

ALUMNI ASSOCIATION- UTKAL UNIVERSITY
Regn. No 216/18202000024 of 20220-2021

GENERAL REGULATIONS

REGULATION:1

SHORT TITLE, NAME, REGD. OFFICE, AREA OF OPERATION, AIMS AND OBJECTIVES

- (a) These REGULATIONS shall be called the ALUMNI ASSOCIATION - UTKAL UNIVERSITY GENERAL REGULATIONS.
- (b) The name of the Association shall be ALUMNI ASSOCIATION - UTKAL UNIVERSITY (hereinafter referred to as the ASSOCIATION).
- (c) The Registered Office shall be at ALUMNI OFFICE, UTKAL UNIVERSITY, VANI VIHAR, BHUBANESWAR-751004, Dist - KHORDHA in the State of Odisha.
- (d) Area of Operation: The State of Odisha.
- (e) Aims and Objectives:

The Association will be non-profit making, charitable Society with the following aims and objectives:

- (I) To enable the Alumni of Utkal University to participate in the development of and to promote the welfare of their alma mater as a leading University of the country.
- (II) To provide support to the growth of the alma mater through institutional arrangement
- (III) To foster close relationship between the Alumni and Utkal University.
- (IV) To recognize and identify the role of Alumni as important stakeholders in the continuing quest to provide excellence in education by way of academic and technical collaborations.
- (V) To provide academic and professional interaction and networking among the Alumni and endeavor to act as facilitator in the matter of career opportunities, placement, coaching etc. for the Utkal University student community.
- (VI) To organize Lectures, institute scholarship and promote exchange programmes of Faculty and student of Utkal University with important National and International Institutions/Universitys.
- (VII) To enrich the physical and socio-cultural environment of the campuses of the University.
- (VIII) To create Endowment /Corpus fund for research/academic, faculty and student development, and other purposes.
- (IX) To organize socio-cultural event and interactions between Alumni and the stake holder of the University.

- (X) To honor the distinguished Alumni who have excelled and contributed in their respective domains.
- (XI) To provide opportunities for community service/ charitable work and to act as goodwill ambassadors of Utkal University.
- (XII) To promote afforestation and other eco-friendly activities for the benefit of the University.
- (XIII) And to secure any other objective (s) that the General Body may prescribe from time to time a view to ensuring a meaningful role to be played by the Association.

REGULATION:2

DEFINITIONS

In these regulations unless there is something repugnant in the subject of the context

- (a) REGULATION means the regulation as spelt out in the General Regulations of the Association
- (b) ASSOCIATION means the Alumni Association – Utkal University
- (c) Members mean all categories of members of the Association.
- (d) EXECUTIVE COMMITTEE means the office bearers of the Association consisting of the President, the Vice President, the General Secretary, the Joint Secretaries, the Treasurer and up to fifty Executive Committee Members, provided that the first Executive Committee will consist of the President, the General Secretary, the Treasurer, the Joint Treasurer¹ and thirty two Members chosen by the founding members of the Association.
- (e) RETURNING OFFICERS mean one or more members of the Association approved by the President for conducting the Election of the Association.
- (f) THE ANNUAL GENERAL BODY MEETING AND SPECIAL GENERAL BODY MEETING mean such general meeting of the Association as are convened and held under the regulations of the Association.
- (g) THE MEETING means all meeting other than Annual or Special General Body meetings of the Association.
- (h) RESOLUTION means a resolution of the Association duly passes and adopted.
- (i) YEAR means the Accounting Year of the Association which will be from 1st April to 31st March.
- (j) COMMITTEE means the Executive Committee.
- (k) OFFICE BEARERS means the members of the Executive Committee.
- (l) SEAL means the Seal of the Association.

