



# ALUMNI ASSOCIATION

Harcourt Butler Technological Institute, Kanpur

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

## MINUTES

### 33<sup>rd</sup> Meeting of the EXECUTIVE COMMITTEE, ALUMNI ASSOCIATION, HBTI, KANPUR

The 33<sup>rd</sup> 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	Hony 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 33<sup>rd</sup> 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 32<sup>nd</sup> meeting of Executive Committee held on 22 Nov 2019.**

*Executive Committee took note of the minutes of 32<sup>nd</sup> 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 32<sup>nd</sup> Meeting of Executive Committee of Alumni Association, HBTU, Kanpur (Annexure-I).*

### **Agenda Point No.33.02**

**To consider the details of Action taken upon the decisions taken in 32<sup>nd</sup> 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 32<sup>nd</sup> Meeting of the Executive Committee held on 22<sup>nd</sup> 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 <sup>st</sup> 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 <sup>st</sup> 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 criteria as done by Mr S P Dehar and Mr Radha Kant Jaiswal	<i>Done</i>
32.06	Review of the progress of forthcoming 15 <sup>th</sup> 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 13<sup>th</sup> Annual General Body meeting held on 24<sup>th</sup> November, 2019 at Kanpur.**

*Executive Committee took note of the minutes of the 13<sup>th</sup> Annual General Body Meeting held on 24<sup>th</sup> 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 HBTU – Kanpur, which was constituted in the Annual General Body meeting held on 24<sup>th</sup> 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.*

<b>Position</b>	<b>Name</b>	<b>Year</b>	<b>Branch</b>
<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 33<sup>rd</sup> meeting*

on 19<sup>th</sup> 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 transapaneracy 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 31<sup>st</sup> 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. Similarlry 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 centenery 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 Permanent 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 strengthen 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 include 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:

<b>CO-OPTED MEMBERS</b>			
Sl No	Name	Year/Branch	Location
1	Dr Neeta Awasthy	1988/ECE	Greater Noida
2	Sh Anoop Shukla	1986/PT	Ghaziabad
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	<i>Sh Prabhu Chakrawal</i>	<i>2005/PL</i>	<i>Chandigarh</i>
24	<i>Sh Kapil Singh</i>	<i>2007/CE</i>	<i>Gaziabad</i>
25	<i>Ms Pragati Shukla</i>	<i>2009/CH</i>	<i>Mumbai</i>
26	<i>Sh Ritesh Gupta</i>	<i>2012/EE</i>	<i>Delhi</i>
27	<i>Sh Jatin Sachdeva</i>	<i>2018/ME</i>	<i>Bengaluru</i>

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 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:*

<b>Members</b>	<b>Area of work</b>
<i>President</i>	<i>Presiding EC meetings, guiding it for proper execution. Legal and procedural aspects, Coordination with Chapters, residual matters.</i>
<i>Vice President</i>	<i>Resource mobilisation, Annual Alumni Meet Coordinator. Mobilising resources for event. Souvenir preparation, advertisement.</i>
<i>Secretary</i>	<i>AGM, ECMS, Coordination work by proper follow up</i>
<i>Joint Secretary</i>	<i>Helping secretary and president in smooth functioning.</i>
<i>Treasurer</i>	<i>Budget, Accounts, Revenue, Finance, Income Tax, Auditor, Alumni Office, Banking, and other related work, etc.</i>
<i>Radha kant</i>	<i>Liaison with HBTU on Skill Development, summer training, placement cell and incubation. Alumni-Student Connect Program.</i>
<i>Rajeev Singhal</i>	<i>Alumni Affairs: New Chapter creations and coordinations/ Zonal outreach focus on data pre 1992 alumni batches.</i>
<i>Pravin Gupta</i>	<i>Information Technology and Brand building</i>
<i>Swapnalekha Basak</i>	<i>Monthly Newsletter, etc. Women Alumni outreach, Alumni Welfare, grievances, etc</i>
<i>Sushil Kumar</i>	<i>PSU Connect and and CSR linked projects.</i>
<i>Asheesh Agarwal</i>	<i>Alumni Affairs: Maintain Links with active Chapters &amp; coordinations/ focus on data post 1992 alumni batches.</i>

