

અગત્યનું

ભૂતપૂર્વ વિદ્યાર્થી સંગઠન  
નવસારી કૃષિ યુનિવર્સિટી, નવસારી – ૩૯૬૪૫૦

તા.૨૨/૮/૨૦૧૩

પરિપત્ર

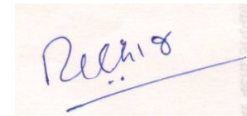
તા.૧૭/૮/૨૦૧૩ ના રોજ ભૂતપૂર્વ વિદ્યાર્થી સંગઠન, નવસારી કૃષિ યુનિવર્સિટી, નવસારીની કાર્યવાહક સમિતિની મળેલ મિટિંગમાં નીચે મુજબ સર્વાનુમતે ઠરાવવામાં આવેલ છે.

- (૧) નવા સ્ટેચ્યુટની (S.47.8 (6), Page No-100) જોગવાઈ મુજબ સદર સંગઠનના સંકલનકાર તરીકે નિયામકશ્રી, વિદ્યાર્થી કલ્યાણ, નવસારી કૃષિ યુનિવર્સિટી, નવસારી રહેશે.
- (૨) નવસારી કૃષિ યુનિવર્સિટીની દરેક કોલેજે એકસૂત્રતા ધરાવતા બંધારણ મુજબનું અલગ ભૂતપૂર્વ વિદ્યાર્થી સંગઠન બનાવવાનું રહેશે.
- (૩) યુનિવર્સિટી કક્ષાએ સેન્ટ્રલ એકઝીક્યુટીવ કાઉન્સિલ, તમામ કોલેજના બંધારણ તથા સંકલનની કામગીરી સંભાળશે. જેમાં નિયામકશ્રી, વિદ્યાર્થી કલ્યાણ, અધ્યક્ષ સ્થાને રહેશે, અને દરેક કોલેજના ભૂતપૂર્વ વિદ્યાર્થી સંગઠનના પ્રમુખ/આચાર્ય, મંત્રી અને ખજાનચી સદર કાઉન્સિલના સભ્યો તરીકે રહેશે. દરેક કોલેજને હોદ્દેદારોની નિમણૂંકની માહિતી નિયામક, વિદ્યાર્થી કલ્યાણને વહેલી તકે કરવાની રહેશે.
- (૪) સેન્ટ્રલ એકઝીક્યુટીવ કાઉન્સિલમાં યુનિવર્સિટી બહારના ત્રણ ભૂતપૂર્વ વિદ્યાર્થીઓનો સમાવેશ કરવાનો રહેશે. હાલના તે તબક્કે ડૉ. આર.આર. કસવાલા, ડૉ. સી.બી.પટેલ તથા શ્રી લલીતભાઈ ઠુમરનો સમાવેશ કરવામાં આવેલ છે.
- (૫) આ સાથે ન.મ. કૃષિ મહાવિદ્યાલય, નવસારીનું નમૂનારૂપ સૂચિત બંધારણ મૂકવામાં આવેલ છે, જે અંગેના આપના યોગ્ય સૂચનો મોડામાં મોડા તા. ૩૦ સપ્ટેમ્બર ૨૦૧૩ સુધીમાં ઈ-મેઈલ આઈ.ડી [alumni@nau.in](mailto:alumni@nau.in) ઉપર મોકલી આપવા વિનંતી છે.

સદર પરિપત્રની બહોળી પ્રસિધ્ધિ માટે તમામ સંબંધિતોને ઘટતા પ્રયત્નો કરી સહયોગ પૂરો પાડી આભારી કરવા વિનંતી કરવામાં આવે છે.

