



## Rules and Regulation (Bye-Laws) of Seemanta Engineering College Alumni Association

Definition-The society shall be called **Seemanta Engineering College Alumni Association**

The registered office of the society shall be located at Mayurvihar, P.O. - Jharpokharia  
Dist: Mayurbhanj, Odisha-757086

Establishment – The society was established on the <sup>1st</sup> day of January 2023

1. **Interpretation-** The society shall be followed per rules provided in the society's registration Asc.21 of 1860.

### 1.1. Definitions

- "INSTITUTE" means Seemanta Engineering College at Mayurvihar, P.O.-Jharpokharia Dist: Mayurbhanj, 757086, Orissa, India, in short, "SEC".
- "ALMA MATER" means the Institute (SEC).
- "ALUMNUS" means an ex-student who has passed out from the Institute.
- "CHAPTER" means a branch of the Association with passed-out students of SEC at any location or nearby area as members.
- "GENERAL BODY" means the entire population of all the alumni members of the Association.
- "MEMBER" means an alumnus from whom prescribed membership fees have been collected or anticipated to be collected.
- "ASSOCIATION" means the Association named "**Seemanta Engineering College Alumni Association**", which is collective and inclusive of all the Chapters. The term "HE" means HE / SHE, and the term "HIS" means HIS / HER. Likewise, the term 'Alumnus' includes 'Alumna', and 'Alumni' includes 'Alumnae' since a passed-out student can be of either gender.

### 2. Name of the Association

The name of the Association shall be "**Seemanta Engineering College Alumni Association**", in short, "SECAA".

### 3. Headquarters

The registered office of the society shall be located at Mayurvihar, P.O. - Jharpokharia Dist: Mayurbhanj, Odisha-757086

### 4. Nature

The Association shall have a federal structure consisting of Chapters at Mayurbhanj and other places in the country and abroad. It is a voluntary non-profit organisation for the welfare and development of members and their Alma Mater, with Alumni of SEC as its members.

### 5. Aims and Objectives

The aims and objectives of the Association shall be as follows:

- Promoting professional, social, and intellectual interaction amongst the members and between members and the Alma Mater and the Society at large.

*Banabera Nayak*  
President  
Alumni Association  
Seemanta Engineering College  
Mayurbhanj

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*Shekhare Kumare Sutta*  
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*Jyotiprava Mohanta*  
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Secretary  
Alumni Association  
Seemanta Engineering College  
Mayurbhanj



- Forging cordial links among the members, and between the members and the Alma Mater.
- Promoting and propagating the achievements of the members and the Alma Mater through exhibitions, newsletters, media casting, electronic mail, website etc.
- Promoting academic and professional excellence by organising or sponsoring seminars/conferences/ guest lectures/publications etc., for the benefit of society in India and abroad under the banner of SECAA.
- Organising cultural, recreational, social, professional, and developmental activities beneficial to the members, the Alma Mater and society.
- Providing career guidance in both academic & extra-curricular fields to the public and students of the Alma Mater and creating opportunities to transfer technology/knowledge amongst the members and the Alma Mater.
- Advancing contemporary technical education by establishing chairs, centres, schools, scholarships, awards etc., at the Alma Mater.
- Facilitating employment/campus placement for the members and students through the good offices of the Alumni.
- Propagating ideals of the Association through establishing Chapters within and outside India.
- Encouraging advancement of Science and Technology through industry-academic interaction and sponsored research.
- Interacting with other similar Alumni Associations on common issues.

## 6. Membership

The membership category shall be as follows:

### 6.1. Members

After successfully completing the courses, all Undergraduate and Postgraduates who pass out from the Seemanta Engineering College, Jharpokharia, shall become members of the Association on payment of the prescribed membership fee.

### 6.2. Honorary Member

The Association or a Chapter can offer "Honorary Membership" to a person of eminence (senior executive of Government / PSU / MNC/ a reputed Indian company or a person of National or International repute). For this, prior approval of the Executive Council shall be obtained. They shall not be required to participate in any voting nor be elected to the Executive Council.

