

S.S. Khanna Girls' Degree College, Prayagraj

(Constituent College: University of Allahabad)

Accredited 'A' Grade by NAAC



Alumni Policy



S.S. Khanna Girls' P.G. College, Prayagraj
Alumni Association Byelaws

I. Title

The name of the Association shall be S.S. Khanna Girls' P.G. College Alumni Association

II. Definitions

- a) The "Association" means The Alumni Association of S.S. Khanna Girls' P.G. College
- b) The "General Body" means the General Body of the Alumni Association.
- c) The "Governing Body" means the Executive Committee of the Alumni Association.
- d) The "Advisory/Preparatory Committee" means Advisory Committee for the Association
- e) An "Alumnus" means a full-time former student of the College who has obtained a degree from S.S. Khanna Girls' P.G. College
- f) The financial year of the Alumni Association shall be reckoned every year from 1st April to 31st March of the following year.
- g) DSW means the Dean Students' Welfare of S.S. Khanna Girls' P.G. College.
- h) Coordinator IQAC means the Incharge of the IQAC of S.S. Khanna Girls' P.G. College.
- i) Chairperson, UGC Committee means the Incharge of the UGC Committee of S.S. Khanna Girls' P.G. College.
- j) Proctor means the Proctor of S.S. Khanna Girls' P.G. College.

III. Objectives

1. Bring the old students of S.S. Khanna Girls' P.G. College under one forum for exchange of experience, dissemination of knowledge and talents amongst its members and also for the furtherance of fellowship, advancement of scientific knowledge in general of the community and country.
2. To foster and promote beneficial interaction between the Alumni and the present students of the College
3. To encourage the Alumni to take active interest in the development and progress of the College and thereby contribute towards the enhancement of the social utility of their Alma Mater.
4. To render financial aid to deserving poor students studying at the College.
5. To render financial aid to deserving alumni in cases of extreme compassionate circumstances.
6. To organise and establish scholarship funds to help the needy and deserving students.
7. To bring out magazines, souvenirs and newsletters highlighting the activities of the College and its Alumni
8. To organize cultural and educational programmes and also to conduct Alumni Day celebrations every year.
9. To institute prizes and awards to the outstanding performances of the students

IV. Membership

- 1) The Association shall have one time life membership for students passing out either U.G. or P.G. examination from the college. An amount of rupees ₹ 200/- shall be collected as membership fee.
 - 2) Alumni Registry: A registry and/or an electronic database of members shall be kept at the registered office of the association.
- 2.1 Change of Address Notification: If a member changes his/her postal and/or e-mail address, he/she shall notify his/her new address to the Alumni Association Office, and the entry in the registry shall be accordingly made; but if he/she fails to notify his/her new address, the address in the roll of members or Registry shall be deemed to be his/her address.
 - 2.2 The membership and subscription fees are subject to revision from time to time with the approval of the General Body.
 - 2.3 All communication to the members will be through e-mail/whatsapp or by post.
 - 2.4 Term of Ex-officio Membership: Where a member of the Association becomes a member by virtue of the office he/she holds, his/her membership of the Association shall stand terminated when he/she ceases to hold that office.
 - 2.5 Termination of Membership: The General body of Alumni Association of S.S. Khanna Girls' P.G. College Prayagraj may cease any individual's status as a member under any of the following circumstances:
 - 2.5.1 Death, Mental Disability, or Criminal Conviction: If he/she dies, resigns, becomes of unsound mind, or is convicted of a criminal offence involving moral turpitude.
 - 2.5.2 Expulsion due to Misconduct per Rules: The General body shall have power to expel a member for wilful disregard to the association's rules or misconduct on the part of the member, provided that the member concerned will be given an opportunity for explaining his conduct.
 - 2.5.3 Appeal of Expulsion: Any member thus expelled can appeal to the Governing Body of the College for reconsideration of expulsion with justification.
 - 2.5.4 Resignation: A resignation from membership may be tendered to the President and it shall not take effect until it has been accepted on behalf of the Association by the executive committee.

V. Governance of the Association

The Association shall comprise of:

1. The General Body
2. The Executive Body

Patron:

The Chairperson of the College Governing Body will be the Patron of the Association

Ex-Officio President:

The Principal of the College will be the Ex-Officio President of the Association

VI. Membership Privileges

All members of the Association are entitled to receive all announcements etc. connected with the activities of the Association, the Alumni Newsletter, Annual Magazine and also participate in all social functions and other activities of the Association. All members will also be beneficiaries of any scheme or assistance programmes administered by the Association. No member of the Alumni Association shall be entitled to vote or stand for election unless he has been a member of the Association for at least one year prior to the date of election.

VII. General Body

The General Body, shall consist of all the registered members of the Association

- (a) shall ordinarily meet once in a year.
- (b) One 20th of the total membership will form the quorum of the General Body meeting. In case a meeting is adjourned for want of quorum, an adjourned meeting may be held after 30 minutes of schedule time where no quorum will be required.
- (c) The General Body shall have the power to consider and decide all matters relating to the Alumni Association and provide a broad policy framework towards the functioning of Alumni Association.
- (d) The General Body shall also elect "Executive Body" (hereinafter referred to as "EB") to carry on with the activities of the Alumni Association. The tenure of the elected EB will be three (3) years, from the date on which it assumes the charge.
- (e) All the registered members of the Alumni Association will have voting rights and will be eligible to be elected to the Executive Body. No member shall be elected to Executive Body for more than two terms consecutively.
- (f) The agenda of the meeting shall be prepared by the General Secretary, with the approval of the Executive Body. However, the members of General Body can also get an item(s) on agenda included by making a written request in advance or by raising the point at the end of the meeting, under "any other item with the permission of the Chair".

