AA
4. Sh. Pravin Gupta, Jt. Secretary, AA
5. Sh. Mayank Jain, Treasurer, AA
6. Sh. Radha Kant Jaiswal, EC Member, AA
7. Sh. Rajeev Singhal, EC Member, AA
8. Ms. Swapnalekha Basak, EC Member, AA
9. Sh. Sushil Kumar, EC Member, AA
10. Sh. Asheesh Agarwal, EC Member, AA
11. Prof. Rajinder Pal Singh, Founder Patron AA, Permanent Invitee
12. Sh. Munish Jain, Past President AA, Permanent Invitee
13. Sh. K.M. Agarwal, Past President AA, Permanent Invitee
14. Prof. P.K. Kamani, Dean Planning & Resource Planning, HBTU Kanpur, Special Invitee
15. Sh. Ravindra Murthy, President, Pune Chapter
16. Sh. Dwijendra Mathur, President, Gurugram Chapter
17. Sh. Prasoon Verma, President, Bengaluru Chapter
18. Sh. Neeraj Kumar, Secretary, Pune Chapter
19. Sh. R K Jalan, Special Invitee
20. Sh. P K Rajput, Special Invitee
21. Prof. Vinay Kumar Pathak, Special Invitee
22. Sh. Vivek Verma, Co-opted Member
23. Sh. Sanjay Garg, Co-opted Member
24. Sh. Sudhir Kant, Co-opted Member
25. Sh. Vineet Gupta, Co-opted Member
26. Sh. Deepak Pant, Co-opted Member
27. Sh. Syed Arif Hussain Rizvi, Co-opted Member
28. Prof. Shishir Sinha, Co-opted Member
29. Dr. Vipin Shukla, Co-opted Member
30. Sh. Ved Prakash, Co-opted Member
31. Sh. Rajat Gupta, Co-opted Member
32. Sh. Manoj Sahu, Co-opted Member
33. Sh. Aneesh Tandon, Guest Invitee

34. Dr. Manvendra Singh Chauhan, Guest Invitee
35. Maj. Sunil Kumar, Guest Invitee
36. Sh. Piyush Shukla, Guest Invitee
37. Sh. Prabhu Chakrawal, Guest Invitee
38. Sh. Sanjay Sharma, Guest Invitee
39. Sh. Sanjeev Kumar Singh, Guest Invitee
40. Sh. Sanjiv Gupta, Guest Invitee
41. Sh. Subhash Srivastava, Guest Invitee
42. Sh. Vijay Pal Singh, Guest Invitee
43. Sh. Pawan Kumar Sahu, Executive Assistant, AA-HBTI Kanpur

Following EC Members and Co-opted members could not attend :

1. Dr. Neeta Awasthy, Co-Opted Member
2. Sh. Anoop Shukla, Co-Opted Member
3. Sh. Tarun Verma, Co-Opted Member
4. Sh. Sanjay Kumar, Co-Opted Member
5. Sh. Arun Dadda, Co-Opted Member
6. Sh. Atul Shrivastava, Co-Opted Member
7. Sh. Farog Alam, Co-Opted Member
8. Sh. Kanchan Kalra, Co-Opted Member
9. Sh. Indra Lok, Co-Opted Member

The President welcomed the Guest Invitee's and all the members of Executive Committee in the 34th meeting of Executive Committee.

The Executive Committee took note of all the members of Harcourtian family who departed between 19 Jan 2020 and 21 Jun 2020 and paid homage to all whose names are known and also those whose names are not known to the Secretariat for paying homage by mourning for two minutes before starting the proceedings. Prayers for strengthening the Harcourtian Community and the entire world to fight the global viral infection and complete eradication of the pandemic "COVID-19".

Agenda Point No. 34.01

To consider and approve minutes of the 33rd meeting of Executive Committee held on 19 Jan 2020.

In view of no comments having been received upon the circulation of the minutes, the Executive Committee unanimously approved the minutes of 33rd Meeting of Executive Committee of Alumni Association, HBTI, Kanpur which are annexed at Annexure (I).

Agenda Point No.34.02

To consider the details of Action taken upon the decisions taken in 33rd meeting of Executive Committee held on 19 Jan 2020.

Committee is requested to consider the details of action taken on the decisions taken in 33rd Executive Committee Meeting held on 19 Jan 2020 as presented below;

Agenda	<u>Agenda item</u>	Action Taken
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Point No.	Decision Taken	
33.01	To consider and approve minutes of the 32 nd meeting of Executive Committee held on 22 Nov 2019	Approved
33.02	To consider the details of Action taken upon the decisions taken in 32 nd meeting of Executive Committee held on 22 Nov 2019.	Done
33.03	To consider and note the minutes of the 13 th Annual General Body meeting held on 24 th November, 2019 at Kanpur.	Approved
33.04	To note the formation of the new Executive Committee of Alumni Association	Noted
33.05	To consider and approve charge transfer of Records, Accounts and Documents to the newly elected Executive	Approved
33.06	To consider the accounts of Alumni Association till 31 st December 2019	Approved
33.07	To consider and approve inducting additional members in newly constituted Executive Committee as Co-opted members and Special Invitees	Approved
33.08	To consider and approve the Work Distribution among all the EC members	Approved
33.09	To consider and approve budget of Alumni Association for financial year 2020-21	Budget was Approved
33.10	To consider and approve the up gradation of Alumni Association website for making it more useful, effective and user friendly	Approved. A team has been formed under the leadership of Shri Pravin Gupta and Shri P K Rajput to periodically update the alumni website.
33.11	To consider and deliberate upon initiatives for increasing enrolment of members in Alumni Association	Branch coordinator list has been published in 33 rd EC minutes. This list will be regularly updated.
33.12	To consider and approve the Certificate of Incorporation for being issued to all existing Chapters of Alumni Association and approval of new Chapters, if any.	Done. Annexeure II.
33.13	To consider and deliberate upon initiatives for increasing chapters of Alumni Association in unrepresented cities of India and abroad	List of Alumni Members from key cities has been identified and assigned the responsibility to increase representations
33.14	To consider and approve the suitable human resource for Office of Alumni Association	Approved
33.15	To consider and approve the proposal for issuing Identity Card to all Members of Alumni Association.	Approved
33.16	To consider and approve the proposal for running program for enhancing employability, skill development & personality development of the present students of HBTU, Kanpur.	Shri Radha Kant Jaiswal to present the latest progress on the same.
33.17	To consider and approve and all necessary modalities for regular release of the Alumni Newsletter	Newsletters are regularly

		published.
33.18	To consider and approve the initiatives for change in name and by laws of Alumni Association in respect to the change in status of HBTI Kanpur to HBTU Kanpur i.e. from an Institution to State University in continuation to agenda points 27.21 and 28.07 deliberated in 27 th and 28 th Executive Committee meetings respectively.	Deliberation Done Based on the discussion, a draft has been prepared and circulated for finalisation (Annx-2) in meeting so that it can be taken up in AGM for approval & necessary changes
33.19	To deliberate upon the action plan for forthcoming Centenary Celebration of alma mater HBTI – HBTU Kanpur.	Deliberation Done Members are requested to discuss this further in the EC meeting.
33.20	To consider and deliberate upon different initiatives of Alumni Association for betterment of students of the University	Deliberation Done.

Agenda Point No. 34.03

To deliberate and discuss the planning for Alumni Meet 2020

Detailed discussions were carried out with respect to organization of the Alumni Meet in Nov 2020. Members opined that the Association should continue with the preparations leading to the Annual Alumni Meet in Nov 2020 and also all the routine activities adopted by us over the past few years.

