

Sadhubella Education Society's
Minority Institute)

J. Watumull Sadhubella Girls College

(Near Government Dispensary, Ulhasnagar-421001, Dist: Thane

COLLEGE ALUMNI ASSOCIATION

Aims and Objective:

The aims and objectives of the association are: -

To promote and encourage the members to take active part in the activities and Progress of the college.

- To promote and encourage friendly relation amongst all members of the association.
- To keep alumni informed about the college.
- To provide financial aid to the college for better academic and extra curriculum activities of the college.
- To advice the principal/ Management is connection with introduction of new job-oriented courses'
- To encourage the institute in the field of research, sports and extension activities.
- To exchange knowledge and provide faculty to other institute.
- To award scholarship, free ship to the deserving students of the college.
- To provide placement services for the final year students.

- To arrange seminar, workshop, conference and lectures of eminent persons.
- To encourage positive attitude of the society towards the educational, social and environmental problems.
- To arrange healthcare in the college for student's faculty and community members.
- To maintain board relationship with all members of the staff and management.
- To advise the college authority in various matter like students' discipline' progression Institutional social responsibility etc.

2) Patron:

The principal of the college shall be the patron of the association.

3) Coordinator:

The principal shall appoint a senior faculty member as coordinator for the association to co-ordinate between the college administration and the association.

4) Membership:

All students of this college who have obtained any degree from the college, or, are studying in the final year of post graduate course shall be eligible for membership of the association, there will be following types of member of the association.

- **Life Member:**

  An alumnus of the college who applies for membership and is approached by the executive committee by paying the life

membership fees of Rs. 300/- and become a member of the association for his life.

- **Ordinary Member:**
  An Alumni who applies for ordinary membership (Three years) has to pay Rs. 100/-. The membership is renewable after three years.

- **Associate Members:**
  The present and retired teachers and graduate employees of the State National international level may be conferred with honorary membership of the association without paying membership fee of the association.

5) Executive Committee:

There shall be 5 members of the executive committee which includes

- **Office bearers / Executive Committee**
  Patron / President/ Principal
  Secretary / Co-Ordinator
  Treasurer
- Two members of the committee shall be elected in the annual general body meeting.
- Five members of the committee are nominated by the patron of the association.

6) Term of office:

The officer bearers and the five elected members of the association hold the office for a period of three years Interim vacancies, if any be filled by the executive committee. The officer bearers and the five

members shall be under the control and supervision of the patron who appoint an election officer for the purpose.

7) The power and function of the executive committee:

- To carry out objectives of the association
- To frame rules, appoint subcommittee and to do all other acts seemed necessary for the efficient functioning of the association
- To encourage, Maintain and regulate membership of the association' revise member fess.
- The patron may refuse to accept membership of any person / alumni, is not in the interest of association without showing any reason.
- To conduct periodical meeting, annual meeting, general meeting, special general meeting etc. as Per requirement.
- To arrange and raise the found for the association through Collection, Donation, sponsorship, Publication etc. From the public members, Govt', NGO etc.
- To maintain the accounts of the association prepare begets and audits the account.
- The association is ancillary to the college and has no power over administration maintenance, management or the policy of the college.
- Decision of the Executive committee shall be passed by majority' In case of equal votes the patron may east his extra vote.

8) Power and duties of the office bearers:

1. President:

To preside over the meeting of executive committee, the general body.

2. Secretary:

- To arrange the meeting of the executive committee, general Body, or other meeting by issuing necessary notices in time to all members.
- To record the minutes of all meeting in the minuet book.
- To prepare and submit the annual progress report of the association in the annual general body meeting.
- To carry out and attends all activities as approval by the executive committee
- To sign to forward the accounts of the association to the executive committee

3. The Treasurer:

- To maintain the record of the finance of the association
- To get the account of the association audited in time along with the secretary.
- To prepare annual budget in consultation with the secretary and submit the same to the executive committee for necessary amendments (if any)

9) Finance and Accounts:

The accounts of the association shall be maintained in the branch and the bank of thecollege and shallbeoperated jointly by the secretary and the proton, no expenditure of the association account shall be

incurred without prior sanction of the patron Expenditure more than Rs. 10,000/- can be incurred only by the prior approval of the executive committee.

