

REXIAN-NIT SILCHAR Alumni Association  
Registered under Societies Registration Act XXI, 1860  
Form "A"

Application for Membership of "Rexian-NIT Silchar Alumni Association"

1	Name of the Applicant: (in Block letters)	Surname..... Middle Name..... First Name.....
2	Name of the father/guardian	.....
3	Membership Category:	Graduate Member (GM) Student Member (SM) Faculty Member (FM) Honorary Member (HM)
4	Details of degree obtained from REC Silchar/ NIT Silchar	Degree (BE/BTech/MScMTech/MBA/Ph.D) Department Year of Admission in REC Silchar/NIT Silchar Year of Graduation Roll No/Scholar No/Registration No. Hostel No(s)
5	Any other degree obtained, if any, from your <i>alma Mater</i> ? If yes, please furnish details	
6	a)Address for Correspondence (including email IDs, Phone No(s), mobile no(s))  b) Official Address	
7	Highest Academic degree	
8	Details of membership fees (Rs 1000/-, Rupees One thousand Only) paid Cash/Cheque/Draft/Bank Transfer/Any other	

I ....., a graduate of .....batch of .....certify that the information stated above are true and correct to the best of my knowledge and that I shall abide by the rules and regulations of "Rexian-NIT Silchar Alumni Association" , including amendments as may be made in the rules, regulations, bye-laws etc. of the association from time to time.

Place:

(Signature of the candidate)

Date:

REXIAN-NIT SILCHAR Alumni Association  
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Form "B"

3<sup>rd</sup> Alumni Meet (November 17-19, 2012) Registration Form

1	Name of the Alumnus	First Name: Middle name: Last Name:
2.	Email ID: Mobile No:	
3	Present Occupation: Address:	
4	Are you a member of "Rexian-NIT Silchar Alumni Association?  If NOT, Form "A" (membership form has to be filled in)	Yes / No.
5	Details of degree obtained from REC Silchar/ NIT Silchar	Degree (BE/BTech/MSc/MBA/MTech/Ph.D.): Branch/Specialisation: Year of Graduation: Roll No./Scholar No/Registration No.
6	Details of accompanying persons attending the alumni meet	1. Name                      Relationship: 2. Name                      Relationship: 3. Name                      Relationship: 4. Name                      Relationship:
7	Details of Registration fees paid: (Rs 2000/- for self-registration, additional Rs 1000/- for each accompanying persons (no additional registration fees for children below 12 years)	Amount (Rupees): Mode of payment (Cash/Cheque/Draft/Bank transfer): Details.....

Place:

Date:

(Signature of the Alumnus)

Steps:

1. Both the forms (Form “A” and Form “B”) should be filled in both online as well as offline. Users should have the facility to take print out of both the forms. They can send the both forms through post upon putting signature. Sending of signed form (particularly Form “A”) through post (or by hand) would be mandatory
2. When the forms are filled in online, somewhere in the top of the forms a unique computer generated number should be generated. The users would be required to take printout of the forms (having unique computer generated no there on) and send the same (at least Form “A”) and send it to the central office of “*Rexian-NIT Silchar Alumni Association*”, by ordinary post, upon putting signature at appropriate place.
3. For online filling up of forms, the users must be having valid email ids.
4. Form “B”, duly filled in & having a computer generated no, should be sent to the specified email id of the association from the registered email id of the users
5. All data filled in by the users would get recorded in appropriate files (to be used by the root user/other specified/authorized personnel) for further use as per requirement.
6. Any change in occupation, email ids, change in address, etc. would be done at the root level on receiving request from the user Or the users may be given the options to change the occupation and email id field only.
7. Rows maked \* should be filled in mandatorily. Without proper data in these fields, the submission would not become active.
8. Form “A” can be filled up by registered students of the institute (against student member category, SM). On graduating their membership would get changed to graduate member, GM, automatically.
9. There would be facility to add up data for all the existing members of the association at the root level.
10. Some of the field in form “A” may require to be changed for members under students category. Faculty members (FM) and Honorary members (HM) are to be done at the root level.
11. Some sections may be there below the Form “A” and Form “B” which would be filled up at the root level.

This is only a brief outline of what I have thought. This might require some minor modification etc.