Since “Digital” and “Virtual” is the need of the hour; the Association needs to find the appropriate platform to organize mega size global events. The forthcoming Alumni meet leads us to the year 2021-22 which happens to be the centenary year of our Alma mater. Members expressed their desire to use this opportunity of Alumni Meet 2020 as the launching pad for the centennial celebrations. Members requested to invite highly placed dignitary to grace the occasion as chief guest and launch/inaugurate the year long centenary celebrations.

It was decided that all out efforts be made to make this possible in coordination with Prof N B Singh VC HBTU and Sh Vinay Kumar Pathak, VC AKTU. President is authorised to start action in this regard.

Agenda Point No. 34.04

To update members on current financial situation of Alumni Association and seek necessary budgetary approval, if any

Treasurer updated EC members on current financial situation of Alumni Association Accounts and updated on major financial events and decisions since last EC meeting, including Life Membership (16 numbers) received since the 33rd meeting of the EC (19-Jan-2020) and all major planned and unplanned expenses.

Agenda Point No. 34.05.

To consider and approve the proposal for running program for enhancing employability, skill development & personality development of the present students of HBTU, Kanpur

Mr. Radha Kant Jaiswal presented a detailed note on the progress on the ASCPC activities in the area of student benefit e.g. Internship, Training and Placement, to strengthen the Mentee- Mentor module and its linkage with the present set of opportunities existent in the market, etc. A detailed roadmap was also presented for enhancing the reach by a more structured approach.

Emphasis was put on the following aspects by running the programs for the same, as per the assessment these are big miss to get the RIGHT-employability or RIGHT-fitment in the real professional field.

- *Enhancing employability (more exposure of Industry 4.0)*
- *Skill Development (Technical Industry Knowledge)*
- *Personality Development (Life and Soft Skills)*

Alumni-Connect, Alumni Association, HBTI Kanpur will give their best efforts and support to make the Alumnus ready to be suitable for the real-world and be more competitive with others in all spheres of professional lives. Alumni Association would like to get support from the experts to build this up, by introducing following steps: -

1. **Conducting the webinars:** Based on the need and requirements, we will be conducting the webinars, this could be attended by any alumnus. It will be self-sustaining. We don't require any financial-support, we are having the license of web-meeting, we can utilize this to connect experts and participants. We have a team of enthusiast current students, they will give the required support, whichever way it would be required. Two webinars per month can be arranged

2. **Psychometric Test;** There is a well proven psychometric assessment tool available, this could guide our Alumnus of all levels to choose RIGHT-Career Path. We can discuss with the assessment-company and start this activity. Here, students need to pay directly, we only could facilitate them by calling the Psychometric test company to run their webinar to give awareness to all.

3. **Career Coaching:** It has been observed that there is an awareness gap on this, this unawareness about the benefits of could be bridged by few awareness programs and panel-discussions from different industries experienced. After getting the Psychometric test report, in case of any guidance on the report and chalking out the career-path. Support from Career-coaches and an amount will be borne by the **Alumnus**, those who would like to go for it.

4. **Personality Development Programs:** It will be very helpful to all the current students and also to those Alumnus, those would like to groom them to make them fit for the next level of their aspired goals. This Personality grooming programs could be introduced. We have few Alumnus, those are having the **Personality development companies,**

they can offer the online programs on subsidized rate. Here also, we don't need any financial support. Anyone requiring the programs to be attended, the person could be connected to companies delivering the programs.

EC authorized committee of 3 person Shri Radha Kant Jaiswal, EC Member incharge of Alumni-Comment, Sh Neeraj Kumar (1990 Oil) and Sh Rajat Dixit(1997 CSE) to give a formal shape to strengthening of the ASCPC on the online platform for benefit of the students. The EC also approved the proposal of Sh Radha Kant Jaiswal in principal. The modalities should be worked out by the team for its implementation and approval should be taken by president on any such proposal required, if any.

Agenda Point No. 34.06.

To approve formation of new Chapters, if any

Executive Committee approved the formation of Mumbai Chapter. The necessary letters would be issued by the office in this regards.

Agenda Point No. 34.07.

To consider and deliberate upon current progress on chapter formation and further initiatives for increasing chapters of Alumni Association in unrepresented cities of India and abroad

Mr. Rajeev Singhal, EC member presented a status report on the progress of chapter formation. Members deliberated upon the possible initiatives for increasing chapters of Alumni Association and approve the same for execution in time bound manner. Names of prospective members who would be helpful in the formation of new chapters were identified, discussed and noted. The EC authorized Shri Rajeev Singhal to strengthen his team and request few more members [From the list of Coopted members and special Invitee's] and expedite the process. To form an interim committee of office bearer's in each chapter so as to expedite the process. It would be immensely valuable and useful for enhancing the reach and strengthening of the Association.

All members of the EC assured to put in their best efforts for tangible success in chapter formation in the following cities:

1. Delhi Chapter: Sh Munish Jain, Sh K M Agrawal, Sh P K Rajput
2. Ghaziabad Chapter: Sh Anoop Saxena, Sh Radha Kant Jaiswal, Sh Anup Shukla
3. Kanpur Chapter: Sh Sanjeev Bansal, Sh Vivek Mishra

4. Greater Noida Chapter: Sh S P Dehar, Maj. Sunil Kumar, Sh Vimal Jain
5. Vadodara Chapter: Sh Sanjay Kumar
6. Jaipur Chapter: Sh Sohan Lal Arora
7. Meerut Chapter: Sh S N Mishra
8. Prayagraj Chapter: Sh Asheesh Kumar Singh, Sh Rajneesh Dikshit
9. Varanasi Chapter: Sh Rajneesh Dikshit
10. Dehradun Chapter: RVS Chauhan
11. Roorkee Chapter: Dr Sanjeev Kumar Singh, Dr Sishir Sinha
12. Hyderabad Chapter: Sh Sanjeev Gupta
13. Chandigarh Chapter: Sh Pradip Jain
14. Ahmedabad Chapter: Sh Anil Mittal
15. Kolkata Chapter: Sh Govind Mirvani

EC Member Sh Rajeev Singhal is authorised to communicate with them and see that the chapter are formulated as early as possible

Agenda Point No. 34.08.

To review progress by chapters on various alumni activities

Chapter President /representative / in-charge's of the following chapter's submitted the progress on various alumni activities in their chapter :

1. Mumbai Chapter
2. Pune Chapter
3. Gurgaon Chapter
4. Bengaluru Chapter
5. Faridabad Chapter

All chapters, except Lucknow chapter were represented by respective office bearers in the meeting. Some chapters presented their roadmap for regular activities in their territory. It was agreed that there will be measurable targets for each chapter.

Based on the inputs and the request of the chapter presidents, following targets have been finalized by the EC for each chapter to ensure smooth functioning and better coordination of alumni affairs.

Monthly Goals :

- (a) Conduct one webinar for ASCPC. (liaison with: alumni-connect@alumnihbti.com)
- (b) Inspire Harcourtians in respective chapters and convince **at least 5** of them to become **life members**. The Central Alumni Office shall provide meaningful data of alumni. (liaison with: office@alumnihbti.com)
- (c) Send **monthly update about chapter's event** for the newsletter (liaison with: newsletter@alumnihbti.com)

- (d) Send **at least one article** for the newsletter (liaison with : newsletter@alumnihbti.com)
- (e) Help AA generate advertorial revenue by sponsoring one advertisement for the newsletter (liaison with : newsletter@alumnihbti.com)
- (f) Organize regular quarterly meeting of the members of the chapter and share the minutes with the central office. As at present, movements are restricted, such meetings can be held over video conferencing.(liaison with : office@alumnihbti.com)

Annual Goals :

- (a) Chapter to mobilize resources for programs of the ASCPC including **minimum 1 Scholarship on permanent basis**, 25 internships, 25 training, etc. each year. (liaison with : jtsecretary@alumnihbti.com)
- (b) To help in organization of the Annual event at HBTU Kanpur by sponsorships/ advertisement, etc. (liaison with : vicepresident@alumnihbti.com)
- (c) **Annual family gettogether** to be organized to strengthen the alumni bonding. (liaison with : jtsecretary@alumnihbti.com)
- (d) Identifying the list of **probable mentors** to assist in activities of the ASCPC and enlighten the current set of students. The chapter's should aim at identifying **a minimum of twenty members each**. (liaison with : alumni-connect@alumnihbti.com)

Agenda Point No. 34.09.

