



सत्यमेव जयते

INDIA NON JUDICIAL

Government of Uttar Pradesh

GAURAV SHARMA e-Stamp

Advocate

Chamber No.-81

Tehsil Compound, Ghaziabad

Mobile No.-9958127221

Signature.....

ACC Name: KAUSHLENDRA SINGH

ACC Code: UP14016704

ACC Add. Sector-32, Noida, Mob-9870

LIC No.189 Tehsil & Distt: Dadri G.B. Na

Certificate No. : IN-UP95008990797214U
Certificate Issued Date : 07-Jan-2022 02:15 PM
Account Reference : NEWIMPACC (SV)/ up14016704/ GAUTAMBUDDH NAGAR 1/ UP-GBN
Unique Doc. Reference : SUBIN-UPUP1401670480677247623495U
Purchased by : SNEH SINGH
Description of Document : Article 64 (A) Trust - Declaration of
Property Description : SATYAM COLLEGE OF EDUCATION C-56A/14 AND 15 SECTOR-62 NOIDA
Consideration Price (Rs.) :
First Party : SNEH SINGH
Second Party : Not Applicable
Stamp Duty Paid By : SNEH SINGH
Stamp Duty Amount(Rs.) : 200
 (Two Hundred only)



GAURAV SHARMA
 Chamber No.-81
 Tehsil Compound
 Mobile No.-9958127221



Please write or type below this line

Sneh Singh



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2. The onus of checking the legitimacy is on the users of the certificate.
3. In case of any discrepancy please inform the Competent Authority.

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SATYAM COLLEGE OF EDUCATION ALUMNI ASSOCIATION

TRUST DEED

This DEED OF DECLARATION OF TRUST executed at **NOIDA, Distt.-G.B. Nagar** on this 07TH day of **JANUARY, 2022** by Ms. Sneh Singh (Aadhar No.: 952251532671) W/o. Mr. V.P. Singh, R/o A-25, Govindpuram, Ghaziabad (U.P.) -201013, hereinafter called as **AUTHOR OF THE TRUST** which expression shall wherever the context so permits mean and include its successors –in-office of the **ONE PART** and **WHEREAS** the **AUTHOR OF THE TRUST** decided to create and establish a Trust to provide education and medical relief with Charitable objective for the welfare and progress of and provide platform for interaction between alumni, present students, faculty of the Satyam College of Education, C-56A/14&15, Sector 62, Noida-201309 and Satyam College of Education administration without discrimination of caste, creed, religion etc with objects and constitution as hereinafter set forth;

WHEREAS the said objects in view, the **AUTHOR OF TRUST** has decided to endow the said **TRUST** a nucleus of Rs.1,000/- (Rupees One Thousand only) in cash and **WHEREAS** it is necessary and desirable to declare and constitute the said Trust and to record the objects and constitution of the said Trust.

NOW THIS DEED OF DECLARATION OF TRUST WITNESSETH AS FOLLOWS:

1. **TRUSTEES** mean and include the Board of Trustees as described in these presents, and these Trustees, as appointed, nominated or selected by the remaining members of the Board of Trust whenever any vacancy arises.
2. **CREATION OF THE TRUST:** In pursuance of the intention, the **AUTHOR OF TRUST** has settled the sum of Rs.1,000/- by cash unto and in favour of the Trustees herein to be held by them for and on behalf of the Trust hereby created and known as **"SATYAM COLLEGE OF EDUCATION ALUMNI ASSOCIATION"**, (also to be known in short as **SCEAA**) the receipt of which sum of Rs.1,000/- which has already been handed over to the Trustees mentioned hereunder, is hereby acknowledged by the Trustees, who hereby accept the appointment as such Trustees of the said Trust, under the terms and conditions, set out hereunder for the fulfilment of the objects of the Trust, more fully and particularly described and set out hereunder.

Sneh Singh
Sneh Singh




3. REGISTERED OFFICE OF THE TRUST: The registered office of the Trust shall be situated at "C-56A/14&15, Sector 62, Noida-201309" or at such other place in India as the Trustees may from time to time think fit.

4. TRUSTEES: The AUTHOR OF THE TRUST has appointed the following persons to hold the office of the Trust as Trustees:

a) **Ms. Anjali Singh** (Aadhar No.: 408924079888) D/o Mr. Raj Kumar, R/o. 244/89 Flat No.5, Gali No.5, School Block Mandawali Shakarpur, East Delhi, Delhi-110092.

b) **Ms. Vaishali Jain** (Aadhar No.: 577545175403) W/o Mr. Arun Jain, R/o. E-546, Near Savitri Cinema, Greater Kailash S.O., South Delhi, Delhi -110048.

5. OBJECTS OF THE TRUST: The objects of the Trust are. –

5.1) To act as a link between the "Alma Mater" (SATYAM COLLEGE OF EDUCATION ALUMNI ASSOCIATION) and the "Alumni" (the past students).

