

**G.NARAYANAMMA INSTITUTE OF TECHNOLOGY AND SCIENCE
(AUTONOMOUS) (FOR WOMEN)**



ALUMNAE POLICY

REGISTERED OFFICE

GNITS,

Shaikpet, Hyderabad - 500 104, Telangana State

Website www.alumnae.gnits.ac.in

Email gnits.alumnae@gnits.ac.in



1. NAME OF THE ASSOCIATION: GNITS Alumnae Association

2. LOCATION OF THE OFFICE:

Office of the Dean- Alumnae Relations, IT block, G. Narayanamma Institute of Technology and Science,
Autonomous, Shaikpet, Hyderabad – 500 104
Ph. No.: 040-29565856, 29567756 extn 423.

3. AIMS AND OBJECTIVES OF THE ASSOCIATION:

- i. To encourage the members to take active interest in the activities and the progress of the alma mater.
- ii. To bring the alumnae together to keep them contact with each other as well as the alma mater.
- iii. To promote career guidance, interaction with industry and continuing education.
- iv. To foster relationship between the alumnae and the present students.
- v. To get participation of alumnae in the developmental activities of the college.
- vi. To develop Industry Institute Interaction through alumnae members.
- vii. To improve placement opportunities for the fellow alumnae and fresh graduates.
- viii. To provide guest lectures on academic as well as industry needs to the present batch of students with a view to exchange the latest developments in the field of Engineering and Technology.
- ix. To institute merit cum means based scholarships for the needy and deserving students of the college.
- x. To mobilize donations from the Members and others for charitable purposes for the benefit of citizens of this country in the event of natural calamities like earthquake, flood etc.

4. MEMBERSHIP:

All students who have studied at and passed out from the engineering college shall be the members of the association. The life membership fee is Rs.1000/- payable at one time.

5. PATRON:

The Chairman of G. Narayanamma Institute of Technology and Science, Hyderabad will be the patron of the association.

6. ADVISORY COMMITTEE:

The Principal, Dean-Alumnae Relations and HOD's of all the Departments of G. Narayanamma Institute of Technology and Science, Hyderabad will be the members of the advisory committee.

7. EXECUTIVE COMMITTEE:

- Executive Committee consists of 7 (seven) members, constituted once in three years as follows.
 - a. President
 - b. Vice-President
 - c. General Secretary
 - d. Joint Secretary
 - e. Treasurer
 - f. Two (2) executive members
- Quorum of the meetings of the Executive Committee shall be half of the strength of the committee.

- The Executive Committee shall meet atleast once in every 3 months.

8. GENERAL BODY:

- All the members of the Alumnae Association will constitute the General Body of the Association. General body of the association shall normally meet in the month of January every year.
- Functions of General body meeting:
 - a. The office bearers shall be elected once in every 3 years at the annual general body meeting which shall be convened in the month of January every year.
 - b. General body is a supreme authority and the decisions taken in the body will be the final.
 - c. The Annual balance sheet of accounts has to be passed in the general body meeting.
 - d. General body shall plan and apart work for next year.
- A notice of general body meeting should be issued at least 21 days in advance to all the members. Date, place of meeting and agenda should be mentioned in the notice.

9. QUORUM:

The Quorum for the general body meeting shall be minimum 50% of the total members of the association.

10. REMOVAL AND DISQUALIFICATION OF A MEMBER:

Any member who is found by a duly appointed committee of the GNITS Alumnae Association, to be acting in a manner detrimental to the aims and objectives of the association will be disqualified.

11. PRIVACY & SECURITY:

Alumnae Association and college will never disclose alumnae information to anyone. All information is strictly guarded for use by individual alumnae and the alumnae association for personal and college related purposes only.

12. AREA OF OPERATION: The Association will function all over in India and abroad.

13. FUNCTIONS OF THE OFFICE BEARERS:

Office Bearers of the Association Executive Committee shall be consisting of the following 7 members. The term of the office bearers will be 3 years.

- a) **PRESIDENT:** A President shall be elected by the members of the general body of the association. She shall preside over all the meetings of the association. All the policies and programs shall be formulated and implemented only through her. She is the sole in charge of the association and she can advise/guide on all matters pertaining to the administration of the association.
- b) **VICE PRESIDENT:** A Vice-President shall be elected by the members of the general body of the association. Vice President of the association shall assist President in general. She shall act as a President in the absence of President.
- c) **GENERAL SECRETARY:** A General Secretary shall be elected by the members of the general body of the association and shall be responsible for functioning and execution of administration of the association. She is responsible to run all the business of the association. She has to maintain the records and documents of the association.

d) **JOINT SECRETARY:** A Joint Secretary shall be elected by the members of the general body of the association. She has to help the General Secretary in all matters of the association. In the absence of General Secretary, she shall assume the charge of General Secretary.

e) **TREASURER:** A Treasurer shall be elected by the members of the general body of the association. It is the responsibility of the treasurer to maintain the finances of the association under the supervision and guidance of the executive committee.

f) **EXECUTIVE COMMITTEE MEMBERS:** Executive committee members are important part of the Association. Executive committee member is supposed to attend all meetings of the association. They shall assist treasurer in collecting funds from the members of the association. They can suggest President and General Secretary in all other matters of the association.

14. TERMS AND CONDITIONS OF THE OFFICE BEARERS:

The affairs of the association shall be managed by the Executive Committee consisting of President, Vice-President, General Secretary, Joint Secretary, Treasurer and Executive members representing various departments. All the office bearers and members of the Executive Committee shall be elected by the general body of the association and shall hold the office for a term of 3 years.

15. FILLING UP OF VACANCIES OF OFFICE BEARERS:

Any vacancy of the office bearer arising out of any reason can be filled up by way of co-option by the executive committee for the balance of the term.

16. FUNDS:

The funds of the association mainly comprise the lifetime membership fee paid by the members. And other sources are donations, gifts, grant in aid and special contributions. The funds of the association shall be deposited in a nationalized bank and shall be maintained by General Secretary and Treasurer. An auditor who is not a member of the executive committee and who is elected by the general body shall audit the accounts of the association annually.

17. AMENDMENT:

Amendments of the constitution suggested by the General Body Meeting shall be made by 3/5 majorities of the members present in the General Body.

18. ALUMNAE DAY:

Every year alumnae day shall be celebrated on the first Saturday of January, synchronizing with the general body meeting.

19. DISSOLUTION:

If the Association has to be wound up the property and funds of association that will remain after full satisfaction of the liabilities of the Association will be transferred or paid to some other Association with similar aim and objectives by the Executive Committee.

Prepared by: Dr. P.V.
Sreesudha,
General Secretary,
GNITS Alumnae Association