

OFFICE OF THE REGISTRAR (FIRMS & SOCIETIES), DISTRICT (WEST)
GOVT OF NCT OF DELHI
OLD MIDDLE SCHOOL BUILDING, RAMPURA, DELHI-110035

**CERTIFICATE OF REGISTRATION
UNDER SOCIETIES REGISTRATION ACT XXI OF
1860**

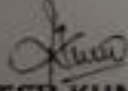
Registration No. **SOCIETY/WEST/2014/8901225**

I hereby Certify that **INSTITUTE OF INNOVATIONS IN TECHNOLOGY & MANAGEMENT ALUMNI ASSOCIATION** located at **INSTITUTE OF INNOVATION IN TECHNOLOGY & MANAGEMENT, D-27 & 28, INSTITUTIONAL AREA, JANAKPURI, NEW DELHI-110058** has been registered* under SOCIETIES REGISTRATION ACT OF 1860.

Area of Operation: DELHI

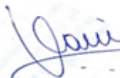
Given under my hand at Delhi on this **27** Day of **January** 2014.




(**RAMESH KUMAR**)
REGISTRAR OF SOCIETIES
GOVT. OF NCT OF DELHI
DELHI

Registrar of Societies/Firms
Distt. West, Delhi

* This document certified registration under the Society Registration Act 1860. However, any Govt. department or any other association/person may kindly make necessary verification (on their own) of assets and liabilities of the society before



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Director
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& Management, New Delhi

be filed with the Registrar of Societies, Delhi as required under section 4 of the Societies Registration Act, 1860.

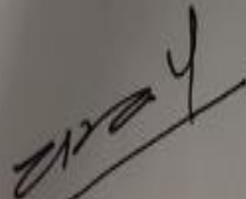
18. Legal Proceedings (Section 6 of the Act): The Society may sue or be sued in the name of the President / General Secretary as per provision laid down under section 6 of the Societies Registration Act, 1860 as applicable to the National Capital Territory of Delhi.

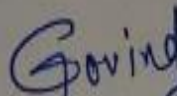
19. Amendment (Section 12 & 12A of the Act) Any amendment in the Memorandum of Association or rules will be carried out in accordance with procedure laid down under section 12 and 12A of the Societies Registration Act, 1860.

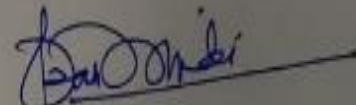
20. Dissolution and Adjustment of Affairs (Section 13 & 14 of the Act) If the society needs to be dissolved it shall be dissolved as per provision laid down under section 13 & 14 of the Societies Registration Act, 1860 as applicable to the National Capital Territory of Delhi.


21. Application of the Act All the provisions under all the sections of the Societies Registration Act, 1860 as applicable to the National Territory of Delhi.

22. Essential Certificate Certified that this is the correct and true copy of Rules and Regulations of the Society.


President


Secretary


Treasurer





INSTITUTE OF INNOVATION IN TECHNOLOGY & MANAGEMENT

Affiliated to GGSIP University

'A' Grade by GNCTD, A+ by SFRC, NAAC Accredited
(ISO 9001-2008 Certified)

D-27 & D-28, Institutional Area, Janakpuri, New Delhi-110058.

Tel: 011-28520890, 28520894, Fax: 011-28520239

E-mail: director@iitmjp.ac.in Website: www.iitmjp.ac.in

Dr. Vani Vasakarla
Director
Institute of Innovation In Technology
& Management, New Delhi

| | | | |
|----|-----------|---|-----|
| 4. | Treasurer | : | One |
| 5. | Secretary | : | One |
| 6. | Members | : | Two |

10. Powers & Duties of the office bearers:

Chairman:- Chairman will not have voting right.

President :

- a) He/She shall preside all the meetings of general body and governing body.
- b) In case of equality of votes in any meetings, he/she shall tender his/her casting vote.
- c) He/She shall supervise work of other office bearers from time to time.

Vice President: He shall enjoy all the powers in the absence of president of the society and also assist to president in routine work. He/She will also assist to the President in his/her duties from time to time.

