

**PMEC ALUMNI ASSOCIATION (PMECAA)  
PARALA MAHARAJA ENGINEERING COLLEGE  
BERHAMPUR**

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**NOTICE**

Date: 20/04/2026

Subject: Circulation of Resolution and Proposed Bye-laws for Feedback

Dear Alumni,

This is to inform you that the resolutions adopted in the last General Body Meeting (21<sup>st</sup> February 2026) of the PMEC Alumni Association, along with the proposed Bye-laws presented during the meeting, are being shared herewith for your kind perusal.

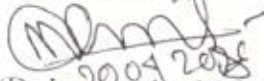
All alumni members are requested to go through the documents carefully and provide their valuable suggestions, comments, or modifications, if any. Your feedback is important for strengthening the functioning and governance of the Association.

Kindly submit your suggestions/opinions within **10 days** from the date of this notice to [alumni@pmec.ac.in](mailto:alumni@pmec.ac.in). In case no response is received within the stipulated period, it shall be deemed that the proposed Bye-laws are approved by you.

Your cooperation and active participation in this process will be highly appreciated.

Thanking you.

Yours sincerely,



(Dr Jnanaranjan Mohanty)  
PIC, PMEC Alumni Association (PMECAA),  
PMEC, Berhampur

**Proceedings of the General Body Meeting  
Parala Maharaja Engineering College Alumni Association  
(PMECAA)**

Held at Hall No. 110 (Auditorium)

**Date: 21 February 2026**

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**Members Present:**

List attached

At the outset, Dr. Jnanaranjan Mohanty, Professor-in-Charge (PIC), PMECA, extended a warm welcome to all members present at the General Body Meeting 2026. He invited Prof. (Dr.) Trilochan Rout, Dean (F&P), and Prof. Debasis Rath, Finance Officer, to the dais. The meeting was chaired by the Dean (F&P).

The proceedings were conducted in accordance with the agenda circulated in advance. After detailed discussions and deliberations, the following resolutions were unanimously adopted:

**1. Approval of Bye-laws**

The draft Bye-laws of the PMECAA were presented before the General Body. After thorough discussion and review, the Bye-laws were unanimously approved and adopted with immediate effect. *(Copy attached)*

**2. Formation of Executive Body**

It was resolved that the Executive Body of the Association shall be constituted as follows:

- **President:** Principal, PMEC
- **General Secretary:** Professor-in-Charge (PIC), PMEC Alumni Association
- **Vice President:** The name of Er. Deepak Ranjan Rath (2009–2013), proposed by Prof. Trilochan Rout and seconded by Er. Bimal Raul (2010–2014), was unanimously accepted.

- **Joint Secretary:** The name of Er. Abhisek Rath (2010–2014), proposed by Er. Bimal Kumar Raul (2010–2014), was unanimously approved.
- **Treasurer:** It was unanimously resolved that the Finance Officer of the college shall serve as the Treasurer of the Association.

### **3. Constitution of Central Committee**

A Central Committee shall be formed comprising the President, Secretary, Vice President, Joint Secretary, and other designated members to ensure effective coordination and smooth functioning of alumni activities.

### **4. Executive Body Members**

The Executive Body shall consist of 15 members, including representatives from alumni and students, to ensure broad-based participation and effective implementation of the Association's objectives.

### **5. Advisory Body**

It was resolved to constitute an Advisory Body to provide guidance and strategic direction to the Association. The body will include senior faculty members, distinguished alumni, and eminent personalities associated with the institution.

### **6. Finalization of Annual Alumni Meet & Alumni Chapters**

The General Body resolved that the date of the Annual Alumni Meet shall be finalized in consultation with the Executive Body, ensuring maximum participation. It was also decided to initiate the formation of local alumni chapters in selected cities.

It was further resolved that the proceedings of the meeting shall be shared with all stakeholders through appropriate platforms, inviting suggestions and feedback.

The meeting concluded with a vote of thanks proposed by the PIC, PMECAA, expressing gratitude to all members for their active participation and valuable contributions.