¹ Inserted by GB Resolution of 6th March, 2022

REGULATION:3

MEMBERSHIP AND ADMISSION

Eligibility: Membership of the Association is open to such persons who have been former student in any Post Graduate Department of Utkal University and /or have acquired a post-graduate or M.Phil / Ph.D./D,Litt./DSc degree from Utkal University.

Admission: Such persons desirous of being members of the Association shall apply in the prescribed form along with admission / registration fees as mentioned in Regulation-4. Every application form will be scrutinized by the General Secretary before enrolment and on the matter of eligibility or otherwise, the decision of the President shall be final.

A new category of members titled, “Associate members” will be created for accommodating members of the Departmental Alumni Associations. In these cases all the registered members of the Departmental Alumni Association will be associate members of AAUU. The Departmental association will need to pay an associate fee of Rs. 5000. Associate members will have no voting powers.²

REGULATION:4

MEMBERSHIP FEES

In order to be a MEMBER of the Association one shall have to pay a Registration Fee of Rs.1000/- (Rupees One Thousand) only or as decided by the General Body from time to time. Upon completion of one year, a Member is required to pay within one month thereof an Annual Fee Rs.500/- or such amount as the General Body may decide from time to time. A person desirous of becoming a Life Member will have to pay a one time fee of Rs.5,000/- (Rupees Five Thousand) only. The amount may be deposited in Cash or Cheque / Draft in favour of “Treasurer, Alumni Association – Utkal University or by electronic transfer of the amount to the Bank Account of the Association.

REGULATION:5

DUTIES & PRIVILEGES OF MEMBERS

- (a) Every member of the Association shall be entitled to attend the General Body Meeting and other function as arranged by the Association.
- (b) Every member may exercise his/her right to franchise in all the meeting of the Association and in the election of the office-bearers of the Association or any representative to any other body or in any other election that may be held.
- (c) A member of the Association may move a proposal or bring forward a new business to the Annual General Body Meeting of the Association, provided that previous notice of the least 14 days has been given in writing to the President. The President of the Association, however, shall have power to disallow any such proposal or new business if he considers it against the

² Inserted by GB Resolution dated 6th March, 2022

interest of the Association or inconsistent with its aims and objectives and the President's decision shall be final.

CESSATION OF MEMBERSHIP:

Membership shall be cancelled or terminated by the Committee (i) for non-payment of Annual Fee for two years, or (ii) if any member goes against the interests of the Association. In the case of (ii) the Member shall be given an opportunity to be heard by the President by giving him a notice of 15 days.

REGULATION:6

GENERAL BODY

- (a) All members of the Association shall constitute the General Body which is the supreme authority of the Association.
- (b) The General Body during the first three year shall nominate the Executive Committee out of all eligible members in the General Body Meeting as and when the need arises. Thereafter the members of the Executive Committee shall be elected at the General Body meeting in the manner prescribed in Regulation-9 below.
- (c) It shall review the annual report of the Association.
- (d) It shall appoint an auditor every three years to audit the accounts of the Association on payment of such fee as the as the General Body may decide.
- (e) It shall pass the account for the previous year and transact any other business that the Executive Committee may bring before it.

REGULATION:7

ANNUAL GENERAL BODY MEETING

The Annual General Body Meeting of the Association shall be held once every year convened by the Executive Committee by giving a notice of 30 days. In case of any emergency, special General Body Meeting may be called by giving a notice of 7 days. An Extra Ordinary General Body Meeting may be called when a requisition is signed by at least one -third of the Members and handed over to the President who shall call such meeting within 30 days of receiving the requisition.

REGULATION:8

QUORUM FOR GENERAL BODY & EXECUTIVE COMMITTEE MEETING & AGENDA

One-tenth of total membership will form the quorum of the General Body Meeting and Special General Body Meeting. In case of Extra-ordinary General Body Meeting, the quorum shall be one-third of the total members of the Association.

The quorum for Executive Committee shall be [one-fifth]³ of the total members.