10) Meeting and Association:

- The executive committee shall hold its meeting once in three months.
- The Committee shall hold its meeting at any time under extra ordinary circumstances
- One third quorum is necessary for holding the meeting of the executive committee.
- An annual general meeting of the association will be held every year before 30th September. If necessary special general meeting can be called by the secretary with the prior permission of the president and the patron. The quorum for such meeting will be 1/3 of the total members.

11) Miscellaneous Functions:

- The Secretary will be the custodian of all paper material of the association to be kept in the college office.
- Proxies will not be allowed in any meeting.
- The Association is an ancillary to the college and has no power of administration, maintenance or policy of the college.

Code of Conduct for Alumni

1. Fill the membership form and get her admission registered with the college by paying admission fees.
2. Attend all meetings called by the institution.
3. Wear the identity card given to them whenever they enter the campus.
4. Spread the goodwill of the institution in the community and in neighboring areas.
5. Wear formal dress whenever they enter the campus.
6. Contribute for alumni fund to help the needy students.
7. Arrange career guidance lectures for the students especially for final year and PG students.
8. Attend national days celebration and participate in various activities arranged by the college.
9. Participate in various activities conducted during the annual day celebration.
10. Advise the principal for the introduction of new course/subject for the students.
11. Contribute books and reference material to the college library for the benefit of the learners.
12. Publication of articles in the college magazine
13. Participation and assist the college during college sports days.
14. Presenting different articles, portrait of national leaders, electronic equipment's like projector, water cooler, AC etc. to the college
15. Be polite with the staff and the students and join hands with them in the progress of the college.

16. Provide financial assistance to the deserving students in the form of Free ships and Scholarships.
17. Organize rallies/ public awareness program under the college alumni banner.
18. Help and assist the institution in the process of admission.
19. Participate in various extension activities conducted by college like blood donation, tree plantation etc.
20. Assist/ participate in the industrial visits arranged by the college.
21. Arrange placement drive for the leaners.
22. Arrange medical camps for the students, staff and community people.
23. Hold session on women empowerment, enhancement of women status in the society.
24. Maintain regular contact with other alumni members, teachers through. WhatsApp, email Facebook etc.
25. Arrange fresher's party every year for welcoming new members who become the member of the association.
26. Give regular feedback to the institution on various matters of the institution.
27. Refrain from interfering in the day today administration of the college.
28. Arrange lecture on energy conservation and environment issues.
29. Renew the membership once in three years (if membership is ordinary).

ALUMNI COMMITTEE (2015-16)

Sr.No	Name	Designation
1	Ms. Smita Chawak	Chairperson
2	Ms. Sharmila Karve	Member
3	Mr. Rajeshkumar Singh	Member

ALUMNI REPORT
FOR THE ACADEMIC YEAR (2015-16)

Date: 22nd January, 2016.

Alumni Meeting of academic year 2015-16 was held on 22nd January, 2016. at 11.00 am in Room No 1.

Alumni Meeting started with Lightning of lamp by respected I/C Principal MrR.H.Suryarao.

Ms. Hema Chetwani discussed the objectives of creation of Alumni Association.

Report presentation of B. Com. and M. Com. was done by Prof Kiran Meghani.Next to that report presentation of BMS & BBI was done by Mrs. Smita Chawak, Ms. Sonam Pinjani and Ms.Teena Kachhela. In report presentation all the activities conducted in academic year 2015-16 were presented. NSS Reports were presented by Ms. Sonam Pinjani. WDC Reports were presented by Ms.Teena Kachhela.

Following that Ms. Hema Chetwani conducted the activity of selection of committee, Ms.Geetika Ailsinghaniwas selected as President, Ms. Anagha Kotekar as Vice President. Ms. Geeta Bhatia and Ms. Bhagyashree Lad were appointed as secretary and joint secretary. Ms.Kanchan Ahuja was appointed as Treasurer. Ms. Payal Shivanani became the member of the committee. After which students expressed their views about the College and about becoming a member of Alumni committee. After which addressing to all alumni was done by Principal Dr Vasant Mali.

Vote of Thanks was given by Prof Smita Chawak.