### **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 stating 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 Vijjay 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, liaison 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 27<sup>th</sup> and 28<sup>th</sup> 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 27<sup>th</sup> and 28<sup>th</sup> 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 32<sup>nd</sup> 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

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**MINUTES****32<sup>nd</sup> Meeting of the Executive Committee,  
ALUMNI ASSOCIATION, HBTU, KANPUR**

The 32<sup>nd</sup> meeting of Executive Committee, Alumni Association, H.B.T.I., Kanpur was held on 22 November 2019 at 5 pm in the Committee Room, HBTU, Kanpur in which Prof. N. B. Singh, Vice Chancellor, HBTU Kanpur was present initially for some duration alongwith the following:

(1) Prof. (Dr.) Onkar Singh	President
(2) Shri S. P. Dehar	Vice President
(3) Shri Balram Upadhyay	Secretary
(4) Shri Mayank Jain	Treasurer
(5) Shri Rajnish C. Dixit	Jt. Secretary
(6) Dr Neeta Awasthy	Member
(7) Shri Radhakant Jaiswal	Member
(8) Shri Sushil Kumar	Member
(9) Shri Vivek Mishra	Ex Officio Member
(10) Shri Raghuraj Singh	Dean Resource Plng, Permanent invitee
(11) Shri R K Jalan	Coopted Member
(12) Shri Vivek Verma	Coopted Member
(13) Dr R P Singh	Permanent Invitee
(14) Dr R K Trivedi	Guest Invitee
(15) Shri Ved Prakash	Guest Invitee

*The President welcomed the Prof NB Singh, Vice Chancellor , HBTU Kanpur and all the members of Executive Committee and guest invitees in the 32<sup>nd</sup> meeting of Executive Committee.*

*The Executive Committee took note of all the members of Harcourtian family who departed in between 15 Sept 2019 and 22 Nov 2019 and paid homage to all whose names are known and also to those whose names are not known to the Secretariat for paying homage by mourning for two minutes before starting the proceedings.*

*Prof NB Singh, Vice Chancellor HBTU Kanpur requested the Alumni Association to continue working towards the strengthening of institution and left the meeting due to some of his unavoidable commitments.*

**Agenda Point No. 32.01**

**To consider and approve minutes of the 31<sup>st</sup> meeting of Executive Committee held on 15 Sept 2019.**

*Executive Committee took note of the minutes of 31<sup>st</sup> meeting of Executive Committee held on 15 Sept 2019. In view of no comments received upon the circulation of the minutes, the Executive Committee unanimously approved the minutes of 31<sup>st</sup> Meeting of Executive Committee of Alumni Association, HBTI, Kanpur (Annexure-I).*

### **Agenda Point No.32.02**

**To consider the details of Action taken upon the decisions taken in 31<sup>st</sup> meeting of Executive Committee held on 15 Sept 2019.**

*The Executive Committee noted all the agenda points detailed below and requested for the collection of data in PSU to be continued and finished at the earliest.*

<b>Agenda Point No.</b>	<b><u>Agenda item</u> <u>Decision Taken</u></b>	<b>Action Taken</b>
31.01	<b>To consider and approve minutes of the 30<sup>th</sup> meeting of Executive Committee held on 2 JULY 2019.</b>	<i>Done and finalised</i>
31.03	<b>Ratification of the agenda which was circulated vide 02-AAHBTI-SECY-2109</b>	<i>Done</i>
31.04	<b>Finalisation of the Election Officer for holding the New Executive Committee.</b>	<i>Finalised</i>
31.06	<b>Finalisation on the issue of old Life memberships.</b>	<i>Done</i>
31.07	<b>To ratify the decision of the President for accepting the resignation of Sh Nitin Srivastava, Coopted Member.</b>	<i>Done</i>
31.08	<b>Review of the progress of forthcoming 15<sup>th</sup> Alumni Meet 2019</b>	<i>Done</i>
31.09	<b>The new committees have been constituted in Pune, Faridabad, Lucknow and Bengaluru chapters.</b>	<i>Letters issued</i>
31.10	<b>The Bank Account related issue of Gurugram Chapter and its finalisation based on the rules and regulations of the Alumni Association.</b>	<i>Letter issued</i>
31.11	<b>Following points are brought to the notice of the Executive Committee.</b> a) <b>The filing of IT Return</b> b) <b>The constitution of New ASCPC committee</b>	<i>Noted and approved</i>
31.12	<b>Delegation of the powers to Treasurer on payments of fixed nature/monthly recurring nature in the office of the Alumni Association, HBTI Kanpur.</b>	<i>Done</i>

