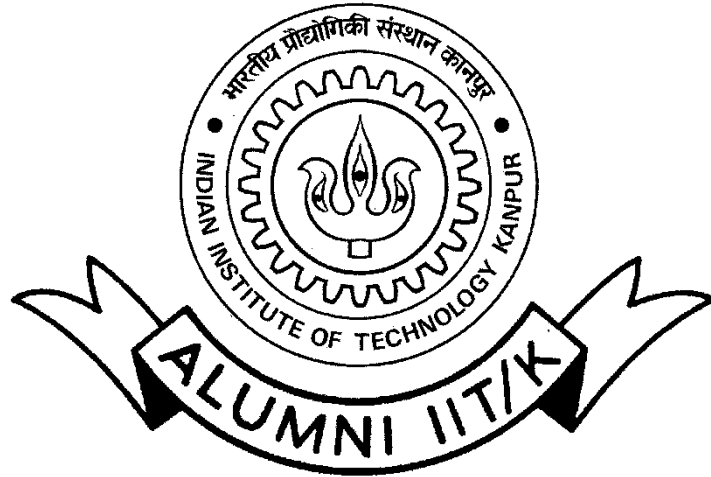


**Alumni Association
India Institute of Technology Kanpur**



**Board of Directors meeting
Minutes of the 3rd Meeting
2014-2016**

Date: Tuesday, July 8, 2014

Time: 06:30 PM (IST)

**Through: Conference Call
(GoToMeeting)**

Alumni Association, IIT Kanpur
Agenda of the 3rd Meeting of the Board of Directors
Held on July 8, 2014 at 6.30 PM

Sl No	Description
Agenda Item 1	Welcome of the members
Agenda Item 2	Approval of Second Board Meeting minutes, held on June 10, 2014
Agenda Item 3	Update on Chapter Accreditation
Agenda Item 4	Progress on AA website
Agenda Item 5	Online sale of IITKAA merchandise
Agenda Item 6	Should we subscribe to LinkedIn Premium?
Agenda Item 7	Progress on E-mail to all alumni of the nature (Damnish/Ishant)

K S Venkatesh
Secretary, Alumni Association
IIT Kanpur

Alumni Association, IIT Kanpur
Minutes of the 3rd Meeting of the Board of Directors held
On July 8, 2014 at 6.30 PM
Venue: IIT Kanpur (through GoToMeeting)

Agenda Item 1	Welcome of the members
---------------	-------------------------------

Members Present:

1. Ashok Gupta
2. DharamVir
3. Venkatesh K Subramanian
4. Rajeev Gupta
5. Saurabh Sharma
6. Ishant Jain
7. Sudhir Misra
8. Manzil Kohli
9. Prabhat Munshi

Regrets:

1. Nikhil Padhye
2. Vanita Srivastava
3. Ajay Kumar Shukla
4. Damnish Kumar
5. Asim Prasad
6. Arvind Gupta
7. Mustan Tambawala

Ashok Gupta extended a warm welcome to all the members present.

Agenda Item 2	Approval of Second Board Meeting minutes, held on June 10, 2014
---------------	------------------------------------------------------------------------

The minutes of the 2nd meeting held on June 10th, 2014 was approved with a requisition that Mr. /Dr. should not be used all board members know each other well. If at all some salutation is to be made, use of Shri or Sh is to be used. Circulation of minutes to be made within a week of the meeting

Agenda Item 3

Update on Chapter Accreditation

Dharim Vir placed before the board the guidelines for the accreditation of chapters. He answered a number of questions raised during the meeting. Unstructured chapters functioning under Alumni Association, IIT Kanpur banner can apply for accreditation of the chapter. Without accreditation there won't be legal sanctity for any chapter under IITKAA he said. He justified why initial 3 year accreditation should be given and AA should closely work through chapters. Number of members could be reduced to 25 in case of small chapters where IITK alumni residing in areas are small in number.

Agenda Item 4

Progress on AA website

Venkatesh said that 70 percentage of the work on new website is complete and gave a list of modules which are to be completed.