VIII. Executive Body

- a) The office bearers (other than Ex-officio) plus 5 members to the Executive Body shall be elected by the registered members of SSKGPGDC Alumni Association. It shall be the body to plan, propose and execute the policies of the Association and shall ordinarily meet once in a year.
- b) The tenure of the Elected office bearers as members shall be 3 years. A General body meeting shall be held once in every 3 years especially for election of office bearers and members.
- c) Election may be held by voice vote or by ballot paper as the Patron may decide.

The final decision over any issue as well as the power to relax in case of any dispute will be with the Executive body

- d) The Executive body will include following office bearers:
- ❖ The Patron (the Chairperson, College Governing Body)
 - ❖ The President (Principal as Ex-officio Member)
 - ❖ Treasurer (member of College Alumni Association)
 - ❖ 5 elected/ nominated Alumni members
- e) The General Secretary on approval of the President will call the meeting of Governing body. Presence of 1/3 of the Governing body will form the Quorum.

IX. Vacancies and Expulsion Vacancies:

In case of a vacancy arising in the Executive body, the same may be filled by nomination by the Patron.

Expulsion: In case a member is found to work against the interest(s) of Alumni Association or is found involved in serious misbehaviour, he/she may be suspended by the Executive body of the Alumni Association, after serving him/her Show Cause Notice, providing opportunity to explain his/her conduct. This would be subject to further consideration of the next General Body meeting which may decide to revoke the suspension or expel him/her from the Executive body or the primary membership of the Association for a period decided in the General body meeting.

X. Finance and Budget

- a) The Governing Body of the College may provide funds for the Association.
- b) The Association may receive donations or sponsored funds as per the policies/ procedures framed by the Governing Body from time to time.
- c) The funds of the Association shall be managed by the Treasurer of the Association.
- d) The accounts of The Association shall be audited once a year by an Auditor. The Auditor shall ordinarily be appointed by the Governing Body of the College.
- e) The Auditor having examined the accounts shall submit a separate and independent report to the General Secretary for placing it before the Governing Body.

XI. Records

The President shall be custodian of Alumni records.

XII. Duties and powers of the Office Bearers

President

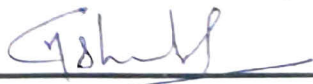
- a. The President shall be the custodian of the property and interests of The Association and shall have all the powers to manage and promote the 'Aims and Objectives' of The Association, in accordance with the ordinances and the Rules/ Regulations to be framed here under.
- b. He/she shall decide the date, time and venue of the meeting(s).
- c. He/she shall preside over all the meetings of the Association. d. The President will be co-signatory with the Treasurer for issuing cheques. Furthermore, the President along with the Treasurer will be co signatory for the Annual Statements of the Accounts of the Association, Annual Report of the Association and the Annual Budget.
- d. Bank Account of the Alumni Association shall be operated jointly by the President / Treasurer

Treasurer

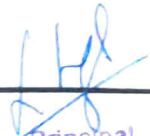
- a. The Treasurer shall be responsible for the maintenance of the financial records and accounts of the Association.
- b. The Treasurer shall operate the funds of the Association jointly with the President.
- c. He/she shall prepare and present the Annual Budget and Annual Statements of Accounts in the meetings of the Governing Body/ General Body.

XIV. Meetings

- a) Annual General House meeting of the Association shall be held in the month of December each year by giving 30 days' notice with the agenda of such meetings to all the members and also specifying the date, time and venue. The detailed agenda note, if required may follow later on.
- b) Other 'General' or 'Extra ordinary' meetings of General Body may be called by the General Secretary in consultation with the President by giving 14 days prior notice along with the agenda of such meeting to all the members and also specifying the date, time and venue
- c) The General Body meeting/ Extra-ordinary meeting can also be requisitioned by making written/on line request, by at least ¼th members. Such a request to be addressed to the President of the Association and he/she on receipt of such a request shall ask the General Secretary to convene the requisitioned meeting within a month
- d) One 20th of the total members should be the quorum required for the meeting. In case there is no quorum at the prescribed time, date and venue the meeting may be adjourned and may be resumed after 30 minutes when no quorum would be required. However, in case of the meeting which may have amendment(s) in the Constitution of Alumni Association on its agenda, the quorum of one sixth of the total members of the Alumni Association would be required even when the adjourned meeting is resumed after 30 minutes
- e) The minutes of the meetings, recorded by the , shall also be signed by the President and circulated to all the members, ordinarily within one month of the meeting, either by placing it on the website of the Alumni Association or by sending it through e-mails/whatsapp or both. Objections, if any, may be communicated by the member(s) within a month.
- f) The minutes of the previous meeting should be placed in the next meeting along with a brief Action Taken Report on those points on which action by the Executive body may be required.
- g) The meetings of The Association shall be convened in the manner as specified above. However, emergency meetings may be called at a shorter notice as determined by the Executive Body.
- h) All the decisions in the Association or Executive Body meetings will be taken by majority of votes of the members present and voting. In case of equal voting the Chairperson will have the casting vote



Co-ordinator
IQAC (NAAC)
S.S. Khanna Girls' Degree College
Allahabad



Principal
S.S. Khanna Girls' Degree College
Allahabad