# **Parala Maharaja Engineering College Alumni Association**

## **Bye Laws (Rules & Regulations)**

**PARALA MAHARAJA ENGINEERING COLLEGE**  
Sitalapali, Berhampur -761003, Odisha

## **Introduction**

The Parala Maharaja Engineering College Alumni Association (PMECAA), Berhampur came into existence on the auspicious day of Ganesh Pooja in the year 2025 at PMEC, Sitalapalli, Berhampur. The Association aims to bring together alumni of the institution across all disciplines and locations to foster lifelong engagement, promote mutual support, and contribute to the growth and development of the institution and society.

These Bye-laws are framed to ensure the smooth functioning, governance, and administration of the Association in accordance with the spirit of unity, fraternity, and the principles enshrined in the Constitution of India.

## **Part-I**

### **Short Title, Extent, Commencement, and Definitions**

#### **Article 1 Short Title, Extent, and Commencement**

- i) The name of the Association shall be “Parala Maharaja Engineering College Alumni Association” hereafter called “PMECAA”.
- ii) Its jurisdiction shall extend to all the Members, including those presently serving, selfemployed, unemployed, or retired from service, all over the world, and the provisions of this bye-law shall extend to all members of the PMECAA and such other entities and concerns as may be relevant from time to time.
- iii) The rules and regulations hereunder made and adopted shall be called the Bye Laws (Rules and Regulations) of Parala Maharaja Engineering College Alumni Association. The provisions of this By-Law shall come into force immediately after the necessary registration/recognition of the Association with /by the competent authority.

#### **Article2 Definitions**

Here in

- i) PMECAA means the “Parala Maharaja Engineering College Alumni Association”.
- ii) Members mean the members of the Parala Maharaja Engineering College, Alumni Association
- iii) Central Committee means the Central Committee of the Parala Maharaja Engineering College Alumni Association duly nominated/elected by the members of the Association.

- iv) General Body means the General Body of Parala Maharaja Engineering College Alumni Association.
- v) Office bearer means the office bearer of the Parala Maharaja Engineering College Alumni Association elected by members of the PMECAA / duly nominated.
- vi) President/Vice-president/General Secretary/ Joint Secretary/Treasurer/Executive Committee members/Advisory Committee Members of the PMECAA shall be nominated/elected by its members.
- vii) Treasurer means the treasurer of the PMECAA nominated/elected by its members.
- viii) Year means the calendar year.
- ix) Bye-laws mean the bye-laws of the PMECAA approved by the competent authority.

## **Part-II**

### **Location of Registered Office (Head Quarters) and Area of Operation**

#### **Article 3 Registered Office (Head Quarters)**

The registered office shall be located at Room No. 113, Academic Building, PMEC Campus, Sitalapalli, Berhampur – 761003

#### **Article 4 Area of Operation**

The area of operation of the PMECAA primarily shall be its registered office located within the campus of PMEC, can be extended to local, national, and international regions, covering all locations where the alumni of PMEC reside or are professionally engaged with prior approval of the competent authority.

## **Part-III**

### **Aims, Objectives, Means**

#### **Article 5 Aims and Objectives**

The aims and objectives of the PMECAA are

- i) To foster unity and develop fraternity among the members of the Association.
- ii) To uphold and further the name and fame of the PMECAA.
- iii) To protect human rights safety and security of the members of the PMECAA.
- iv) To foster unity and cooperation among the members of the PMECAA through local chapters.
- v) To ensure social justice and moral life, and amicable relationships among the members of the PMECAA.
- vi) To keep in liaison with government authorities for the implementation of the Government program and skills
- vii) To actively participate in relief operation restoration and rehabilitation at the time of natural calamities and on the occasion of hazards and distress.
- viii) To extend help/support to the members of the PMECAA, as and when necessary.
- ix) To raise funds by way of contributions consistent with the aims and objectives of the Association for promotion of its goals and ambitions, as well as to defray the expenditure for proper and smooth functioning of the PMECAA.
- x) To take any other steps as may be conducive or incidental to the attainment of the objectives of the Association and consistent with the decision/resolution adopted in the Central Committee of the PMECAA for furtherance of its cause.
- xi) All incomes, earnings, movable and immovable properties of the PMECAA shall be solely utilized and applied towards the promotion of its aims and objectives only as outlined in the bye law.
- xii) No member of the PMECAA shall have any personal claim over any movable or immovable properties or make any profit, whatsoever, by virtue of his / her membership.

