



Alumni Policy

Vibrant Forum for Exchange of Experience

POLICY No: APN/ 2020/5.6.1

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Vision

Empowerment through quality technical education

Mission

M1: To excel as a center of excellence in technical education

M2: To impart skill based education to meet the needs of industry and Society

M3: To achieve excellence in teaching, learning and research

M4: To inculcate social & ethical values among the students

Quality Policy

We strive to impart the quality technical education through academic excellence and provide best of facilities to satisfy the need & expectations of the students & stakeholders.



1. Aims & Objectives:

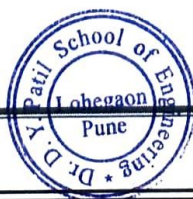
- 1 To bring all the old students of Dr. DYPSOE College under one vibrant forum for exchange of experience and knowledge and develop a strong network among themselves for bonding and fellowship and their career advancement.
- 2 To establish a forum to preserve the memories, associations and traditions of the institution.
- 3 To maintain a database containing information such as name, permanent address, mobile number and mail id, years of study, qualifications and present occupation of members of the Association.
- 4 To encourage, foster and promote close relation between Dr. DYPSOE College and its Alumni for the growth of the institution in the areas of industry interaction, admissions, internships and placement.
- 5 To make optimum use of alumni expertise to conduct Alumni – student knowledge exchange programs like professional lectures, FDPs, training programs, conferences etc.
- 6 To organise and promote get-togethers, sport and cultural activities and competitions.
- 7 To help and encourage outstanding students among the alumni for pursuing higher studies.
- 8 To enlist the interest and services of alumni in strengthening and improving the infrastructural facilities of the Institution.
- 9 To receive/raise/collect donations, funds and other receipts for the fulfillment of the aims and objectives of the Association, to utilize such funds in such manner as the Executive Committee may consider necessary.
- 10 To do all such acts and deeds and things as are incidental to and as the association deems appropriate in attainment of its aims and objectives.

2. Membership Fee:

Life Member: One time subscription of Rs.100/.

2.1 The one time subscription fee may be revised after discussion in the Executive Committee and approval of Alumni Association.

2.2 All Life Members shall have the right to vote or be a candidate for any elected post.



3. Management of the association:

The entire management of the association shall be vested with the Executive Committee and it shall be responsible for the discharge of the duties connected with the affairs of the association.

3.1 The Executive Committee shall consist of :

- a) President: Principal is the ex officio President
- b) Vice President (Elected)
- c) Secretary: nominated by the president from among the faculty.
- d) Two Joint Secretaries (Elected)
- e) Treasurer: nominated by the president from among the faculty
- f) Five members (Elected)

4. Power of Executive Committee :

4.1 The Executive Committee shall normally meet once in a month.

4.2 The Secretary may, whenever he finds it necessary call for an Emergency meeting with the consent of the President or on the requisition of 5 members of the Executive Committee in writing.

4.3 Notices of all the meetings giving the place, date and time shall be sent by the Secretary to the registered addresses of the members with an agenda for the meeting one week before the date of the meeting.

4.4 The minimum number shall be 1/5th of the Elected Members of the Committee.

4.5 The meeting of the Executive Committee will be presided over by the President and in the event of the President being not present or not being able to participate in the meeting; one of the Vice -President will preside.

4.6 If the Elected Vice-Presidents are also not present, then the Executive Committee can choose one of the Members amongst themselves to chair that committee meeting alone.

4.7 All questions arising at any meeting of the Executive Committee shall be decided by a majority of the Members present and in case of equal votes, the presiding Member shall have a second or casting vote.

4.8 No rule shall be passed, annulled or modified except by a resolution supported by 3/5th of the Members in a General Meeting convened.



4.9 No act or resolution of the Executive committee shall be deemed to be invalid by reasons of such act or resolution having been done or passed during any vacancy in the Executive Committee.

4.10 No resolution passed by the Executive Committee at a meeting shall be brought up for reconsideration unless after the expiry of three months from the date of the resolution, and unless fresh information likely to affect the decision not available at the time of passing the original resolution, is placed before the Executive Committee for it reconsideration.

5. General Body Meeting :

5.1 The Executive Committee shall convene a General Body Meeting of all the Members once every year hereinafter referred to as annual General Body Meeting, on or before every year.