### **Agenda Point No. 32.03**

**The progress report of the work done by the Executive Committee since 7 Jan 2018**

*Following details are brought to the notice of the Executive Committee and Executive committee took note of all the work done by the Executive Committee members and their team in bringing a proper methodology and streamlining all the functions of the Alumni Association.*

#### **A. Compliance with Regulatory & Statutory Laws**

<b>S.No.</b>	<b>Compliance Area</b>	<b>Pending</b>	<b>Current</b>
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		<b>Since</b>	<b>Status</b>
1.	Preparation of Balance Sheet of FY2014-15	July 2015	Done
2.	Audit of Balance Sheet of FY2014-15	July 2015	Done
3.	Preparation of Balance Sheet of FY2015-16	July 2016	Done
4.	Audit of Balance Sheet of FY2015-16	July 2016	Done
5.	Preparation of Balance Sheet of FY2016-17	July 2017	Done
6.	Audit of Balance Sheet of FY2016-17	July 2017	Done
7.	PAN Validation	July 2014	Done
8.	Income Tax Return Filing for FY2015-16	July 2016	Done
9.	Income Tax Return Filing for FY2016-17	July 2017	Done
10.	Renewal of AA Registration Certificate	May 2017	Done
11.	TAN Registration	July 2014	Done
12.	12AA Registration	Since Inception	Done
13.	Preparation of Balance Sheet of FY2017-18	Sept 2018	Done
14.	Audit of Balance Sheet of FY2017-18	Sept 2018	Done
15.	Income Tax Return Filing for FY2017-18	Sept 2018	Done
16.	Annual Report 2017-18 Printed	Sept 2018	Done
17.	Preparation of Balance Sheet of FY2018-19	Sept 2019	Done
18.	Audit of Balance Sheet of FY2018-19	Sept 2019	Done
19.	Annual Report 2018-19	Oct 2019	Done
20.	Income Tax Return Filing for FY2018-19	Oct 2019	Done

## **B. Alumni Connect & Communicate Activities**

<b>S.No.</b>	<b>Improvement Area</b>	<b>Current Status</b>
1.	Migration of Alumni Website to Microsoft Azure for better performance and stability.	Done
2.	Fixing of various issues in the Alumni Website. Clean-up of unwanted stuff in the Alumni Website.	Done
3.	Payment Gateway Integration for on-line payment of Life Membership Fees through Credit Card, Debit Card, Net-banking etc	Done
4.	Reconciliation of Life Member List	Done
5.	Monthly Newsletter Preparation and Circulation to 4000+ Alumni	Done
6.	Integration with "SendMail" for Bulk Emails delivery.	Done
7.	Implementation of SSL Certificate on Alumni Website for secure HTTPS based access	Done

8.	Setup of dedicated Email IDs for each activity area of Association	Done
9.	Activation of Alumni HBTI Portal on Facebook	Done
10.	Formalization of Annual Maintenance & Support Contract	Done
11.	Mobile App (Android, iOS) for Alumni Members and Students	Done
12.	Development of dedicated section in website for "Alumni Meet 2018" event registration and fees payment	Done
13.	Bulk SMS integration	Done
14.	Clean-up of alumni database for duplicate / erroneous email IDs	Done
15.	Facility to send birthday greetings	Done
16.	New feature in Alumni Connect Mobile App to create "Virtual Class" by inviting class friends	Done
17.	New Module for Mentoring and Resume Building	Done
18.	New feature in Alumni Connect Mobile App to track rewards	Done
19.	Development of dedicated section in website for "Alumni Meet 2019" event registration and fees payment	Done
20.	New feature in Alumni Connect Mobile App to in-App Notifications	Done