## 7. Membership Fee

7.1. Each member shall pay the life membership fee of Rs 1,000/- (Rupees one thousand only) (in addition to the fee paid, if any, at the time of admission to and/or passing out from the Institute). The life membership fee is subject to revision from time to time by the General Body. However, no membership fee will be elicited from Honorary Members.

7.2. The members shall be attached to the Chapters nearest to them, in case chapters are formed and pay membership fees as decided by the respective Chapters in addition to the one-time life membership fee paid to SECAA

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### 7.3. Collection of Membership Fees

Life Membership fees can be directly paid to the Headquarters at SEC, Jharpokharia. The Chapters, if formed, however, may collect additional membership fees for the upkeep and development of the Chapter, in accordance with the bye-laws of respective Chapters, which are to be approved by EC, SECAA

## 8. Organizational Structure

SECAA, the parent body having Headquarters at SEC, Jharpokharia, has a federal structure with Chapters in India and abroad. The working of the parent body will be as follows:

- 8.1 Affairs of the Association shall be controlled by the "Executive Council" (EC) constituted at the Headquarters comprising all members across the globe as per the constitution.
- 8.2 The President, GB of SEC, shall be the ex-officio 'Patron' of the Association.
- 8.3 The Principal SEC will be the adviser and act as the interface between the 'Institute' and the 'Association'. He may guide and advise the EC when solicited.
- 8.4 Affairs of each Chapter shall be managed by a "Local Council" (LC) constituted at the Chapters as per the provisions of the constitution.
- 8.5 The term of office of EC / LC shall be for two years.

### 8.6 Executive Council

8.5.1. The Executive Council shall be responsible for any policy, planning, formulating guidelines and controlling the affairs of the Association and the Chapters in all respects as per the constitution's provisions. It shall be the custodian of all assets, properties and funds of the Association. None of the members of the EC shall use the Association to promote his personal interest or the interest of any other organisation.

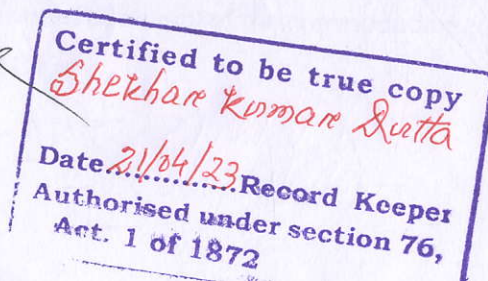
8.5.2. Executive Council shall consist of the following members:

- President
- Vice President (VP)
- Zonal Vice Presidents (5 Nos.)
- General Secretary (GS)
- Joint Secretary
- Treasurer
- Co-Treasurer
- Executive Council Members (7 Nos. + 1 Nos)



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#### 8.5.2.1. President

8.5.2.1.1. He shall be the constitutional head of the Association and shall preside over the Executive Council and General Body Meetings of the Association. He shall guide all the day-to-day activities of the Association. All decisions of the EC and the General Body shall come into effect only after the approval of the President.

8.5.2.1.2. He shall sign all documents on the Association's behalf and respond to the Association in all matters.

8.5.2.1.3. He shall represent the Association in any forum or authorise any office bearer (generally in order of protocol) to represent on his behalf.

