

SHREE GURU GOBIND SINGH TRICENTENARY UNIVERSITY

Budhera, Gurugram-Badli Road, Gurugram (Haryana) - 122505 Ph. : 0124-2278183, 2278184, 2278185

# Registration of Alumni Association & Bye-Laws



# Certificate of Registration of Society.

I hereby certify that a Society bearing the Registration Number and name as under mentioned has been registered this 22<sup>nd</sup> day of May 2014 Year under the Haryana Registration and R egulation of Societies Act 2012 (Haryana Act No. 1 of 2012)

State Code		District Code			Year of Regist			istration		Registration Number			
H	R	0	1	8	2	0	1	4	0	1	4	0	2
	Name of the society					Registered Office Address							
Alumni Association of SGT University (AASGTU).						Gurgaon SGT University, Farruk Nagar Road,Vill. Budhera, Distt.Gurgaon.							

Issued under my hand at Gurgaon this 22<sup>nd</sup> day of (month) may Year 2014



District Registrar Firms & Societies Gurgaony

Station: Gurgaon

# ALUMNI ASSOCIATION OF SHREE GURU GOBIND SINGH TRICENTENARY (SGT) UNIVERSITY, GURGAON (AASGTU)

#### Constitution

#### MEMORANDUM AND BYE-LAWS OF ASSOCIATION

- 1. Name of the Association: "Alumni Association of SGT University" (AASGTU).
- 2. Registered office: Shree Guru Gobind Singh Tricentenary University Campus, Gurgaon-Badli Road, Chandu-Budhera, District - Gurgaon Haryana - 122505

#### 3. Aims and Objectives

- (a) To provide a buoyant forum for promoting interaction and networking among alumni of the University.
- (b) To aid and support alumni in achieving their vocational and professional goals.
- (c) To facilitate the association of alumni with their University (Shree Guru Gobind Singh Tricentenary University, Gurgaon).
- (d) To contribute to the University's vision and mission of being recognized among the leading Universities in academics, research excellence, leadership, ethics and innovation.
- (e) To assist the alumni to provide stimulating learning environment, where the teachers encourage the young minds to explore the frontiers of research along with acquiring knowledge that will fully equip them to contribute to the betterment of society.
- (f) To assist the alumni to lay stress on acquiring excellent communication skills which are imperative for effective transfer of intellectual abilities and skills to productive enterprises.
- (g) That subsequent to the completion of course in faculties, a separate chapter of the each faculty alumni shall be started with similar organizing

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structure of that under main SGT University Alumni Association and each chapter will pay 25% of their Alumni Fee/Earnings to main association.

#### Organization

#### (a) Patronage

The President of the Association shall be the Ex-officio Patron of the Association of Alumni

#### (b) Membership

The Association shall comprise the following categories of members:-

- (i) Regular members (hereafter referred to as members)
- (ii) Honorary members
- (iii) Life members

Eligibility for membership

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- (a) Those who have received degree(s) /diploma(s) as regular students of the constituent colleges/Institutes/Departments of the University, herein referred to as the alumni, and
- (b) The faculty members teaching/academic officials who have served the University for at least one year, and have paid the life membership charge of the Association, shall be the members of the Association.
- (c) All the past directors/principals, Professors and Associate Professors.
- (d) The eminent personalities honored by the University shall be the Honorary Members of the Association. In addition, the Association can also confer the Honorary Membership to persons of eminence who have not received any degree from the University but have contributed immensely or have shown a keen interest for the development of the University/ its constituent colleges/Institutes/Departments.
- (e) The member who has paid life membership fee will become Life Member and will have the right to vote.

#### 6. Admission for Membership

Any desirous person who wants to become member of AASGTU shall have to apply in prescribed format along with requisite subscription fee. His/her

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application has to be recommended by any two founder members of AASGTU. After the approval in the General Body meeting, he/she will become member of AASGTU. If admission of membership is refused, the reasons to do so would be communicated.

#### 7. Subscription (Membership fee)

The subscription / membership fee shall be Rs. 250/- (Rupees Two hundred Fifty only) for annual membership and Rs. 1000/- (Rupees one thousand only) for life membership. However, the membership fee can be reduced or exempted in exceptional cases.