#### **Article 6 Means**

For the achievement of the aims and objectives referred to in Article 5, the Association shall adopt constitutional means.

## **Part-IV**

### **Membership, Termination of membership, Resignation, Rights, Privileges, Duties, and Obligations of members.**

#### **Article 7 Membership**

(a)The membership of the Association shall be open to all the alumni, faculty and staff of PMEC

(b)An Alumnus has to apply by giving personal details through the prescribed application/format with the membership fee to the General Secretary, PMECAA, who shall take approval of the President, PMECAA for admission and enrollment as a member, subject to ratification by the Central committee of PMECAA. One can also register on the alumni home page on college website.

7.1 Notwithstanding anything contained herein, the Central Committee reserves the right to refuse/reject admission to any application without assigning any reason thereof.

7.2 Membership Subscription / Donation – Every Alimni member of the PMECAA shall have to pay a minimum lifetime membership fee of Rs. 300/ (Rupees Three Hundred Only). However, anybody is free to donate any amount higher than/the minimum prescribed membership fee at any time.

#### **Article 8 Termination of Membership**

The membership of any member of the PMECAA may be terminated by the Central Committee, if he/she deliberately acts in contravention of the aims and objectives or is found to be involved in criminal activities. Further, association with any political party in any form shall automatically cease to continue as Advisory/Central/Executive member.

#### **Article 9 Resignation**

A member may tender resignation by giving one month's notice in advance in writing to the General Secretary of the PMECAA.

#### **Article 10 Rights and Duties of Members**

Every member of the PMECAA shall have the right to

- a) Participate in the General Body meeting of the Association and put forth his / her opinion and can cast a vote for any resolution and proposal in the general body meeting of the Association.

- b) Vote for the election of the office bearers of the Central committee of the Association and offer his / her candidature to contest for the same.
- c) Suggest any proposal for the consideration of the Association for the achievement of its aims and objectives.
- d) To receive a copy of the statement of accounts and to inspect the register and other records of the Association, with reasonable notice to the office bearer in whose custody the relevant records are kept.

### **Article 11 Duties and Obligations of Members**

Every member shall have the duty and obligation to

- a) Abide by all the articles, decisions, and resolutions of the Association.
- b) Take all possible steps and use every legitimate means to fulfill the objectives of the Association and;
- c) Safeguard all properties and records of the Association as and when entrusted to the members.

### **Part-V**

### **General Body, Powers & Functions, Meetings, Quorums, Notice, Conduct of Business of General Body, and Vote.**

#### **Article 12 General Body**

The general body of the “Parala Maharaja Engineering College Alumni Association”. It shall be composed of all members of the PMECAA.

#### **Article 13 Powers and functions of the General Body**

- a) To elect/select the office bearers of the PMECAA, as well as members of the Central Committee.
- b) To appoint the Association’s auditors and pass the Association’s audited accounts.

- c) To approve the Association's annual report & overall policies for the operation of the PMECAA.
- d) To be responsible for the overall vision of the PMECAA.
- e) To approve the annual programme and budget of the PMECAA.

#### **Article 14 Meetings and Periodic Sessions**

The General Body shall meet ordinarily once a year, and the gap between two meetings should not be more than 18 months. The place and the time of the general body meeting are decided by the Central Committee. However, an extraordinary /special session of the general body meeting may be summoned by the Central Committee or on receipt of a request for such a meeting from at least one-third members of the PMECAA. The place and time of the General Body meeting are to be decided by the Central Committee.

#### **Article 15 Notice for Meetings and Quorum**

The members should receive notice for the ordinary general body meetings at least 7 days in advance. The notice period for the extraordinary meeting / special session will be 7 days if the Central Committee calls it and 21 days if the members demand it.

