

FAQ about IT-BHU Global Alumni Association

Following is the Frequently Asked Questions about IT-BHU Global Alumni Association. Some of the issues, such as election procedure, terms for each post, are to be decided after discussion.

Q-1: Why the IBGAA organization was formed?

The organization was formed in March 2008 as per the teleconference of some of the active alumni volunteers. Earlier, we had alumni organization such as IT-BHU Alumni Association. However, it did not truly function as the global organization. It was also not quite active for past few months. The formation new organization shows the effort of some of the alumni to make the organization active and start various alumni projects, coordinate efforts for conversion of our institute to an IIT.

The new association will act as umbrella organization, coordinating activities of other associations. In a democratic way, many alumni groups or subgroups (such as AIBA-All ITBHU Alumni Association, class/branch/location based alumni groups) can exist. They are all urged to interact with IBGAA for better exchange of views and sharing of resources.

Q-2: What is the organization structure of the association?

The IBGAA will have 3-tier structure. On the top level, there will be an Executive Council, called Board of Directors (BoD). BoD will have 14 members, all elected members, although for the 1st council, they all are selected to form initial legal entity for our organization. The Council will remain in power till March 2009, when the newly elected Council will take over. Thus the current council is just a stop-gap or temporary (transient or adhoc) arrangement. There will also be two nominated members (one faculty and one student) by our Institute's Director.

The next level is the Council of Representatives or CoR. It will have about 200 to 250 members. The CoR members shall be selected from different class (batch), from different depts. from the same batch and from the geographic chapters. The CoR members will elect Board of Members by voting.

The next level is general mass of registered alumni, who will nominate members to CoR.

Q-3: Describe Executive Council.

The 14-member Executive Council consists of seven distinct groups of Directors. There will be pair of (main and deputy) directors for President, Secretary, Treasurer, External Affairs, Institute Affairs, Website and Reunions. This way all major functions and responsibilities are clearly defined. In addition, the directors will also be assigned additional responsibilities from time to time, as necessary. By keeping a pair of directors for the same function, the work will not get affected if one is not available for any reason. Moreover, if the main position is lying vacant due to election, the deputy can take over, resulting in smooth transition of power.

Out of above, the 3 (President, Secretary and Treasurer) are defined as Executive Officers as per the New Jersey State, where our association is registered. They have wide ranging legal powers

to represent the association to the state government. At the same time, they are also responsible for legal problem faced by the association and are answerable to the state government.

In addition, there are two members nominated by our Institute's Director (appointed Directors) including a student and a faculty member. The appointed Directors do not have voting power, but act as advisor to BoD in respective subject matter.

Q-4: Describe Council of Representatives

The Council of Representatives (CoR) is made up of students and alumni volunteers. They will be selected by their respective groups. It is proposed that there will be up to two representatives from each batch (1982, 2003, etc.) if selected batch wise only. However, there can also be a representative from each branch (chemical, mining, etc.) of the same batch. Maximum number of reps. from a batch (if selected branch wise) will be 10. Thus there can be 0, 1, 2 or up to 10 reps. from a batch. This is because the way hostel accommodation was allotted to different batches. While earlier batches had accommodation for the same hostel for the entire batch, later on (1990's onwards), it was done branch wise, resulting in more affinity of those batches based on branch. Some of the older batches such as 1950's and 1960's may not send any representatives, which is fine.

There will also be members based on geographic distribution. There will be up to two members allowed for a city chapter, irrespective of number of active members. For example, chapters from New Delhi or from Jamshedpur can send only two members maximum.

All CoR members can be selected by their group in their own way. They will be participating in the election process for selecting BoD members. Only CoR members can stand for the election for Director's post. The basic requirement for becoming CoR rep. is that he should be a registered alumnus and had worked as or should have desire to work as active volunteer.

Q-5: Describe a member of IBGAA.

A member of IBGAA can be a student, an alumnus, a faculty member or a full-time staff of our institute. Moreover, he should have registered himself at our ITBHUGlobal website. He can be from any geographic location. Later on, our association may introduce annual membership fee. However, a person will remain member of our association irrespective of whether he pays annual fees or not.

Currently, we have 6,000 registered members on our website, out of a total of about 14,000 alumni across the globe. Only registered members can participate for selection of CoR members. By definition, all CoR members and all Directors of Executive Council are registered members of our association.

Q-6: What is the requirement to become a Director?