Agenda Item 5

Online sale of IITKAA merchandise

Ashok Gupta said that a company by name bluegape had approached a MOU is being worked out. Answering various questions he said that the company would be giving 20% of the royalty on net sale, it ships all over the world, there could be only one manufacturing vendor and a number of online vendors.

Agenda Item 6

Should we subscribe to LinkedIn Premium?

Since Asim Prasad had not logged in this agenda item was deferred to next meeting

Agenda Item 7

**Progress on E-mail to all alumni of the nature
xyz@iitkalumni.org**

Rajeev Gupta said that the mail server would be housed in Computer Centre and the DORA has assured all support.

The meeting ended at 7.45 pm (IST) since the audibility was poor.

(Ashok Gupta)
President, IITKAA

(K S Venkatesh)
Secretary, IITKAA

Annexure 1

Checklist and Operational Guidelines for Accreditation of Chapters

'The Chapter Formation and Management Guidelines' adopted by the AA Board say the following about the accreditation of Chapter:-

6. The Chapter shall be accredited by the Association on fulfilling the following requirements:
 - (i) On an affirmation that the Chapter shall abide by the constitution and the by-laws of the Association as may be in force from time to time.
 - (ii) On submission of a list of alumni working or residing in the said geographical area, with their contact details updated to the extent possible.
 - (iii) On submission of Bye-Laws of the Chapter. A Chapter may frame its own rules and regulations which shall be consistent with the constitution and by-laws of the Association. A model of Bye-Laws is attached.
 - (iv) On submission of the names (with designation) and the contact details of the Executive Committee of the Chapter.

Bases on the above, the following OPERATIONAL GUIDELINES are suggested:-

Those who fulfill all the conditions laid out in the above mentioned guidelines may be considered for giving accreditation on a fast tract basis. In the first instance, they may be given the accreditation for a period of three years. Thereafter, they may be considered for accreditation life, with a condition that the accreditation can be withdrawn if it fails to meet the prescribed conditions.

While applying for accreditation, a chapter must give the following information/ documents:-

1. The chapter must have been in existence for at least three years on the date of submitting application.
2. Type of chapter - Registered society, company under Sec 25 of the Company's Act or Association of Persons.
3. Date of formation, Copy of certificate of registration of society/company, Constitution/Rules/Bylaws/articles and memorandum of association etc. duly certified by President and Secretary etc.
4. List of members of the Board/Management Committee/Governing Council/Executive Council etc. along with their contact details.

5. Website and its address
6. Copies of Balance Sheet, Income & Expenditure Statement of the last three years. If not, then the application must submit reasons why such statements have not been prepared and available.
7. Minimum membership of the chapter should be 25. List of members with , year of passing degrees from IITK and other institutions, addresses, phone numbers and email ids
8. Chapter should give an undertaking that it shall abide by the Constitution and the By-laws of the Association as may be in force from time to time.
9. Chapter should give an undertaking that it shall be share with the IITK AA the databases of its members and furnish audited statement of accounts to the IITKAA.
10. If it comes to the knowledge of Board of IITKAA that the Chapter has defaulted then accreditation can be withdrawn by giving a show-cause notice of fifteen days.

A chapter may allowed provisional accreditation for a period of two years only if it does not fulfill the condition of three years. As and when it fulfills all the above mentioned conditions, the process to accord accreditation could be considered in accordance with the above mentioned guidelines.

President or Secretary of the chapter which has provisional accreditation would not be allowed to contest election of the post of Member reserved for chapters.

Annexure 2

Current Status of Development of IITK Alumni Website

- Almost 70% work has been completed.
- Data transfer from older to new website is in progress.
- Some modules of Administrative area like Create users, change password of users, bulk mailing for Student & Faculty, Add Student Life Membership Form, Print Life Membership Form and Statistics are not yet developed.
- Some modules of Super User Account like SDA, DAA, Obituary, Chapter Creation, Classes, Job and Chat are not yet developed/uploaded.
- Reunion Module is in progress.
- Previous Year Reunions Gallery module is not yet developed.
- Forwarding Mail Server.