

**UNIVERSITY**

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“CELEBRATING DREAMS”

# **POLICY ON ALUMNI ASSOCIATION AND ENGAGEMENTS**



  
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**ITM UNIVERSITY GWALIOR**

## Message from Vice Chancellor

**Dear Students, Faculty, and Staff,**

It is with great pleasure that I reflect on the integral role our alumni play in the continued growth and success of ITM University, Gwalior. Our alumni are not just former students; they are ambassadors of our institution's values, achievements, and aspirations. The Alumni Association stands as a testament to the enduring bonds we cultivate beyond graduation, fostering a vibrant network of professionals across diverse industries and regions.

The Alumni Association at ITM serves as a pivotal bridge between our past and present, facilitating meaningful engagements that benefit both alumni and our current students. Through a variety of initiatives, workshops, and networking events, our alumni contribute invaluable insights, mentorship, and career guidance to our students, empowering them to navigate their academic and professional journeys with confidence.

Furthermore, the association plays a crucial role in promoting lifelong learning and professional development opportunities. Alumni gatherings, reunions, and special events not only celebrate shared experiences but also inspire collaboration and innovation. As we continue to expand our alumni outreach and engagement efforts, we envision a future where our graduates continue to make significant contributions to their professions, communities, and alma mater.

In conclusion, I extend my heartfelt gratitude to all our alumni for their unwavering support and dedication to ITM University. Together, let us forge ahead, building upon our rich legacy and fostering a community where excellence thrives, and connections endure.

**Vice Chancellor**

ITM University Gwalior

# INDEX

1.	Policy Statement .....	04
2.	Definition .....	04
3.	Aims and Objectives.....	03
4.	Patron .....	05
5.	Membership.....	05
6.	Advisors.....	05
7.	Membership Rights.....	05
8.	Organization.....	05
9.	The Office Bearers.....	06
10.	Alumni and Development Responsibilities.....	07
11.	Promoting the University .....	07
12.	Finance .....	07
13.	ITM University Alumni Association.....	08
14.	Alumni Advisory Council.....	08
15.	Amendments.....	08

## POLICY ON ALUMNI ASSOCIATION AND ALUMNI ENGAGEMENTS

### 1. POLICY STATEMENT

ITM University, Gwalior recognizes that Alumni are its greatest legacy and ambassadors, and as such the University is committed to supporting their continued growth, celebrating their achievements, and strengthening their connection to the University – as volunteers, returning students, employees, advocates, donors and mentors. Through principled management of Alumni information, the University is committed to building lifelong relationships with Alumni. ITM University Alumni have a formal opportunity to engage on relevant issues and University matters through the ITM University Alumni Association.

### 2. DEFINITION

- i. "The Association" means the Alumni Association of the ITM University, Gwalior.
- ii. The "General Body" means the General Body of the Association.
- iii. The "Executive Committee" means the Executive Committee of the Association.
- iv. "Alumnus" means an ex-student of the University, who has graduated.
- v. An "Advisor" means any person other than an Alumnus, who has been elected by the General Body of the Association.
- vi. The Financial Year of the Association shall be reckoned every year from 1st April to 31st March of the following year.

### 3. AIMS AND OBJECTIVES

- (i) To promote and foster mutually-beneficial interaction between the Alumni and the present students at the University and between the Alumni themselves.
- (ii) To encourage the Alumni to take an active and abiding interest in the work and progress of the University so as to contribute towards enhancement of the social utility of their Alma Mater.
- (iii) To suitably recognize outstanding social and community service by the Alumni and the current students of the University.
- (iv) To organize activities of a civic or charitable nature as also to increase public awareness of the role of technology in value addition in the economic and social development of the nation.
- (v) To take advantage of developing technologies like the internet in achieving the aims and objectives of the Association.
- (vi) To foster and perpetuate friendship and cooperation among the Alumni through Publications.
- (vii) To organise reunions on the University Campus or at other places as may be fixed from time to time.
- (viii) To further the social, literary and cultural interests of the Alumni through the publication of articles/books, conduct of functions and meetings of the Associations, and in other mutually acceptable means.



- (ix) To communicate with the Authorities of the University on matters of mutual interest.
- (x) To raise funds for various welfare and other schemes in the University as approved by the Association.
- (xi) To provide a forum for the alumni for exchange of ideas on academic, cultural and social issues and look after the general interests of the alumni of the University.
- (xii) To do all such other lawful things as are conducive or incidental to the attainment of the above objectives and/or beneficial to the interests of the University and its Alumni.

