



SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE

(An Autonomous Institution)

Puducherry - 605 107



ALUMNI ASSOCIATION

Policy

Version 2.0



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(An Autonomous Institution)

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NOTIFICATION

Ref: **SMVEC / IQAC / T&P / JAN 2023**

Date: **10-01-2023**

In the pursuance of the resolution passed by the Governing Body Meeting at its meeting held on December 31, 2022 in its resolution no. GB 2022.05.09 and the decision was taken by the Management of SMVEC

It is hereby notified for information of all concerned that the Sri Manakula Vinayagar Engineering College, Puducherry has published the policy for Alumni Association. This will come into force with immediate effect.


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POLICY FOR ALUMNI ASSOCIATION OF SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE, PUDUCHERRY

An Alumni association is an association of graduates or more broadly of former students. The purpose of an association is to foster a spirit of loyalty and to promote the general welfare of parent organization.

OBJECTIVE OF ALUMNI ASSOCIATION

The Purpose of this association is to provide a forum to establish a link between the alumni, staff and students of the institute. Today Alumni relation is an important part of an institution's advancement activities for many reasons. It is mutually beneficial that would contribute to the general development of the institute and alumni.

1. ASSOCIATION REGISTRATION DETAILS

Association Name: Sri Manakula Vinayagar Engineering College Alumni
AssociationRegistration Number: 73/2019

2. EXECUTIVE COMMITTEE

- 2.1. The entire management of the Association shall be vested in an Executive Committee which shall be its Governing Body. All properties, movable or immovable, belonging to the Association (including its Chapters) and all banking accounts, documents, etc., shall stand in the name of the Association and be vested in the Executive Committee.
- 2.2. The Executive Committee shall consist of the following elected members:
 - President
 - Vice President
 - General Secretary
 - Joint General Secretary
 - Treasurer
 - Five Members

In addition, each Chapter of the Association formed in accordance with Regulation and having at least 50 members shall nominate one representative as an ex-officio member of the Executive Committee.

- 2.3. The office-bearers and other members of the Executive Committee shall be elected by the members by a process of a single transferable vote as per "The Representation of the People Act 1951", as amended.
- 2.4. The Executive Committee will normally remain in office for 5 years. But the life of the Executive Committee may be extended for a period not exceeding six months by a resolution passed by two-thirds members of the Executive Committee on special grounds regarding the impracticability of holding an election within time.
- 2.5. Should any vacancy arise in the Executive Committee during its term of office, such vacancies will be filled again by election provided the remaining period of the term of the Executive Committee is more than six months.
- 2.6. In case the office of The President or General Secretary or Joint General Secretary or Treasurer falls vacant, the other members of the Executive Committee will have the power to nominate one of the members of the Executive Committee for such a vacancy to hold office until the vacancy is filled up through election.

3. REGISTRATION OF ALUMNI ASSOCIATION

- The outgoing students of the Association may be eligible to become Life Member by paying Minimum Amount - in one installment.
- Registration forms would be circulated to the outgoing students at the final semester of their study.
- Filled in registration forms would be collected and filed by respective class advisors.
- The Department coordinators should ensure availability of e-Registration forms in the Institute Website round the year.
- The records of e-registrants through website should be periodically verified and enrolled as members of the SMVEC- Alumni Association.

4. FUNDS, BANKING, ACCOUNTS AND RECORDS

- 4.1. The general funds of the Association shall be constituted of subscriptions/donations from members/associate members, donations/grants from other individuals/ organization's, sale proceeds from the Association's publications, receipts from advertisements in souvenirs, brochures, etc., and of earnings from the investments of such fund and is having a separate Account (Sri Manakula Vinayagar Engineering College Alumni Association).
- 4.2. The Executive Committee shall maintain the books of accounts and the proceedings of the meetings at the registered office. The Executive Committee shall be responsible for getting the accounts of the Association audited by a duly qualified auditor and a Balance Sheet prepared by him for a financial year (1st April of each year to 31st March of next year).
- 4.3. Rules, Regulations, Bye-laws, Books of Accounts and Minute Books of the Association shall be kept at the registered office and be open to Executive members at reasonable times on advance notice in writing to the Secretary.

5. INVITING AND HOSTING ALUMNI MEET BY THE ALUMNI CELL

- 5.1 Alumni meets would be organized atleast once in every year.
- 5.2 Details of the visiting alumnus shall be gathered from all Departments.
- 5.3 The department alumni cell coordinator should get in touch with the alumnus for arranging travel/accommodation well in advance.
- 5.4 Head of the department should ensure that the necessary arrangements such as Transport (Conveyance), Food, Stay, memento, and other related facilities required for engaging the alumnus were made at least one week prior to the scheduled date of visit.
- 5.5 In the event the alumnus has been invited to deliver a lecture or conduct a session, arrangements should be made well in advance by informing the target audience.
- 5.6 Feedback should be taken from the alumnus regarding their experience with the current students and the activity organized.
- 5.7 Recommendations shall be obtained from the alumnus about development of the Institution.
- 5.8 Head of the institution shall present a Letter of Gratitude to the alumnus.
- 5.9 Arrangements for return travel shall be made well in advance.
- 5.10 Feedback shall be obtained from the alumnus regarding their experience.
- 5.11 Photographs and other details of the visit along with a thank you email shall be sent to the alumnus.

6. OUTCOME OF ALUMNI CHAPTER

Support system

An engaged alumni network allows the College to benefit from the skills and experience of our graduates, by offering their support to our students, to the institution and to each other. If we keep them well informed and engaged, alumni are our most loyal supporters and our best ambassadors, offering invaluable marketing and promotion across their personal and professional networks.

Offering expertise

Talented alumni will likely have a wealth of experience and skills to share with current students via talks and meets. In certain cases, this could go even further with alumni offering to practically support students in work placements and help them launch their careers.

Assistance in Employability

Alumni network has a real life benefit for current students. Alumni also donate their valuable time to offer career support to current students. This enhances the students' experience and gives them that competitive edge in today's tough job market. The alumni network of a college is one of the biggest sources of placement opportunities to the students. Alumni can help students get placed at their respective organizations.

Mentorship

Alumni can play an active role in voluntary programs like mentoring students in their areas of expertise.

Brand building

With growing educational institutions around the world, one way for an institute to stand out from the domestic and international competition is by promoting its brand through Alumni.