The quorum for all general body meetings of "Parala Maharaja Engineering College Alumni Association" shall be at least one-fifth members of the General Body. However, in case there is no quorum, the next meeting will not require a quorum.

#### **Article 16 Conduct of Business of the General Body**

- i) All meetings of the general body shall be chaired by the President, and in case of his / her absence due to any reason, the meeting will be presided over by the Vice-President nominated by the President/General Secretary
- ii) Items of the agenda shall be taken up one by one. However, the chairperson will have the discretion to allow discussion on any item of the agenda if he/she deems it important and urgent.
- iii) Also, the chairperson shall have the discretion to allow discussion on any item not included in the agenda.
- iv) All the resolutions shall be carried out by a simple majority except those relating to an amendment to the bye law and a no-confidence motion, which shall be carried by a two-thirds majority of the members present and voting.

- v) All resolutions passed at a General Body meeting of the Association or in the meetings of the Central Committee will be confirmed and signed by the President and General Secretary of the Association.
- vi) Notice of the proposal for amendment to the bye law or of a no-confidence motion shall be given by not less than 100 members to the President or General Secretary at least one month before the date when such proposal is to be considered by the Association.
- vii) All Proposals discussed at any meeting shall be decided by a majority of votes, and in case of a tie, the chairperson shall have the right to cast a vote.
- viii) The General Secretary shall have the power to incur expenditure up to Rs 5000/ per month if necessary, besides budgetary provisions. However, the details of such expenditure, along with vouchers, shall be put up before the Central Committee in the next meeting for approval. Any amount beyond the threshold amount of Rs 5000/ expended by the General Secretary at the time of exigency shall be approved by the central committee at the next meeting.

### **Article 17 Voting Rights**

Each member shall have one vote per person. In case of equality of votes, the Chairperson shall have the right to cast a vote.

## **Part-VI**

### **Power and Functions of the Central Committee, and Conduct of Business.**

#### **Article-18 Office Bearers**

The office bearers of the PMECAA consisting of the President, General Secretary, Vice President, Joint Secretary and Treasurer, and the Executive Committee members, Advisory Committee members, are to be elected by the General Body of the Association.

#### **Article 19 Central Committee and its composition**

The Central Committee shall consist of office bearers and other elected/nominated member representatives, and the total strength shall not exceed one third of general members, which shall include.

1. President
2. Vice-President
3. General Secretary

4. Joint Secretary
5. Treasurer
6. Executive committee members-20
7. Advisory committee-17

#### **Article 20 Tenure of Office Bearers and the Central Committee**

The office bearers as provided under Article 18, shall be elected for a period of three years from among the members of the General Body in the Annual meeting.

#### **Article 21 Powers and Functions of the Central Committee**

The Central Committee shall be entrusted with the management of all affairs of the Association as follows:-

- a) The Central Committee shall carry out all transactions under the guidance of the President with the aid and advice of the General Secretary of the Association.
- b) It shall carry out the decisions and resolutions of the General Body.
- c) It shall maintain all records, accounts, reports, and assets of the Association.
- d) It shall represent the Association through its General Secretary.
- e) It shall do all such works as may be assigned by the General Body from time to time.
- f) It shall strive towards the achievement of the aims and objectives of the Association.

#### **Article 22 Conduct of Business of the Central Committee**

- a) The Central Committee meeting shall be held quarterly once a year.
- b) The General Secretary shall convene the Central Committee meeting in consultation with the President.
- c) The General Secretary shall inform the Central Committee members to attend the meeting before 7 days before the date fixed for the purpose.
- d) An emergency meeting of the Central Committee may be held within 48 hours, as shall be convened by the President /General Secretary.
- e) The quorum of the Central Committee meeting shall be one-third of the Central Committee members.
- f) The President shall preside over the Central Committee meetings.
- g) The General Secretary shall conduct the business of the meeting and keep records of all proceedings of the meetings.
- h) Any decision in the Central Committee meeting shall be taken on a simple majority of votes.

- i) All the Central Committee members shall have the right to vote except the Chairman. Only in case of a tie, the Chairperson shall cast his/her vote.

