

Reg. No. HPCD-20034

ALUMNI ASSOCIATION-VALLABH GOVERNMENT COLLEGE MANDI



HAND BOOK
of Alumni Association

**Vallabh Govt. College Mandi
Distt. Mandi (H.P.) 175 001**

Reg. No. HPCD-20034

ALUMNI ASSOCIATION-VALLABH GOVERNMENT COLLEGE MANDI



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Vallabh Govt. College Mandi
Distt. Mandi (H.P.) 175 001

Registration No.:



HPCD-20034

Certificate of Registration of Societies



Himachal Pradesh Societies Registration Act 2006 (Act No. 25 of 2006)

This is certified that the ALUMNI ASSOCIATION -VALLABH GOVERNMENT COLLEGE MANDI located at VALLABH GOVERNMENT COLLEGE MANDI,-175001 has been registered under the provisions of the Himachal Pradesh Societies Registration Act, 2006 (Act No. 25 of 2006) on the 30th day of January 2025 (30/01/2025).

Given under my hand and seal at
Pradesh.

MANDI, Himachal

नियमित सभाव
जिला मण्डी (हिमाचल)

Deputy Commissioner-cum- Additional Registrar of Societies
Himachal Pradesh



Alumni Association Vallabh Government College Mandi

Preamble

The Alumni of Vallabh Government College Mandi, recognizing the value of fostering lifelong connections among former students, promoting the welfare of their alma mater, and contributing to the advancement of education, hereby establish the Alumni Association under the Himachal Pradesh Societies Registration Act, 2006 (Act 25 of 2006).

Memorandum of Association:

1. The name of the Association shall be Alumni Association - Vallabh Government College Mandi.
2. The Head Office of the Association will be situated at Vallabh Government College Mandi and its address will be: Alumni Association-Vallabh Government College Mandi, Tehsil and District Mandi, Himachal Pradesh, PIN-175001.
3. The membership of the Association shall extend to all former students of Vallabh Government College Mandi, regardless of their place of residence. An “Honorary Member” means any person other than an Alumnus, who has been elected by the General Body of the Association.
4. All present and past regular faculty members of VGC Mandi shall be considered as members of the Association.
5. The objectives of the Association shall be as under:
 - (i) To foster a sense of belonging and camaraderie among the Alumni.
 - (ii) To enhance the educational, cultural, and socio-economic

development of Vallabh Government College Mandi.

- (iii) To facilitate professional and personal growth among the students through educational networking and collaborations.
- (iv) To promote initiatives that serve the broader community and uphold the legacy of institutional values. our prestigious.
- (v) To provide opportunities for academic networking, professional development, and mentor- ship among Alumni and current students.
- (vi) To undertake Charitable and Philanthropic initiatives for the betterment of the college and its community.
- (vii) To share their lifelong experiences and concerns towards the college administration and other relevant authorities.
- (viii) Any other objective as may be decided by majority of the members in the general house.

6. The management of the affairs of the Association is entrusted by the regulations of the Association to the Executive Body (Governing Body), whose names, addresses and occupations are specified below (Table.1):

Table:1. Names and Addresses of the Governing Body.