#### 8. Cessation of membership

The membership of a person is valid until the expiry of period for which membership has been granted. Life Members will have the right to remain in the AASGTU until the Association is dissolved. The membership may be cancelled after giving due opportunity to member if his/her conduct is not conducive to the cause of AASGTU.

#### 9. Appeal & Re-admission of members



The member of AASGTU who ceases to be member due to non-payment of subscription fee can again become member by remitting all the pending dues. The decision of the Governing Body shall be final and binding to all.

#### 10. Rights and Privileges of Members

The member has the right to participate in all the activities of AASGTU and has the privileges to receive all information/letters/brochures issued by the AASGTU. The member will also have the right to participate in General Body meeting of the AASGTU and will have the right to vote, only if granted.

#### 11. Composition of the Association

The Alumni Association of the University shall comprise the following:-

- (a) General Body
- (b) Governing Body

Will constitute quorum. Notice of General Body meeting will be circulated to all the members one month in advance.

## (vii) Filling up casual vacancies

Casual vacancy (ies) if any; may be filled by the Governing Body. It will have to be ratified by the General Body.

(viii) The names, addresses, occupations and designations of the present members of the Governing/Executive body are as under:

SL. No.	Name & Address	Designation	Occupation	Photograph	Signature
01-	Dr. T. D. Dogra C-17, South City – II, Gurgaon (Haryana) – 122505	President	Doctor		Dogs
02-	Dr. Kamlesh Kohli 13, Pine Drive, BSNL Office, Sohna Road, Gurgaon- 122018	Vice President	Doctor		Litoke.
03-	Dr. Maninder S. Sidhu 40, Munirka Vihar, New Delhi	Secretary HARY & REG OF SO ACT	WAREGN. ULATION CIETIES		Mele
04-	Sh. Satish Kumar A-37, Palam Vihar Ext.Dharam Colony, Gurgaon	Treasurer on, H	TUMO2		Famoz.
05- AT	Dr. Hareesh Yadav H. No.856, Sector-14, Gurgaon	Member	Doctor		ty
ADV	ATISH CHARY OCATE UPTARY URGAON (Walyers) India	Logou		AIRTOR	6
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#### (a) General Body

#### (i) Composition

All the members of the Association shall constitute the General Body of the Association who have paid the complete dues till date.

#### (ii) Powers, duties and functions

The general body will have all the power to elect the Governing Body and all the decisions of General Body shall be final and binding. It will be supreme body to regulate and give directions to Governing Body for enhancement of function of AASGTU.

#### (iii) Notice and frequency of meetings

The President or General Secretary will issue notice of meeting. The meeting of the General body may be held any number of time but at least once in a year. The President/General Secretary will be duty bound to convene extra-ordinary meeting of the AASGTU if the requisition is made by two-third of members and such meetings has to be called by within one month. Two-third of the members shall form the quorum among whom at least two office bearers, including Secretary and Treasurer and one member or office bearer of the Governing Body must be present. If the quorum is not complete, the meeting may be adjourned and re-convened at any other time in which the quorum should be complete.

#### (iv) Business /Functions

The business of the Annual General Body Meeting shall be:-

- 1. To receive and to adopt the Association's audited statement of accounts of the preceding year,
- To receive and approve annual report of the Association with or without amendment,
- 3. To approve appointment of Auditors and terms and conditions of their appointment, and
- To transact any other business as proposed by the Board.

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#### (b) Governing / Executive Body

(i) The Governing Body shall be constituted by the members of AASGTU having voting rights to run the Association smoothly.

#### (ii) Composition

The Governing Body will consist of President, Vice-President, General Secretary, Joint Secretary, Treasurer, Editor and Executive Members. However, the Governing Body may create additional posts for smooth functioning of the AASGT

#### (iii) Election and its mode

ACT 3013 ACT

Election will be held once in three years by Secret Ballot/raising of hands except for the post of editor who shall be nominated by the President and shall operate from his/her address.

#### (iv) Term of the office

The terms of office of the Governing Body shall be three years. After that fresh election will be held and new Governing Body shall be constituted.