Secretary In the absence of the General Secretary, the Secretary shall enjoy all powers and duties which are entrusted to the General Secretary. He/She will also assist to the General Secretary in his/her duties from time to time.

Members: They will assist in the day to day work of the society as directed by the President and Secretary.

11. Financial year: The financial year of the society shall be from 1st April to 31st March, of every year.

12. Source of Income and Utilization of Funds Subscriptions, donations, grant-in-aid and gifts from the members and the general public shall be the source of income of the society. All the income of the society shall be utilized towards the aims and objects of the society.

13. Operation of Bank Account The funds of the Society shall be kept in a scheduled bank. The bank account of the society shall be operated by the Treasurer and any one of the President or General Secretary.

14. Audit of Accounts The accounts of the society shall be audited by the qualified auditor every year to be appointed by the Governing Body.

15. Filling up Casual Vacancies Casual vacancies may be filled up by the resolution passed by majority of votes by both the governing body and general body up to the next election.

16. Election The governing body of the society shall be elected for a term of two years in general body meeting. The raising hands shall be the mode of election. The newly elected governing body list should be attested by three outgoing office bearers and it will be filed with registrar of the societies, Delhi.

Governing Body (Section 4 of the Act) Once in the month of **Annual list of Managing** members and members of the governing body of the society shall

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society. Every member shall be entitled to participate in the meetings, functions and get-together programmes of the society.

9 Quorum & Notice of the meetings:-

A. General Body: There shall be a general body of the society consisting of all the members. The meeting of the general body shall be held once every year with 2/3rd quorum. No quorum shall be required in the adjourned meeting. An emergent meeting of the general body may also be summoned on the written request of 3/4th members, with 15 days prior notice for such meetings. The notice period of the general meeting of the general body shall be 15 days. The following business shall be transacted in these meetings:-

- (i) To prepare annual programs and policies.
- (ii) To discuss and to decide all such matters and issues which are directly or indirectly related to the affairs of the society.
- (iii) To pass annual budget of the society.
- (i) To appoint in a qualified auditor for conducting annual audit of the society.
- (ii) To consider any other business brought forwards by the governing body.

B. Governing Body: There shall be a governing body of the society to look after and to manage the day to day affairs of the society. It shall consist of minimum 7 and maximum 21 members including the office bearers. The meetings of the governing body shall be held every 3 months with 2/3rd quorum. No quorum shall be required in the adjourned meeting. An emergent meeting of the governing body may also be summoned on the written request of 3/4th members by 15 days notice of the meeting. The notice period of the governing body shall be 15 days. The following business shall be transacted in these meetings:-

- a) To take necessary steps for the implementation of all the programmes and policies drawn by the general body.
- b) To approve the necessary expenditure to meet the day to day requirements of the society.
- c) To take decisions on application for membership
- d) To appoint committee for disposal of any business of the society or for advice on any matter pertaining to the society.
- e) To arrange finance if required from other bank(s), institutions or individual on reasonable terms and conditions and the governing body as a whole is liable for its return.
- f) To appoint, terminate and fix duties of any staff.
- g) To receive, to have custody of and to expand the funds of the society and manage the properties of the society.
- h) To sue and defend all legal proceedings on behalf of the society.
- i) To take all such other legal steps which may appear beneficial for the smooth and better management of society.
- j) The following is the present structure / strength of the governing body:-

1. Chairman One
President One
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
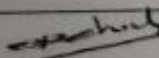
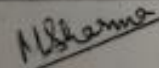
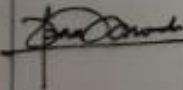
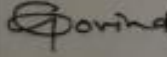
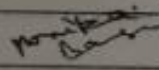
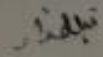
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RULES & REGULATIONS OF THE SOCIETY