Sl. No.	Name	Address for correspondence	Designation	Occupation
1	Prof. Surina Sharma	Principal, Vallabh Government College Mandi, H.P.-175001.	Patron	Government service
2	Dr. Hem Raj Rana	s/o Late Shri Tej Ram, Village Chhipanu, Post Office Bijani, Tehsil-Sadar, District- Mandi, Himachal Pradesh -175001	President	Government service
3	Dr. Tara Sen	Tara Sen d/o Sh. Man Singh, Village Panjahti, P.O. Talyahar, Tehsil & District Mandi H.P. -175001.	Vice-President	Government service
4	Prof. Suraj Mani Thakur	S/O Sh. Jethu Ram, Vill.-Parli Kareri, P.O-Kholanal, Teh.-Bali Chowki, Distt.-Mandi, H.P-175124	Secretary	Government service
5	Dr. Yachhana	Dr. Yachhana, wife of Shri Aakash , H.NO 94/ 10 thanera Mohalla Mandi Himachal Pradesh 17500 1	Joint Secretary	Government service
6	Dr. Ritesh Verma	S/O Sh. N.R. Verma, Vill.- Naulakha, P.O-Kanaid, Teh.- Sundernagar, Distt.-Mandi, H.P-175019	Treasurer	Government service
7	Prof. Ram Singh Attal	Sh. Mohan Lal, Village & post office- Lohara , Tehsil-Balh, district Mandi, Himachal Pradesh	Executive Member	Government service
8	Dr. Chetan Singh Rana	S/o Late Sh. G. S. Rana, VPO Baggi, Tehsil Balh, District Mandi, H.P. - 175001	Executive Member	Government service
9	Dr. Vivek Kapoor	Late Sh. Sunder Lal Kapoor, H. No. 136/8, Prem Gali, Mandi, H.P. - 175001	Executive Member	Government service
10	Dr. Sunil Sen	S/o Shri Shyam Singh, 360/3, Jail Road Monday Himachal Pradesh District Mandi 175001	Executive Member	Government service
11	Dr. Neetu Pathania	W/o Shri Neeraj, Pathania Infotech Systems, Post Office-Ner Chowk, District Mandi Himachal Pradesh 175008	Executive Member	Government service

12	Dr.Rattan Lal	Rattan Lal s/o Sh. Sant Ram, H. No. 201A/4, New Dadhyal, Po Bhojpur, Tehsil Sunder Nagar 175029	Executive Member	Government service
13	Dr.Radhika Jamwal	Radhika Jamwal, D/O shri R. L. Jamwal ,401/ new sain mohalla, ganpati road, Mandi Himachal Pradesh.	Executive Member	Government service
14	Dr.Jitender Kumar	Jitender Kumar s/o Sh. Surender Sharma, Village Panjahti, P.O. Talyahar, Tehsil & District Mandi H.P. -175001.	Executive Member	Government service

7. One copy of the regulations of the Association duly certified as required by section 6 of the Himachal Pradesh Societies Registration Act, 2006 (No. 25 of 2006) is filed with this Memorandum of Association.
8. We, the several persons whose names and addresses are subscribed below are desirous of forming an Association in pursuance of the aforesaid Memorandum of Association and have signed the memorandum in the presence of the witnesses shown below (Table.2):

Table.2 Names and addresses of alumni desirous of forming an Association.

Sl. No.	Name and permanent address of the subscriber with father/husband name	Age	Occupation
1	Surina Sharma D/o Girijanand Sharma, 236 /10 Mandi, Himachal Pradesh 175001	57	Government service
2	Ram Singh Attal S/O-Sh. Mohan Lal, Village & post office- Lohara, Tehsil-Balh, District Mandi, Himachal Pradesh	57	Government service
6	Harish Kumar s/o Sh. Misru Ram Village & P. O. Sianji, Tehsil Balh, District Mandi, H.P. -175027.	55	Government service
7	Vivek Kapoor s/o Late Sh. Sunder Lal Kapoor, H. No. 136/8, Prem Gali, Mandi, H.P. - 175001	53	Government service
8	Baldev Verma, S/o Sh. Kundan Lal, Village Chhippno, P.O Bijani, Tehsil and District Mandi Himachal Pradesh	56	Government service
9	Chetan Singh Rana S/o Late Sh. G. S. Rana, VPO Baggi, Tehsil Balh, District Mandi, H.P. - 175001	57	Government service