#### (v) Powers and duties of the office bearers

The office bearers will perform all the duties attached to their office and will derive the powers from their respective position in Governing Body. All office bearers are accountable to General Body for their action. Any decision of any office bearer or Governing Body can be set aside by General Body which will be supreme.

#### (vi) Quorum and notice for the meetings

About two-fifth of total members having the voting rights shall constitute quorum. In case the meeting is not held for want of quorum, the meeting will be adjourned for an hour. However, if even after an hour of adjournment requisite strength of General Body member do not gather whatever number of members present

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06-Dr. Daya Shankar Member Doctor Rao J K B-303, Pavitra apts. Vasundhara Enclave Delhi. 07-Dr. B. B. Gupta Member Doctor 2401, Sector-D. Pkt-2, Vasant Kuni, New Delhi 08-Dr. U. K. Lamba Member Doctor H.No. 632, Sectoralstrar of S 21, Vill. Dundahera, Gurgaon MARYANA REGN. & REGULATION OF SOCIETIES ACT 2012 Doughponer 09-Dr. H. S. Grover Member Daon, Haboetor J6/148, Block-J6, Rajouri Garden, New Delhi 10-Dr. Bharti Raina Member Doctor 402, Sanskriti Apts. Mat Sec.10A, Gurgaon-122001 11-Sh. B. G. Goswami Member Administrator B-26/2, Pochanpur TAR Extension, Dwarka New Delhi-11--75 SATI Su DISTT. GA 520 CLOTT ATTESTED SATISH Famos ADVOCATE 11ST GURGAON Tharven 1 0 MAY 2014

#### 12. Sub-Committee(s)

Any sub-committee(s) to perform any function may be constituted by Governing Body/General Body. It will work directly under the mandate given by Governing Body/General Body.

### 13. Source of income and utilization of funds

The AASGTU will generate money by way of subscription, sale of periodicals, advertisement, and sponsorship of conferences/EME/Workshops/Symposia or by any means authorized by General Body. AASGTU may take grant / donation from Government / Public Bodies / Philanthropists or any other agency. The funds will be solely utilized for the purpose of aims and objectives of Association.

#### 14. Audit of Accounts

A qualified Chartered Accountant will audit the account of the AASGTU.



#### 15. Operation of Bank Account

The Bank account will be in the name of AASGTU. The account shall be a joint account operated by President, Secretary and Treasurer. Any two of the said signatories will have the right to operate the account.

#### 16. Legal proceedings

The Association may sue or be sued in the name of the President or the Secretary.

#### 17. Amendment in the Memorandum of Association & Bye-Laws

- (a) Any amendment in the Memorandum of Association will be carried out by the General Body in accordance with the provisions as laid down in the bye-laws.
- (b) The Bye-laws may be amended by a special resolution by the Governing
- (c) Body by at least two third majorities of the members present and voting.

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- (vii) "Funds of the Association" shall mean and include all investments, cash in bank, cash in hand and properties including movable and immovable belonging to the Association.
- (viii) "Honorary Member" means as defined in Clause 5 (d) of the constitution of the Association.
- (ix) "SGT University" means Shree Guru Gobind Singh Tricentenary University, Gurgaon.
- (x) "Member of the Association" includes Life Member, Regular Member and Honorary Member of the Association.
- (xi) "Member of the General Body" includes Life Member and Regular Member.
- (xii) "Office Bearers" includes The President, Vice President(s), Secretary and Treasurer.

Registrar

- (xiii) "Person" means and includes individuals, tirms, societies, clubs, associations, corporations and incorporated bodies, and
- (xiv) "Regular Member" means as defined in clause 4 (b) (i) of the constitution of the Association.

#### (c) Register of Members

- (i) The Secretary shall maintain a register of all members of the Association in the form approved by the Governing Body. The register shall be kept open for inspection by all members of the Association and any person authorized by the Governing Body.
- Updating of Register and Enrolment of members The Association shall frame guidelines/ issue instructions for updating of register of members.
- (iii) Notwithstanding the provision of the sub- By Law (ii) above, there shall be no updating of Register after the announcement of the schedule of elections. However, clerical errors would be allowed to be corrected with the orders of the Election Officer appointed for the purpose.