In case of non-availability of quorum in the General Body or Special General body Meeting, the meeting will stand adjourned [for one-hour]⁴. No quorum will be required at the adjourned meeting of the General Body.

AGENDA:

Agenda for the General Body meeting shall be approved by the Executive Committee. Only those matters in the agenda shall be discussed in the meeting. Any other matter may be discussed with the permission of the Chair.

REGULATION:9
ELECTION

Election of the Office-Bearers to the Executive Committee shall be conducted by the Returning Officer nominated by the President on the advice of the Executive Committee. He may be assisted by one or more Assistant Returning Officer's nominated in like manner.

[The election will be conducted by the Returning Officer in accordance with the rules to be framed by the Executive Committee duly approved by the "General Body or Special General Body"]⁵

The first such Election shall be held three years after registration of the Association and thereafter once in every three years at the Annual General Body Meeting. [An office bearer cannot contest in the election for the same post after being elected consecutively for two terms. However, there shall not be any restriction for him/her to contest for any other post if found eligible otherwise. Further, there shall be no restriction for any member to become Executive Member beyond two terms.]⁶

VOTING RIGHTS: All members physically present (no proxy allowed) are eligible to enjoy voting right and shall be entitled to contest in the election. The following matters shall be decided in the Annual General Body Meeting or in the Special General Body Meeting as the case may be

- (a) Announcement of the Election date
- (b) Filing of nomination
- (c) Scrutiny
- (d) Withdrawal of nomination
- (e) Voting through secret ballot
- (f) Announcement of Election Result

³ Substituted "one-third" by GB Resolution dated 16th Nov 2025

⁴ Substituted "one-day" by GB Resolution dated 16th Nov 2025

⁵ Inserted by GB Resolution dated 16th Nov 2025

⁶ *ibid*

REGULATION:10
EXECUTIVE COMMITTEE

- (a) The management of affairs of the Association shall be vested in the Executive Committee. The first Committee shall consist of the President the General Secretary, the Treasurer, the Vice President, the Joint Secretary, the Joint Treasurer⁷ and thirty Members chosen by the founding Members of the Association. The General Body of the Association during the first three years of registration of the Association may in addition, nominate a Vice President and additional number of Executive Committee Members such that the total number of office-bearers does not exceed fifty. The General Body may further nominate such number of Joint Secretaries and Joint Treasurers⁸ from among the Executive Committee Members as may be necessary during the first three years of registration of the Association. On completion of three years, all the office bearers of the Association shall be elected by the General Body in the manner prescribed in Regulation -9 above and such election shall be held once in three years thereafter.
- (b) The Executive Committee shall hold its meeting at last once in two months. A notice 7 days will be given for the meeting. Alternatively, the meeting may be held on a fixed day/date for which no notice will be required. The meeting can be held in physical or virtual mode.
- (c) A member of the Executive Committee, including of the first Committee, ceases to be such member of the Committee either by resignation or if he/she does not attend at least [three]⁹ meeting during a year or for any other reason to be recorded by the Committee.
- (d) The members of the Executive Committee shall hold office for a period of three years.

REGULATION:11
POWER AND FUNCTIONS OF THE OFFICE BEARERS AND THE EXECUTIVE MEMBERS OF THE ASSOCIATION

1.PRESIDENT

- (a) To preside over and conduct all meeting of the General Body, Special General Bod, Extra ordinary General Body Meeting and meeting of the Executive Committee.
- (b) To accept the resignation of members and the office bearers.
- (c) To admit members.
- (d) To inspect paper and account of the 'Association'.
- (e) To direct the General Secretary for convening General Body Meeting, Special General Body meeting, extra ordinary General Body Meeting and Executive Committee Meeting.
- (f) To appoint Sub-Committees of the Executive Committee under his/her Chairmanship.
- (g) To direct, follow up and supervise Association activities and check the progress.

