



## Alumni Association of GSFC University Policy

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**GSFC University, Fertilizer Nagar,  
Vadodara**

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## Revision Details

Revision Number	Revisi on Date	Revision Details	Complied By	Reviewed By	Approved By	Remarks
00	21.03.2012	First Release	Dr Saurabh Shah (Dean, Student Affairs)	Director(Admin) / Provost	President	
01						
02						

## **1. PREAMBLE:**

An Alumni Association of any institution is an important pillar and lifelong connect helping the Institution to realize its mission and goals. An Alumni Association is constituted to strengthen the bonding between the Alumni and Institute, to promote and foster mutually beneficial interaction between the Alumni themselves and the present students of the Institute, to encourage the joint venture activities so as to contribute towards social utility of Alma Mater. The Alumni relationships with the Alma Mater are lifelong relationships nurturing mutual support and growth. The policy document describes the guidelines for constituting the Alumni Association of GSFC University which shall be executed through SoP as per the attached Annexure – I.

## **2. OBJECTIVES:**

1. To achieve the Vision and Mission of GSFC University with the support of Alumni
2. To foster more extended relationships between alumni themselves, present students, GSFCU staff and stakeholders of the University.
3. To keep the University and Alumni well informed about their developments
4. To organize social, educational and networking events locally at the University and also at the level of alumni chapters formed over period of time
5. To encourage Alumni to act as ambassadors of the University and assist in the further development of the University and alumni members.
6. To track the progress of Alumni, their achievements and report the same to all the stakeholders of University from time to time
7. To encourage Alumni to participate in the placement activities
8. To provide financial and technical collaboration by alumni researchers and faculty in top research institutions around the world.

9. To extend academic support to the University by contributing in “Curriculum Development as a Board of Studies Member, “Supporting Placements and Start-ups”, “Participating as a Visiting Faculty on Board” etc.
10. To utilize and engage the alumni for cutting-edge applied & industrial research for the global marketplace.
11. To encourage Alumni in fund raising activities for the development of University and Alumni members

### **3. MEMBERSHIP OF ALUMNI ASSOCIATION**

1. All individuals who have been conferred a degree by GSFC University are eligible to become a member. However, all the eligible individuals need to register for Alumni Association to become a member of the Association and to receive the future communication of the events planned.

### **4. COMPOSITION OF EXECUTIVE COMMITTEE OF ALUMNI ASSOCIATION OF GSFC UNIVERSITY:**

**The Provost and the Registrar** shall always be the **Patrons** of the Executive Committee of the association. **Two (*faculty members*) nominees by Provost shall be appointed as the Faculty Mentors.**

There shall be a **President, Vice-President, Secretary, Joint Secretary and Treasurer** of the **Executive Committee**. All of these posts will be nominated by the University management.

**LIST OF MEMBERS OF EXECUTIVE COMMITTEE:**

Sr. No.	Post
1	PROVOST, GSFC UNIVERSITY (Patron)
2	REGISTRAR, GSFC UNIVERSITY (Patron)
3	FACULTY MENTOR (Nominee by Provost)
4	FACULTY MENTOR (Nominee by Provost)
5	PRESIDENT (Dean, Student Affairs)
6	VICE PRESIDENT ( Alumni Member Nominated by Management)
7	SECRETARY (Assistant Registrar)
8	JOINT SECRETARY ( Alumni Member Nominated by Management)
9	Treasurer (Representative from Account Section/ Deputy Manager - Finance )

**5. ELIGIBILITY CRITERIA FOR OFFICE BEARERS**

**1) Patrons**

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

**2) Faculty Mentors**

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

**3) 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, 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 PINPUS initiative.

**Secretary:** Assistant Registrar shall be the Secretary

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

## 6. ROLES & RESPONSIBILITIES OF OFFICE BEARERS

### **Patrons:**

The Patrons shall advise for the overall functioning of Alumni Association and guide the Executive Committee for its further development from time to time. Any change in the present structure/powers of office bearers can be proposed from time to time by the patrons to the University management for approval. Patron can disqualify/remove any member of the Alumni Association (Including the office bearers) when he/she is found involved in such activities that are harmful for the Alumni Association &/or GSFC University.

### **Faculty Mentors:**

The Faculty Mentors shall help in planning/organizing the events of Alumni Association from time to time and guide the committee in strengthening the Association.

### **President:**

The president shall preside over Executive Committee meeting to be held from time to time and shall generally supervise the functions of Alumni Association as suggested/advised by the Patrons. Implementation of SoP for Alumni Association (Annexure - I) shall be ensured by the President.

**Vice- President:**

The Vice – President shall assist the president in his official duties and also discharge the duties and responsibilities of the President, in his absence.

**Secretary:**

1. The secretary shall maintain minutes of the meetings.
2. The secretary shall inform all the Alumni Association members about different activities as and when planned and approved by GSFC University management.

**Joint Secretary:**

The Joint Secretary shall assist the Secretary in all matters and carry out the functions in his / her absence.

**Treasurer:**

The Treasurer shall maintain the Account of Alumni Association and submit the Statement of Account at the end of Financial Year.

## **7. MEETINGS OF GSFC UNIVERSITY ALUMNI ASSOCIATION**

### **A. EXECUTIVE COMMITTEE**

The Executive Committee of the Alumni Association shall meet from time to time as advised by the Patrons on clear notice of seven days for any purpose as suggested/proposed by the Patrons.

The Patrons shall have powers to convene an emergent meeting of the committee on giving at least three days of prior notice.



The quorum for the meeting of the Managing committee shall be **four (4)** and its decision shall be by a majority vote. In case there is no sufficient quorum, the meeting shall be adjourned for half an hour and thereafter no quorum is required and the meeting shall be transacted with the members present.

#### **B. ALUMNI MEET**

Alumni meet of the members shall be conducted from time to time as suggested by the Patrons at GSFC University on a clear notice of 10 days. Prior approval for such Alumni meets will be taken by the Executive Committee from the University management.



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

Document No.

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22/Rev.00**

**GSFC University, Fertilizer Nagar,  
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### **1. ENROLLMENT OF ALUMNI WITH ALUMNI ASSOCIATION:**

The Alumni Association will tend to register all the degree holders of GSFC University every year and the registration form shall be circulated from the office from time to time to the new degree holders. Also, a permanent Alumni ID to the respective Alumni should be issued.

### **2. MEETINGS:**

The meeting of Executive Committee shall be conducted from time to time 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 seven days prior to the commencement of the meeting.

### **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.

### **4. 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 PINPUS initiative.

**Secretary:** Assistant Registrar shall be the Secretary

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

**5. 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.

**6. 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.

## **7. 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.

## **8. QUORUMS:**

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