5.2) To provide a platform for interaction between alumni, present students, faculty of the college and college administration.

5.3) To improve the facilities and infrastructure of the college with the help of active participation of the alumni.

5.4) To make available the expertise and experience of the alumni for the development of research and educational activities of the college.

5.5) To be of the service to the member, to the Alma Mater, the present student and to the trust at large.

5.6) To carry out the following activities-

- a) Function as visiting / guest faculty for the students.
- b) Help students in their Internship and placements.
- c) Conduct mock interviews and guidance program for the students before their placement.
- d) Act as a jury member for any cultural / academic events organized by the Institute.
- e) Guide the students with developing contacts for professional and academic enrichment.
- f) To arrange for study tours, factory visits & education tours.
- g) To develop & maintain a web-site of the alumnus.

5.7) To provide following benefits to its members:-

- a) Opportunity to use the library of the Alma Mater.
- b) Opportunity to participate in the academic and cultural events organized by the Alma Mater.
- c) Opportunity to use computer laboratory and Internet facility of the Alma Mater.
- d) Opportunity to be part of the Alumni Meet.
- e) Offer guidance for professional enhancement and career development.

Sneha Singh


आवेदन सं०: 202200743000513

न्यास पत्र

बही सं०: 4

रजिस्ट्रेशन सं०: 11

वर्ष: 2022

प्रतिफल- 1000 स्टाम्प शुल्क- 200 बाजारी मूल्य - 0 पंजीकरण शुल्क - 100 प्रतिलिपिकरण शुल्क - 120 योग : 220

श्रीमती स्नेह सिंह,
पत्नी श्री वी.पी. सिंह
व्यवसाय : अन्य

Sneh Singh

निवासी: ए-25, गोविंदपुरम, गाजियाबाद, उत्तरप्रदेश.



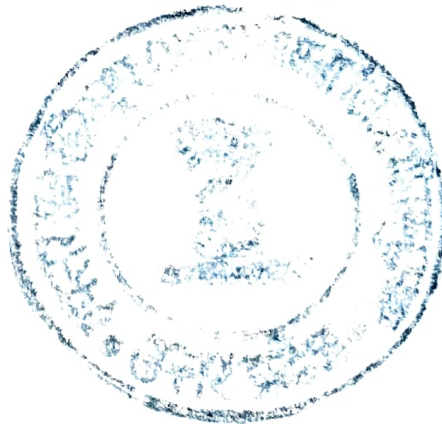
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रजिस्ट्रीकरण अधिकारी के हस्ताक्षर

दीपक गुप्ता (प्रभारी)
उप निबंधक :सदर प्रथम
गौतम बुद्ध नगर
07/01/2022

राजीव कुमार बरोलिया
निबंधक लिपिक

प्रिंट करें



5.8) To grant free-ship Scholarships, Prizes, Monetary assistance, books and/or Stationery to the poor and deserving students, etc.

5.9) To give medical relief to the poor students.

5.10) To plan and implement Welfare Programs /activities with the object of creating self-reliance among the poor and the needy.

5.11) To conduct social Responsibilities exercises with the institute

5.12) Guidance enhancement offer for professional and career development.

5.13) To render relief services at the time of natural calamities and emergencies.

5.14) To do all other lawful things incidental or conducive to attainment of any of the objects of the institution and to incur necessary expenditure thereon.

5.15) Membership Fee/Funds/Assets to achieve objects of the trust:

- a) To collect membership entry fees of Rs.100/- from alumni to enroll them as Alumni Members.
- b) To Charge such annual membership fees from alumni members as may be decided by Managing Committee of Satyam College of Education Alumni Association (SCEAA) from time to time.
- c) To accept donations, grants, presents, offerings, medicines, instruments, equipments and raise funds from alumni(s) and to deal with the same for the purposes and objects of the trust.
- d) To raise, accept loan or finance from Members of trust, Alumni Members and Satyam College of Education with or without interest for the purposes and objects of the trust, to repay loans with or without interest, for the furtherance of the objects of the trust.
- e) To acquire moveable assets, equipments, resources incidental to achieve the purposes and objects of the trust.

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बही सं०: 4

रजिस्ट्रेशन सं०: 11

वर्ष: 2022

निष्पादन लेखपत्र वाद सुनने व समझने मजमुन व प्राप्त धनराशि रु प्रलेखानुसार उक्त
न्यासी: 1

श्रीमती स्नेह सिंह, पत्नी श्री वी.पी. सिंह
Snch Singh

निवासी: ए-25, गोविंदपुरम, गाजियाबाद, उत्तरप्रदेश.

व्यवसाय: अन्य



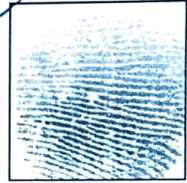
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पहचानकर्ता : 1

श्री प्रमोद कुमार, पुत्र श्री किशन सिंह

Pranod Kumar

निवासी: ए-25, गोविंदपुरम, गाजियाबाद, उत्तरप्रदेश.