1. **Name of the Society** : Name of the society shall be "INSTITUTE OF INNOVATION IN TECHNOLOGY & MANAGEMENT ALUMNI ASSOCIATION".
2. **Membership:** The membership of the society is open to any person who has attained the age of majority and has interest in the development of the society and abides by terms and conditions of the society without discrimination of the religion, caste, creed or colors, but subject to the approval of the governing body.
 - (a) **Regular Members:** All alumni of Institute of Information Technology & Management who have paid the membership fee.
 - (b) **Honorary Members:**
 - (i) Faculty members, who have served the Institute for at least one year and have paid life membership fee of the Association.
 - (ii) All ex-Directors.
 - (iii) Eminent persons who have contributed immensely or have keen interest for the development of the Institute.
3. **Subscription:** Life Membership Fee for all the members shall be Rs. 1000/- per member.
4. **Refusal:** The governing body of the society may refuse any person for the membership, provided reasons for refusal shall be communicated to the person concerned in writing with reason.
5. **Termination:** The governing body of the society may terminate any member from the society on the following grounds:-
 - (i) On his/her death
 - (ii) If the member of the society works against the aims and objects of the society
 - (iii) If the member of the society tender his/her resignation to the society.
 - (iv) If the member fails to attend three successive meetings of the general body without intimation in writing. The reason for termination shall be communicated to the concerned member in writing.
6. **Appeals:** Every such expelled member shall have right to appeal to the general body of the society which may or may not be accepted. All the appeals shall be preferred to the general body of the society; the decision of the general body shall be final. The reason of rejection shall be communicated to the concerned member.
7. **Re-Admission:** In case an expelled / terminated member is Re-admitted by the general body the same person / member shall have to pay all dues upto date. The decision of the general body shall be final.
8. **Rights & Privilege of:** Every member shall have right to participate in the member general body meeting. Besides this, he/she shall have also right to vote in the meeting of the

INSTITUTE OF INNOVATION IN TECHNOLOGY & MANAGEMENT ALUMNI
ASSOCIATION
LIST OF DESIROUS PERSONS WITH RESIDENCE ADDRESS PROOF &
SIGNATURE

| Sl.No. | Name (in Capital letters) | Address | Document Attached | Signature |
|--------|----------------------------|--|-------------------------|---|
| 1 | Prof. ANIL CHOPRA | Flat 26, DDA SFS, Sector 9, Pkt 2 Dwarka New Delhi-110077 | Copy of Election Card |  |
| 2 | Prof. C.P. CHAWLA | B517, Sarita Vihar, New Delhi 110076 | Copy of Election Card |  |
| 3 | Ms. MONICA SHARMA | C3A/107B, Janak Puri, New Delhi-110058 | Copy of Driving Licence |  |
| 4 | MR. DEEPAK TRIVEDI | B1/303, Manbhavan Appts., Plot No. 26, Sector 10, Dwarka, New Delhi-110075 | Copy of Driving Licence |  |
| 5 | Mr. GOVIND MURARI UPADHYAY | RZ-1254, Street No. 5/1, Main Sagarapur, Delhi-110046 | Copy of Election Card |  |
| 6 | Ms. MONIKA BANSAL | C5C/6B, Janak Puri, New Delhi-110058 | Copy of Election Card |  |
| 7 | Ms. NIDHI GOEL | 5, IInd Floor, Avtar Enclave, Paschim Vihar, New Delhi - 110063 | Copy of Election Card |  |

Verification

Verified at Delhi, on this the ____ day of _____, the signature of above named persons.



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indirectly by way of dividends, bonus, profits or in any manner whatsoever to the present and past member of the society or to any person claiming through any or more of the present or past member.

No member of society shall have any personal claim on any moveable or immovable properties of the society or make any profit, whatsoever by virtue of his/her membership.