⁷ Inserted by GB Resolution dated 6th March, 2022

⁸ Inserted by GB Resolution dated 6th March, 2022

⁹ Inserted by GB Resolution dated 16th Nov 2025

- (h) To take a decision and decide all points of order. If in a General Body or Executive Committee Meeting, the votes are equal or there is a tie on any issue, the President shall exercise his casting vote, but he shall not vote in the first instance.
- (i) To supersede and assume all the power of the Executive Committee in case of a dead-lock after making a proclamation to that effect and take all the papers, registers and account to his/her personal custody provided that she/he shall call a special General Body Meeting to decided the next course of action within a month of such proclamation.
- (j) Perform such other functions as might be required by the regulations or by the Executive Committee or General Body of the Association.

2. VICE PRESIDENT

The Vice President shall preside over a meeting in the absence of the President. He will perform such other function as the President may assign to him from time to time.

3. GENERAL SECRETARY

- (a) Prepare the agenda for and note the proceeding of the General body as well as the Executive Committee Meeting.
- (b) Issue notice for the General Body and Executive Committee Meeting with the agenda for discussion.
- (c) Implement the decisions of the General Body and the Executive Committee under the supervision and control of the President.
- (d) Attend to the official correspondence in consultation with the President.
- (e) prepare annual report, Audit report and statement of accounts of the Associations and place it before the Annual General Body Meeting for Approval, with the approval of the Executive Committee.
- (f) Prepare the Annual budget and Annual action plan for the coming year and place it before the Annual General Body Meeting for approval, with the approval of the Executive Committee.
- (g) Keep all the permanent records of the Association in his custody and ensure timely maintenance of these records and audit of accounts.
- (h) Advise and co-operate with the Treasurer and other office bearers for proper maintenance of accounts, membership rolls, stocks, registers etc.
- (i) Be in-charge of the office and shall look after the day to day management and development activities of the Association.
- (j) Meet different authorities/officials, where necessary along with the President/Vice President and other Executive Members, for different developmental works of Utkal university and for the common interest of the alumni.
- (k) Assign any particular work to any or some of the Executive Members to fulfil the assigned work subject to approval of the President.
- (l) Incur a contingent expenditure up to Rs. 5000/- only subject to approval of the Executive Committee at subsequent meeting.
- (m) Perform such other functions as he/she may be required to perform by the President, and the Executive Committee of the Association in accordance with the objectives of the Association.

4. JOINT SECRETARIES

The Executive Committee may select such number of Joint Secretaries from among themselves as may be necessary from time to time. The Joint Secretaries will assist the General Secretary in all affairs of the Association. They shall perform all the functions assigned to them by the General Secretary subject of the President.

5.TREASURER

The treasurer, subject to the overall control of the Executive Committee, shall be in charge of maintenance of cash book, bank accounts, ledger and other records relating to the account matter of the Association and exercise powers to:

- a. Collect and receive fees and subscription from members against proper receipts
- b. Collect and receive donations.
- c. Keep cash, bank passbook and cheque in his custody.
- d. Assist the Audit for audit of accounts and place the concerned record for preparation of audit report and statement of accounts.

The Executive Committee may select such number of Joint Treasurers from among themselves as may be necessary from time to time. The Joint Treasurers will assist the Treasurer in all affairs of the association. He shall perform all the functions assigned to him by the Treasurer subject to the approval of the President.¹⁰

6.MEMBERS OF THE EXECUTIVE COMMITTEE

The members of the Executive Committee shall perform all such functions as may be assigned to them by the Secretary subject to approval of the President. They along with aforesaid office bearers are jointly responsible to the General Body.

7.ADVISORS

The Executive Committee may nominate some eminent member of the Alumni as Advisors to the Association and seek their guidance on the affairs of the Association from time to time.

REGULATION:11

ACCOUNTS AND AUDIT

- a. The Accounts of the Association shall be maintained in the manner prescribed in Regulation-11 (5) above. The book of accounts shall be kept at the Registered office of the Association.