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#### 18. Dissolution of Association

- (a) The Association may resolve to dissolve itself by passing a special resolution in a meeting of the General Body convened for the purpose.
- (b) On the passing of special resolution under sub clause 1 above, the Governing Body shall take all necessary steps for settlement of all claims and liabilities, as it may consider appropriate in accordance with its Byelaw and if there are no Bye-laws, in accordance with the provisions of the Haryana Registration and Regulation of Society Act, 2012.

#### 19. Application of Act

The provisions of the Haryana Registration and Regulation of Society Act, 2012 and rules made there under, as amended from time to time, shall apply to this Association.

20. Bye-Laws



- (a) These Bye-laws shall be called Bye Laws of Alumni Association, SGT University, Gurgaon"
- (b) Definitions Unless there is anything in consistent in the context:-
  - "Alumni" means those who are eligible to become members of the Association as provided in the Constitution.

(ii) "Association" means Alumni Association of SGT University, Gurgaon.

- (iii) "General Body" means General Body of Alumni Association of SGT University, Gurgaon.
- (iv) "Governing Body" means Governing Body of Alumni Association of SGT University, Gurgaon.
- (v) "Constitution" means Constitution of Alumni Association of SGT University, Gurgaon.
- (vi) "Financial Year" means the period commencing from 1<sup>st</sup> April and ending with 31<sup>st</sup> March of the next year.

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The Governing Body or the President may assign any responsibility to Vice President. In the absence of President, Vice President shall preside over meetings of the General Body and the Governing Body and exercise all powers of the President. One of them, as decided by the Governing Body, shall also discharge the duties of the President during his/her absence.

#### (iii) Secretary

(2)

(1) The Secretary shall look after the affairs of the Association under the supervision of the President.



- The Secretary shall be head of the Registered Office and Head Office of the Association. He/she maintain and keep or cause to be maintained and kept all records of the Association, including register of members, elections, minutes and agenda and all other records of the meetings of the General Body, Governing Body and committees and sub-committees constituted by General Body, Governing Body or President.
- (3) He shall act as liaison between the Association and the Institute on one hand and the Association and the Institute's student body on the other. He/she also represent the Association in various bodies and meetings of the Institute.
- (4) He/she shall do everything necessary to vide effect to the resolutions passed and decisions taken by the General Body and Governing Body. He/she shall keep the President and the Governing Body apprised of the progress made in this respect from time to time.
- (5) He/she shall also file all returns under the Haryana Registration and Regulation of Society Act, 2012 and rules made there-under and any other law mandating filing of returns.

#### (iv) Treasurer

The Treasurer shall oversee all financial matters and account records of the Association and in particular the following:-

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#### (d) Meetings General Body

The composition, strength, election, term of the office, quorum, notice, business/functions and meetings of the General Body shall be as described in clause 11 (a) of the constitution of the Association. However, the powers and functions of the office bearers shall be as under:-

#### (i) President

(2)



(1) President shall be the Chief Executive of the Association. He/she shall convene and preside over the meetings of the Governing Body as well as the General Body and shall maintain or cause to maintain their minutes. In his/her absence, the Vice-President(s) shall preside at the meeting General Body and the Governing Body and exercise all such powers. In the absence of the President and the Vice-President(s), the General Secretary shall preside at the meetings of General Body Meeting and the Governing Body and exercise all such powers.

Subject to he provisions of the Constitution and Bye-Laws of the Association, he/she shall make announcements regarding meetings of General Body, elections and proposed amendments to the Constitution and Bye-Laws.

- (3) In case of tie between members present in a meeting of General Body and Governing Body on any agenda or issue, the President or in his/her absence Vice President(s) or any other person, who is presiding the meeting in his/her place, shall have the casting vote.
- (4) Subject to any subsisting interpretation given by the governing Body, the President or in his/her absence Vice President or any other person, who is presiding the meeting of General Body or Governing Body, shall have authority to interpret the Constitution and the Bye-Laws of the Association for the purpose of conducting the meeting and deciding the questions arising at such meeting.