10	Dr. Hem Raj Rana, s/o Late Shri Tej Ram, Village Chhipanu, Post Office Bijani, Tehsil- Sadar, District- Mand, Himachal	57	Government service
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	Pradesh -175001		
11	Rattan Lal s/o Sh. Sant Ram, H. No. 201A/4, New Dadhyal, Po Bhojpur, Tehsil Sunder Nagar 175029	54	Government service
12	Chaman Lal, S/o-Sh. Gussain Ram, Village Madhdhar, Po-Kotmoras, Tehsil Sadar, Distt.- Mandi, Himachal Pradesh 75001	46	Government service
13	Balbir Singh,S/O Shri Karan Singh,Village- ghiundar, post office -Rewalsar district Mandi Himachal Pradesh.	33	Government service
14	Hoshiyar Singh s/o S/o Sh. Hari Singh, Village Chhucham, PO Ropa, Tehsil Padhar, District Mandi, H.P. 175012.	37	Government service
15	Dr.Yachhana, wife of Shri Aakash ,H.NO 94/ 10 thanera Mohalla Mandi Himachal Pradesh 175001	43	Government service
16	Radhika Jamwal, D/O shri R. L. Jamwal ,401/ new sain mohalla, ganpati road, Mandi Himachal Pradesh.	43	Government service
17	Tara Sen d/o Sh. Man Singh, Village Panjahti, P.O. Talyahar, Tehsil & District Mandi H.P. -175001.	43	Government service
18	Anupama Sharma,W/O Sh.Praveen Kumar Sharma,Palace Colony,H.No-22/3,tehsil-Sadar,Distt.-Mandi-175001	46	Government service
19	Bandna Chauhan, D/o Shri Balwant Singh Chauhan, VPO-Bhaderwar, Tehsil-Sarkaghat, H.P, 175849.	39	Government service
20	Neetu Pathania, W/o Shri Neeraj, Pathania Infotech Systems, Post Office-Ner Chowk, District Mandi Himachal Pradesh 175008	44	Government service
21	Jyoti D/o Sh. Kashmir Singh, VPO & Tehsil Thunag, District Mandi, H. P. - 175048.	28	Government service
22	Vivek Kapoor, S/O-late Shri Sundarlal Kapoor H. No. - 136/8 Prem Gali himachal Pradesh.	52	Government service
23	Jitender Kumar s/o Sh. Surender Sharma, Village Panjahti, P.O. Talyahar, Tehsil & District Mandi H.P. -175001.	50	Government service

24	Anuj Kumar, S/o of Shri Kishan Chand, house number 356/13 Sauli khad, mandi-175001	49	Government service
25	Suraj Mani Thakur, S/O Sh. Jethu Ram, Vill.-Parli Kareri,P.O-Kholanal, Teh.-Bali Chowki, Distt.-Mandi,H.P-175124	32	Government service
27	Anita Devi, W/O Shri Devinder Thakur post office Baryara,Village-Kuttal, mandi Himachal Pradesh17 5052	48	Government service
28	Sunita, W/O Er.Nikhil Kaushal,165/10,Thenera Mohalla, Mandi,Himachal Pradesh175001	30	Government service
29	Bhupinder Kumar, S/O Sh. Sohan Lal, Village-Bathan, post office-Ghambhar Khad, Mandi Himachal Pradesh 175 023	53	Government service
30	Jyoti Thakur, Village-Ghiundhar,P.O-rewalsar, district Mandi Himachal Pradesh.	45	Government service
31	Dr. Sunil Sen, S/o Shri Shyam Singh, 360/3, Jail Road, Mandi, District Mandi ,Himachal Pradesh-175001	43	Government service