## **Part-VII**

### **Powers, Functions, Duties, and Responsibilities of Office Bearers**

#### **Article 23 Powers and duties of the President:-**

The President of the Association shall have the following powers and duties.

- a) The president shall preside over all the meetings of the Association.
- b) He/she shall have power of control, supervision, and disciplinary action over affairs of the committee.

#### **Article 24 Powers and duties of Vice-President:-**

The Vice-President of the Association shall have the following powers and duties.

- a) He/she shall act as the chairperson in the absence of the president at the meeting, nominated by the President.
- b) He/she shall countersign the proceedings, accounts, minutes, etc. of the Association.
- c) He / She shall discharge all other duties as may be assigned to him/her by the Central Committee.

#### **Article 25 Powers and Duties of the General Secretary**

The General Secretary of the Association shall have the following duties and responsibilities: -

- a) To aid and advise the President in the affairs of the Association.
- b) To assist the Treasurer in all the works relating to financial transactions of the Association related to the programmes and activities that fulfill the aims and objectives of the Association.
- c) To keep and maintain records of the proceedings of meetings of the General Body and of the Central Committee.
- d) To do all correspondence with the Government offices, members, and all organizations for and on behalf of the Association, and to have custody of records, registers, files, accounts, etc. of the Association.

- e) To look after regular activities at the headquarters office and to have superintendence over the office and its staff, if any.
- f) To prepare the annual report and submit it to the Central Committee, and present the same before the general body on approval of the president.
- g) To publish bulletins, magazines, and other literature to achieve the objectives of the Association as directed by the Central committee.
- h) To submit records before any competent authority and fulfill all other statutory obligations.
- i) To execute various programmes and activities to promote the objectives of the Association as decided by the Central committee.
- j) He/she shall perform such other duties as may be assigned by the Central Committee from time to time.
- k) To develop and maintain the official website of the Association.

#### **Article 26 Duties and Responsibilities of the Joint Secretary**

- a) He/she is to assist the General Secretary in the discharge of his / her duties.
- b) He/she shall perform such other functions as shall be assigned to him by the Central Committee.
- c) He / She shall act as the General Secretary in his absence or as nominated by him for any reason.

#### **Article 27 Powers and Duties of the Treasurer**

The Treasurer will be responsible.

- a) To maintain and cause to maintain regular accounts, to prepare the annual statement of accounts of the Association, and to submit the same to the Central Committee and General Body.
- b) To receive or cause to receive and disburse or cause to disburse amounts and to incur expenditure as per budget estimates approved by the Central Committee.
- c) To submit the financial records to the related and required authorities to fulfill statutory obligations.
- d) To maintain and operate the bank accounts and cash books of the Association in consultation with the General Secretary

## **Article 28 Powers and Duties of the Executive Committee Members**

Executive Committee Members are assigned the duties to

- (a) Participate in meetings and decision-making.
- (b) Take responsibility for implementing specific programs or proposals.
- (d) Act as a bridge between general members and the Central Committee.
- (e) Provide advice, support, and feedback for organizational development.
- (f) By default President and General Secretary be the members of Executive Committee

## **Article 29 Powers and Duties of the Advisory Committee Members**

### **1. General Role**

- (a) Provide guidance, expertise, and advice to the Central Committee for the better functioning of the organization.
- (b) Act as a think-tank to help in planning, strategy, and long-term vision.
- (c) Bring in knowledge, contacts, and resources from their respective fields.
- (d) By default, the President and the General Secretary be the members of the Advisory Committee

### **2. Responsibilities**

#### **Advisory Function:**

- (a) Offer suggestions on policies, programs, and development activities.
- (b) Review the progress of the organization and recommend improvements.
- (c) Share insights on community-based needs and best practices.

#### **Support & Facilitation:**

- (a) Help in networking with government officials, NGOs, and other stakeholders.
- (b) Assist in mobilizing resources (funds, technical support, and volunteers).
- (c) Provide moral and professional support to Central Committee Members.

## **Monitoring & Evaluation:**

- (a) Guide in setting benchmarks for activities.
- (b) Evaluate whether objectives are being achieved.
- (c) Recommend corrective measures where necessary.