**સંપર્ક માટે વિગત :-**

ડો. વી.સી.રાજ,  
નિયામક, વિદ્યાર્થી કલ્યાણ  
નવસારી કૃષિ યુનિવર્સિટી, નવસારી  
ફો.નં. ૦૨૬૩૭-૨૯૨૧૨૨  
મોબાઈલ નંબર :- ૯૯૨૫૦ ૩૦૬૭૫  
ઈ-મેઈલ આઈ.ડી [dswnavsari@nau.in](mailto:dswnavsari@nau.in)



નિયામક, વિદ્યાર્થી કલ્યાણ  
નવસારી કૃષિ યુનિવર્સિટી  
નવસારી

**PROPOSED MEMORANDUM OF THE ASSOCIATION**  
**Navsari Agricultural University**  
**Navsari – 396 450 (GS)**

1. The N.M. College of Agriculture Alumni Association shall be called “NMCA Alumni Association” (hereinafter called as the "Association”).
2. The Head office of the association shall be located at Navsari in the state of Gujarat. The permanent address of the association will be :  
**N.M. College of Agriculture Alumni Association**  
**Navsari Agricultural University,**  
**Navsari – 396 450 (Gujarat), India**
3. Any change in the above address shall be notified to the Registrar of Societies and its members within 30 days from such change in address.
4. The constitution of the Association shall consist of (a) Memorandum and (b) the Rules and Regulations. The Association shall function under the rules and regulations framed by it.
5. The Director of students’ Welfare, Navsari Agricultural University, Navsari will coordinate the others similar type of association in NAU, Navsari.
6. Its area of operation will be entire Gujarat state and such other places outside Gujarat state wherever it is permissible under Indian law.
7. The Association shall have the right to affiliate with any other national / international society(s) with similar objectives with the permission of university authority.
8. The memorandum of the Association can be changed / amended only by general body meeting/special general body meeting of the Association and by central executive council.
9. Aims and objectives of the Association shall be to provide platform for members of the association to promote interaction among all members of the association, bodies, institutions (private and / or government) and industries interested in achieving advancement, dissemination and application of the agriculture and allied technologies for the betterment of farming community and in the event of an ambiguity in the interpretation of the clause, the clause shall be construed in such a way as to widen and not to restrict the aims of the association.
10. To achieve the aims as laid down in the clause 9 above, the association shall operate in the following fields:
  - a. To disseminate new technology in the field of agriculture & related disciplines by publication of journals, newsletter, *etc.* incorporating research and teaching ideas, reviews, new developments and by employing media of mass communication, radio, TV, *etc.* and also by arranging different programmes for members of the association.

- b. To provide recognition to the members of the association for outstanding contribution in the field of agriculture & related disciplines by way of awards, medals and other suitable methods.
  - c. To encourage research in agriculture & related disciplines.
  - d. To arrange/organize seminars, memorial lectures, debates, panel discussions on current topics of research and education of state, national and local interest.
  - e. To provide financial help to deserving bright students of N.M. College of Agriculture first and the students of the other agricultural colleges of Navsari Agricultural University.
  - f. To organize social activities for the members of the association like, social meet, cultural activities, tours and honour to senior members.
11. To achieve the aims as laid down in the clause 9 above, association shall develop infrastructure for the use of association.
12. With a view to carry out various activities as per the clause 10, association shall secure funds from membership fees, donations, sponsorship etc.
13. If required association shall appoint personnel's on contract basis for smooth functioning of the association.
14. The business of the association shall be controlled and conducted by the Executive Council which is elected as explained in the Rules & Regulations.
15. The association shall have freedom to frame new or alter existing objectives and rules and regulations from time to time considering the role of the association in future by general body.
16. Executive Council: The names, addresses and occupation of the 11 members of the executive council who have been entrusted for registration of the association as first governing body.

***Annexure 1***  
***Members of Executive Council***

Sr.	Name	Occupation	Address
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			

We, the members of the association (enclosed as Annexure-2) authorize the Executive Council (as per Annexure-1) for the registration of the NMCA Alumni Association.

***Annexure-2***  
***List of 21 members of the Association***

Sr. No.	Name	Occupation	Address
1			
2			
3			
4			
5			
6			
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We, the eleven members whose names and addresses are given under item 15 nominate herewith following members of the Executive Council as office bearers.

