

**CONSTITUTION AND RULES & REGULATION
OF 'ALUMNI COMMITTEE'**

Of

Rastrasant Tukadoji Maharaj Nagpur University (RTMNU)

The 'Alumni Committee' of the University has been constituted under the provision of Section 92(x) of the Maharashtra Public University Act 2016.

- 1. NAME:** The name of the Alumni committee shall be "RTMNU ALUMNI COMMITTEE" hereinafter referred to as the "COMMITTEE".
- 2. HEADQUARTERS:** The principal office of the committee shall be at the premises or RTMNU, Nagpur allotted by the Vice Chancellor.
- 3. AREA OF OPERATION:** The area of operation shall be the districts under the jurisdiction of RTMNU.
- 4. OBJECTIVES OF THE COMMITTEE:**
 - a) To work as the part of the University in the interest of University, students and alumni
 - b) To assist for the overall development of the University
 - c) To assist to develop linkages with Researchers, Research Institutes, Industries, Law houses, Institutes of National repute, Medical institutes/hospitals, and many such organizations useful for academic and social developments of stake holders and society.
 - d) To form the pool of different expert alumni of the University from different domain for the benefit of stake holders and society.
 - e) To assist to promote and grow innovation and incubation centers.
 - f) To assist to establish and develop National and International linkages in the domain of academics, research, business, technology etc.
 - g) To act and work as directed by the Hon. Vice Chancellor and other officers of the University from time to time.

5. MEMBERSHIP

a) The membership shall consist of:

- i. Persons awarded degree by the Nagpur University / RTMNU.
- ii. Persons admitted in accordance with the rules and regulations of the committee.
- iii. Every member shall pay life membership fees of Rs.500, which shall be non-refundable.

b) Membership Register :-

The committee shall maintain a register of its members at its allotted office with the following details.

- i) The name, Cell phone number, email ID and the postal address of the members/ members.
- ii) Name of college / University department
- iii) The date on which the member was registered.
- iv) The date on which a member ceased to such membership.
- v) Year of degree of RTMNU when degree was awarded.
- vi) Current workplace of the member.

c) Cessation Of Membership:- A person cease to be the member:

- i) On death or
- ii) On his/ her written resignation or
- iii) Have been found of immorality, theft, mischief, gambling or convicted in any criminal cases by the Government.

d) Rights and Privileges of the Members

- i. Every member shall have an equal right to vote at the annual meeting of the committee.
- ii. Every member shall have a right to enjoy and participate in the activities of the committee.

6. GOVERNING BODY:-

- i. The First Governing Body shall be constituted by the Vice Chancellor of RTMNU and consists of the persons from different domains whose names are notified by the University. The First Governing body shall hold the office for FIVE years. The First Governing Body may be revised by the Vice Chancellor only once, if required, and will be notified by the University.

- ii. The Governing Body shall consist of the following office bears.

President, Two Vice Presidents, one of them shall be designated as Senior Vice President, General Secretary, Two Joint Secretaries, one of them shall be designated as Senior Joint Secretary, Treasurer and 18 members. The officer, not below the rank of Deputy Registrar nominated by the Vice Chancellor, will be the invited member of the committee.

- iii. The quorum of the governing body shall not be less than five for the Governing Body meeting. The members of the governing body shall hold the office for FIVE years.

- iv. The Governing body shall be responsible for making necessary amendments in the Rules and Regulations of the Committee or name or location of the committee with two-third ($2/3^{\text{rd}}$) majority.

7. POWER AND DUTIES OF THE GOVERNING BODY:-

The Governing Body shall exercise all such powers of the committee as are required to be exercised by the committee in a general meeting without prejudice to above. The Governing body shall have following powers.

- a) To raise the fund under alumni committee, prepare the annual budget, plan investment of the funds of the committee in the interest of the University and its objectives.
- b) Shall make future plans and programs and activities to be pursued by the committee.
- c) To terminate old members as per the regulation of the committee.
- d) To admit new members as per the regulations of the committee.
- e) Governing Body shall meet at least once in every three months.

8. GENERAL BODY

General body shall consist of all registered members of the committee. The General body shall have following powers.

- i. To consider any business brought forward by the Governing Body.
- ii. To consider any of the business brought forward, which shall be determined or to be decided or turned down by simple majority after voting.
- iii. A simple majority shall decide all other questions before the general body.

9. NOTICE OF THE MEETING OF GENERAL BODY.

- i. The meeting of the General Body shall be held once in a year on the date decided by the Governing Body. A notice for convening such general body meeting shall be issued to all the members by post or email before 10 days.
- ii. Special General Body meeting may be convened with a clear notice before 07 days.

- iii. The quorum in the general meeting will be one third of the total members. In case the quorum is not completed, the meeting shall be adjourned for 30 minutes. The meeting shall be reconvened after 30 minutes and the condition of the quorum would deem to have been fulfilled.

10. TERMS OF OFFICE :-

The first Governing Body will be appointed by the Vice Chancellor for FIVE years, then after the subsequent office bearers will be elected amongst the Governing Body Members. The term of the new Governing Body will be of FIVE years. If any vacancy of a member occurs in the office of the Governing Body, the same shall be filled as soon as possible by the Vice Chancellor on recommendation of Governing Body and the member so appointed/nominated shall hold office for the residual term for which the earlier member shall have held the office if the vacancy had not occurred.