4. **Executive Committee:** The names, addresses, occupations and designations of the members of the Executive Committee to whom the management of the society is entrusted as required under the section 2 of Societies Registration Act, 1860 as applicable to the National Capital Territory of Delhi area are as follows:

| Sl.No | Name (in Capital letters) | Address | Occupation | Designation in the Society |
|-------|-------------------------------|---|------------------------|----------------------------|
| 1 | Prof. ANIL CHOPRA | Flat 26,DDA SFS, Sector 9, Pkt 2 Dwarka New Delhi-110077 | Education/ Teaching | Chairman |
| 2 | Prof. C.P.CHAWLA | B517, Sarita Vihar, New Delhi 110076 | Education/ Teaching | President |
| 3 | Dr. MONICA SHARMA | C3A/107B, Janak Puri, New Delhi-110058 | Education/ Teaching | Vice-President |
| 4 | MR.DEEPAK TRIVEDI | B1/303, Manbhavan Appts., Plot No.26, Sector 10, Dwarka,New Delhi-110075 | Education/ Teaching | Treasurer |
| 5 | Mr. GOVIND MURARI UPADHYAY | RZ-1254,Street No. 5/1, Main Sagarpur, Delhi- 110046 | Education/ Teaching | Secretary |
| 6 | Ms. MONIKA BANSAL | C5C/6B, Janak Puri, New Delhi-110058 | Education/ Teaching | Member |
| 7 | Ms. NIDHI GOEL | 5, IInd Floor, Avtar Enclave, Paschim Vihar, New Delhi - 110063 | Education/ Teaching | Member |

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MEMORANDUM OF ASSOCIATION

1. **Name of the Society:** The name of the Society shall be "INSTITUTE OF INNOVATION IN TECHNOLOGY & MANAGEMENT ALUMNI ASSOCIATION".
2. **Registered Office:** The office of the Society shall remain in the National Capital Territory of Delhi and at present is at the following address:

Institute of Innovation in Technology & Management, D-27&28, Institutional Area, Janakpuri, New Delhi-110058
3. **The Aims and Objects:** The aims and objects for which the Society is established are as under:
 - 3.1 To promote and foster mutually beneficial interaction between the Alumni and the Alma Mater.
 - 3.2 To help alumni achieve their professional goals.
 - 3.3 To undertake activities of nation building including those of charitable nature.
 - 3.4 To foster linkages amongst the alumni and to promote personal and friendly relations through meetings and get-togethers among members of the Association.
 - 3.5 To facilitate and encourage alumni to contribute towards improvement in the status of the Institute in the areas pertaining to academic infrastructure, industry interactions and in any other area that the alumni and the Institute feel appropriate.
 - 3.6 To generate corpus at the Institute of Information Technology & Management for creating better residential/educational/ recreational facilities for the Institute community.
 - 3.7 To exchange professional knowledge, organize conferences, seminars, workshops & training courses.
 - 3.8 To create and establish endowments to render assistance to students of the Institute through grants, scholarships and prizes or in any other area so deemed appropriate by the Association and the Institute.
 - 3.9 To raise or collect funds by subscriptions, contributions, donations, loans or by any other legal means for furtherance of the above objectives of the Association.
 - 3.10 To undertake all such lawful activities which are conducive to the attainment of the above objectives.

All the income, earning, moveable, immovable properties of the societies shall be solely utilized and applied towards the promotion of its aim and objects only set forth in the memorandum of association and no profit thereof shall be paid or transferred directly or



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Institute of Innovation in Technology & Management

PASSING-OUT STUDENTS: EXIT SURVEY FORM

Personal information:

| S. No. | Field | Details |
|--------|---------------|---|
| a. | Name | |
| b. | Enrolment No. | |
| c. | Batch | |
| d. | Programme | BBA (G) / BBA (CAM) / BCA / B COM (H) |
| e. | Class | 1 st Shift / 2 nd Shift |

Rate the administration of the academic programme on the following parameters:

| S. No. | Parameters | Excellent | Very Good | Good | Fair | Poor |
|--------|---|-----------|-----------|------|------|------|
| a. | Teaching Methodology (Teaching methods adopted by teachers are suitable) | | | | | |
| b. | Coverage of practical aspects (Teachers highlight the practical applicability of the topics / subjects taught). | | | | | |
| c. | Guidance / Support from faculty (Teachers guide / help students in achieving academic objectives). | | | | | |
| d. | Learning environment in the Classroom (Environment in the class is suitable for learning). | | | | | |
| e. | Academic environment in the institute. | | | | | |
| f. | Overall quality of graduate level teaching: | | | | | |

Tick in appropriate box.

Suggestions (If any):