### **C.Student Connect Activities**

<b>S.No.</b>	<b>Activities organized by ASCPC under Alumni Student Connect Program</b>	<b>Status</b>
1.	Lecture on 'Safety & Environment' by Mr. Vipul Sen (1982 Bio-Chemical Engg.)	Done
2.	Talk of 'Startup' by Mr. Rajeev Sikka (1986 Civil Engg.)	Done
3.	Talk on 'Soft-skill' by Mr. Radhakant Jaiswal (1991 Electronics)	Done
4.	Talk on 'How to give an effective presentation' by Dr. Onkar Singh (1989, Mechanical Engg.)	Done
5.	5 programs on Quizzes	Ongoing Activity
6.	3 programs on Group Discussion and Personal interview	Ongoing Activity
7.	Talk on 'Electrical Power System Analysis For Oil and Gas Platform' by Mr. Alok Gupta (1993 Electrical Engg.)	Done
8.	Online Talk 'Introduction of LNG Industry' from Qatar by Mr Sushil Garg (1989, Chemical Engg.)	Done
9.	Holding Aptitude Test for the 3 <sup>rd</sup> and final year students	Ongoing Activity
10.	Career Counselling by Mr Aditya Bharat Tiwari (2012, Oil Tech)	Done
11.	Spelling Bee Competition	Ongoing Activity

12.	TEDx Event (Mr. Radhakant Jaiswal; Mr. Akshay Tripathi IAS; Mr. Amit Pandey ; Maj Gen P.K. Sehgal; Mr. Vikram Dutt)	Done
13.	Talk on 'Role of Process Safety in Oil and Gas' by Mr Alok Chaudhary (Chemical Engg.)	Done
14.	'Future in Paint Industry' by Mr Ravindra Vaidya (1975, Paints Technology)	Done
15.	Talk on 'Factors Influencing Our Readiness for IT Industry' By Ms. Mamta Swaroop (1995, MCA)	Done
16.	Talk on 'Internships, Placement, How to approach any industry in terms of placement' By Mr. Siddharth Malik (2011, Mechanical Engg.)	Done
17.	Talk on 'Program Management and Governance Practices' By Mr. Sanjay Rastogi (1989, Mechanical Engg.)	Done

### **D.Membership Growth**

The emphasis has been given to reach out to the alumni worldwide. When the Executive Committee of the Alumni Association, HBTI Kanpur, took over on 7 Jan 2018, the efforts were made to use the digital platform to reach out to the alumni and the registration drive was started based on the digital platform. From nearly 1000 numbers, including life member and registered members, these details were digitized and further registration was made online. **It helped us in reaching out to the over 3200 additional registrations so far out of which nearly 600+ have become life members. This growth has been phenomenal as in short span of 22 months this number has increased 4 times.**

This growth has led to **formation of new Chapters of Alumni Association** in various cities. The Alumni Association has approved the formation of the 4 chapter in **Bengaluru, Pune, Faridabad** and **Lucknow** with new Chapter Executive Committee taking over. The efforts are there to form the new chapters in Dehradun, Agra/Mathura, Meerut, Hyderabad, Roorkee/Haridwar, Jhansi, Etawah, etc.

The small step by alumni member by way of becoming the life member of the Alumni Association would go long way in helping the student to connect with alumni and developing the synergy so as to bring better dividend to the Alma Mater in longer run.

### **E. Regular Functioning of Alumni Office**

<b>S.No.</b>	<b>Improvement Area</b>	<b>Current Status</b>
1.	Appointment of a full-time second Office Assistant for Alumni Office	Done
2.	Internet Connectivity in Alumni Office	Done
3.	Landline, mobile and e-mail ID of Alumni Office and office bearers	Done
4.	Equipping Alumni Office with mandatory infrastructure e.g. Projector, PA System, 50 Chairs, Sofa set (10 seater), Tea/Coffee vending machine, Smart TV, Windows AC, Refrigerator etc	Done
5.	Streamlining of day-to-day processes & procedures of Alumni Office	Ongoing Activity
6.	Accounting, Auditing and uploading of various documents e.g. Balance Sheet, Newsletter, Minutes of Meetings, Chapter	Ongoing Activity