To consider and approve the initiatives for change in name and by laws of Alumni Association in respect to the change in status of HBTI Kanpur to HBTU Kanpur i.e. from an Institution to State University in continuation to agenda points 27.21 and 28.07 deliberated in 27th and 28th Executive Committee meetings respectively.

The status of our Alma mater has changed from HBTI to University and rechristened as HBTU (Harcourt Butler Technical University) which is governed by the HBTU Act 2016. As per the provisions of HBTU Act an "Alumni Cell" is proposed and the statutes of cell are under the process of finalization.

*Members unanimously opined that the AA-HBTI Kanpur should work in closed co-ordination with the Alma mater for implementing of the noble initiatives perceived, planned and implemented by the Association. The report of the committee constituted with Dr Onkar Singh, Shri R K Jalan, Dr. R P Singh, Shri Arvind Garg and Shri Vivek Mishra as members has been circulated to all member's invited for the 34th EC meeting. All members have been requested to provide their valuable inputs to the AA Secretariat by **15th Jul 2020**. Upon collecting all inputs, the final draft shall be prepared and circulated for approval of the EC within the agreed time limit. The members are requested to*

study and validate the contents of the above mentioned report which is enclosed at Annexure (II).

Agenda Point No. 34.10.

To deliberate upon the action plan for forthcoming Centenary Celebration of alma mater HBTI – HBTU Kanpur

Executive Committee deliberated upon the coherent action plan for successful conduction of forthcoming Centenary Celebration of HBTU Kanpur in 2020-21. It was unanimously decided to organize the centennial celebrations in a grand manner make the occasion memorable for Alumni and the other Harcourtian fraternity. Organized at least four major events (On a quarterly basis) during the year. Close coordination would be needed in this with HBTU. The service of alumni Sh Vinay Kumar Pathak would be solicited in this regards to reach out to the high offices for being Chief guest in the event.

Further it was decided to call suggestions from alumni for the event proposed to be held throughout Centenary Year all across the globe to mark the rich contribution of the institute in developing technological fields in India and abroad and contributions of the Alumni. A letter would be sent to all in this regards and suggestion so collected by 31 July 2020 would be sorted out and put to next EC for finalization. (Attention : Joint Secy to send letter by 15 July 2020 after approval)

Agenda Point No. 34.11.

To consider and deliberate upon different initiatives of Alumni Association for betterment of alumni

Executive Committee deliberated upon different possible initiatives of Alumni Association for strengthening of the cause and betterment of alumni. In the context of the global thought process our philosophy of exhorting people to help and add value to the alma mater needs to be supplemented with mutual benefit programs so as to ensure that the following basic objectives of the association gather momentum :

- (1) Strengthening of the Alma mater and supporting the stake holders specifically the current set of students.*
- (2) Strengthening of the Alumni fraternity across the world.*

Members are requested to think of such noble initiatives and send their valuable inputs to the Secretariate so that a comprehensive study is presented as an Agenda point in the next EC meeting.

Agenda Point No. 34.12.

Any other matter with the permission of chair

- (a)** It was unanimously agreed that each EC Member is authorized to include additional members from the list of coopted members to speed up activities in various focus areas e.g. ASCPC (Including

Training, Internships, Placements), Newsletter (Including official presence and regulating content on the social media platforms), Chapter Formation (Including chapter benchmarks, activities).

Mrs Swapnalekha Basak announced formation of new AA Newsletter editorial board as follows :

1. Ms Swapnalekha Basak (Electrical ,1993) EC Member
2. Sh Prasoon Verma (Biochem, 2007)
3. Sh Neeraj Kumar (Oil Tech, 1990)
4. Sh Akash Srivastava (IT, 2012)

(b) Issue of NIRF Ranking

The issue of poor ranking in NIRF was raised by many alumni. It was decided that the concerns of the alumni would be shared with the HBTU Administration by a team of senior alumni members. Dr R P Singh, Sh R K Jalan, Sh Onkar Singh, Sh Shishir Sinha (1993, IIT Roorkee), Sh Rajat Dixit (1997 CSE, US Based) would be meeting virtually/etc with HBTU Administration. Secretary would coordinate from both ends to make it a smooth affair.

Meeting ended with thanks to the Chair.

**Sd/-
Vivek Mishra
Secretary**

**Sd/-
Balram Kumar Upadhyay
President**

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- (1) Annexure (I) Minutes of the 33rd Meeting of EC 19 Jan 2020
 - (2) Annexure (III) Report of Committee for Amendment in Bye- Laws.

**33rd Meeting of the EXECUTIVE COMMITTEE,
ALUMNI ASSOCIATION, HBTI, KANPUR**

The 33rd meeting of Executive Committee, Alumni Association, H.B.T.I., Kanpur was held on 19 January 2020 at 3 pm in the Committee Room, AKS IT SERVICE, B-21, Sector 59, Noida, U.P. in which the following members were present :

(1)	Shri Balram Upadhyay	Hon. Secretary & President-Elect
(2)	Shri Mayank Jain	Treasurer
(3)	Shri Praveen Gupta	Member
(4)	Shri Radhakant Jaiswal	Member
(5)	Shri Sushil Kumar	Member
(6)	Shri Asheesh Agarwal	Member
(7)	Shri Vivek Verma	Coopted Member
(8)	Shri Rajeev Singhal	Member Elect Executive Committee
(9)	Shri K.M. Agarwal	Imm. Past President, Ex-Off Member
(10)	Shri Vivek Mishra	Imm. Past Secretary, Ex-Off Member
(11)	Shri Munish Jain	Past President, Permanent Invitee
(12)	Shri A.P.S. Rathore	Preisden Lucknow Chapter
(13)	Shri Neeraj Kumar	Secretary Pune Chapter
(14)	Wg. Cdr. A.K. Saxena	Guest Invitee
(15)	Shri Sudhir Kant	Guest Invitee
(16)	Shri Pramod Rajput	Guest Invitee
(17)	Shri Anup Shukla	Guest Invitee
(18)	Shri Vipin Shukla	Guest Invitee
(19)	Major Sunil Kumar	Guest Invitee
(20)	Shri Puneet Gupta	Guest Invitee
(21)	Shri Rakesh Goel	Guest Invitee

The meeting was chaired by Shri Balram Kumar Upadhyay, Hony. Secretary and Preseident-Elect in absence of the President and the Vice President. The President-Elect welcomed the Guest Invitee's and all the members of Executive Committee in the 33rd meeting of Executive Committee.

The Executive Committee took note of all the members of Harcourtian family who departed in between 22 Nov 2019 and 19 Jan 2020 and paid homage to all whose names are known and

also those whose names are not known to the Secretariat for paying homage by mourning for two minutes before starting the proceedings.

Agenda Point No. 33.01

To consider and approve minutes of the 32nd meeting of Executive Committee held on 22 Nov 2019.

Executive Committee took note of the minutes of 32nd meeting of Executive Committee held on 22 Nov 2019. In view of no comments received upon the circulation of the minutes, the Executive Committee unanimously approved the minutes of 32nd Meeting of Executive Committee of Alumni Association, HBTI, Kanpur (Annexure-I).

Agenda Point No.33.02

To consider the details of Action taken upon the decisions taken in 32nd meeting of Executive Committee held on 22 Nov 2019.