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#### Vice President

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- (1) All financial transaction,
- (2) Expenditure of the Association,
- (3) Collection of Membership subscription and dues
- (4) Collection of grants and donations received by the Association
- (5) Compilation of Statements of Accounts
- (6) Audit of accounts and making all records available for the scrutiny, to the auditor,
- (7) Presenting Annual Accounts and Audit Report before the Governing Body and in the Annual General Body Meeting,



Ensure that all accounts books are maintained properly and are up to date,

Make investment by way fixed deposits and security in banks in consultation with Secretary,

Filing in consultation with the Secretary, returns under the Income Tax Act, Foreign Exchange regulation Act and any other prevailing law,

- (11) Ensure that all the due payments are made to the Association and issue all necessary receipts, and
- (12) Keep the Governing Body informed of the financial condition of the Association.

#### (e) Management of Funds

- (i) All investments of the funds of the Association, including receipts of deposits and all deeds and documents relating to any of the properties of the Association, shall be kept for safe custody with the Secretary or with a bank as approved by the Governing Body.
- (ii) Subject to the conditions, if any, the Secretary and Treasurer shall deal with the dispose of all properties, whether movable or immovable, and the income thereof in accordance with the direction of the Governing Body evidenced by a resolution and not otherwise.

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- (iii) Subject to the approval of the governing Body evidenced by a resolution thereof, all documents whether relating to any immovable or movable property, whether made over to the Association or belonging to the Association including Agreements, Conveyances, Mortgages, Deeds of gifts or leases shall be in the name of the Association and executed by the Secretary or any other Officer Bearer authorized by the Governing Body.
- (iii) The Office Bearers shall be respectively chargeable only for such properties, money, funds, securities, or any other property as they shall respectively receive notwithstanding their signing any receipt for the sake of conformity and shall be answerable and accountable only for their own acts and defaults and not for those of any other members or any other banker, broker, auctioneer, agent or person with whom or into whose hands the money or securities of the Association may be deposited, for the insufficiency or deficiency or any funds or securities and for any other loss under the same, except when it happens through their own dishonesty or willful default respectively.

None of Office Bearers and Members of the Governing Body shall be entitled to stipend, salary and pay from the Association. However, they shall be entitled for reimbursement of expenditure incurred by them out of the Funds of the Association for the execution of the objectives of the Association or in relation thereto with the approval of the President.

#### (f) Election of Office Bearers

- (i) General
  - Every member of General Body shall be eligible to be elected as President, Vice President, General Secretary and Treasurer.
  - (2) Every member of the General Body shall have one vote for each post. Vote by proxy is in no case permitted.
  - (3) A member shall not be eligible to hold the same position in the Governing Body for more than two terms.

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- (4) Every member of the General Body shall have the right to cast only one vote for each post, and to propose and second only one candidate for each of the elected positions of the Governing Body.
- (5) Election Officer On behalf of the General Body, elections shall be conducted by an Election Officer, appointed by the outgoing Governing Body at least 90 days in advance and not earlier than 100 of the expiry of its term. The Election Officer shall be employee of the University, not below the rank of Professor, and should not be the member of the Association. He should be familiar with the Association.
- (6) While taking action as per Clause (5) above, the Governing Body shall also convene Annual/Special Meeting of General Body to obtain and adopt the election results.

#### (ii) Conduct of Elections

(1)



The Election Officer shall be responsible for receipt of nominations, acceptance of withdrawals, scrutiny of nominations, hearing of objections against nominations, actual conducting of elections and announcement of election results in the meeting of General Body.

Within thirty days of his/her appointment, the election Officer shall notify the schedule of elections, which shall include the dates and times of following:-

- (aa) Receipt of nominations in form as approved by the Governing Body.
- (ab) Publication of all the nominations,
- (ac) Filing objections against the nominations and scrutiny thereof,

- (ad) Decision on objection,
- (ae) Publication of valid nominations,
- (af) Withdrawal of nominations,

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- (ag) Publication of final list of contesting candidates,
- (ah) Voting by way of secret ballot, postal ballot and secured web portal,
- (ai) Counting of votes, and
- (aj) Announcement of results.