11. POWERS AND DUTIES OF THE OFFICE BEARERS.

i) PRESIDENT :

The President will be the head of the committee and will preside over the General Body and Governing Body meeting of the committee convened by the General Secretary for the purpose of carrying out the various activities of the committee. The term of the President shall be of 05 years.

ii) VICE PRESIDENT :

In the absence of the President, the Senior Vice President shall enjoy all powers and duties entrusted to the President. He shall take care/supervise functioning of the committee as per the orders of the President. The other Vice President shall discharge his duties as instructed by the President. The term of the Vice President shall be 05 years.

iii) GENERAL SECRETARY:

The term of the General Secretary shall be 05 years. The powers of the General Secretary are:

- a) To sign on behalf of the committee, all correspondents and to maintain the records of the proceedings of the meetings of governing and general body.
- b) To summon and attend the meeting of Governing and General Body.
- c) To call ordinary or special general meeting as desired in terms of the constitution of the committee.
- d) Shall also represent the committee at various quorum and functions.
- e) To bring forward new ideas and ventures and head them in making them a successful one.
- f) Shall maintain the reports of functioning of the committee.

iv) JOINT SECRETARY:

The Joint Secretaries shall be subordinate to General Secretary and help the General Secretary to discharge duties of General Secretary. The Gen Secretary may give duties to them from time to time. The Senior joint Secretary shall enjoy all the powers and duties entrusted to the General Secretary during the absence of General Secretary.

v) TREASURER

The Treasurer shall keep and maintain all books of accounts of all receipts and payments of the committee and to furnish all necessary information to Governing Body. The treasurer shall be responsible for getting the accounts of the committee audited from the certified chartered accountant annually.

12. NO CONFIDENCE MOTION

Any office bearer or a member of Governing Body may be removed from the office of the committee on the ground like he is of unsound mind or has acted in any manner detrimental to the interest of University and committee or on any serious complaint against him and if no confidence motion is passed against incumbent by at least two third majority of General body.

13. AMENDMENT

Any amendment to rules and regulations of the committee or name or location of the committee shall be carried out in accordance with the rules and regulations of the committee and shall obtain approval for such amendment from the Vice Chancellor of the University.

14. CONDUCT OF MEETING

- a) Date of the meeting of the committee shall be convened by the General Secretary by issuing the notice not before 21 days of the date of meeting.
- b) The quorum for a meeting shall be as mentioned for the respective committees as stated in above clauses. If there is no quorum, the meeting shall be adjourned by the Secretary 30 minutes and no quorum shall be necessary for such adjourned meeting.
- c) When the President and the Vice-President both are absent the members present in the meeting shall elect a person from amongst themselves to preside over the meeting for that particular meeting.
- d) All items, questions, matters or proposals on the agenda shall be decided by a majority of votes of members present. In case of equality of votes, the President shall have the casting vote. The officer nominated by the Vice Chancellor as an invited member shall have the right to participate in the deliberations but shall not have the right to vote.

15. FUND GENERATION

The fund generated by way of membership fees, donations, subscription, special contribution, Grant-in-aid, Gifts, local donation ETC will be

deposited in the University as Corpus fund of the Alumni Committee. The sources of fund may be -

- a. By way of receiving and collection of any gift, subscription and donation either in cash or kind or acquire funds and property, movable or immovable, by lawful means and to spend and utilize the same for the fulfillment of all or any one of the aims and objects of the committee and University.
- b. All the income earning from movable or immovable properties of the committee shall be solely utilized and applied towards the promotion of aims and objectives only. No portion thereof shall be paid or transferred either directly or indirectly by way of dividend, bonus, profits, of any manner whatsoever be, to the present or past member(s) of the committee or any person claiming through any or more of the present or past members.
- c. To seek and accept financial assistance from Government, NGO's, foundations, banks, business houses and such other organization for undertaking development projects and to fulfill the aims and objects of the committee and the University.

16. FINANCIAL YEAR

The financial year shall be from First day of April to 31st day of March.

17. AUDIT OF THE ACCOUNT

A qualified Chartered Accountant/ Auditor appointed by the Governing Body shall audit accounts of the committee annually or the Governing Body may request the University to depute the Auditor from their side.

18. OPERATION OF THE BANK

The fund raised by the committee will be deposited in the University in the Alumni Committee Fund/account specially earmarked for the Alumni committee.

The Committee shall apply for the fund required for the activity/activities to the Vice Chancellor. The Vice Chancellor shall with the approval of Management Council or as per the prevailing rules of finance and account will grant the advance to the committee for the activity/activities.

The Committee shall open the Bank Account in any nationalized or scheduled Bank jointly by President, General Secretary and the Officer of the University deputed by the Vice Chancellor. The account will be operated by any one from President and General Secretary of the committee and second will be compulsorily by the Officer of the University Deputed by the Vice Chancellor.

19. ANNUAL LIST OF THE GOVERNING BODY

Once in every year a list of the office bearers and members of the Governing Body shall be submitted by the General Secretary to the Registrar of the University.

20. DISSOLUTION:

The committee shall have deemed to be dissolved by General body with 2/3rd (two third) of its majority through resolution. After submission of such resolution to the Vice Chancellor, he will constitute fresh Governing Body.

Certified that this is the true and correct original copy.

(President) :

Chander

(Vice President) :

(General Secretary) :

Basil

Other Members :

The Rules & Regulation finalised by
the Governing Body & Alumni Committee
has been approved.

20-6-24