Members expressed their satisfaction on the action taken by the Executive Committee in line with decisions adopted in the 32nd Meeting of the Executive Committee held on 22nd Nov 2019 at HBTU, Kanpur. Details of agenda items and decision taken against each of the issues/ decisions were endorsed and ratified. The Balance Sheet mentioned against Agenda item 32.07(i) was approved with all annexures, Alumni awards 2019 mentioned against Agenda item 32.07(ii) were finalised and Scientific paper reward mentioned against Agenda item 32.07(iii) was also approved. Few infrastructure projects were identified against Agenda item 32.07(iv) and Co-option of few NRI members mentioned against Agenda item 32.07(v) were discussed. Members deliberated and the issues were accepted in principle. Further deliberations are required and the issue shall be taken up for discussion in the forthcoming meeting of the Executive Committee. Tabular description of all points discussed is as given hereunder.

<i>Agenda Point No.</i>	<i>Agenda item Decision Taken</i>	<i>Action Taken</i>
32.01	To consider and approve minutes of the 31 st meeting of Executive Committee held on 15 Sept 2019	<i>Approved</i>
32.02	To consider the details of Action taken upon the decisions taken in 31 st meeting of Executive Committee held on 15 Sept 2019.	<i>Done</i>
32.03	The progress report of the work done by the Executive Committee since 7 Jan 2018	<i>Finalised</i>
32.04	Ratification of the decision of the President and Treasurer for Change in Chartered Accountant for Accounting, Auditing and Filing Income tax related papers.	<i>Done</i>
32.05	Finalisation of the Scholarship Award to 3 students for the FY 2019-20 period based on the selection	<i>Done</i>

	criteria as done by Mr S P Dehar and Mr Radha Kant Jaiswal	
32.06	Review of the progress of forthcoming 15 th Alumni Meet 2019	<i>Reviewed</i>
32.07 (i)	Approval of the Balance Sheet 2018-19	<i>Approved</i>
32.07 (ii)	Approval of the Alumni Awards 2019	<i>Approved</i>
32.07 (iii)	Approval for Scientific Paper Reward for year 2019	<i>Approved</i>
32.07 (iv)	Consideration and approval of the infrastructure projects	<i>Discussion are being held.</i>
32.07 (viii)	Regarding the co-option of few NRI members in the executive Committee.	<i>Noted for implementation</i>

Agenda Point No. 33.03

To consider and note the minutes of the 13th Annual General Body meeting held on 24th November, 2019 at Kanpur.

Executive Committee took note of the minutes of the 13th Annual General Body Meeting held on 24th November 2019 at HBTU, Kanpur as enclosed in Annexure-2 circulated alongwith the agenda.

Agenda Point No. 33.04

To note the formation of the new Executive Committee of Alumni Association

Executive Committee took note of the constitution of new Executive Committee of Alumni Association HBTI – Kanpur, which was constituted in the Annual General Body meeting held on 24th November 2019 at HBTU, Kanpur. On behalf of the Alumni Association, the Executive Committee expresses gratitude to Sh. R. K. Jalan as the Election Officer for the cooperation and support extended by him. Based on the nominations received following have been declared elected unanimously for a period of two years from the date of taking over charge.

Position	Name	Year	Branch
<i>President</i>	<i>Sh. Balram Kumar Upadhyay</i>	<i>1991</i>	<i>Civil</i>
<i>Vice President</i>	<i>Sh. Rajnish Chandra Dikshit</i>	<i>1992</i>	<i>Food</i>
<i>Secretary</i>	<i>Sh Vivek Mishra</i>	<i>1987</i>	<i>Electrical</i>
<i>Treasurer</i>	<i>Sh. Mayank Jain</i>	<i>1991</i>	<i>Civil</i>
<i>Joint Secretary</i>	<i>Vacant</i>		
<i>Executive Member</i>	<i>Sh. Radhakant Jaiswal</i>	<i>1991</i>	<i>Electronics</i>
<i>Executive Member</i>	<i>Sh Rajeev Singhal</i>	<i>1992</i>	<i>Civil</i>
<i>Executive Member</i>	<i>Sh Pravin Gupta</i>	<i>1993</i>	<i>Electrical</i>
<i>Executive Member</i>	<i>Smt Swapnalekha Basak</i>	<i>1993</i>	<i>Electrical</i>
<i>Executive Member</i>	<i>Sh. Sushil Kumar</i>	<i>1995</i>	<i>Electronics</i>
<i>Executive Member</i>	<i>Sh. Asheesh Agarwal</i>	<i>1996</i>	<i>Chemical</i>

Agenda Point No. 33.05.

To consider and approve charge transfer of Records, Accounts and Documents to the newly elected Executive Committee

The charge transfer of records, accounts and documents to the newly elected Executive Committee took place during the 33rd meeting on 19th January 2020. The newly elected Executive Committee shall hold the office for stipulated tenure of two years from the date of taking over charge. After deliberations, the process of charge transfer was completed.

The new Executive Committee took over charge with all members joining the New Committee wef 19 Jan 2020 for a period of 2 years i.e. till 19 Jan 2022. Sh Balram Kumar Upadhyay, the new President, henceforth presided the current Executive Committee meeting.

All the officer bearer would complete the joining formality by sending the signed declaration so as to maintain the transapnercy and integrity of the Institution. (The declaration is attached as Annexure-II). It would be sent to President with copy to Secretary by 29 Feb 2020 positively.

Agenda Point No. 33.06.

To consider the accounts of Alumni Association till 31st December 2019

The accounts of Alumni Association till 31 Dec 2019 were presented by the treasurer, Shri Mayank Jain. The members of Executive Committee took note of the same and expressed gratitude for good governance. The interim balance sheet till 31 Dec 2019, a rough calculation which may change in final audit as per advice of the Charter Accountant, was noted by the Executive Committee. (attached as Annexure-III)

The Executive Committee also approved the changes required in the signatories in the Bank accounts by replacing old office bearer with new office bearer.

Agenda Point No. 33.07.

To consider and approve inducting additional members in newly constituted Executive Committee as Co-opted members and Special Invitees

The members discussed upon the fact that there is requirement of involving alumni members for specific initiatives and widespread participation of alumni across the different sections. Similarly there are harcourtians, who have been contributing in the field of Alumni Association are included as Special Invitees. The tenure of these coopted members and special invitees will be co-terminus with that of present Executive Committee. In view of the forthcoming centenary of our alma mater, it was decided that a

larger number of such coopted members with diverse perspective may be included and the President has been authorized to take decision in this regard..

Dr R P Singh (1975/Oil), Founding Patron, would be the Perमानet Invitee in the EC Meeting. Further, keeping in line with convention, that the parent Institution has been reconstituted as Harcourt Butler Technical University, Executive Committee **decided to invite the Dean of University looking after Alumni Affairs as per University Act i.e. Dean, Planning and Resource Generation as Special Invitee in all meetings of Executive Committee and Annual General Body meetings.** Following members have also been requested to be special invitee to strentghen the alumni coordination in Alumni Association work:

Sl No	Name	Year/Branch	Included as
1	Sh R K Jalan	1974/CH	Special invitee
2	Sh Ashish Kumar Saxena	1976/EE	Special Invitee
3	Sh SP Dehar	1976/PL	Special Invitee
4	Sh Ashok Kumar Mehta	1970/ME	Special invitee
5	Sh Neelima Aga	1976/EE	Special Invitee
6	Sh Vinay Kumar Pathak	1991/CS	Special Invitee
7	Sh P K Rajput	1985/EE	Special Invitee
8	Sh Rajeev Sikka	1986/CE	Special Invitee

There is need to inlcude large number of alumni members as co-opted members to strengthen the alumni network all across the globe. Following alumni members are co-opted in the Executive Committee for the next two years:

CO-OPTED MEMBERS			
Sl No	Name	Year/Branch	Location
1	Dr Neeta Awasthy	1988/ECE	Greater Noida
2	Sh Anoop Shukla	1986/PT	Gaziabad
3	Sh RVS Chauhan	1977/CE	Dehradun
4	Sh Sudhir Kant	1981/CH	Bengaluru/Delhi
5	Sh Sanjay Garg	1989/ME	Faridabad
6	Sh Vineet Gupta	1990/PL	Delhi
7	Sh Tarun Verma	1991/OT	Jaipur
8	Sh Neeraj Kumar	1990/OT	Pune
9	Sh Sanjay Kumar	1991/OT	Vadodara
10	Sh Vivek Verma	1991/EC	Noida
11	Sh Arun Dadda	1997/FT	Mumbai
12	Sh Atul Shrivastava	1991/CS	Bengaluru
13	Sh Deeapk Pant	1995/CS	Mumbai
14	Sh Syed Arif Hussain Rizvi	1992/OT	Nigeria
15	Dr Shishir Kumar Sinha	1993/CH	Roorkee
16	Sh Vipin Shukla	1994/EE	Delhi
17	Sh Ved Prakash	1994/EE	Kanpur

18	Sh Rajat Gupta	1997/CS	USA
19	Sh Manoj Sahu	1995/PT	Pune/Nigeria
20	Sh Farog Alam	1991/CH	London/Kanpur
21	Sh Kanchan Kalra	1997/PT	Faridabad
22	Sh Indra Lok	1992/FT	Nigeria
23	Sh Prabhu Chakrawal	2005/PL	Chandigarh
24	Sh Kapil Singh	2007/CE	Gaziabad
25	Ms Pragati Shukla	2009/CH	Mumbai
26	Sh Ritesh Gupta	2012/EE	Delhi
27	Sh Jatin Sachdeva	2018/ME	Bengaluru

The need was felt that there must be minimum one member from each batch starting right from 1960 till 2019 (60 Years) as **BATCH COORIDNATOR** so that these members would be working in close coordination with the EC members to bring enrichment in quality of involvement of Alumni with Alma mater. **The Executive Committee authorised President to collect suggestions on names or willing persons though wide circulation and coopt the members. This would be done by 31 March 2020.**

Agenda Point No. 33.08.

To consider and approve the Work Distribution among all the EC members

Executive Committee decided to involve all officials of Executive Committee for making their contributions in the smooth functioning of Alumni Association. Executive Committee consented that the President be authorized to allot the work distribution. President allotted the work as follows:

Members	Area of work
President	Presiding EC meetings, guiding it for proper execution. Legal and procedural aspects, Coordination with Chapters, residual matters.
Vice President	Resource mobilisation, Annual Alumni Meet Coordinator. Mobilising resources for event. Souvenir preparation, advertisement.
Secretary	AGM, ECMs, Coordination work by proper follow up
Joint Secretary	Helping secretary and president in smooth functioning.
Treasurer	Budget, Accounts, Revenue, Finance, Income Tax, Auditor, Alumni Office, Banking, and other related work, etc.
Radha kant	Liaison with HBTU on Skill Development, summer training, placement cell and incubation. Alumni-Student Connect Program.
Rajeev Singhal	Alumni Affairs: New Chapter creations and coordinations/ Zonal outreach focus on data pre 1992 alumni batches.

Pravin Gupta	Information Technology and Brand building
Swapnalekha Basak	Monthly Newsletter, etc. Women Alumni outreach, Alumni Welfare, grievances, etc
Sushil Kumar	PSU Connect and and CSR linked projects.
Asheesh Agarwal	Alumni Affairs: Maintain Links with active Chapters & coordinations/ focus on data post 1992 alumni batches.

Agenda Point No. 33.09.

To consider and approve budget of Alumni Association for financial year 2018-19

*The Agenda Item No 33.09 was amended for typographical error so as to read as “**To consider and approve budget of Alumni Association for financial year 2020-21**”. The budget would be met by resource mobilization in form of income from interest of corpus funds, donations, etc. Annual budget of Alumni Association for financial year 2020-21 was tabled by Treasurer and approved as proposed. Details are as under-*

1. Retainership	: Rs 2.50 Lakhs
2. Office Expenses	: Rs 2.00 Lakhs
3. IT related expenses	: Rs 2.50 Lakhs
4. Various Schemes	: Rs 2.00 Lakhs
5. Committee Expenses	: Rs 1.00 Lakhs
6. Miscellaneous	: Rs 1.50 Lakhs
TOTAL	: Rs 11.00 Lakhs

Executive Committee approved the proposed Budget for the financial year 2020-21.

Agenda Point No. 33.10.

To consider and approve the upgradation of Alumni Association website for making it more useful, effective and user friendly

It was decided to enhance the reach of Alumni Association by News Letters and launch of other initiatives through the interactive website. The model adopted at I.I.T. Delhi was also discussed. Mr. Vipin Shukla, Ex. Hony. Secretary Alumni Association, I.I.T. Delhi and Wg. Cdr. A.K. Saxena informed that they have a model of sending some direct mailers and messages from the President/ Secretary’s desk and keep appraising alumni about activities related to the fraternity. The Executive Committee authorized the President to constitute a team to look into the matter.

Agenda Point No. 33.11.

To consider and deliberate upon initiatives for increasing enrolment of members in Alumni Association

Executive Committee deliberated on increasing enrolment of members of Alumni Association and approve the future action plan for the same.

The Executive Committee decided that further efforts be made for enrolment with focused approach on delegation of work. President has been authorized to have the branch coordinators from each batch starting from 1965 onwards till 2020 so that the maximum outreach can be achieved. The concerted efforts need to be made for identification of our alumni working with PSU's and large industrial offices.

Agenda Point No. 33.12.

To consider and approve the Certificate of Incorporation for being issued to all existing Chapters of Alumni Association and approval of new Chapters, if any

Executive Committee deliberated on subject of issuing a "Certificate of Incorporation" to various Chapters which was approved as proposed. President authorized the secretary to submit 2/3 formats by 29 Feb 2020

Agenda Point No. 33.13.

To consider and deliberate upon initiatives for increasing chapters of Alumni Association in unrepresented cities of India and abroad

Executive Committee deliberated upon the possible initiatives and action plan for increasing chapters of Alumni Association. Similar initiatives would be adopted. Following members have been requested to give their services to energize the dormant chapters and do the necessary chapter formation in consultation with the senior and junior alumni in that particular region. They may co-opt the willing harcourtiens from that area.

Sl No	Name	Acitivity area
1	Sh P K Rajput (1985/EE), Sh Madhup Agrawal(1990/CS) Sh Rajeev Singhal, (1992/CE) Sh Rohit Vig (1991/CE) Sh Vineet Gupta (1990/PL) and Major Sunil Kumar /2001/CS	Delhi
2	Sh S K Kansal, Sh Anoop Shukla (1986/PT), Sh Asheesh Agarwal (1996/CH)	Gaziabad
3	Sh Ashish Kumar Saxena (1976/EE),	NOIDA
3	Sh Subhas Srivastava (1979/CH), Sh Pravin Gupta (1993/EE), Mrs Swapnlekha Basak 1993/EE), Sh Arun Dadda(1997/FT), Mrs Pragati Shukla (2009/EE)	Mumbai
4	Sh J S Saluja/1981CE, Sh Arvind Garg/1987CE, Sh Anish Tandon/1990 LT, Sh Sanjay Chauhan/1991 CE, Sh Farog Alam/1991/Ch	Kanpur
5	Sh RVS Chauhan/1977/CE, Sh Pramod Kalra/, Sh Chandra Sant/2002/CS	Dehardun
6	Sh S K Singh /1991/CE, Sh Shishir Sinha/1993/CH	Roorkee
7	Sh Asheesh Kumar Singh/1991/EE	Prayagraj
8	Sh S N Mishra/1983/	Meerut

9	Sh K M Dheer/1970/ch, Sh AVN Swamy/1978, Sh Sanjiv Gupta/1992/ME, Sh Sugandh Mishra/2011/CS	Hyderabad
10	Sh Anil Mittal,/1987, Sh Sanjay Kumar/1991/OT,	Ahmedabad
11	Sh Sanjay Kumar /1991/OT,	Vadodara
12	Sh Vijay Pal Singh/1989/CE	Agra
13	Sh Himanshu Pandey/1983, Sh Manoj Kulashreshtha/1991/CE, Sh Tarun Verma/1991/OT, Ms Menakshi Saxena/1993/	Jaipur
14	Hemebera Bisth/1998, Sh Prabhu Chakrawal/2005/PL	Chandigarh

Agenda Point No. 33.14.