**Rules and Regulations Of
Alumni Association - Vallabh Government College Mandi.**

1. Membership:

- (1) Membership categories, eligibility criteria, duties, and rights shall be determined by the General Body.
- (2) Membership in the Association shall be open to all former students, present and past regular teaching faculty members of Vallabh Government College Mandi, regardless of their place of residence.
- (3) Honorary membership may be conferred upon individuals who have made significant contributions to the college or the association, as approved by the General Body. The Association may have Patrons as approved by the Governing Body, provided that a patron shall be an outstanding professional.
- (4) The membership of the society shall be of two kinds:
 - (a) Any person who is of sound mind and not bankrupt and never convicted by any court of law for any criminal offence, after paying Rs. 200/- annual membership fee can apply for the membership of the society.
 - (b) Any person who pays Rs. 2000/- shall be life member of the Association.
 - (c) The membership fee in respect of all the members would be decided by Annual General Meeting (AGM) every year.
 - (d) The mode of subscription/collection of the membership fees would be decided from time to time by Annual General Meeting (AGM) every year.
 - (e) Any member of a similar association registered with other name and style which is either defunct or dissolved or non-operational after the promulgation of the Himachal Pradesh Societies Registration Act, 2006 can apply for the membership of the Association after the registration of the Association.

2. Admission of the members:

A person desirous of being enrolled as member of the society shall make application addressed to the President. The application shall have to be approved and recommended by the managing committee which reserves the right to admit or reject any application without assigning any reason whatsoever or place the application before the general body for admission or otherwise. The decision of the general body shall be final and binding on the applicant.

3. Elimination of Membership:

The membership of any person of the Association can be terminated at any time if:

- a. He/She is declared insolvent or bankrupt by a court of law.
- b. He/She is convicted of any offence involving moral turpitude.
- c. He/She becomes insane and of unsound mind.
- d. He/She resigns from the membership.

The membership of members of any class shall be liable to be terminated if:

3.1. He/She misconducts himself/herself or acts in manner prejudiced to the interests of the Association and programme undertaken by the Association. The membership shall be removed by 2/3 majority of the total membership in a general meeting called on the report of the general body.

3.2. The member shall be given a chance to explain his/her position in the case of removal. The decision of the general body will be final and binding. Such member shall have no right to vote on the resolution on such removal.

4. General Body:

All the members of the Association shall form the general body. The general body will meet at least once in a year to pass the annual account and budget for the next year and review the progress of the work of the preceding year and to conduct the audit of the preceding year. Apart from the annual general meeting as above the general body can meet for any specific purpose at any time which shall be decided by the governing body.

Functions of the General Body:

- a. To consider application for admission to membership.
- b. To consider removal of the member from the membership.
- c. To elect a governing body amongst all classes of members.
- d. To consider amendments to rules and regulations of the society and make additions and deletions etc. in the rules and regulations of the society.
- e. To consider any other business brought forward by the governing body.
- f. To lay down policies of the institution's guidelines for the governing body.

4.1. The annual general meeting of the general body shall be called within three months from the closing of the financial year and shall transact the business as per bye-laws. In the case of annual general body meeting (AGM) 14 days notice shall be given.

4.2. Two third (2/3) of the total members shall form a quorum. In the absence of quorum the meeting shall be adjourned to another day, and if on that day on which adjourned meeting is held, no quorum is obtained, the business shall be disposed off without a quorum. Until & unless otherwise provided in the rules, decisions will be taken by a simple majority as per the agenda of the meeting.

5. Executive Committee:

1. The Executive Committee shall be the governing body of the Association.
2. The Executive Committee shall consist of Principal of the college as Patron, elected officer bearers, including a President, Vice-President, Secretary, Joint Secretary, Treasurer, and additional members as deemed necessary.
3. Secretary and Treasurer of the Association shall be elected amongst the members of Alumni Association serving in the college, and in the event of non-availability of any members of alumni Association serving in the college , the option to elect any one from the general body members shall be open.
4. Officers shall be elected by the general membership for a term of 3 years, with the option for re-election.
5. The Executive Committee shall be responsible for all the managing affairs, i.e. planning, managing finances, and implementing initiatives in accordance with the objectives of the association.
6. Meetings of the Executive Committee shall be held at least twice a year and decisions shall be made by a simple majority vote, meetings can take place in physical mode, Via telephonic or video conferencing or any other mode as decided by executive members.

6. General Meetings:

1. General meetings of the Association shall be held at least once a year, with additional meetings called at the discretion of the Executive Committee or upon the request of a significant portion of the

membership.