Sr. No.	Name	Position
1.		President
2.		Vice President
3.		Secretary
4.		Joint Secretary
5.		Treasurer

We, the members of Executive Council, authorize Secretary to act as representative of the association (Names of 10 remaining members of Executive Council)

Sr. No.	Name	Position
1.		President
2.		Vice President
3.		Joint Secretary
4.		Treasurer
5.		Member
6.		Member
7.		Member
8.		Member
9.		Member
10.		Member

## **RULES AND REGULATION OF NMCA ALUMNI ASSOCIATION**

### **R<sub>1</sub> Definitions:**

For the purpose of interpretation, following words and expressions shall have the meaning as explained below unless it shall be inconsistent with relevant context.

- a. **Association** means **N.M. College of Agricultural Alumni Association.**
- b. **Rules** means **Rules and Regulations of the association.**
- c. **Office** means **Head office of the association.**
- d. **Member** means **a member of the association with voting rights, unless specified otherwise.**
- e. **Council** means **Executive Council.**
- f. **Month** means **Gregorian calendar month.**
- g. **Year** means **year beginning from April, 1 and ending on March, 31 of the following year.**
- h. **Term** means **a 3 year period for holding office by the elected members and office bearers from April 1 of the year following the election.**
- i. **President** means **President of the association.**
- j. **Vice President** means **Vice president of the association.**
- k. **Secretary** means **Secretary of the association.**
- l. **Joint Secretary** means **Joint Secretary of the association.**
- m. **Treasurer** means **Treasurer of the association.**

### **R<sub>2</sub> Registered office:**

The Head office of the association shall be at Navsari and until otherwise determined shall be located at N.M. College of Agriculture, Navsari Agricultural University, Navsari-396450, Gujarat, India which would be the official headquarter of the association.

### **R<sub>3</sub> Aims and objectives:**

The aims and objectives of the association shall be as stated in item 9 of the Memorandum of the Association.

### **R<sub>4</sub> Membership:**

**4.1** Membership of the association shall consist of the following categories:

- i. **Alumni members:** The students of N.M. College of Agriculture, Navsari who have obtained their graduate / post graduate degree(s) from above colleges can become a member of this association with payments & membership fees of Rs. 500 or otherwise revise time to time.

**ii) Teacher members:** The teachers of the college who are in teaching and desirous of being member of the association can be considered as Teacher-Member of this association. His membership will be registered only after of prescribe fee of Rs. 500.

**4.2** Any person fulfilling the requirement either as Alumni member or teacher member as per item R 4.1 (i & ii) and desirous of being admitted as member shall apply to the Secretary in prescribed form. The Secretary will inform the person about his / her enrollment as a member of (Alumni/Teacher) the association.

**4.3** One shall cease to be a member of association in the following events.

**i)** If he / she will die or becomes of unsound mind.

**ii)** If association is wound up and closed.

**iii)** If he / she acts against the interests of the association determined by 3/5 majority in the General Body meeting of the association.

**R<sub>5</sub> 5.1 General Body:**

All the members (Alumni / Teacher) shall constitute general body of the association.

**5.2 Meetings of General Body:**

The meeting of General Body will be held every year if possible otherwise at least once in 3 years.

**5.2.1** A special General Body meeting can be called at any time by the Executive Council and also by the Secretary on receipt of the requisition from 1/5 of the total members or 200 members whichever is less within one month from the date of receipt of such requisition.

**5.2.2** The date, time and venue of the General Body meeting shall be announced at least 15 days in advance by a written notice either through news papers or by post to each members or through media messages shall be treated as served.

**5.2.3** The Presence of at least one hundred members shall make a quorum for disposal of any business at General Body meeting. If there is no quorum within 30 minutes from the scheduled hour of meeting, the meeting shall stand adjourned for half an hour. If in the meeting following the adjourned meeting, there may be no quorum within 30 minutes from the time fixed for the meeting, the members of General Body present shall have power to transact all the business specified in the agenda of the meeting adjourned for the want of the quorum. The decisions taken by such meeting shall be abideby the alumni.

**5.2.4** The President shall normally preside over the General Body meeting. In his / her absence, Vice President shall preside over the General Body meeting.

- 5.2.5 Each member present in the General Body meeting shall have one vote. The president shall have a casting vote in the event of equality of votes in all the matters.