#### 8.5.2.2. Vice President (VP)

8.5.2.2.1. There will be one Vice President, preferably stationed close to Headquarters.

8.5.2.2.2. He shall assist the President in all the activities of SECAA and shall act for President in later's absence.

#### 8.5.2.3. Zonal Vice President (ZVP)

8.5.2.3.1. There will be 5 Zonal Vice Presidents

- Zonal Vice President (East) (for Odisha, West Bengal, Assam, Meghalaya, Manipur, Tripura, Jharkhand, Nagaland, Arunachal Pradesh, Mizoram, Bihar and Chhattisgarh)
- Zonal Vice President (West) (for Maharashtra, Gujarat, Madhya Pradesh, Rajasthan, Goa, Daman & Diu, and Dadra & Nagar Haveli)
- Zonal Vice President (North) (for Delhi, Uttar Pradesh, Himachal Pradesh, Punjab, Haryana, Chandigarh, Jammu & Kashmir, Sikkim, Uttaranchal and Nepal)
- Zonal Vice President (South) (for Tamil Nadu, Kerala, Andhra Pradesh, Karnataka, Puducherry, Andaman & Nicobar Islands, and Lakshadweep)
- Zonal Vice President (Overseas) (for all foreign countries)

8.5.2.3.2. The Zonal vice presidents will be responsible for resource generation, creating new chapters, and coordinating all chapter activities in their zones, maintaining a strong bonding with the parent association.

8.5.2.3.3. The zonal vice presidents must belong to their respective zones and will be voted by alumni of the corresponding zones.

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8.5.2.4. **General Secretary (GS):** He shall be a member working at Baripada, preferably in the Institute.

8.5.2.4.1. He shall carry out the day-to-day affairs of the Association and shall be responsible to the Executive Council.

8.5.2.4.2. He shall maintain all records of the Association relating to membership, proceedings of the General Body and Executive Council meetings, assets and properties of the Association, and all correspondence of the Headquarters.

8.5.2.4.3. He shall call the General Body Meeting and prepare the agenda for it in consultation with President as per the provisions of the constitution and shall be responsible for recording and circulating the minutes of the proceedings.

8.5.2.4.4. He shall also call the meetings of the Executive Council and prepare the agenda for it, in consultation with the President and shall be responsible for recording and circulating the minutes of the proceedings.

8.5.2.4.5. He shall present a report on the activities of the Association and its Chapters each year in the Annual General Body Meeting, preferably to be held in the month of April/May.

8.5.2.4.6. He shall be the custodian of all assets and properties of the Association at the Headquarters through the corresponding Secretaries.

#### 8.5.2.5. Joint Secretary

8.5.2.5.1. He shall assist the General Secretary in maintaining records and looking after the assets and properties of the Association.

8.5.2.5.2. He shall be in charge of the website, newsletter, other related activities, and any other work assigned by the President or GS.

8.5.2.5.3. He shall be responsible for all planning matters, implementing the decisions of the General Body and EC, and any other work assigned by the President or GS.

8.5.2.5.4. He shall interact with other organisations, the Chapters and the Alma Mater, prepare developmental projects, and any other work assigned by the President or GS. The Vice-presidents shall guide him in such matters.

8.5.2.5.5. He shall work as an interface with the General Secretary.

#### 8.5.2.6. Treasurer and Co-Treasurer

8.5.2.6.1. They shall keep records of all receipts, payments, disbursements, income, and expenditures and maintain all books of account and all bank transactions.

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- 8.5.2.6.2. They shall be responsible for the collection of membership fees and other amounts like special fees, contributions, donations etc., for the Headquarters.
- 8.5.2.6.3. They shall get the accounts of the Headquarters audited each year in time and present them to the EC and then to the General Body for approval.
- 8.5.2.6.4. The EC will decide the division of responsibility of the Treasurer and Co-Treasurer.
- 8.5.2.6.5. Treasurer and Co-Treasurer must reside at Baripada, out of which one should preferably be from the SEC.

#### 8.5.2.7. Executive Council Members

- 8.5.2.7.1. There shall be eight executive council members from the following constituencies: Seven members from Under Graduate Engineering. One member from the rest (preferably one from MCA stream).
- 8.5.2.7.2. Two nominated members of each Local Council shall be members of the EC.
- 8.5.2.7.3. The immediate Past President and General Secretary shall be ex-officio members of EC for one term.
- 8.5.2.7.4. The EC can co-opt one or more additional members outside the EC for any specific purpose Such co-opted members shall not have any voting rights in the EC.