5.1.2 The notice shall be sent to the members by one or more of the following modes:

a) by Internet

b) by circulation among members

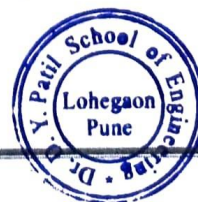
8.1.3 The notice shall also be affixed to the Notice Board of the Association.

5.1.4 The notice shall specify the day, hour and place and the object of the Meeting and in case any amendment of a by-law or objects of Association as contained in the memorandum, is intended to be proposed, shall contain a copy of every such amendment.

5.2 The Association at its Annual General Body Meeting shall appoint each year any Chartered Accountant or Accountants to be the auditors of the Association on such terms as to the remuneration as may be approved by the Association.

5.3 The Executive Committee shall maintain or cause to be maintained proper accounts of the transactions and assets of the Association and the accounts shall be given in such form as may be directed by the Executive Committee in consultation with the Association's auditors.

5.4 The Executive committee shall prepare and lay before the Association at the Annual General Body Meeting every year an audited statement of accounts and receipts and expenses of the year ended 31 st March of that year in a form as may be directed by the Executive Committee in consultation with the auditor together with the report of the Association's auditor thereon.



5.5 An accidental delay in receipt of the notice by one or more Members shall not render the meeting void.

5.6 The General Body Meeting shall be presided over by the President of the Executive Committee or in his absence by one of the Vice Presidents.

5.7 If the Vice-Presidents are also not present then the Members present can elect one amongst themselves to chair and preside over the meeting.

5.8 The quorum for the General Body Meeting shall be 15 (fifteen).

5.9 If the minimum quorums of 15 Members are not present at the General Body Meeting the General Meeting will be held after one hour at the same venue. In such a postponed General Body Meeting minimum quorum will not be insisted.

6. Duties of the honorary secretary :

The Honorary Secretary shall maintain records of proceedings of the Alumni and of the Governing Body and shall perform such other duties as the President of the Governing Body may be General or special orders direct.

7. Powers and duties of the Treasurer :

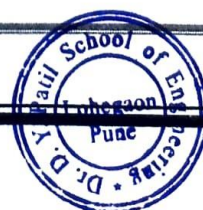
7.1 The Treasurer shall be responsible for the keeping of proper accounts and for the discharge of such duties as may from time to time be entrusted to him by the Executive Committee.

7.2 The Treasurer shall receive all moneys on behalf of the Executive Committee and deposit the same in any bank or banks or in any institution approved by the Executive Committee in the name of the Association who may open separate accounts in the name of different committees of the Association

7.3 The Treasurer jointly with the Secretary or one of the Office Bearers as decided by the Executive Committee shall have power to draw moneys from such bank or institution and disburse moneys payable by the Executive Committee or the Association according to the resolutions or the rules or regulations and by-laws passed under these rules.

7.4 The Treasurer shall maintain records of the receipts and disbursements during each month and circulate an abstract of the same to the Executive Committee quarterly with a consolidated statement of accounts.

7.5 The Treasurer shall prepare the annual accounts of the Association, have them audited by the auditor duly appointed by the General Body in its election, and submit annually for



approval of General Body such audited accounts and the balance sheet for each financial year.

8. General :

8.1 The Association may use or be used in the name of the Secretary.

8.2 All documents by and in favors of the Association and all entries in the government and other public registers in respect of lands and buildings paying revenue to government and other authorities shall be respectively executed and caused to be made in the name of the Association by the Secretary.

8.3 The Executive Committee shall have powers to frame by-laws consistent with the spirit of the constitution of the Association on all matters and stated objectives on which the constitution is silent or in order to supplement the same keeping in view the stated objectives.

9. Members not to receive profits

The funds and the properties of the Association however derived shall be applied solely towards the promotion of the objectives of the Association and no proportion thereof shall be paid or transferred or distributed directly or indirectly whether by share of profits to the Members of the Association but nothing herein contained shall be understood to prevent the payment in good faith or reasonable and proper remuneration to or reimbursement of hotel, traveling and other expenses incurred while on business of the Association by any Officer or servant of the Association or to any Member of the Executive Committee of the Association.



10. Policy Details:

Policy drafted by	Alumni Cell
Policy Applies to	Alumni Association
Effective from the date	1 June 2020
Approved by	Alumni Association , Management and IQAC
Responsible Authority	President of Alumni Association
Superseding Authority	Principal
Last Reviewed	1 June 2020
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Prepared by
Alumni Cell



Approved by
Principal



Approved by
Management