2. Notice of general meetings, including the agenda and proposed amendments to the constitution, shall be provided to members at least 7 days in advance.

3. The decisions at general meetings shall be made by a simple majority vote of the members present.

4. The secretary shall be responsible for calling a general body meeting at the direction of the President. If the president considers that the secretary has without valid reasons failed to call the general body meeting as required under rules, he may himself call the meeting.

5. On a request in writing made by 150 of the total members the secretary/president shall be bound to call a general body meeting to conduct the business specified on the requisition within one month from the date of receipt of the notice.

6. In all general body meetings the President of the association shall preside and transact the agendas. In the absence of the President of the society, Vice-President shall preside over the meeting.

7. Finance:

1. The Association shall maintain a bank account for the deposit of funds and payment of expenses. The bank account of the Association shall be jointly operated by the Secretary & Treasurer.

2. All funds of the Association shall be managed transparently and in accordance with applicable laws and regulations.

3. The Treasurer shall provide financial reports to the Executive Committee and general membership at regular intervals and upon request.

4. The financial year of the Association shall be from 1st April to 31st March. The funds of the society shall be raised by: -

- a) Loans, deposits, donations/gifts, subsidies, grants, contributions
- b) The governing body shall determine the period, rate of interest and other terms of the loans, deposits and other modes of investments. The governing body will have full authority in creating mortgage and pledge from the govt./commission/board/councils etc.
- c) Any expenses incurred for executing the objectives of the Association may be reimbursed out of the funds to the Association members and members of the Executive body.
- d) The Governing Body or the Managing Committee shall consist of not less than 7 and not more than 13 elected member, amongst them the following will be the office bearers.

Office bearers:

1. President
2. Vice-President
3. Secretary
4. Joint

Secretary

5. Treasurer.

- a) In the meeting of the governing body, 2/3 members shall form quorum. The patron of the association shall preside the meeting of the governing body. Every member of the governing body shall have one vote.
- b) All decisions shall be taken in the governing body by a simple majority of the members present in the meeting. In case the quorum is not complete, the President shall adjourn the meeting and reconvene it after 30 minutes, at which time, the members present will constitute the

quorum and there will be no minimum requirement.

c) No decision can be taken in a governing body meeting unless one from the President/vice president and one from the secretary/joint secretary /treasurer are present.

d) Any non-member can be appointed secretary by the general body in the recommendation of the governing body who will fix his remuneration, tenure of appointment ministerial staff members for specific period. Such appointee shall have no voting right in governing body or general body meeting.

e) The governing body so elected by the general body shall have a tenure of three years from the date of election which can be extended if necessary for six months.

8. The Functions of the Governing Body shall be as under:

1. To frame bye-laws for achieving the objectives of the association toward betterment of the institution.
2. To consider and recommend the applications for membership as per rules of the association.
3. To appoint, promote, punish, suspend or dismiss the employees and to fix their salaries and other facilities etc.
4. To raise loans and deposits decide terms and conditions on which they should be accepted.
5. To arrange for proper maintenance of accounts and preparation of balance sheets, statements etc.
6. To see that stock of the goods belonging to the association is taken per annum .
7. To insure immovable property and if possible, by payment of reasonable charges also the movable property of the association.
8. To do all such other acts and things that are necessary for the proper advancement of education and conduct of the administration of the institution in furtherance of the objectives.

9. To appoint an auditor or for auditing the annual account of the association and fix up its remuneration.

10. To consider the audit report and any other communication received from the education department/state govt. or any other body or from financing agencies in respect of the matter concerning the institution.

11. To entertain agreements, contracts, stipulations with other institution, association, person, govt. bodies, other corporation on the behalf of any for the institution.

12. To consider resignation of the members from the governing body of the association and recommend for further action to the general body.

16. Subject to rules and the regulations and the resolution passed by the association in the general body meeting, the governing body shall have full authority to carry on the business for the fulfillment of interests of the institution.

