



SRM VALLIAMMAI ENGINEERING COLLEGE

(An Autonomous Institution)

ESTD. 1999 - Accredited by NBA - Approved by AICTE

'A' Grade Accreditation by NAAC

ISO 21001:2018 Certified - Affiliated to Anna University Chennai

SRMVEC ALUMNI ASSOCIATION

(Registered by Tamilnadu Societies Registration Sl.No.:134/2018)

RefNo: SRM VEC AA/Election/02/2025

Date: 04/11/2025

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

As the tenure period 2023–2025 of the existing office-bearers has been completed, it is hereby notified that elections will be conducted to elect new office-bearers for the Executive Committee of SRM VEC Alumni Association for the period 2025–2028.

Nominations are invited for the following posts:

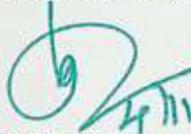
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|----------------------|---|------|
| 1. President | - | One |
| 2. Vice President | - | One |
| 3. General Secretary | - | One |
| 4. Joint Secretary | - | One |
| 5. Treasurer | - | One |
| 6. Executive Members | - | Nine |

As per the decision of the Executive Committee Meeting (ECM) held on 28 June 2025, it was resolved that members of SRM VEC Alumni Association can contest in the election as contestants. The candidate must be a registered member of the Alumni Association.

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

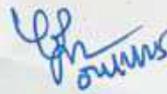
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|---|---------------------|
| 1. Notification of Election | 04.11.2025 Tuesday |
| 2. Last date for the receipt of nominations | 25.11.2025 Tuesday |
| 3. Verification of nominations | 29.11.2025 Saturday |
| 4. Last date for withdrawal of nominations | 06.12.2025 Saturday |
| 5. Publish the Slate | 08.12.2025 Monday |
| 6. Declaration of results | 14.12.2025 Sunday |

Nominations for the above-mentioned posts of office-bearers are invited in the prescribed nomination form enclosed herewith. The Nomination Form can be downloaded from the college website <https://srmvalliammai.ac.in/alumni> or can be obtained from the Election Officer Dr. M. Anbuezhayan, Professor and Head / Physics (Mobile No: 9884219446).


PRINCIPAL

Copy to:

1. The Director, SRMVEC for kind information
2. The Vice Principal
3. The HOD's – to circulate among all the alumni
4. The Manager, Office
5. PS to Principal





SRM Nagar, Kattankulathur - 603203, Chengalpattu District, Tamil Nadu, India
Phone : 044 - 27454784, 27454726 & 27451498 Fax : 044 - 27451504

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





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SRM VEC ALUMNI ASSOCIATION

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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 25.11.2025 Tuesday.

Address: Dr. M. Anbuezhayan, Professor and Head / Physics, 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 moneys 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.