#### (3) Nominations

- (aa) Nominations shall be invited at least forty five days in advance of the meeting of General Body, by a general circular to all members and by hosting it on the Association's website.
- (ab) Every nomination shall be required to be duly proposed by at least one member of the General Body and seconded by any member of the General Body other than the proposers. Each nomination shall have the consent of the nominee.
- (ac) No member shall nominate more than one candidate for the same post. No member shall second nore than one candidate for the same post. No member, who nominates a candidate for a post, shall second another candidate for the same post. No member, who seconds a candidate, shall nominate another candidate for the same post. In case of any violation, the first entry shall be considered valid.
- (4) List of Nominations, Scrutiny, Objections, Withdrawal and Final List of Contesting Candidates
  - (aa) Immediately next day after the closing date and time of the nominations, the Election Officer shall publish post-wise lists of all nominations for the information of the General Body and invite by giving two days, objections against validity of nominations.

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- (ab) Two days after the expiry of time for filing objections to nominations, the Election Officer shall scrutinize all nominations and decide all the objections and notify the names of candidates, whose nominations have been found to be valid and publish the same for the information of all the candidates and the General Body. Before taking a decision on the objections, the Election Officer shall given one day notice to the candidate against whom objection has been received, to explain his position. After taking the decision, the Election Officer shall give two days to valid candidates for withdrawal of their nominations.
- (ac) Immediately thereafter, he shall publish the final list of contesting candidates.

#### (5) Mode of Voting

As prescribed in clause 11(b) (iii).

#### (6) Counting of Votes Polled and Declaration of Results



(aa) Counting of votes polled by secret ballot shall be done immediately after the close of the in person voting in the presence of the committee members and the candidates or their authorized representatives present in the General Body Meeting.

b) The result will be finally submitted in writing to the Secretary. The Secretary shall formally announce the result as resolution in the General Body Meeting and shall be adopted as such. The Election Officer shall submit a report on the elections to the Secretary the next day.

(7)

#### Model code of Conduct for candidates during elections

(aa) After the announcement of the Election Schedule by the Election Officer, all the powers of the Governing Body shall cease to exist. Only normal executive functions and time bound matters shall be handled by Secretary and Treasurer. In extra-ordinary situations, the Governing Body can exercise its power in

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consultation with and after approval from Election officer.

Election Officer shall give opportunity to every (ab) candidate to upload his manifesto on the website of the Association.

**Redress of Complaints regarding election** 

The Governing Body shall set up a committee of three (aa) persons of impeccable integrity and impartiality in consultation with Election Officer immediately after the announcement of Election Officer to hear complaints and representations from the candidates and other members of the General Body and issue advice to the Election Officer or a candidate or any other person connected with elections, as deemed appropriate. They should be employees of the University and not below the rank Associate Professor and should not be member of alumni Association.

#### Taking Over of Charge by the Governing Body (9)

The Governing Body the new Board shall take over the charge of the Association within one month of the declaration of results.

#### Resignation by the Members of Governing Body (10)

A member of the Governing Body may tender resignation to the President or Secretary which shall be placed before the Governing Body in its meeting, who shall be competent to take decision in the matter. However, the President or the Secretary may also accept the resignation in exceptional cases in anticipation of approval of Governing Body. As soon resignation is accepted, the concerned member shall cease to hold office.

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#### 21. **Essential Certificate**

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Certified that this is a true and correct copy of the constitution and bye-laws of the Alumni Association of SGT University, Gurgaon.

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- 1. Dr, T. D. Dogra President
- 2. Dr. Kamlesh Kohli Vice President
- 3. Dr. Maninder S. Sidhu Secretary
- 4. Sh. Satish Kumar Treasurer

REGULATION OF 2. CHAPTER-III, HARYANA ACT No. 10 SECTION 6 AND SUBACTION I TO XII Certified to be Frue Copy District Registrar of Erms & Societies Gurgaon, Haryana M

ALLOWED AND CERTIFIED ONLY AIMS AND OBJECTIVES COVERED UNDER THE HARYANA DESISTRATION AND

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