**Duties and Powers of General Body:**

The duties and powers of the General Body shall be as follows:

- 5.3.1 To approve the proceedings of the previous General Body meeting/special general body meeting.
- 5.3.2 To consider and approve the programme of activities for the ensuing years presented by the Executive Council.
- 5.3.3 To consider the audit rectification report received from the Executive Council.
- 5.3.4 To appoint auditors and fix their remuneration.
- 5.3.5 To amend, alter or add Rules and Regulations whenever necessary.
- 5.3.6 To elect, co-opt, suspend or remove the member(s) of the Executive Council.
- 5.3.7 To transact any other business with the permission of the President of the General Body.
- 5.3.8 To consider and adopt annual reports of the association, its audit reports and audited statements of accounts presented by the Executive Council.

**R<sub>6</sub> 6.1 Executive Council:**

- 6.1.1 The first Executive Council of the association shall consist of 11 promoters as indicated in item 15 of Memorandum of the Association.
- 6.1.2 The first council will hold office for a period of 3 years from the date of registration of the association. After expiry of such term, the new elected council shall take over the functions of council. The subsequent council shall consist of 10 members out of whom at least 5 members should be residing at the head quarter of the association as may be elected / nominated by the General Body of the association. However, Principal of N.M. College of Agriculture, NAU, Navsari will be a President of the association by virtue of his post, thus making total 11 members of the executive council. Such new council will hold office for 3 years. The election process shall be repeated during the general body meetings to be held at the end of every 5 years or earlier as decided by the council.
- 6.1.3 The members of the Executive Council shall elect from / amongst themselves Vice President, Secretary, Joint Secretary and Treasurer whose term shall be same as that of the council. Any vacancy falling before the expiry of the term of the council may be filled in by the council through re-election / nomination for the remaining period of the term.



- 6.1.4 The council shall function notwithstanding any vacancy or vacancies in its membership.
- 6.1.5 A resignation of the membership of the council shall be tendered to the President and shall not take effect until it has been accepted by the council.
- 6.1.6 The office bearers of the council shall be the President, Vice President, Secretary, Joint Secretary, Treasurer and other office-bearers. Out of which at least 3 office bearers should be residing at the headquarter may be designated as such by the Council of the association.
- 6.1.7 The Secretary shall keep a record of the proceedings of the council and shall perform the duties hereinafter directed to be performed by the Secretary and shall be responsible for the routine management of the affairs of the association and all such other duties as usually pertaining to the office of the Secretary.

## **6.2 Meeting of the Executive Council.**

- 6.2.1 The first council may meet as often as considered necessary but at least once in a year. In case of urgency, the orders of the Executive Council may also be obtained by circular / resolution and placed before the next meeting of the council for confirmation.
- 6.2.2 Every notice calling for regular or extra-ordinary meeting of the council, shall state the agenda, date, time and place at where the meeting will be convened and shall be served upon every member of the council not less than 7 clear days before the day fixed for the meeting unless all members entitled to such notice agree to a shorter notice.
- 6.2.3 More than 50% of the members of Executive Council present at a meeting shall form a quorum. In the event of no quorum within 30 minutes from the time of meeting fixed, the meeting shall stand adjourned for half an hour. If in the meeting following the adjourned meeting, there may be no quorum within 30 minutes from the time fixed for the meeting, the members of Executive Council present shall have power to transact all the business specified in the agenda of the meeting adjourned for the want of a quorum.
- 6.2.4 President or in his absence, Vice President of the council elected for the purpose shall preside over the meetings of the Executive Council. Each member of the council shall have one vote, but the President shall have a casting vote over and above his ordinary vote in event of a tie due to equality of votes.
- 6.2.5 The members of the council shall hold office for 3 years and shall be eligible for the re-election subject to the provisions of the act. If for any unavoidable reasons, the General Body meeting could not held at a suitable time before the expiry of the term,

the existing council shall continue to hold the office till the new election of the council is held.

6.2.6 The Executive Council shall maintain a list of members on the roll of the association who are qualified to vote at the General Body meeting and bring such list up-to-date a month before each meeting, excluding extra-ordinary General Body meeting.