To consider and approve the suitable human resource for Office of Alumni Association

*The Committee was informed that for proper functioning of the office, there is need for proper human resource which has good competence in handling office works, student resource centre, liasion with alumni and University officials, handling computer and web applications etc. **The Committee authorized the President to use additional resources with due diligence as and when required.***

Agenda Point No. 33.15.

To consider and approve the proposal for issuing Identity Card to all Members of Alumni Association

*There are thousands of Harcourtians and it would be good to have an ID Card for each member so as to bring more authenticity and regularise the membership concept. Hence it was discussed and decided that the Identity Cards may please be issued to the members of Alumni Association with membership details. **The President authorized Shri Pravin Gupta and Shri P K Rajput to submit the proposal for approval of the proposal in the next meeting of the Executive Committee.***

Agenda Point No. 33.16.

To consider and approve the proposal for running program for enhancing employability, skill development & personality development of the present students of HBTU, Kanpur

Executive Committee deliberated on the proposal for running programs leading to enhancement of employability, skill development & personality development of the present students of HBTU, Kanpur. The Executive Committee deliberated in detail on the need of integrating various activities of Chapters, and “Sampark” for better outreach and coordination. It was resolved that fresh impetus be laid on mobilizing the existing chapters of the association and formation of new chapters to increase reach of the Alumni Association. Suggestions were obtained on

strengthening the elements of “Sampark” by integrating more mentors with their area of specialization and rigorous mapping of mentee/ mentors through the website. **Shri Radha Kant Jaiswal, EC Member was requested to collect all inputs and put it up for approval/ implementation in the next meeting of Executive Committee.**

Agenda Point No. 33.17.

To consider and approve and all necessary modalities for regular release of the Alumni Newsletter

The members deliberated on the need for a new editorial team to be constituted. The President was authorized for taking appropriate decision. Hence Ms. Swapnalekha Basak would be the Editorial head of the team for this term of the Executive Committee. She would choose her own team.

Agenda Point No. 33.18.

To consider and approve the initiatives for change in name and by laws of Alumni Association in respect to the change in status of HBTI Kanpur to HBTU Kanpur i.e. from an Institution to State University in continuation to agenda points 27.21 and 28.07 deliberated in 27th and 28th Executive Committee meetings respectively

*Detailed discussions were held for Change in Name and Bye Laws of the Alumni Association HBTI Kanpur in respect to the change in status of HBTI Kanpur to HBTU Kanpur from an Institution to State University in continuation to agenda points 27.21 and 28.07 deliberated in the 27th and 28th Executive Committee meetings respectively. The President and Secretary were authorized to complete the proceedings in line with the Memorandum of Understanding and Articles of Association of the Alumni Association, H.B.T.I. Kanpur. **The President was authorized to coopt the alumni members, well versed with the matter, in finalization.***

Agenda Point No. 33.19.

To deliberate upon the action plan for forthcoming Centenary Celebration of alma mater HBTI – HBTU Kanpur

Executive Committee deliberated upon the coherent action plan for successful conduction of forthcoming Centenary Celebration of HBTU Kanpur in 2020-21. It was unanimously decided that efforts be made for time bound execution and grand success of forthcoming Centenary Celebration.

Agenda Point No. 33.20.

To consider and deliberate upon different initiatives of Alumni Association for betterment of students of the University

Executive Committee deliberated upon different possible initiatives of Alumni Association for betterment of students of the University. The detailed action plan for the same shall be presented in the next meeting of the Executive Committee.

Agenda Point No. 33.21

Any other matter with the permission of chair.

- a) *The EC could chalk out various schemes, streamlining the functioning, making standard operating procedures for transparency, etc. **The Executive committee placed on record the excellent work done by the outgoing Team, i.e. Dr Onkar Singh, Sh S P Dehar, Sh Balram Upadhyay, Sh Rajnish Dixit, Sh Mayank Jain, Dr Neeta Awasthy, Sh Sanjay Garg, Sh Radha Kant Jaiswal, Sh Pravin Gupta, Shri Sushil Kumar, Sh Asheesh Agarwal. The work done by outgoing committee was listed in detail vide para 32.03 in the minutes of the 32nd ECM which is attached here as Annexure-I.** The Secretary would be issuing a letter of gratitude and thank giving to all the outgoing executive committee members.*
- b) *As the Joint Secretary place was vacant, the President proposed the name of the EC Member, Sh Pravin Gupta (1993/EE) to hold additional charge of Joint secretary which was seconded by the secretary and treasurer. The Executive Committee approved the proposal of the President. **Hence, Sh Pravin Gupta would hold charge of the Joint Secretary.***
- c) *The members expressed gratitude to Wg. Cdr. A.K. Saxena and AKS IT Services, Noida for organizing the meeting in his Board Room and their hospitality.*

Meeting ended with thanks to the chair.

Sd/-
(Vivek Mishra)
Secretary

Sd/-
(Balram Upadhyay)
President

Amendments proposed in the existing MOA and AOA

MEMORANDUM OF ASSOCIATION

1. **Name of Association** : Due to the reconstitution of the Harcourt Butler Technological Institute Kanpur as Harcourt Butler Technical University, Kanpur by Act no 11 of 2016 of U.P. Government with effect from 1st September 2016, ~~The~~ the name of this association shall be changed from Alumni Association , Harcourt Butler Technological Institute, Kanpur to Alumni Association, HBTI-HBTU Kanpur ~~Harcourt Butler Technological Institute, Kanpur~~. Its short title shall be ALUMNI-HBTI-HBTU.
The emblem of the Harcourt Butler ~~Technical University~~ Technological Institute, Kanpur (herein referred to as the ~~University~~ Institute)
With the incorporation of abbreviated name, viz., HBTI-HBTU-ALUMNI, shall be the association's emblem. Colour of logo will be printing in blue on white base.
2. **Address of Association** : HBTU ~~HBTI~~, Kanpur-208002
3. **Purpose of Association** : Only one Chapter shall be set up in any town or area by locally resident Active Members for increasing contact among the members and furthering the aim of the Association.
4. **Objects of Association** :
 - i. To provide a forum to establish a link between the alumni, staff and students of the ~~University~~ Institute
 - ii. To enable the alumni to participate in activities which would contribute to the general development of the ~~University~~ Institute
 - iii. To keep the alumni abreast of scientific and technological developments of national and international importance.
 - iv. To help the alumni with their technical problems
 - v. To institute prizes and scholarship, and render financial aid to deserving students of the ~~University~~ Institute.
 - vi. To contribute towards the welfare of the alumni.
 - vii. To promote networking amongst alumni.
 - viii. To further such other aims as the General Body may decide from time to time.