व्यवसाय: अन्य



पहचानकर्ता : 2

श्री यशवीर सिंह, पुत्र श्री देवशरण सिंह

Yashvir Singh

निवासी: 86, तहसील- गढ़ मुक्तेश्वर, नगला बड़गन्डू,
नगला, गाजियाबाद, उत्तरप्रदेश

व्यवसाय: अन्य



रजिस्ट्रीकरण अधिकारी के हस्ताक्षर

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दीपक गुप्ता (प्रभारी)

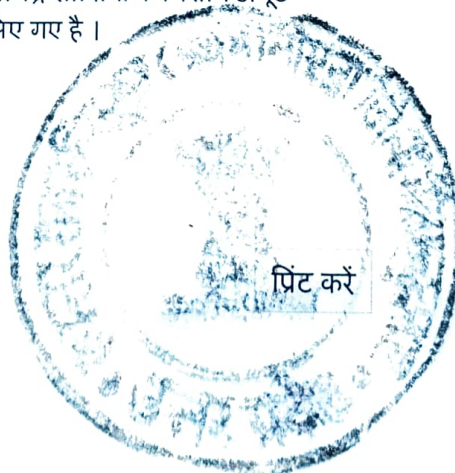
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गौतम बुद्ध नगर

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राजीव कुमार बरोलिया

निबंधक लिपिक

ने की। प्रत्यक्षतः भद्र साक्षियों के निशान अंगूठे
नियमानुसार लिए गए हैं।
टिप्पणी :



5.16)

- a. To receive and maintain a fund or funds and to administer and apply principal and income thereon for the furtherance of the objects of the trust.
- b. To do all such other deeds and things either alone or in conjunction with others as are incidental or conducive to the objects stated herein or any of them.

6. That this Trust is a charitable one and has not been started with a view to earn any profit.

All the income, earnings, movable and immovable properties of the trust shall be solely utilized and applied towards the promotion of its aims and objects only and no profit thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profits or in any manner whatsoever to the present or past members of the trust or to any person claiming through one or more of the present or past members. No member of the Trust shall have any personal claim on any movable or immovable properties of the trust or make any profit, whatsoever, by virtue of membership.

7. THE PROPERTIES OF THE TRUST: The properties of the Trust shall be.

- a) the said sum of Rs. 1,000/- (Rupees One Thousand Only) above referred to the receipt of which is hereby acknowledged by the Trustees;
- b) any movable assets that may be acquired by the Trust either by purchase or otherwise;
- c) all additions and acceptations to the Trust fund;
- d) all voluntary donations both towards corpus or otherwise gifts, legacies or grants in cash or in kind accepted by the trustees;
- e) all grants and contributions made to the Trust by the Government, Government bodies, Trust or Institutions, Trade Union or Societies etc; and
- f) all sums and assets which by any means become the property of the Trust.

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8. BOARD OF TRUSTEES:

- a) The Board of Trustees shall consist of Author of the trust and all the Trustees.
- b) Chairperson of the Board of Trustees shall be the Author of the Trust or a Trustee appointed by the Board of Trustees.

9. CESSATION OF TRUSTEESHIP: A Trustee mentioned below shall cease to be the trustee of the Trust if:-

- a) he resigns;
- b) he becomes insolvent;
- c) He is removed by the majority of the members of the Board of trustees, if it is found that the trustee(s) activities are detrimental to the activities or administration or funds of the Trust

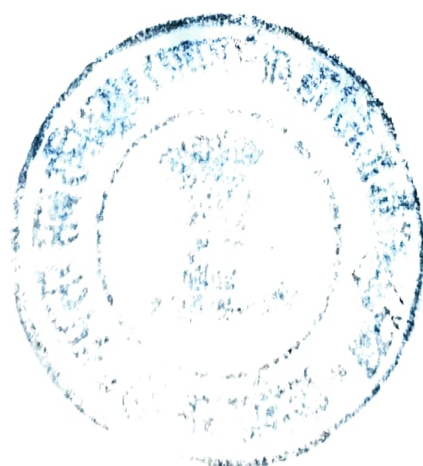
10. APPOINTMENT OF TRUSTEES: In case of need Board of Trustee may admit a suitable person as Trustee. Any vacancy in the Board of Trustees shall be filled up by the remaining members of the Trust selecting a suitable person.

11. ADMINISTRATION OF THE TRUST: The administration of the TRUST shall vest with the Board of Trustees, which consist of all trustees. The authorities and responsibilities shall be decided by the Board of Trustees. Day to Day affairs of the Trust shall be looked after by the Managing Committee as appointed in terms of Memorandum of articles (MOA) as given in Annexure.