6.2.7 A member of the Executive Council shall cease to hold office if (a) he/she resigns and his/her resignation is accepted by the council or (b) he/she fails to attend four consecutive meetings of the council without assigning any satisfactory reasons.

### **6.3 Functions and Powers of the Executive Council:**

6.3.1 The Executive Council shall exercise all the powers of the association except those reserved for the General Body. The day to day general management, administration and control of the association shall be entrusted to the President and Secretary.

6.3.2a. The council shall have the following powers and authorities in particular:

- i. To observe in all their transactions, the acts, the notified rules.
  - ii. To co-opt additional member in the executive body.
  - iii. To consider and approve the annual budget, annual report and audit report of the association.
  - iv. To consider the inspection notes and audit memos and take necessary action
  - v. To appoint internal auditor.
  - vi. To summon General Body meetings in accordance with these rules.
  - vii. To review periodically the activities of the association.
  - viii. To prepare agenda for the General Body meeting and fix the time, date and venue for such meeting.
  - ix. To approve the proceedings of the previous meetings.
  - x. To delegate any of their powers to the secretary or other members of the Executive Council.
- b. The minute books of the association shall be opened for inspection to the members at all reasonable times.
  - c. No member of the Executive Council shall be entitled to get any kind of remuneration from the association.
  - d. The council may alter, extend or abridge any purpose or purposes for which the association is established.
  - e. The council may alter these rules subject to the approval of the General Body.

### **R<sub>7</sub> 7.1 President:**

- a. The President shall preside over the meeting of General body and Executive Council.
- b. The President shall have general control over the affairs of the association and its office bearers with the object of ensuring implementation of all the policies laid down by the members of the Executive Council.

**7.2 Vice President:**

He / She will assist the President for the duties assigned to President as per R<sub>7</sub>(7.1 a & b). In addition to this, Vice President will perform the duties of President whenever President is absent.

**7.3 Secretary:**

The Secretary shall conduct the activities and exercise control over the administration of the association.

**(1) Duties**

- (i) To assist the Executive Council and other committees in framing the policies and programmes of the association and implement the same.
- (ii) To summon the meetings of the General Body and Executive Council.

**7.4 Joint Secretary:**

He / She will assist the Secretary for the duties assigned to Secretary as per R 7.3(i). In addition to this, Joint Secretary will perform the duties of Secretary whenever Secretary is absent.

**7.5 Treasurer:**

The treasurer shall keep the detailed accounts of all transaction pertaining to finance and shall have the control over finance business in the knowledge of President.

**(1) Duties.**

- (i) To receive all money and securities on behalf of the association and make payments of goods and services received by the association for its activities.
- (ii) To arrange for the safe custody of all money received by the association and proper maintenance of accounts thereof and investment of funds of the association subject to the provisions made under the Act, Rules and directions of the Executive Council in this regard.
- (iii) To arrange for preparation of annual report, balance sheet and budget for consideration of the Executive Council.

**R<sub>s</sub> Source of Income:**

Association's source of income shall be from (i) membership fee, (ii) donations and grants, (iii) sponsorship of activity.

**R<sub>9</sub> Accounts and Records:**

- 9.1 The books of accounts of the association and other records shall be maintained as prescribed in the rules.
- 9.2 Bank accounts will be opened in the name of the association in any nationalized bank. Such accounts will be operated by the President or Secretary and Treasurer.
- 9.3 The accounting year of the association will be from April 1<sup>st</sup> to 31<sup>st</sup> March.

**R<sub>10</sub> General**

If on the dissolution of the association, there shall remain, after the satisfaction of its debts and liabilities of any property, the same shall not be paid to and distributed among the members of the Executive Council / Association or any of them but shall be deemed to be transferred to Student Welfare Account of NAU for giving financial aid to the poor students of the said colleges from its revenue / cash on hand. Whatever the assets handed over to the colleges should be maintained in such a way that their value is not eroded and income is used for above constructive activities of the students of Navsari Agricultural University, Navsari.

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