



Standard Operating
Procedure (SoP) -
Managing Alumni
Association Of GSFC
University

Document No.

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**GSFC University, Fertilizer Nagar,
Vadodara**

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| 01 | | | | | | |
| 02 | | | | | | |

1. ENROLLMENT OF ALUMNI WITH ALUMNI ASSOCIATION:

a. Communication for Registration:

The Alumni Association will tend to register all the degree holders of GSFC University every year and the communication for registration shall be made to New Degree holders at the time of Convocation.

b. Registration:

The registration form shall be made available on the portal and no Physical form will be issued. Also, registration shall remain opened throughout the year. A permanent Alumni ID to the respective Alumni shall be issued after successful registration.

c. Publication of list of alumni on portal:

The list of Alumni members shall be prepared and displayed on the portal. It is to be updated every year after enrolling new degree holders.

2. COMMUNICATION TO ALUMNI MEMBERS:

a. The members will be kept informed about University Activities and activities of Alumni Association regularly with an Alumni Newsletter.

b. The 'Eventia' Newsletter shall be circulated regularly to the alumni members

3. ACTIVITIES:

Alumni Association shall plan its activities time to time as suggested by Patrons. The activities may include *social activities, career guidance seminar, Alumni get-together, Alumni Meets, community outreach program etc.* All such activities should be priorly approved by the University management via Patrons.

Alumni Meet of the members shall be conducted at least once in a year as suggested by the Patrons at GSFC University on a clear notice of 30 days. Prior approval for such Alumni meets will be taken by the Executive Committee from the University management.

4. MEETINGS:

At least two meetings of Executive Committee shall be conducted in a year as suggested by the Patrons. The minutes of the meeting will be maintained by the secretary of Alumni Association.

With approval of the Patrons, the secretary shall circulate the agenda at least 15 days prior to the commencement of the meeting.

5. FEEDBACK:

At least once in a year, feedback from alumni members shall be obtained on Planning of activities, University Development, Strengthening Alumni Association, Engaging & Utilizing alumni effectively, Fund raising, Opening alumni chapters etc.

6. ELIGIBILITY FOR EXECUTIVE COMMITTEE (EC) MEMBERS:

Patrons:

The Provost and the Registrar of the University will always act as the Patrons of the Executive Committee.

Faculty Mentors:

Only regular faculty members (Designation: Assistant Professor and Above) of the University shall be eligible to be nominated as Faculty Mentors.

President, Vice President, Secretary, Joint-Secretary, Treasurer:

President: Dean, Student Affairs shall be the President

Vice President and Joint Secretary: Alumni members based on the recommendations of GSFC University Management shall be eligible for the nominations on these posts of the Executive Committee. The interested alumni members may self-nominate themselves for the mentioned posts and based on the recommendations of the GSFC University Management, Vice President and Joint Secretary may be appointed from the applications received. Preference may be given to the alumnus who has been selected in PINUPS and has been regular in attending the activities of PINUPS initiative.

Criteria for the selection of Vice President and Joint Secretary:

| Sr. No. | Parameters | 1 Good | 2 Better | 3 Excellent |
|---------|---|-------------|---------------|----------------|
| 1. | Academic Performance (CGPA) | (7.5 – 8.5) | (8.00 – 9.00) | >9.0 |
| 2. | Participation and performance of Alumnus in organizing the events during his/her studies at GSFCU | Low | Moderate | High |
| 3. | Students' overall behavior | Good | Better | Excellent |
| 4. | Regularity in attending the activities of PINUPS Initiative | Low | Moderate | High |

Secretary: Assistant Registrar shall be the Secretary

Treasurer: Representative from Account Section/ Deputy Manager – Finance shall be the Treasurer

7. TENURE OF EXECUTIVE COMMITTEE (EC):

The tenure for the Executive Management Committee &/or chapter Members is restricted to the period of two years. Subsequently the new body shall be formed by nomination under the supervision of the Patrons as well as University Management.

8. DISQUALIFICATION OR REMOVAL:

Any member of Alumni Association can be disqualified or removed when found to conduct activities that are harmful and not in the interest of Alumni Association /GSFC University, based on the recommendation of the Patrons.

9. AMENDMENTS:

The SoP may be amended from time to time by the GSFC University Management as and when required. The same will be notified to all the members through proper channels.

10. QUORUMS:

Minimum 4 (Four) members of the Executive Management Committee will be required for the quorum purpose.