12. POWER OF THE TRUSTEES; The Board of Trustees shall have the control and management of the Trust and exercise the following powers:

- a) To determine from time to time to commence and to take up the object and purposes for which the funds of the trust shall be used and allot and allocate to each of the objects such portion of the funds as they deem fit;
- b) To purchase and acquire any assets of any kind for this object of the Trust or as a source of income for the Trust;
- c) To sell, or dispose of any assets belonging to the Trust;
- d) To incur all expenditure necessary as in their own opinion useful for carrying out the objects and administration of the trust;
- e) To sell, lease, or dispose of any property belonging to the Trust'
- f) To open one or more bank accounts of the trust with any bank or banks as the Trustees may resolve and deposit monies of the Trust in the Bank accounts.
- g) To borrow for and on behalf of the Trust with or without security from Alma matter, Governments, Universities or any other government Body/bodies both central and state;

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- h) to employ staff of all kinds necessary and useful for carrying out the objects of the trust.
- i) To incur such other items of expenditure as is necessary and incidental for carrying out the objects of the Trust;
- j) To institute, conduct, defend, compound, withdraw, compromise, adjust, refer to arbitration or to do such things as are incidental and necessary, concerning the affairs of the Trust and to sign and verify vakalats, pleadings, affidavits and other powers'
- k) To delegate all or any of the powers vested in the Trustees to any body' to frame rules, bylaws and other codes for the conduct of the affairs of the Trust and its transactions and establishing any Committee;
- l) To accept contributions in cash or in kind either by way of addition to the trust funds generally or for any one or more of the specified objects of the Trust.
- m) To establish as many adhoc committees for any purpose.

13. Meetings of the Trustees:

- a) The Chairperson of Board of Trustees shall preside over all the meetings of the trustees and in his/her absence any trustee attending such meeting may elect any one of them to preside over the meeting;
- b) The meetings of the Trustees may be convened by the Chairperson or under Chairperson's direction by any other Trustees. Atleast 2 Meetings will be held in a year
- c) The quorum of the meeting of the Trustees shall be Two personally present.
- d) In the event of equality of votes, the person presiding such meeting shall exercise casting vote (additional vote).

14. RESOLUTIONS:

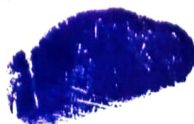
The Trustees may exercise all the powers vested in them under these presents by resolution passed at a simple majority of the trustees attended such meetings of the Board of Trustees.

- 15. Execution of Documents:** All Deeds, Documents etc. shall be executed by the Trustee(s) authorised by Board of Trustees jointly or severally representing the Trust.

16. ACCOUNTS AND AUDIT:

- 16.1) The Trustee(s) appointed by the Board of Trustees shall maintain true and correct accounts of all Trust monies and of all the income and investments and all the outgoing expenses.
- 16.2) The year of account shall be the financial year commencing from 1st APRIL and ending 31st March.

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- 16.3) The Trustees shall each year issue a report setting out the accounts showing the income and expenditure of the Trust for the preceding year not later than six months from the end of the preceding year of accounts.
- 16.4) The accounts of the Trust shall be audited every year by a Chartered Accountant who may be appointed for the purpose by the board of Trustees and the audited statement of accounts together with Auditors' report shall be laid before the Board of Trustees for approval.
17. **BANK ACCOUNT:** The Bank account(s) will be opened/ operated as approved by the Board of Trustees. One account will be opened for day to day operations of Managing committee (M . C.) as per Memorandum of articles.
18. **POWER TO ALTER RULES AND REGULATIONS:** The Board of Trustees shall have full power and authority to make, alter and rescind rules and regulations / Memorandum of articles for the management and administration of the Trust. Any amendment to the Trust Deed will be carried out as approved by the Board of Trustees. In case of conflict between provisions in Trust Deed and Memorandum of Articles, provision in Trust Deed will prevail.
19. **APPLICATION OF INCOME AND TRUST FUND:** The Board of Trustees shall be empowered to invest the funds of the Trust in movable or immovable properties, in such manner as they deem fit for the purpose of the objects of the trust provided that such investments shall be in accordance with any law for the time being in force as are applicable to charitable trusts.
20. **REMUNERTION TO THE TRUSTEES:** The Trustees are not entitled for any remuneration. But they shall however be entitled to receive out of pocket expenses incurred by them in the course of discharging the functions of the Trust. Further the Income and funds of the Trust will be solely utilized towards the objects and no portion of it will be utilized for payment of Trustees by way profits, interest, dividend or otherwise.
21. **INDEMNITY:** Every Trustee shall be indemnified out of the fund in respect of any loss arising from or contingent upon any investment made out of the monies of the Trust unless such loss shall have been occasioned by own negligence and also every Trustee shall be indemnified out of the Trust against all proceedings, suits, claims, costs, damages and expenses occasioned by any claim in connection with the matters or affairs relating to the Trust created by these presents or in the exercise of powers or discretion vested in them by virtue of these presents.