## **Nominations of office Bearers in the absence of Elections**

The advisory committee shall nominate office bearers in the absence of elections by consensus.

## **Part-VIII**

### **Financial year, Sources of Income, Audit of Accounts, Operation of bank accounts, and Legal proceedings.**

#### **Article 30 Financial year**

The financial year of Parala Maharaja Engineering College Alumni Association shall be from 1<sup>st</sup> April to 31<sup>st</sup> March.

#### **Article 31 Sources of Income and Utilization of Funds**

The Association shall raise its funds in several ways, including membership fees, grants from government and semi-government, contributions, and donations from the members and others.

#### **Article 32 Budget**

The annual budget of the Association shall be prepared by the Central Committee and shall be presented by the General Secretary before the General Body. The General Body shall pass the budget by a simple majority.

#### **Article 33 Audit of Accounts**

The Association shall maintain proper accounts and other relevant records and prepare an annual statement of accounts in such form and maintain them as per law. The accounts of the Association shall be audited annually by a firm or a Chartered Accountant to be appointed by the General Body. The audited statement of accounts, together with the audit report, will be placed before the General Body with the recommendations of the Central Committee.

### **Article 34 Maintenance of Records**

All the business in the meetings of the General Body and Central Committee shall be recorded and kept in the form of proceedings, minutes, resolutions, etc.

### **Article 35 Official website of Parala Maharaja Engineering College Alumni Association**

The Association shall develop and maintain an official webpage for the dissemination of information, ideas, and for receiving feedback relevant to the achievement of the aims and objectives of the Association.

### **Article 36 Operation of Bank Accounts**

The Association's Bank Account shall be operated jointly by the President, and the Treasurer of the Association. The bank account shall be opened in a nationalized bank.

### **Article 37 Legal Proceedings**

The Association may sue or be sued in the name of the General Secretary of the Association. Such disputes/proceedings shall be confined to the courts at Berhampur only.

## **Part-IX**

### **Miscellaneous**

#### **Article 39 Amendments**

Any part or the whole of the Bye-law of the Association can be amended at any General Body meeting of the Association by a 2/3<sup>rd</sup> majority of votes of the members present at such meetings; provided that the proposed amendments form part of the agenda and are circulated amongst the members at least 7 days before the meeting at which such amendments are to be considered. However, the said amendments shall be approved by the competent authority that approved the bye-law of the Association.

#### **Article 40 Accounting Rules**

All incoming money shall be deposited into the bank, and expenditure shall be incurred by way of cheque only. Cash transactions shall not be made in any case.

#### **Article 42 Imprest Cash**

Ordinarily, not more than Rs. 5,000/- shall be kept as imprest cash.

#### **Article 43 Notice of Business**

The proposal to include any item in the agenda shall be submitted to the General Secretary in writing at least 15(fifteen) days before the General Body & 3(three) days before the Central Committee meeting.

#### **Article 45 Election Procedure**

The election procedure shall be conducted by the President according to the provisions of the bye law of the Association. The president shall form an election committee to conduct the election.

#### **Article 46 Safe Custody of Properties**

- (i) The Central Committee shall be responsible for the safe custody of the funds, properties, and assets of the Association.
- (ii) The funds of the Association shall be kept in Nationalized Bank.

#### **Article 47 Dissolution and Adjustment of Affairs**

If the Association needs to be dissolved, it shall be dissolved on the approval of at least 2/3<sup>rd</sup> of the members of the Association in a general body meeting convened for the same purpose.

On dissolution of the Association, if any property remains after satisfying all debts and liabilities of the Association, it shall not be divided among the members of the General Body or the Central Committee but shall be transferred to Parala Maharaja Engineering College.

#### **Article 48 Interpretation of Rules**

In matters of dispute or differences arising out of the interpretation of these rules, the interpretation provided by the Central Committee shall be final.

#### **Essential certificate**

Certified that this is the correct copy of the Bye-law (Rules and regulations) of the Parala Maharaja Engineering College Alumni Association.

**Approved**

**(Vice-President)**

**(General Secretary)**

**(President)**