ARTICLES OF ASSOCIATION

1. **Name of Association** : Due to the reconstitution of the Harcourt Butler Technological Institute Kanpur as Harcourt Butler Technical University, Kanpur by Act no 11 of 2016 of U.P. Government with effect from 1st September 2016, ~~The~~ the name of this association shall be changed from Alumni Association , Harcourt Butler Technological Institute, Kanpur to Alumni Association, HBTI-HBTU Kanpur ~~Harcourt Butler Technological Institute, Kanpur~~. Its short title be ALUMNI-HBTI-HBTU.
The emblem of the Harcourt Butler ~~Technical University~~ Technological Institute, Kanpur (herein referred to as Institute) with the incorporation of abbreviated name, viz., HBTI-HBTU-ALUMNI, shall be the emblem. Colour of logo will be printing in blue on white base.
2. **Address of Association** : HBTU ~~HBTI~~, Kanpur-208002
3. **Purpose of Association** : Only one Chapter shall be set up in any town or area by locally resident Active Members for increasing contact amongst the members and furthering the aim of the Association
4. **Membership of Association:**
 - i. Life Member:- The life membership fee for the ~~Active~~ Members of the Association shall be Rs.2500 ~~1000/-~~. Any person who have received the degree(s) awarded by the erstwhile Harcourt Butler Technological Institute, Kanpur or Harcourt Butler Technical University, Kanpur will be eligible for becoming the Member after paying the Life Membership fee as prescribed by the Executive Committee from time to time.
 - ii. Students of the University shall become the Student Member of the Association after the Alumni Fee charged from them by the University is transferred to the Association.
 - iii. Faculty members of the University will be Member of the Association till they serve the University as its teacher and the retired faculty members who superannuate from HBTI/HBTU will become life Member of the Association. The faculty members will be entitled for all privileges as that to any Member.

- iv. Membership of the chapter shall be ~~open to all~~ **the** members ~~resident~~ **residing** in the designated **jurisdiction** areas of the chapter
- v. Each chapter must have a minimum membership of **25** ~~10~~ **registered** ~~active~~ members of Alumni Association.

5. Accreditation:-

- i. A Chapter shall be accredited on fulfilling the membership requirements at 2(above) and on an affirmation that it shall abide by the constitution and by-laws of the Association as may be force from time to time.
- ii. Accreditation shall be granted by the Executive Committee for a period of 2 years at a time. Renewal of accreditation shall be subjected to the Chapter having functioned in accordance with the constitution and by-laws of the association.

6. General Body:-

- i. The general Body of the Association shall consist of all the members of the association
- ii. The General Body shall meet, at least once in a year at a time and place as decided by the Executive Committee in accordance with the by-laws.
- iii. The quorum for the General Body Meeting shall be ~~thirty active~~ **thirty registered life** members. For those general body meeting which are to consider any constitution change, the quorum shall be ~~forty five active~~ **forty five registered life** members,
- iv. At the Annual General Body Meeting the Secretary shall present the Annual Report of the activities of the association and the Treasurer shall submit the financial and audit reports, while the President will preside the Annual General Body Meeting.

7. Executive Committee:-

The Executive Committee consisting of the following **members** shall be over-all incharge of **the Alumni** Association;

President:

The President shall be an alumnus/alumna of at least ten year standing. He/She shall preside over the Executive Committee and General Body Meetings.

Vice-President:

The Vice President shall be an alumnus/alumna of at least ten year standing. He/She shall discharge the duties of the President during his/her absence.

Secretary:

The Secretary shall be an alumnus/alumna of at least eight years standing. He/She shall look over after the day to day affairs of the association. He/She shall convene meeting of the Executive Committee and shall be responsible for execution of decision taken by the committee and General Body Meetings.

Treasurer:

The Treasurer shall be an alumnus/alumna of at least five years standing. He/She shall be responsible for the financial affairs of the association. He/She shall be in charge of the payments of bills passed by the Secretary. He/She shall make all the records available for scrutiny to the auditor.

Joint Secretary:

The Joint Secretary shall be an alumnus/alumna of at least eight years standing. He/She shall assist the Secretary in discharge of the responsibilities of the association.

Members:

There shall be ~~seven~~ **six** Members in Executive Committee. The members shall be alumni of the Association.

Elections:

- i. All active members of the association shall have the right to vote, propose, second or be a candidate for the elected positions of the executive committee.
- ii. Election shall be conducted by the out going executive committee in the Annual General Body Meeting

Term:

The term of the Executive Committee shall be for two years **from the date of taking over of the charge by new Executive Committee. The Secretary, Treasurer and President will be signatory to the charge exchange documents.** The out going executive shall hand over charge to the incoming executive within the fifteen days of the elections, **unless the new Executive Committee requests old Executive Committee for continuing for the period not exceeding six months.**

Affairs:

- i. The affairs of the association shall be managed by the executive committee.
- ii. The quorum for any executive committee meeting shall be five voting members.

- iii. Any five members of executive committee can requisition a meeting of the committee by sending written request to the secretary.
- iv. The executive committee may have special invites for any specific purpose. Special invitees shall be invited to the meeting of the executive committee but shall have no voting rights.
- v. The immediate past president and secretary shall be ex-office members of the executive committee. All past president and secretaries shall be permanent invited.
- vi. The Executive committee shall have the power to incur expenditure necessary to achieve the aims and objectives of the association.
- vii. In the event of **any office bearer or the** member of the executive committee resigning or not being available for the rest of the term, the other members of the committee shall appoint another members. The members so appointed shall hold office with full duties and privileges.
- viii. The date, time and venue of the annual of the annual general body meeting shall be announced **by Executive Committee to its members** at least one month in advance.
- ix. **Executive Committee shall formulate the standard operating procedure for its working in order to maintain consistency, transparency and effective delivery in respect to the actions of the Executive Committee and affairs of Association.**
- x. **All communications made through official / registered email addresses of office bearers shall be permissible provided the Office of Alumni Association takes printout of such communication and keeps in record after due attestation by Secretary and President even at later stage.**
- xi. **All activities shall be carried out within the budget as approved by Executive Committee for respective financial year. Any change in budgetary provision shall be made by the Executive Committee.**
- xii. **The proposals pertaining to any activity of Alumni Association may be initiated by any office bearer of Executive Committee or Alumni Association and submitted to Secretary for further necessary action upon it.**
- xiii. **All proposals received shall be usually put forward by Secretary for consideration and decision before Executive Committee after seeking approval from the President. However in case of urgent circumstances, the President is authorized to take final decision on behalf of Executive Committee in consultation with anyone or none of Executive Committee members which shall be reported in the next Executive Committee meeting.**
- xiv. **All matters involving financial implication shall necessarily be routed through Treasurer for evaluation in respect to budgetary provisions and availability of funds.**
- xv. **All decisions taken by the Executive Committee shall be executed by Secretary , unless specified otherwise by the Executive Committee.**
- xvi. **All policy decisions shall be taken by the Executive Committee in its meetings held under chairmanship of President and no proxy will be permitted.**
- xvii. **President may authorize Vice President/senior most member present for chairing meetings of Executive Committee under unavoidable circumstances, however no policy decisions will be taken in such meetings.**
- xviii. **All activities of Office of Alumni Association shall be held under the control of Secretary under the supervision of President of Association.**
- xix. **Authentication of documents, issue of notifications / circular shall be done by Secretary with the prior approval of President.**
- xx. **Members with 3 consecutive absence shall be debarred automatically from the Committee. However, Executive Committee would have power to reinstate him or replace that member with someone else for the remaining tenure.**
- xxi. **Chapter President would be invited in the Executive Committee Meeting as Special Invitee.**

8. News Letters and Programme

The association shall publish the periodical news letter (**monthly or** quarterly) and organize programmes, conference and seminars to attain the aims and objective of association

9. Chapters

- i. Existing chapter will continue to function as Satellite as Satellite Chapter of Association
- ii. The Alumni residing in any particular place may form a local chapter of the association with a prior approval of the executive committee of the association
- iii. Each chapter may evolve its own organization structure within the framework of the **By-Laws constitution** of the association.
- iv. **After incorporation of any new chapter with the approval of Executive Committee of Alumni Association HBTI-HBTU Kanpur headquarter, it will be issued with the letter of incorporation by the headquarter of Alumni Association HBTI-HBTU Kanpur.**
- v. **Term of Executive Committee will be of two years and the outgoing Executive Committee of the Chapter will be responsible for holding the election at least one month prior to completion of the term for electing the new Executive Committee through the electorates comprising of the registered Members of the Association living in the jurisdiction of the respective Chapter.**

10. Funds

- i. Funds raised from fee, donations, subscription etc. shall continue as the receipt of the association
- ii The funds of the association shall be kept and invested in such bank (s) as decided by the executive committee and shall be operated jointly by the Treasurer and Secretary / President.
- iii The account of the association shall be subjected to annual audit by the chartered accountant as approved by the general body of the association.