**Agenda Point No. 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.**

*The Treasurer explained that the present Chartered Accountant and the Auditor have not filed the returns in time and failed to respond to the requirements of the Association by giving misleading statements. It was informed that Mr Sushil Gupta has failed to file the return for the FY 2018-19 by due date. Now it was not possible to file the return in the proper format ITR-7 applicable for the trust due to the limitation for claiming rebate under section 12A. Hence in view of exigency, as per the advise of the Treasurer and the recommendation of Secretary and the approval of the President, the new Chartered Accountant Mr Pradeep Chauhan, Proprietor of M/s Pradeep Chauhan & Associates, Noida, Uttar Pradesh 201301, has been engaged for preparing the balance sheet, auditing and filing of the IT Returns of the Association with Income tax department. It was also informed that the necessary formalities have been completed through new Chartered Accountant.*

*The Executive Committee took note of it and approved the decision of the President to engage new Chartered Accountant so that all the legal formalities are followed as per prescribed rules.*

**Agenda Point No. 32.05****Finalisation of the Scholarship Award to 3 students for the FY 2019-20 period based on the selection criteria as done by Mr S P Dehar and Mr Radha Kant Jaiswal**

*Executive Committee Vice President Mr S P Dehar and EC Member, Mr Radha Kant Jaiswal have been given responsibility for the whole process of the Scholarship selection process. After due diligence and criteria based methodology as presented and available in office, the 3 students from 2<sup>nd</sup> year B Tech, Ms Sambhavi Singh (Electrical), Ms Priyanshi Omer (Electronics), Mr Mayank Chaudhary (Mechanical), were selected for the Scholarship Award for FY 2019-20. The Executive Committee approved these three names for the Alumni Scholarship Award 2019 for amount of Rs. 30000/- (Rs Thirty Thousand only i.e. Rs 3000/- per month for 10 months only). Further, Executive Committee authorised the President and Secretary to hold discussion with Mr Brij Sharma an alumnus of 1969 Paints batch based in USA who has come forward to fund one of the Scholarship in the name of his parents and get the necessary formalities completed. The MOU signed with him is attached herewith(Annexure-II).*

**Agenda Point No. 32.06**

## **Review of the progress of forthcoming 15<sup>th</sup> Alumni Meet 2019**

The Executive Committee took review of the arrangements made in connection 15<sup>th</sup> Intertional Alumni Meet, 23-24 Nov 2019, in which 2009, 2004, 1999, 1995, 1990, 1985,1979,1974,1969 and older bacthes would be facilitated for having passed out since 10, 15, 20, 25, 30,35,40,45,50 and more years from the alma mater.

### **Agenda Point. 32.07**

#### **Following items were taken with the Permission of the Chair**

- i) **Approval of the Balance Sheet 2018-19:** The Treasurer presented the balance sheet for FY 2018-19 period (Annexure-III). The treasurer also reported an addition of Rs.28,36,004.48 in the previous Corpus fund of Rs.1,77,522.00 to make it total for Rs.30,13,526.48. The details are as follows-

- a. Three Fixed Deposits of amount Rs 10 Lakhs, 7.5 Lakhs and 7.5 Lakhs each toward the Life membership amount, received so far from 1-750 (list handed over by earlier committee), then successive 300 members (@Rs 2500/- for each Life membership), were made with the Axis Bank, Lakhanpur Kanpur. The interest earned from this would be utilised for funding the routine Office Expenses and various academic and welfare schemes for the students to be utilised.

<b>Sl No.</b>	<b>Account No.</b>	<b>Amount</b>	<b>Interest</b>	<b>Start</b>	<b>Maturity</b>
1	919040004571468	10,00,000	7.5%	03-01-2019	03-12-2021
2	919040004478343	7,50,000	7.5%	03-01-2019	03-12-2021
3	919040004570135	7,50,000	7.5%	03-01-2019	03-12-2021

- b. An Amount of Rs 5,13,526/- (Rs Five Lakhs Thirteen Thousand, Five Hundred Twenty Six only) to be made Fixed Deposit in the current year, of balance amount of corpus fund as per balance sheet FY 2018-19. The interest earned from this would be utilised for funding the the routine Office Expenses and various academic and welfare schemes for the students to be utilised.
- c. To fund the Scholarship and Scientific temper, papers, traveling etc, the balance amount, after taking out yearly expense for FY 2020-21, should be made in Fixed Deposit as part of Corpus in FY 2019-20 as per the advise of our Chartered accountant/Auditor. The interest of this corpus would be utilised for sustaining various academic and welfare schemes for the students.