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22. **IRREVOCABILITY:** The Trust is irrevocable.
23. **ACTIVITIES OF THE TRUST:** The activities of the Trust shall be only within India and its Union territories and may be extended anywhere outside India as approved by the Board of Trustees, as per applicable laws.
24. **PROCEEDING OF THE TRUST:** Any defect in the constitution of the Trust shall not invalidate its proceedings
25. **Amendment to Trust Deed:**
- No amendments to the Trust Deed shall be made which may prove to be repugnant to the provisions of Section 2(15), 11, 12 and 13 and 80G of the Income Tax Act, 1961 as amended from time to time.
26. **The Trust does not own any immovable property.**
27. **RESIDUARY:** For matters not provided for in these presents, the provisions of the Indian Trust Act and the Income Tax Act, 1961 and rules made there under will apply accordingly.


IN WITNESS WHEREOF THE AUTHOUR OF THE TRUST HAS SET HIS HAND AND SIGNATURE ON THE DAY, MONTH AND YEAR FIRST ABOVE WRITTEN.

In the presence of Witnesses:-


1.M. Parmod Kumar S/o Shri Kishan Singh
R/o A-25, Govindpuram Gahaziabad U.P
(Aadhaar No 293204307773)


2.Mr. Yashveer Singh
S/o Sh. Devshaaram Singh
R/o 86, Tehsil Garh Mukteshwar Nagla Bar
Gandu Nagla Gahaziabad U.
(Aadhaar No 909141413424)

Author of the Trust :


(.....)





Annexure to Trust Deed of Satyam College of Education Alumini Association (SCEAA)

Memorandum of Articles (MOA)

1. Management Committee (MC)

The day-to-day affairs of the Association shall be carried on and managed in accordance with the MOA, by a Management Committee (herein after referred to as MC) comprising 6 (six) Office Bearers and 4 (four) Committee Members , all on honorary basis, as under:

- Hon. President, 1
- Hon. Vice President 1
- Hon. Secretary, 1
- Hon. Joint Secretary, 1
- Hon. Treasurer-1
- Hon. Joint Treasurer 1

The following alumni are nominated as the Office bearers of the Managing Committee for the period of 1 year after which, the Managing Committee will be selected through elections thereon.

S.no.	Name of the Alumni	Position in the Managing Committee
1.	Ms. Rakhi Kandhuri	President
2.	Ms. Monalisa	Vice President
3.	Ms. Inderpreet Kaur	Secretary
4.	Ms. Jaskiran Shukla	Jt. Secretary
5.	Ms. Rachna Dadhwal	Treasurer
6.	Ms. Lata Kharyat	Jt. Treasurer

2. Responsibility of Management Committee

The MC, shall be collectively responsible and accountable for the decisions taken and directions given to the Association within the framework of the Trust deed. For the decisions, if any, taken in violation of MOA, the members of the MC shall be responsible and accountable not only collectively but also severally.

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3. ADVISORY BOARD

The Advisory Board advises, guides and supports the Management Committee in developing and furthering the aim and objectives of the SCEAA. Alumni belonging to the senior-most batches are elected on the advisory board to advise the Management Committee on the direction and strategy of the Trust, and by generating and giving feedback on particular proposals for development. The advisory board reports to the Chairperson, Principal, HOD & Alumni Cell and following are few of its responsibilities.

- Program Creation and Planning
- Development of Program Policy.
- Planning and Implementing Public Relations.
- Funding Leadership
- Subcommittees

4. Office of Managing Committee:

Administrative office of Managing Committee will be located in the space provided by the SCE free of cost. Office may be changed as per need from time to time.

5. Membership

Any ex-student of Satyam College of Education shall be eligible for the membership of the Association.

6. Alumni Register:

A Register and/or an electronic database of Members, incorporating all the relevant particulars, with reference to the membership applications received, shall be maintained at the Registered Office by the Hon. General Secretary.

7. Change of Address of Member

If a member changes his/her postal address and/or e-mail ID, he/she shall notify his/her new address / email ID to the Hon. General Secretary, in writing. The address/email ID, in the Alumni Register, shall be accordingly changed. However, if he/she fails to notify his/her new address/email ID, the address /email ID in the Alumni Register shall be deemed to be his/her current address, for communication purposes.

8. Communication with Members:

All communications from the Association to the Members shall be through email except where the Member makes a specific request in writing, for alternate means of communication. Communications to the Members shall be sent by the Hon. General Secretary or in his absence or at his request, by the Hon. Assistant Secretary.

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9. Rights and obligations of Members

Members are eligible to,

- (i) receive the Association's publications and e-newsletters
- (ii) exercise their vote in the Annual General Body Meeting (AGBM) and Special General Body Meeting (SGBM)
- (iii) register on the Association's website
- (iv) attend and partake in the events and activities that may be conducted by the Association
- (v) receive Annual Reports and Statements of Accounts
- (vi) contest for election to any of the posts in the MC.