¹⁰ Inserted by GB Resolution dated 6th March, 2022

- b. The accounts of the Association shall be audited annually by a Chartered Accountant and be placed before the annual general body meeting.
- c. The Accounting Year of the Association will be from 1st April to 31st March.

REGULATION:13

FUNDS

a. ALUMNI ASSOCIATION

The Amount collected from fees, donation, grant-in-aid, CSR grants, funds raised through charity shows and the like shall constitute the funds of the Association which shall be administered by the Executive Committee in the manner prescribed in the foregoing Regulations. The Association may raise funds by taking loan from any commercial Bank with due approval of the General Body.

b. CORPUS FUND/ENDOWMENT

In addition to above the Association may create a separate Corpus fund account in a nationalised bank (Savings or Multi option Flexi Deposit) for funds donated by members, well-wishers or patrons of the association for long term sustainability. These funds will be specifically designated as for the corpus fund. This fund will be named as “Alumni Association-Utkal University Corpus Fund” and will be operated in the same manner as the regular account. The accumulated interest amount on the funds so deposited will be transferred to the regular Account to be spent for the purpose of meeting the expenses of day to day activities of the association. However, the basic amount will be utilised for the purpose of developmental activities of the Association / University or any such other activities as would be decided by the General Body by majority decision.¹¹

REGULATION:14

BANK ACCOUNT

The Executive Committee shall open and operate a bank account in any Nationalised Bank under the Joint Signature of the President/ General Secretary and the Treasurer. All the funds of the Alumni Association shall be deposited in the Bank.

REGULATION:15

EXPENDITURE SANCTION

The President is authorized to sanction upto Rs.50,000/- per time and the General Secretary is authorized to sanction expenditure upto Rs.20,000/- per time subject to conformity with the approved annual budget of the Association. All expenditures above Rs.50,000/- shall be sanctioned by the Executive Committee. All expenditures of the Association shall be open scrutiny by the General Body whose decision shall be final.

¹¹ Substituted by the GB Resolution dated 6th March, 2022

REGULATION:16
LEGAL ACTION

The General Secretary may sue or be sued on behalf of the Association for any movable and immovable property of the Association and other legal actions.

REGULATION:17
SEAL OF THE ASSOCIATION

The documents and official letter of the Association are required to be under its seal and signed by the President or the General Secretary.

REGULATION:18
AMENDMENT

These regulations may be altered, deleted or modified at the annual General Body meeting or by a Special Body Meeting convened for this purpose when a resolution to this effect is passed by two thirds of the members present and voting.

REGULATION:19
**DISSOLUTION / OR AMALGATION WITH ANOTHER BODY / SOCIETY/
ASSOCIATION**

- a. If at any time it should appear to the Executive Committee that it is necessary or desirable that the affairs of the Association should be dissolved, an Extraordinary General Body meeting shall be convened to consider the matter.
- b. Any resolution under this regulation must be passed a majority of not less than two thirds of the members present and voting at the meeting of General Body, specially called for the purpose, or in default therefore by any Court of Judicature.
- c. Upon dissolution of the Association the remaining assets after satisfaction of all its debts and liabilities and property shall not be paid to or distributed amongst the members of the Association or any of them, but shall be given to a similar registered society or the government, to be determined by votes of not less than two thirds of the members present personally at the time of dissolution or in default, by any Court of Judicature.

REGULATION:20
INTERPRETATION

In case of any doubt regarding the interpretation of any provision of these bye-laws/ regulations, the decision of the President shall be final.

CERTIFICATES

1. Certified that this is the true and correct copy of the General Regulations of Alumni Association -Utkal University.

2. Certified that there is no other Registered Society with the above name in the same locality.
3. All legal matters shall be guided under the Societies Registration Act XXI of 1860 with Amendment 1969.

Signed

PRESIDENT

GENERAL SECRETARY

TREASURER