The Executive Committee approved the accounts as mentioned in sub para (a) and (b) above and authorised Treasurer and President to make the Fixed Deposits as part of corpus as put up in sub para (c) in the best of financial prudence.

- ii) **Approval of the Alumni Awards 2019:** The Executive Committee was informed about the recommendations of the Alumni Awards Committee - 2019 which were approved by Secretary and President as per authorisation done by the Executive Committee.
- a. Two Life Time Alumni Awards - 2019 are conferred upon following;

- i. Shri KDP Nigam, (1969 Chem Engg), Prof IIT, Delhi
- ii. Shri Ashutosh Karnatak, (1980 Elect Engg), CMD GAIL.
- b. One Young Acheivers Award-2019 is conferred upon the following;
  - i. Shri Vivek Vikram Singh, (2003 CSE), MD Sona group

The Executive Committee approved the names indicated above as per the recommendation of the Awards Committee - 2019 and also approved the actions taken in this regard.

- iii) **Approval for Scientific Paper Reward for year 2019.** The Executive Committee was informed about the presentation of papers for consideration of scientific papers award for year 2019. The awards will be based on the evaluation done by a jury consisting of three faculty members of HBTU Kanpur and will be coordinated by Sh. Radha Kant Jaiswal. After deliberations, the Executive Committee approved the prize amount of Rs 5000/-, Rs 3000/- and Rs 2000/- for the first, second and third papers based on evaluation by the jury for the year 2019.

The Executive Committee approved the activity for promoting scientific temper and cash prizes based on the suitable selection criteria as decided by the jury.

- iv) **Consideration and approval of the infrastructure projects** Mr R K Jalan opined to create some infrastructure for the student as part of centenary celebrations. Upon which Prof. Onkar Singh, the President proposed two such projects which can be taken up by the Executive Committee of the Alumni Association and also informed about the oral consent of the Vice Chancellor, HBTU Kanpur on these projects:
  - a. West Campus - Student Activity Centre on the first floor of the Gymnasium.
  - b. East Campus - Common Room adjacent to the Alumni office.

The Executive Committee approved it and decided to approach the HBTU Authorities for getting sanction to take up these work based on the availability of funds. It was also decided that the work would be undertaken one by one only and a 3 member Committee should be formed for the monitoring of the execution of the work.

- v) **The Centenary Celebration to start by releasing the Logo and the video teaser tomorrow.**

The Executive Committee approved the Logo and the releasing of the Teaser to mark the commencement of the Centenary Celebrations in the inauguration ceremony scheduled on 23<sup>rd</sup> November 2019.

- vi) **Vice President Shri SP Dehar expressed to fix an upper limit for the Executive Committee members.**

Shri S P Dehar put forward the concept of the fixing an upper limit for holding the post by office bearers. The Executive committee opined that

it is good idea but need to be widely discussed before taking the decision. Hence it was deferred.

- vii) **Holding the alumni meet in month of December in Christmas vacations so that the NRI can also participate.**

The Executive Committee deliberated on this issue and decided to follow the present system as the Alumni Meet falls around the foundation day of the HBTI Kanpur in November every year. Further, December last week is winter and the fog starts which creates other problems and mainly the transportation etc within the country. Further the University is also closed due to winter vacation and the students are not in the campus. Therefore, the Executive Committee decided to continue the practice of holding Alumni Meet on the last Saturday and Sunday of November every year.

- viii) **Regarding the co-option of few NRI members in the executive Committee.** Executive Committee took note of the proposal for including some NRI alumni as co-opted members in the Executive Committee. After deliberations, the Executive Committee decided that the Executive Committee should co-opt members from NRI alumni to represent different continents in the Executive Committee.