11. Amendments

- i Suggestion for amendment of all constitution signed by at least ten active members shall reach the secretary in writing at least three months prior to all annual general body meeting.
- ii The Secretary shall circulate these suggestions to all the members at least one month before the annual general body meeting, where the amendments are to be discussed.
- iii No amendment of the constitution or its by-laws shall be made except by the vote of at least two-third of the active members present.

12. Patron

The ~~Director of the~~ **Vice Chancellor** of ~~Harcourt Butler~~ **Technical University** ~~Technological Institute,~~ Kanpur shall be the ex-officio Patron of the association.

13. Membership Rights

All ~~active~~ **life** members shall be entitled to receive copies of all announcements and publications of the association and shall be eligible to be beneficiaries of any scheme or assistance administered by the association.

14. Liabilities

No member or any employee of the association shall be personally liable for the debts, liabilities or obligation of the association incurred by his activities on behalf of the association. This shall not be in respect of such action in which he is finally adjudged by the suit or proceedings to have been directed in the performance of his duty on behalf of the association nor in respect of action resulting from willful disobedience of the law, bad faith or gross negligence.

15. Meetings

Place:- Annual General Body Meetings of the Association shall be held at ~~HBTI~~ **HBTU** Campus, Kanpur unless otherwise decided by the executive committee of the association.

Time:- The date and time of annual general body meeting shall be notified by the Secretary as decided upon by the executive committee.

Special Meetings:- Special meetings of the general body to consider specified business may be called by the President. Such meetings may also be required by at least 50 active members by written request to the Secretary and requests should be made at least 60 days in advance of the proposed date of the special general body meeting. The business of special meeting shall be confined to the specific matter for which it is called and no other matters will be allowed to be raised.

Voting at Meeting:- Voting shall be restricted to ~~life active~~ **life** active members present. No proxies will be allowed.

16. Election of Executive Committee

Election Officer:- The executive committee shall appoint ~~an Election Officer and an Alternate Election Officer~~ **an Election Officer** 90 days in advance of the election ~~an Election Officer~~. The Election Officer shall be responsible for the receipt, scrutiny, acceptance and display of nominations, the acceptance of withdrawals and the actual conduct of the election under the Superintendence of the executive committee. **The Alternate Election Officer shall help the Election Officer in conduct of Election.**

Nominations:-

- (i) Invitation of nomination shall be invited, on prescribe forms by the Secretary, at least two months in advance of the AGBM of alternate years, by the General Circular to all active members/chapter(s).
- (ii) Due date of nomination will close one hour after the end of registration on the date of commencement of the AGBM.
- (iii) Method of every nomination shall be duly proposed and seconded by active members and written consent of the nominee shall be submitted along with nomination.
- (iv) Display of valid nomination shall be displayed at the venue of the AGBM.
- (v) Withdrawal of nominations may be withdrawn till 4.00 p.m. on the day of the AGBM.

Voting:-

- (i) Voting shall be through secret ballot to be held on the closing date of the AGBM of alternate years.

- (ii) Each active life member shall be entitled to a single non-transferable vote for each of the four posts of President, Vice-President, Secretary, **Joint Secretary** and Treasurer and vote for each executive committee members.

Eligibility of Re-election:-

No person shall be eligible to be reelected to all same office under the association for more than two consecutive terms.

17. Notification of Activities

All activities of the association, which are of general interest, shall be conveyed to all active members. However, which chapter exit, notification to the chapter shall demand to suffice notification to its affiliated members.

18. Fiscal Year

The Association's fiscal year will be April 1 to March 31.

19. Proposal for Amendment to By-Laws

- i. Proposal for amendments to by-laws may be made, as and when necessary by any active members.
- ii. The executive committee is empowered to proposed any amendment of these by-laws.
- iii. All such proposed amendment shall be notified to active members within a month of the decision of the executive committee.

BY-LAWS FOR THE CHAPTERS OF ALUMNI ASSOCIATION

1. Purpose:-

Only one chapter shall be set up in any town or area by locally resident active members for increasing contacts amongst the members and furthering the aim of the association. **The Chapters will not be doing anything in violation to the By Laws of Alumni Association. In case of the dispute in the Chapter, the decision taken by the Headquarter shall be final and binding.**

2. Membership:-

- (i) **Alumni of HBTI / HBTU who are duly registered with Alumni Association as life Member shall be the Member of the respective Chapter in the region of residence after it is accredited by the headquarter.**
- (ii) Membership of the chapter shall be open to all members resident in the designated **jurisdiction** areas of the chapter.
- (iii) Each chapter must have a minimum, membership of **25 10 active life** members.

3. Accreditaion:-

- (i) A chapter shall be accredited on fulfilling the membership requirements at 2(above) and on an affirmation that it shall abide by the constitution and by-laws of the association as may be force from time to time.
- (ii) Accreditation shall be granted by the executive committee for a period of 2 years at a time. Renewal of accreditation shall be subjected to the chapter having functioned in accordance with the constitution and by-laws of the association **and holding of election as per provisions for electing Chapter's Executive Committee.**

4. Annual report:-

Each chapter shall publish its annual report and send the same to the headquarter every year.

5. Rules and Regulation:-

Each chapter shall frame its own rules and regulation which shall be consistent with the constitution and by-laws of the association. **The provisions mentioned in the By-Laws of Association need to be adhered.**

6. Funds:-

All chapter activities shall be financed out of funds raised by sections locally **and the responsibility for expenditure of funds, fund raising and maintenance of accounts & its auditing shall lie with Chapter Executive Committee. Headquarter may call for any records from the Chapter Executive Committee. Headquarter Executive committee** may sanction funds to the chapter for specific purpose(s).

7. Liabilities:-

Any Liabilities incurred by a chapter shall be solely its own and shall not be binding on the association.

8. Office Bearers:-

Each chapter shall have at least the following three office beaters **and maximum four members in the Chapter Executive Committee:**

- a. President
- b. Secretary
- c. Treasurer
- d. Members

Election of Chapter Executive Committee: The first Chapter Executive Committee shall be nominated by the Headquarter for a period of two years. There shall be at least one Chapter General Body meeting in every year in which all life members residing in the jurisdiction of Chapter shall be invited. The call of Chapter General Body Meeting shall be given with a notice period of at least 90 days. Outgoing Executive Committee shall appoint some life member in the jurisdiction of Chapter as Election Officer for conduct of election at least three months prior to the completion of tenure of two years and also seek the nomination of the Observer from the Headquarter. The call of nominations for the office bearers and members of Chapter Executive Committee amongst the eligible life members in the jurisdiction of Chapter and conduct the election on the announced date by secret ballot in the Chapter General Body meeting called by the outgoing Chapter Executive Committee. The election of the Chapter Executive Committee shall be held through the life members of Association living in the jurisdiction of the respective Chapter under supervision of an Observer designated by the Executive Committee of Alumni Association at the headquarter. Elections held in the absence of Observer shall be treated invalid.

9. Disputes:-

In case of any disputed, the decision of the Executive Committee of Alumni Association HBTI-HBTU Kanpur shall be final and binding and no recourse shall be taken to a Court of Law.