The basic requirement to become a director is a member of Council of Representatives. He should also have some personal qualities to succeed as a Director. Besides being an active

volunteer, he should have or willing to establish good rapport with IT-BHU community, including students, alumni, faculty and institute. He should be able to devote at least few hours each week for the organization. This includes participating in teleconference, discussion, exchange of emails, suggesting ideas, visiting institute, etc.

It has been noticed that initially a volunteer joins association and works with increasing energy. After few years, the energy slowly dying down, similar to classic bell curve. Thus election is necessary to give opportunity others who want to contribute to the alma-mater. This also provides an opportunity to an existing member to step-down in an orderly manner.

Thus the only criterion for a director is the willingness to volunteer. It is not based on the criteria of his background from a particular class, branch or geographic location. Hence you might see some directors coming from the same class or branch, which is not a negative point. However, it is preferred (but not necessary) to have directors from different geographic area.

Q-7: What is the proposed election process?

The election process is still to be debated and approved, but the general plan is as follows:

The current Executive Council functions as temporary or caretaker group. It will work till the permanent council is established as per due election process, which is about a year away.

In December 2008, announcement for the election will be made. According to guideline provided by our association, election of Council of Representatives shall be held. The CoR will elect new directors by replacing some of the existing directors. The voting will be done online, with special voting page set up on our website.

It is proposed that not all the directors are to be replaced at once, thus avoiding any discontinuity of work. It is proposed that about half of the directors will be replaced with the new ones. If there is no one standing for the particular post, the same director can continue for another term. The election shall be held each year in the beginning of the year, and the new council will be firmly in place by end of March. Thus our first newly constituted council will be ready by March 31st, 2009.

There are seven pairs of directors with main and deputy post for each type (President, Secretary, etc.). Election will held for the main post in each category, if a new comer is elected, he will start as the deputy level, and the existing deputy will assume the charge of main one. For example, if a CoR member contests the election for the post of President and wins, he will be nominated as Vice-President, and the current President will leave BoD. The current Vice-President will then assume the charge of new President, and so on. By elevating deputy to the main, we can utilize his past experience. If no one stands for the post of say, President, then there is no change needed and existing President and Vice-President will continue till next term.

The fairness of the election will be overseen by the Election Officer. He will any known alumni volunteer, but will not be any BoD member.

Q-8: What are the objectives and functions of the alumni association?

The main object of the association is to interact, unite and uplift the IT-BHU community. It will try to help students, alumni and faculty alike. It will initiate and coordinate alumni funded projects to improve infrastructure facilities on our campus. It will help organize alumni meetings for different classes and chapters. It will distribute news across our community by way of magazines, emails, posting on yahoo groups, etc. It will also interest with outside world to improve the image of our college. It will discuss ideas with our administration to make improvement in our institute, its curriculum, its policy, etc.

For the responsibility of individual directors, please refer to section at the end.

Q-9: How the association is registered?

The association is registered in the state of New Jersey, USA. It is registered with the Division of Revenue, NJ, as a corporate entity under charitable business corporation. A letter dated April 3, 2008 was received from the state dept. notifying our successful registration. It is governed by the applicable state and federal laws of United States. We are also in the process of filing 501(c) (3) with the federal government for tax-exempt status for donations made within USA.

The official address of the association is:

120 Briarwood Drive, North Brunswick, New Jersey-8902 (USA)

Phone: (732) 910-4802

The official website is:
www.ITBHUGlobal.org

The official bank account is kept at:
Wachovia Bank, NJ.

The copy of Bylaws was submitted to the govt. while filing the application for the association. The Bylaws was then adapted in a teleconference on May 10, 2008.

A copy of Bylaws is [attached here](#) (Please attach a copy of PDF Bylaws here)

Q-10 Please provide details about current directors.

The current Executive Council is only temporary till new team takes over by March 2009. The list of directors in as follows:

Sr. #	Position	Name	Class/year	Current Location	Email alias
1	President	Vish Laxminarayanan	Electrical 1983	Detroit, US	president
2	Vice-President	Vasudevan Raghavan	Mechanical 1983	Frankfurt, Germany	vicepresident
3	Secretary	Devesh Kapur	Chemical 1983	Pennsylvania, US	secretary
4	Deputy-Secretary	Rajiv Hukku	Electronics 1983	Ottawa, Canada	dysecretary
5	Treasurer	Manu Goyal	Mechanical 1993	New Jersey, US	treasurer
6	Vice-Treasurer	Anand Maharana	Metallurgy 1992	New Jersey, US	dytreasurer
7	Director-External Affairs	Yogesh Upadhyaya	Chemical 1977	New Jersey, US	externalaffairs
8	Deputy Director-External Affairs	Rajat Harlalka	Electrical 2005	Stockholm, Sweden	dyexternalaffairs
9	Director-Institute Affairs	Anshuman Singh	Electrical 1998	California, US	instituteaffairs
10	Deputy Director-Institute Affairs	Puneet Bindlish	Mining 2000	New Delhi, India	dyinstituteaffairs
11	Director-Website	Animesh Pathak	CSE 2003	California, US	webaffairs
12	Deputy Director-Website	Rahul Hari Saxena	CSE 2006	Bangalore, India	dywebaffairs
13	Director-Reunions	Nihal Ansari	Mechanical 1982	New Delhi, India	reunions
14	Deputy Director-Reunions	Harpreet Marwah	Electronics 2003	Sydney, Australia	dyreunions

Note:

- 1) Officially, President/Vice-President is known as Chairman/Vice-Chairman in our application filed to NJ State for registering our Association under non-profit Business Organization.
- 2) The above team is transient one and will work till March 2009, when newly elected members will take over.
- 3) To contact the individual director, please add Email alias in front of itbhuglobal.org. For example, to reach Vice-President, email to: vicepresident@itbhuglobal.org.

Roles and Responsibilities of Board of Directors

Below please find Roles and responsibilities of some positions of Board members. They are provided by the members.

1) Responsibilities of the President/Vice-President:

- Preside at BoD meetings
- Serve as the "spokesperson" of the global IT BHU alumni
- Be a member of the itbhu director's advisory council
- Raise itbhu awareness in the global media
- Raise membership levels
- Establish and achieve fund-raising targets
- Promote/spawn reunion meetings at metropolitan areas around the world

2) Responsibilities of Secretary/Deputy Secretary

- Interact officially with state govt./federal govt. for registration of association
- To reply officially to query from the government
- To maintain all official records, including minutes of meetings, election, appointment
- To solve any dispute among members of Executive Council
- To accept any resignation from BoD members
- To plan and authorize Board elections

3) Responsibilities of Treasurer/Deputy Treasurer

- To open and operate Bank Account on behalf of alumni association
- To keep track of alumni funds and provide periodical update to BoD
- To plan for funding for organizational needs
- To receive funds from alumni, allocate under proper heading and report any query
- To apply for tax-exempt status for alumni funds and interact with IRS

4) Director/Deputy Director of External Affairs

Director of External Affairs will communicate with everyone outside IT-BHU community (other colleges, news media, govt., etc.) Since there is no separate group of Internal Affairs (there is one for Institute Affairs) the group will also kept liaison with IT-BHU community, i.e. students and alumni. It is assumed that Institute Affairs group will keep contact with Administration/faculty.

The expected duties of External Affairs group are:

- To facilitate news and information flow among student community, alumni groups and volunteers of alumni association

- To provide support for publication of various in-house magazines such as Chronicle, Pulse! Departmental e-newspapers, etc
- To publish news items and articles in news media
- To constantly strive for positive image of the institute among the public
- To remain in touch with various students and alumni groups
- To clarify issues, point of view from alumni association to students/alumni
- To act as point of source/ spokesperson for critical news/information

5) Responsibilities of Director/Deputy Director of Institute Affairs

- To interact with institute, faculty and students
- To receive news update from the institute and circulate it to BoD and other alumni
- To forward query/concern from alumni to the institute
- To assist institute in planning of various developmental projects, updating curriculum, etc.
- To help promote campus based cultural festivals, seminars, conference, etc.
- To assist students in training, job placement, etc.

6) Responsibilities of the Director/Deputy Director of Web Affairs:

To maintain the domain ownership of itbhuglobal.org in the name of the organization

- To ensure the availability of the website www.itbhuglobal.org to the general public
- To maintain the alumni database system, and work on fixing bugs as they arise
- To answer questions from alumni about the website and its functionality
- To maintain the email redirection service to for the alumni
- To provide access control in certain sections of the website so that discussions can be held by the board of directors
- To provide voting facility on the website to board members
- To work on increasing the overall traffic to the website
- To ensure that the website is updated with the latest info
- To ensure that copyrights violations do not occur on the website
- To help BOD pass the message to members of the organization
- To provide web space to various chapters of the organization

7) Responsibilities of Director/Deputy Director of Reunions

- To help planning for alumni Reunions on campus and around the globe
 - To interact with alumni groups
 - To arrange for stay, meeting, etc. for alumni reunion at campus
-