17. Business of an urgent nature may be disposed off by the circulation of relevant papers amongst the members of the governing body provided that resolution is to be passed by a simple majority of the member of the governing body and resolutions passed accordingly by circulation will be satisfied by immediate subsequent meeting of the governing body.

18. Vacancy in the Governing Body:

In case any vacancy arises in the governing body due to some resignation, natural death, expansion or otherwise, the president of the association has power to fill the vacancy with co-operation of the general body members.

19. Powers of the President:

1) The President will preside over all the meeting of the general body and governing body.

3) The Vice-President will help the president in his/her day to day working and in his/her absence will hold the office of the president.

20) Duties of the Secretary:

The secretary of the governing body shall be the secretary of the association and shall be entrusted with the daily working and management of the association. His duties will be as under:

- a. To convene all meetings of the Association and governing body and record all proceedings of such meetings in the minutes book.
- b. To carry on the correspondence of the Association and to maintain all its books, accounts and registers with the help of the treasurer.
- c. To receive and disburse money on behalf of the association and to attend business entrusted to him by the governing body.
- d. As per requirement of the college, association can hire/outsource any employee for the welfare of institution.

21. The joint secretary will discharge the duties entrusted by the secretary of the governing body. In the absence of the secretary the joint secretary will exercise all powers of the secretary.

22. The bank accounts of the association shall be operated by two members of the Executive. One signatory shall be the Treasurer and the other shall be either secretary or joint secretary or any members of the Executive authorized by the Executive body.

23. The President or secretary may invite from outside as special invitees to any particular meeting on the association of the governing body for guidance. But such invitees shall have no right to vote.

24. The profits, if any, of the association can be utilize for carrying on the very same activities undertaken by the Association.

25. If any dispute arises with regard to the incorporation of any clause of the constitution, rules and regulations in form, same will be referred to general body and its interpretation will be deemed final.

26. Any amendment or alteration in the association rules and regulation or enactment of any new rule will first be approved by Executive body and then will be put up in the general body meeting. The decision of the general body will be taken by 2/3d majority of the members .

9. Dissolution:

1. In the event of dissolution, any remaining assets of the association shall be transferred to Vallabh Government College Mandi determined by the Executive Committee and approved by a general meeting.
2. A resolution for dissolution shall require a two-thirds majority vote of the members present at a general meeting, with notice provided as per H.P. Societies Registration Act, 2006.

10. Amendments:

1. This constitution may be amended by a two-thirds majority (2/3) vote of the members present at a general meeting.
2. Notice of proposed amendments shall be provided to members at least 3 days in advance of the meeting.

11. Miscellaneous:

1. This constitution shall come into force upon approval by a general meeting of the Association.
2. In matters not covered by this constitution, the Executive Committee shall have the authority to make decisions, subject to review by the general body.
3. Any conflicts arising from the interpretation of this constitution shall be resolved by the Executive Committee, with the option for appeal to a general meeting.

Signatories :

President :

Vice President :

To The SDM
Sadar Mandi
District Mandi, H.P.

Subject: Registration of Alumni Association of Vallabh Government College, Mandi

Respected Sir,

We, the undersigned, respectfully submit this application for the registration of an Alumni Association under the H.P. Societies Act, 2006. The association aims to foster a lifelong connection between the college and its alumni, promote the interests of the college and its alumni, and provide a platform for the alumni to contribute to the growth and development of the college.

We request you to register the Alumni Association of VGC, Mandi under the H.P. Societies Act, 2006.

Thank you.

Sincerely,

Secretary,

Alumni Association Vallabh Government College, Mandi

Encl:

- Memorandum of Association
- Rules and Regulations
- List of Executive Committee Members
- NOC

Official Address of Alumni Association -Vallabh Govt. College Mandi

This is to certify that the official address of Alumni Association-Vallabh Govt. College Mandi shall be as under:

Alumni Association Vallabh Govt. College Mandi, Teh. Sadar Distt. Mandi Himachal Pradesh
Pin code: 175001

Principal
Vallabh Govt. College Mandi.