Members can avail of the services and initiatives offered from time to time by the Association

Members shall conduct themselves with decency, decorum and dignity and shall abide by the provisions of the MoA while representing the Association and participating in the various meetings or events of the Association.

No Member shall say or do anything which will jeopardise the interests of the Association or bring bad repute to it.

10. Duties and powers of Management Committee

The powers and duties of the MC shall be:

- i. To raise funds for conducting the various activities of the Association on such terms and conditions as may be determined from time to time by the MC
- ii. To actively work towards increasing the membership and participation.
- iii. To provide funds for the various activities of the Association as decided by the MC within the budgetary provisions made

11. Role of members-

The trust is headed by the 6 office bearers-

1) President

Responsibilities:

- Schedule and preside at association meetings in collaboration with the Alumni Cell.
- Has general charge of and control over the affairs of the alumni association and perform other duties as prescribed by the alumni association.
- Officially represent the alumni association as and when required.
- Appoint officers as required for the functioning of the association.
- Ensure association creates an annual and quarterly plan to guide the alumni association activities and programs.

Term of Office: 2 year

Criteria of Qualification: A graduate of Satyam College of Education who graduated at least 5 years before the date of nomination / election.

Reports to: Chairperson, Principal, HOD & Alumni Cell of Satyam College of Education.

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2) Vice- President

Responsibilities:

- Support the President to run the association and is responsible for the running of the association in the absence of the President, and are accountable for decisions which are made.
- Oversees implementation of all policies and ensures that appropriate administrative systems are established and maintained.
- Appoint officers as required for the functioning of the association.
- Communicate with the Alumni Cell to facilitate association.
- Officially represent the alumni association in the absence of President.
- Assist the President to ensure association create an annual and quarterly plan to guide the alumni association activities and programs.

Term of Office: 2 year

Criteria of Qualification: A graduate of Satyam College of Education who graduated at least 5 years before the date of nomination / election.

Reports to: Chairperson, Principal, HOD & Alumni Cell of Satyam College of Education.

3) Secretary

Responsibilities:

- The secretary is responsible for making and preserving a record of all proceedings of the MC meetings.
- Take minutes of all association meetings and distribute the minutes in the Alumni Association and Alumni Cell
- Document and maintain an archive of Alumni Association activities and records, to ensure an accurate and complete history of activities.
- Assist the association in planning and execution of alumni programs.
- Create agendas and reports for distribution to the Alumni Association
- Other responsibilities as may be designated by the Alumni Association President and Alumni Cell Incharges

Term of Office: 2 year

Criteria of Qualification: A graduate of Satyam College of Education who graduated at least 3 years before the date of nomination / election.

Reports to: President & Alumni Cell In charges.

4) Joint Secretary

Responsibilities:

- Support the Secretary and assist the association in planning and execution of alumni programs.
- Create agendas and reports for distribution to the Alumni Association
- Other responsibilities as may be designated by the Alumni Association President, Secretary and Alumni Cell Incharges

Term of Office: 2 year

Criteria of Qualification: A graduate of Satyam College of Education Graduated who graduated at least 3 years before the date of nomination / election .

Reports to: President & Alumni Cell Incharges

Sneh Singh.





5) **Treasurer**

Responsibilities:

- The treasurer is responsible for consulting with the Alumni Association regarding any and all matters relating to the funds and finances of the body.
- Establish and maintain an Alumni fund
- Maintain accurate records of expenditures, receipts and accounts.
- File periodic reports to document funds maintained in alumni association accounts.
- Report account status to the association & Alumni Cell at regular intervals.
- Make deposits and create check requests to administer association activities.
- Assist the association in planning and execution of alumni programs.
- Other responsibilities as may be designated by the Alumni Association President and Alumni Cell Incharges

Term of Office: 2 year

Criteria of Qualification: A graduate of Satyam College of Education Graduated who graduated at least 2 years before the date of nomination / election .

Reports to: President & Alumni Cell Incharges

6) **Joint Treasurer**

Responsibilities:

- Support the Treasurer and assist the association regarding any and all matters relating to the funds and finances of the body.
- Establish and maintain an Alumni fund
- Maintain accurate records of expenditures, receipts and accounts.
- File periodic reports to document funds maintained in alumni association accounts.
- Report account status to the association & Alumni Cell at regular intervals.
- Make deposits and create check requests to administer association activities.
- Assist the association in planning and execution of alumni programs.
- Other responsibilities as may be designated by the Alumni Association President, Treasurer and Alumni Cell Incharges

Term of Office: 2 year

Criteria of Qualification: A graduate of Satyam College of Education Graduated who graduated at least 1 year before the date of nomination / election .