#### 8.6. Election of Office Bearers

- 8.6.1. The Executive Council shall appoint an Election Officer (EO) by 1 St January of the election year.
- 8.6.2. The process of e-polling shall be adopted for election to all the posts.
- 8.6.3. The Election Officer shall invite e-polling, nominations for different posts by the 15th of January of the election year. 15 days shall be given to submit nominations, satisfying the eligibility conditions of the constitution for different posts. There shall be at least two proposers and two seconders for the posts of President and General Secretary, and one proposer and one seconder for other posts. EO may extend the final date of nomination if necessary.
- 8.6.4. The Election Officer shall check the nominations for eligibility between 1st and 10th February, and valid nominations shall be finalised.
- 8.6.5. EO shall display the list of valid nominations (Ballot) on the Website by the 15th of February and invite votes by the 28th of February. E- Polling shall be completed by 31st March.
- 8.6.6. In case nominations for any posts are not received by the stipulated date, then such posts, for which nomination is not received, shall be put to the vote in the Annual General Meeting.
- 8.6.7. For election in the Annual General Meeting, nominations for those posts shall be invited from the members present with the same number of proposers and seconders mentioned in 8.6.3. Voting shall be done by voice vote or by raising a hand as decided by Election Officer.



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8.6.8. Election results shall be declared by the Election Officer in the General Body Meeting itself. He shall also after that sign the result document for record and posting on the website.

8.6.9. Nobody shall hold a particular office for more than two consecutive terms in the Association.

### 8.7. Finance of Headquarters

8.7.1. All receipts into the Headquarters account shall be deposited in a Savings Bank Account in the name of "Seemanta Engineering College, Jharpokharia Alumni Association" opened at State Bank of India, Jharpokharia Branch. The account shall be jointly operated by two members, one from Treasurer or Co-Treasurer and the other from General Secretary, President or Vice President, as decided by the EC in its first meeting after assuming office.

2. All expenditures shall be met by the Treasurer / Co-Treasurer as advised by the General Secretary with the approval of the President within the budget provisions. In the Annual General Body Meeting, details of the bank – deposits will be presented along with an audited report for ratification by the General Body.

At the beginning of every year, the Treasurer shall prepare a budget for the whole year in consultation with the President and GS, which the Executive Council shall approve before any expenditure is incurred for that year.

A "Development Fund" shall be created to deposit all donations and special contributions by members (for this purpose). This fund shall be utilised only for the purpose of developmental work after the EC has approved the proposal.

EC may decide to raise any other fund as per necessity. As decided by EC, a separate bank account may be opened in a scheduled bank for this purpose.

### 8.8. Chapters

8.8.1. Chapters can be opened at any place with the approval of EC, and each shall be controlled by a Local Council (LC) to be elected by members of the chapter.

8.8.2. The term of office of an LC shall preferably be two years coinciding with that of the EC.

8.8.3. The Chapters shall frame "Rules of Business" / "Bye-Laws" of their own within the framework of the constitution of the Association and without violating any of its provisions. The "Rules of Business" shall be sent along with the application to form a Chapter, for approval and suggesting modifications, if necessary, by the EC.

8.8.4. The EC shall have the power to withdraw approval and dissolve any Chapter if, in the opinion of the EC, the Chapter is not functioning as per the provisions of the Constitution of the Association and Rules of Business of the Chapter.

### 9. Auditors

9.1. In its Annual General Meeting, the General Body shall appoint a third-party Chartered Accountant annually as Auditor. The audited account shall be placed before the General Body for approval. The fees for the Auditor shall be met from the Headquarters funds.

9.2. Similarly, the General Body of each Chapter shall appoint a Chartered Accountant as Auditor in its Annual General Meeting to audit the Chapter accounts. The fees for the Auditor shall be met from the Chapter's funds.

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## 10. General Body Meetings

Following categories of General Body Meetings shall be held at the Headquarters.

