

SRM VALLIAMMAI ENGINEERING COLLEGE

(An Autonomous Institution)

ESTD. 1999 - Accredited by NBA - Approved by AICTE

'A' Grade Accreditation by NAAC

ISO 9001:2015 Certified - Affiliated to Anna University Chennai

SRM VEC ALUMNI ASSOCIATION

Ref No: SRM VEC AA/Election/02/2023

Date: 21.07.2023

ELECTION NOTIFICATION

Subject: The election of the office-bearers of the Executive Council of SRM Valliammai Engineering College Alumni Association for the year 2023-2025.

The nominations are invited for the following post of Office-bearers of the Executive Council of SRM VEC Alumni Association - for the year 2023-2025.

- | | | |
|------------------------------|---|---------------------------|
| 1. President | - | One (External/ Internal) |
| 2. Vice President | - | One (External/ Internal) |
| 3. General Secretary | - | One (Internal) |
| 4. Joint Secretary | - | One (External) |
| 5. Treasurer | - | One (Internal) |
| 6. Executive council members | - | Ten (Internal / External) |

As per the decision of the Executive Committee Meeting (ECM) and resolved in the meeting of Executive committee held on 21st April 2023, members of SRM VEC Alumni Association can contest in the election as contestant. The candidate must be the member of Alumni Association.

The whole election programme for the office-bearers of Executive Council of Alumni Association will be as given below:

- | | |
|---|----------------------|
| 1. Notification of Election | 22.07.2023 Saturday |
| 2. Last date for the receipt of nominations | 12.08.2023 Saturday |
| 3. Verification of nominations | 17.08.2023 Thursday |
| 4. Last date for withdrawal of nominations | 24.08.2023 Thursday |
| 5. Publish the Slate | 30.08.2023 Wednesday |
| 6. Declaration of results | 09.09.2023 Saturday |

Nominations for above mentioned post of office-bearers are invited in the prescribed nomination form enclosed herewith. Nomination Form can be downloaded from the college web site www.srmvalliammai.ac.in or can be obtained from the Election Officer Dr. S. Visalakshi, Vice Principal, SRMVEC. Mob .No:9444686788

- Internal – Alumni faculty working at SRMVEC
- External – Alumni outside institution


PRINCIPAL

Copy to:

- The Director, SRMVEC for kind information
- The Vice Principal
- The HOD's – to circulate among all the alumni
- The Manager, Office
- PS to Principal
- Alumni Coordinator


21/7/23



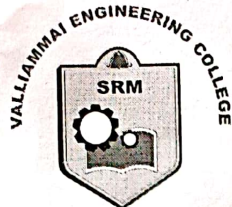
SRM Nagar, Kattankulathur - 603203, Kanchipuram District, Tamil Nadu, India

Phone : 044 - 27454784, 27454726 & 27451498 Fax : 044 - 27451504

Website : www.srmvalliammai.ac.in Email: srmvec@valliammai.co.in



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SRM VEC ALUMNI ASSOCIATION

EXECUTIVE COMMITTEE OFFICE BEARERS ELECTION NOMINATION FORM

| | | |
|---|---|--|
| NAME OF THE POSITION | : | |
| NAME OF THE CONTESTANT (In block letters) | : | |
| BRANCH AND BATCH OF STUDY | : | |
| PRESENT POSTAL ADDRESS | : | |
| PRESENT DESIGNATION | : | |
| ORGANIZATION NAME & ADDRESS | : | |
| MOBILE NUMBER | : | |
| EMAIL ID | : | |

I hereby agree to be a candidate for the said post and declare that if I am elected, shall always uphold the dignity of our SREC Alumni Association in discharging my responsibilities.

Signature and Name of contestant with Date

Note : The duly filled in Nomination Form signed by the candidate with photo should reach us by post to the following address or mail the scanned form to alumni@srmvalliammai.ac.in on or before 12.08.2023 Saturday.

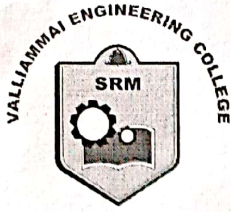
Address: Dr. S. Visalakshi, Vice Principal, SRM Valliammai Engineering College, SRM Nagar, Kattankulathur -603203, Chengalpattu District.



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SRM VEC ALUMNI ASSOCIATION

OFFICE BEARERS ROLES AND RESPONSIBILITIES

1. President

- 12.2.1. He shall preside over all the Meetings. He / She may allocate suitable responsibilities to other executive members.
- 12.2.2. He / She may appoint working groups, sub-committees, officer, clerk and such other subordinate in consultation with General Secretary and nominate representatives of Association on vacancies, to Government / Institute and / or other bodies when invited to do so.
- 12.2.3. He / She shall act on behalf of Association.

2. Vice-President

In addition to his / her duties as a Member of the Executive Committee, he shall preside over Committee Meetings in the absence of the President.

3. General Secretary

- 12.4.1. The General Secretary shall attend to the day to day correspondence and communications to and from Association.
- 12.4.2. Maintain official records of the Association.
- 12.4.3. Be an ex-officio member of all the Committees of Association.
- 12.4.4. Maintain general supervision over the office staff.
- 12.4.5. He / She shall be responsible for calling Meetings of the Executive Committee in consultation with the President.
- 12.4.6. He / She shall be responsible for filing of annual Reports of Association with the Principal of Societies after every Annual and other Special General Meetings, Financial Statements with the Income Tax Officer, and such other statutory requirements.

4. Joint Secretary

- 12.5.1. The Joint Secretary shall assist the General Secretary in discharging his / her duties.
- 12.5.2. He/She shall carry out such other duties as may be assigned to him/her from time to time by the Executive Committee.
- 12.5.3. He/She shall assume charge as General Secretary in the absence of the General Secretary.

5. Treasurer

- 12.6.1. The Treasurer shall maintain the accounts of the Association.
- 12.6.2. He / She will be an ex-officio member of all Committees involving financial implications and shall be the Chairman of the Finance Committee.
- 12.6.3. Receive and hold all money paid to the Association for the use of the Association
- 12.6.4. He / She shall be responsible for getting the audited statements of Association prepared for presentation at the Annual General Meetings and file the same with the Income Tax authorities when duly passed by the General Body.


PRINCIPAL



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