Reports to: President & Alumni Cell Incharges

12. Continuous absence from MC Meetings

The MC shall have the power to ask any Office Bearer/Committee Member who has not attended 3 (three) consecutive meetings of the MC, to explain his/her reasons there for and if the reasons given are considered not satisfactory, to seek his /her resignation, as an extreme action, subject, however, to adherence to principles of natural justice. If the delinquent Office Bearer or the Committee Member refuses to resign, the MC may recommend his/her removal, to a Special General Body Meeting to be convened for discussing the specific matter.

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13. Delegation of Powers

During the temporary leave/absence of Hon. President , Hon. General Secretary or Hon. Treasurer their powers shall automatically stand delegated to Hon Vice President, Hon. Asst. Secretary and Hon. Asst. Treasurer, respectively. A delegate Office Bearer shall not have authority to further delegate his/her delegated powers.

14. Term of Office of the Office Bearers and Members of MC

The Members of the MC shall be elected for a period of two years. They shall be eligible for re election. However, they can serve as Office Bearers for not more than two consecutive terms.

15. Resignation of Office Bearers and Committee Members

Any Office Bearer or Committee Member may resign at any time by giving his /her reasons therefore. The President shall address his/her resignation letter to the General Secretary. All other Office Bearers and Committee Members shall address their respective resignation Letters to the President.

The decision on the resignations of President, General Secretary and the Treasurer shall be taken by the MC. In the case of resignations of others, the President (in his absence the Vice president) shall take the decision.

16. Filling up of Vacancy

In the event of a vacancy on account of resignation or otherwise, arising midway during any financial year in respect of the Hon. President, Hon. General Secretary or Hon. Treasurer, their vacancies shall be automatically filled by elevating Hon. Vice President, Hon. Asst Secretary and Hon. Asst. Treasurer respectively.

The consequential vacancy, on account of resignation or otherwise, of Hon. Vice President or Hon. Asst. Secretary or Hon. Asst. Treasurer shall be filled by one of the Hon. Committee Members, with the approval of the MC.

Vacancy, on account of resignation or otherwise , of any Committee Member shall not be filled up.

17. Voting rights of members

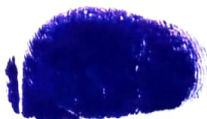
Every Member shall have one vote. In case of a tie, the Chairperson of the Meeting shall have the right of a casting vote.

18. Process, methodology and conduct of elections

The MC shall appoint, 15 days before the date of the proposed Meeting, a Presiding Officer for the purpose of conducting the elections and declaring the results thereof in accordance with the Bye Laws.

The Presiding Officer so appointed shall be one of the Members of the Association who has no outstanding dues towards the Association and that no disciplinary /legal case connected with the affairs of the Association is pending against him/her.

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The Presiding Officer shall not be a member of the MC. The Presiding Officer can also cast his/her vote.

The Presiding Officer, on being appointed, shall notify the elections through a Notice, duly signed by him/her.

The notice shall be displayed prominently on the Association's Notice Board at the Association's Registered Office, at least 12 days before the date of the proposed Meeting(excluding the date of the proposed meeting).

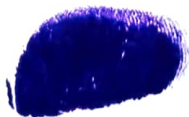
A scanned copy of the Notice shall be sent through email, by the Hon. General Secretary to every Member as per the Alumni Register.

Once the Association's Website is duly created and uploaded on the internet, the scanned copy of the Notice shall be uploaded on the website. In such a case also the Hon. General Secretary shall be required to send the same by email to the members.

The Notice shall incorporate the undernoted information/points:

- a) Names (nomenclature) and number of posts/positions to be elected
- b) Last date for filing nomination with him(at least 09 days before the date of the proposed date of the meeting)
- c) Date of scrutiny of nominations received and announcement of valid nominations 2 days after the date indicated at 'b' above.
- d) Last date for withdrawal of valid nominations 1 days after the date indicated at 'c' above
- e) Date of announcement of final list of candidates (1 day after the date indicated at 'd' above)
- f) Venue, Date, and timing of voting, if required. For the sake of convenience, the process of voting, if required, shall commence at least one hour before the commencement of the Meeting and shall be co-terminus with the commencement of the Meeting)
- g) Venue, date and time of announcement of results .
- h) Circumstances under which a nomination and/or a vote shall be considered and declared as invalid.
- i) The election shall be held through secret ballot by a reliable physical Voting process. In case of genuine difficulties, Presiding election officer may direct for online voting.
- j) The candidates contesting for the various posts/positions in the MC may, if they so desire, duly appoint and depute one Member each as his/her representative during the process of voting and counting of ballot papers.

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19. Bank Account Management

The Honorary Treasurer shall arrange to open a bank account with a **commercial bank** whose branch is conveniently situated, whose timings are suitable and which provides internet banking facility.

The account shall be in the name of the Association and operated **Jointly** by Officials as under:

1. Either of Honorary President, Honorary General Secretary, Honorary Treasurer or managing Committee, any trustee of Satyam College of Education Alumni Association.
2. Either of Principal or Accounts Officer of Satyam College of Education.