### 10.1. Biennial General Body Meeting

This shall be held once in every two years to elect the Executive Council. A notice of at least 60 days shall be given for this meeting. This shall be held at the Headquarters to allow members to visit Alma Mater.

### 10.2. Annual Home Coming and General Body Meeting

This shall be held every year in the month of March/ April / May or as per the decision of EC. Every alternate year, this shall coincide with the Biennial General Body Meeting in which the following business shall be transacted.

- 10.2.1. Celebration of the Annual Home Coming in which the fresh Members shall be welcomed to the Association.
- 10.2.2. The placing of the Annual Report & Audit Report and approval of the Audit Report.
- 10.2.3. Election of Executive Council when applicable.
- 10.2.4. Discussion on improvements.
- 10.2.5. Approval of developmental Projects, if any, and sanction of funds from "Development Fund".
- 10.2.6. Amendment of Constitution, if any.

A notice of at least 30 days shall be given for this meeting.

### 10.3. Emergency General Body Meeting

In case, any emergency decision is to be taken by the General Body, the President may call an Emergency General Body Meeting, giving 7 days' notice, after taking such a decision in an emergency EC meeting held with 2 hours' notice. This meeting shall discuss and decide only that particular issue for which it is called.

### 10.4. Requisition for General Body Meeting

If 200 Members request the President to call a General Body Meeting for any particular purpose, the President will call such a meeting within 30 days of getting notice and discuss the issue and take the suitable decision. Such a meeting will be called with 15 days' notice.

## 11. Executive Council Meeting

There shall be the following categories of EC meetings.

### • Ordinary Meeting

This shall be held at least six times a year to discuss and take decisions as per the constitution on the day-to-day affairs of the Association. A notice of at least 7 (seven) days shall be given for this. The agenda shall be attached to the notice for the meeting.

### • Emergency Meeting

The President may decide to call an emergency meeting of the EC in case one or more issues are to be discussed on an emergency basis. The General Secretary shall call such a meeting only on the instruction of the President, and 24 hours' notice shall be given. However, if two-thirds of the members present feel that the issues do not call for an emergency meeting, the meeting shall be cancelled, and the issues shall be kept for discussion in the next ordinary meeting.

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### Requisition Meeting

In case, a majority number of EC members feel to discuss any particular issue or issues which have not been taken up in the ordinary meeting and which is urgent. Not less than three fourth of the total membership of the EC (excluding the co-opted members) shall write combinedly to the President stating the specific issues, and the President shall call such a meeting of EC and get the issues discussed.

Such requisition shall be submitted to the President not less than 7 days in advance, and the meeting shall be called with two days' notice.

## 12. Quorum

- 12.1. At least the presence of 40 members (excluding fresh members welcomed in the said meeting) shall form the quorum for the Biennial General Body Meeting and 30 members (excluding fresh members) for the Annual General Body meeting.
- 12.2. At least 30 members shall form the Quorum for an Emergency General Body Meeting.
- 12.3. At least 100 members shall form the quorum for a Requisition General Body meeting.
- 12.4. For an ordinary EC meeting 5 members, including virtual participation, shall form the quorum. The presence of at least one member from a Chapter shall be desirable in the above quorum.
- 12.5. For an Emergency EC meeting, 8 members, including virtual participation, shall form the quorum, which should include at least one member from a chapter.
- 12.6. For a requisition EC meeting, at least three fourth of the total EC members, excluding the President and GS, shall form the quorum, which must include exofficio members from at least one-third of the chapters.