**The meeting ended with thanks to chair.**

**Sd/-**  
(Balram Upadhyay)  
Secretary

**Sd/-**  
(Onkar Singh)  
President

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# ALUMNI ASSOCIATION

Harcourt Butler Technological Institute, Kanpur

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

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## **DECLARATION**

I .....(Year/Branch), took charge of the Honorary. (President/Vice president/Secretary/Joint Secretary/Treasurer/EC Member, as the case be) with effect from 19 Jan 2020. I will abide by the AA and MOU of the Alumni Association, HBTI Kanpur and would work in the best interest of the Alumni.

I do hereby declare that myself and my family members do not have any business/commercial interests with the HBTU, Kanpur directly or indirectly.

Name .....

(Designation as the case may be)

Date: ....

**ALUMNI ASSOCIATION HARCOURT BUTLER TECHNOLOGICAL INSTITUTE  
H.B.T.I. KANPUR**

**BALANCE SHEET AS AT 31ST DECEMBER, 2019**

	SCHEDULE	AS AT	AS AT
		31.12.2019	31.03.2019
		Rs.	Rs.
<b>SOURCES OF FUNDS:</b>			
Corpus Fund		30,13,526.48	30,13,526.48
Excess of Income Over Expenditure		22,55,116.00	12,20,275.86
		<b>52,68,642.48</b>	<b>42,33,802.34</b>
<b>APPLICATION OF FUNDS:</b>			
<b>FIXED ASSETS</b>			
	A		
Gross Block		5,40,070.00	5,31,220.00
Less: Depreciation		3,94,851.00	3,72,283.00
		<b>1,45,219.00</b>	<b>1,58,937.00</b>
<b>CURRENT ASSETS</b>			
Cash & Bank Balances	B	50,66,790.48	41,84,906.04
Other Current Assets	C	16,060.00	45,506.00
		<b>50,82,850.48</b>	<b>42,30,412.04</b>
Less: Current Liabilities	D	(40,573.00)	1,55,546.70
		<b>51,23,423.48</b>	<b>40,74,865.34</b>
		<b>52,68,642.48</b>	<b>42,33,802.34</b>

Accounting Policies and Notes on Accounts as per Schedule - H

for ALUMNI ASSOCIATION HBTI

**ALUMNI ASSOCIATION HARCOURT BUTLER TECHNOLOGICAL INSTITUTE  
H.B.T.I., KANPUR**

**INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST DECEMBER, 2019**

PARTICULARS	SCHEDULE	YEAR ENDED	YEAR ENDED
		31.12.2019	31.03.2019
		Rs.	Rs.
<b>INCOME</b>			
Seminar Receipts	E	19,68,769.00	15,37,901.00
Interest Received	F	1,69,528.00	92,434.00
Other Income		29,515.84	55,008.20
		<b>21,67,812.84</b>	<b>16,85,343.20</b>
<b>EXPENDITURE</b>			
Executive Committee Meeting		-	-
Bank Charges		164.40	395.30
Website Hosting Expenses		38,289.00	1,01,176.81
Conveyance Expenses		12,424.00	8,310.00
Seminar Expenses	G	7,15,343.00	11,18,974.03
Tamasha Event		15,000.00	-
Scholarship Expenses		4,000.00	-
Printing & Photography Expenses		14,234.00	14,080.00
Postage & Courier		805.00	7,260.89
Telephone Expenses		15,974.00	-
Salary		1,46,181.00	1,45,376.00
Accounting Charges		5,000.00	10,000.00
Repairs & Maintenance		88,494.00	45,999.00
Office Expenses		24,056.30	58,745.00
Audit Fee		-	10,000.00
Depreciation		22,568.00	24,470.14
		<b>11,02,532.70</b>	<b>15,44,787.17</b>
Excess of Income Over Expenditure		10,65,280.14	1,40,556.11
Add: Surplus of previous year		12,20,275.86	10,79,719.75
Add: Income Tax		(30,440.00)	2,500.00
Add: Capital Receipt		-	28,33,504.48
Less: Amount Transferred to Corpus Fund		-	28,36,004.48
<b>Total Carried to Balance Sheet</b>		<b>22,55,116.00</b>	<b>12,20,275.86</b>

Accounting Policies and Notes on Accounts as per Schedule - H

for ALUMNI ASSOCIATION HBTI

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