20. Budget

The Sub Committee for finance shall prepare the budget and place it before the MC for its consideration and approval. The Budget, approved by the MC shall be presented to the Annual General Body meeting for its consideration and approval.

21. Funds

Money received from members towards registration fees, annual or life membership fees, donations and subscriptions received from Members and others, interest received on savings bank account and dividend or interest received on investments, shall be the sources of income of the Association and the aggregate of these shall constitute the Association's Fund. The excess of income over expenditure shall be held as General Reserves and utilised as required with the approval of MC.

22. Funds Management

The Hon. Treasurer shall be responsible for the effective management of the Association's funds, through lucrative savings and investments and applying financial prudence, for optimum gain/profit for the Association. Bonafide loss, if any, on investments shall be explained with reasons and steps contemplated for avoiding such loss in future.

23. Internal Audit

- a) The name of a General Member of the Association (other than an Office Bearer or Committee Member of the Managing Committee), preferably with Finance/Accounts/Commerce background shall be recommended by the MC to the Annual General Body for appointment as the Internal Auditor for the ensuing financial year of the Association. The AGB may either approve the recommended name or consider and appoint another General Member with the qualification stated above, to be the Internal Auditor.
- b) The Internal Auditor, so appointed by the General Body shall have the powers to peruse the various books of accounts of the Association, vouchers /bills/receipts evidencing expenditure, sanctions obtained for the expenditure, bank statements movable assets and such other particulars or documents as he/she may deem fit and necessary for the purpose of Audit.

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- c) The Internal Auditor shall audit the accounts and submit his/her Report thereof, to the Hon. President.
- d) The appointment of internal Auditor shall be on honorary basis.

24. Appointment of External Auditor

The External Auditor shall be appointed in terms of Trust Deed.

25. Resignation and Termination of Membership:

Any member shall be free to resign from the primary membership of the Association at any time assigning his/her reasons there for, provided, he/she has no monetary dues towards the Association and that no case or investigation relating to the affairs of the Association is pending against him/her in the Association or in any court of law.

The resignation letter from the Member shall be addressed to the President. The resignation shall not take effect until it has been duly accepted on behalf of the Association by the MC.

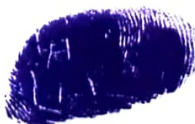
The MC of the Association shall consider as 'terminated' the membership of a member on account of his/her criminal conviction or in the event of his/her unfortunate death or mental disability.

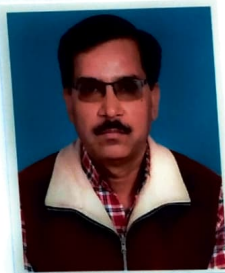
26. Display of Association's documents

A copy each of the Association's Statements of Accounts, duly Audited and Approved by the Annual General Body, as also MOA and the Bye Laws shall be uploaded on the Association's Website, when created. Till such time, these documents shall be made available to any member, for perusal, at the Registered Office during the Office hours.

- 27. Matters not provided for in these Articles will be resolved in consultation with Committee of Chairperson of the Trust, Principal of Satyam College of Education, Chairperson of Managing Committee. Decision by majority of the members of this committee will be binding on all.

Shek Singh.





AURAV SHARMA

Advocate

Chamber No. 181

Tehsil Compound, Ghaziabad
Mobile No.-9958127221



IN WITNESS WHEREOF THE AUTHOUR OF THE TRUST HAS SET HIS HAND AND SIGNATURE ON THE DAY, MONTH AND YEAR FIRST ABOVE WRITTEN.

Such Singh

In the presence of Witnesses: -

Pramod Kumar

1. **Mr. Pramod Kumar** S/o Shri Kishan Singh
R/o-A-25, Govindpuram, Ghaziabad, U.P.
(Aadhaar No. 2932 0430 7773)

Author of the Trust :

Such Singh
(.....)



2. **Mr. Yashveer Singh** S/o Shri Devsharan Singh
R/o-86, Tehsil- Garh Mukteshwar, Nagla Bar, Gandu Nagla, Ghaziabad, U.P.
(Aadhaar No. 9091 4141 3422)

S.P.

GAURAV SHARMA
Advocate
Chamber No.-81
Tehsil Compound, Ghaziabad
Mobile No.-9958127221

Drafted By:- Gaurav Sharma(Advocate), Chamber No-81, Tehsil Compound, Ghaziabad.

आवेदन सं०: 202200743000513

बही संख्या 4 जिल्द संख्या 1706 के पृष्ठ 223 से 266 तक क्रमांक
11 पर दिनांक 07/01/2022 को रजिस्ट्रीकृत किया गया।

रजिस्ट्रीकरण अधिकारी के हस्ताक्षर

दीपक गुप्ता (प्रभारी)

उप निबंधक : सदर प्रथम

गौतम बुद्ध नगर

07/01/2022

प्रिंट करें