## 13. Amendment of Constitution

The procedure for modifications, addition, alteration or deletion of any provision of the constitution shall be as follows:

- 13.1. Any Member can submit the proposal for amendment.
- 13.2. Such proposal in detail, with reasons for the amendment, shall be submitted to the General Secretary not later than 30th November of the Year.
- 13.3. All the proposals for amendment shall be discussed in one EC meeting. The EC may if so felt, appoint a committee to go through the proposed amendments and submit a report.
- 13.4. The proposals, along with the comments of the EC (and the committee, if any), will be posted on the website seeking comments from all alumni for discussion and final approval in the Annual General Meeting. In case of conflicting views, e-voting may be done. All this has to be completed before the Annual General Meeting.
- 13.5. Only after meeting the requirement of quorum, the General Body can consider the Amendment to Constitution, which shall be passed once voted by the majority.
- 13.6. Amendment to the constitution shall be considered only in the ordinary Annual General Body Meeting and not in any Emergency or Requisition meeting.

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#### 14. Vacancy in Executive Council / Local Council

14.1. If any vacancy occurs in the Executive Council during its term of office, the same shall be filled up in the following manner:

14.1.1. If the post of President falls vacant, the Vice President shall be the President for the remaining period of the term, and one of the EC members shall be elected as Vice President from among the EC members in a meeting of the EC.

14.1.2. If the post of General Secretary falls vacant, Joint Secretary shall be the General Secretary for the remaining period of the term. The EC shall elect one of EC members to the vacant post of Joint Secretary.

14.1.3. If the post of Treasurer falls vacant, the Co-treasurer shall be the Treasurer for the remaining period of the term and the EC shall elect one of the EC members to the post of Co-Treasurer.

14.1.4. If any other post falls vacant, the President shall nominate from among the members to this vacant position, satisfying the constituencies as per the Constitution.

14.2. Similar provisions as above for the Chapters, shall be framed by the concerned Chapter got cleared by the EC.

14.3. Any member of EC, elected by due process as the per Constitution, shall not be removed except by a majority decision of the General Body.

#### 15. Global Alumni Meet

Global Alumni Meet shall be organized by the Chapters from time to time. Any chapter may organise a Global Alumni Reunion after seeking clearance from the Headquarters.

#### 16. Audit and Inspection

The funds A qualified auditor or a Govt shall audit the funds of the Association / Society annually. The Collector and Addl. Registrar of societies or his representatives shall be competent to get the account and document of the society / Association audited/inspected at any time for his satisfaction. In case the performance of the society / Association is considered unsatisfactory the Collector & Addl. Registrar of Societies, Mayurbhanj, may cancel the registration after giving an opportunity to the management for show cause and personal hearing.

#### 17. Indemnity

The Executive Council Members shall be indemnified in respect of all acts done by them for the SECAA in good faith and no member of the Executive Council shall be liable for any act done by any other member.

#### 18. Area of Operation

The area of operation of the Headquarters shall be in the state of Orissa, at present in the district of Mayurbhanj.

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Jyotirava Mahanta  
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**19. Dissolution of Association**

In the event of the dissolution of the Association due to any reason, the assets and properties of the Association shall automatically be transferred to the Alma Mater and it shall be the property of the Alma Mater, and shall be utilised as per the decision of the Board of Governors of the Alma Mater.

**Certificate-**

1. Certified that this is the true and correct copy of the rules and regulations of **Seemanta Engineering College Alumni Association**
2. Certified that there is no other registered society with the above name in the same village.
3. All legal members shall be guided under the Societies Registration Act. XXI of 1860 with Amendment 1969.

*Sardara Nayak*  
**President**  
**Alumni Association**  
**Seemanta Engineering College**  
**Mayurbhanj**

*Jyotirava Mohanta*  
**Secretary**  
**Alumni Association**  
**Seemanta Engineering College**  
**Mayurbhanj**

*Bikash Ranjan Ghosh*  
**Treasurer**  
**Alumni Association**  
**Seemanta Engineering College**  
**Mayurbhanj**

Attested the above signature-



Signature of the Attesting Officer with seal-

*[Signature]*  
**Executive Engineer**  
**(R&B) Division, Baripada**

**Certified to be true copy**  
*Shekhare Kumar Gupta*  
**Date: 21/04/23**  
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**Shekhare Kumar Gupta**