#### **4. PATRON**

The Association may have Patrons as approved by the Executive Committee, provided that a Patron shall be an outstanding Professional Engineer/Scientist or a Social Worker. Such appointment being for a period of one year. The Chairman of the Governing Body and the Vice Chancellor shall be Ex-officio Patrons of the Alumni Association.

#### **5. MEMBERSHIP**

- (i) Any student who graduated from the ITM University, Gwalior shall become a Life member of the Association from the date of declaration of Final Year Results, on payment of the appropriate membership fee.
- (ii) Any ex-student who does not fulfil the above condition but who, on the recommendation of the Executive Committee, is admitted by the Association on payment of the appropriate membership fee.
- (iii) The membership will be collected from the fee of the students that may be upto Rs. 2000/-.

#### **6. ADVISORS**

The Association, in its General Body Meeting, on the recommendation of the Executive Committee, may elect any person connected with the ITM University, Gwalior or the Association, who is likely to promote the interests of the Association, as an Advisor, to hold Office, for two years.

#### **7. MEMBERSHIP RIGHTS**

All Members and Advisors are entitled to receive all announcements viz., Activities of the Association, the Alumni Newsletter, Annual Magazine, Website, Social-Media etc., and to also participate in all Social Functions and other Activities of the Association. All members will also be beneficiaries of any schemes administered by the Association.

#### **8. ORGANIZATION**

The following shall be the Authorities of the Association.

- (a) The President
- (b) The Vice-President
- (c) Secretary
- (d) Joint Secretary
- (e) Treasurer
- (f) The members of General Body

## 9. THE OFFICE BEARERS

- (i) All Office Bearers, except the President and the Vice-President, who are appointed to their respective Office as Ex-Officio Members of the Executive Committee, shall be elected for a period of one year. However, a person may be re-elected and hold the Office up to a maximum of 3 consecutive years.
- (ii) The Elected Office Bearers of the Executive Committee shall be:
  - a. The President: shall be elected by majority vote of the Members. He/She shall be an Alumnus of at least 15 years standing.
  - b. The Vice President: shall be elected by majority vote of the Members. He/She shall be an Alumnus of at least 12 years standing.
  - c. Secretary: shall be elected by majority vote of the Members. He/She shall be an Alumnus of at least 10 years standing and should have been a Member of any previous Executive Committee of the Association.
  - d. Joint Secretary: shall be elected by majority vote of Members. He/She shall be an Alumnus of at least 5 years standing.
  - e. Treasurer: shall be elected by majority vote of Members. He/She shall be an Alumnus of at least 7 years standing.
  - f. Members: Members of an alumni association play a vital role in both supporting their alma mater (school/college/university) and benefiting from the network.
- (iii) Before the Annual General Meeting the Executive Committee shall elect the office bearers for the next year from among its members who are not due to retire. The President will introduce the new Office Bearers of the Alumni Association to the General Body. The Secretary shall perform the following duties:
  - a. To keep the Minutes of all Meetings of the General Body and the Executive Committee.
  - b. To carry out the directions of the General Body and the Executive Committee.
  - c. To conduct correspondence on behalf of the Association.
  - d. To give notice of all Meetings of the General Body and the Executive Committee.
  - e. To exercise administrative control over the Office of the Association.
- (iv) The Secretary shall seek the advice of the President, in case a clarification of any kind is required.
- (v) In the absence of the Secretary, the Joint Secretary shall perform the functions of the Secretary. The President shall preside over the meeting of the Executive Committee and General Body Meeting of the Association.

- (vi) If a vacancy arises in the Office of the President/Secretary/Treasurer, the Executive Committee shall elect a new President/Secretary/Treasurer from amongst its own Members who will hold office during the residual period of General Body Meeting.
- (vii) The Treasurer shall keep the Books of Accounts of the Association and report on these at each meeting of the Executive Committee. He/She will collect all dues and claims on behalf of the Association and will also assist the President in ensuring that Budgetary Grants are correctly utilized. In addition, he/she will liaise with the Bankers and the Auditors of the Association. He/She will be provided clerical assistance by the Office of the Association.
- (viii) The President or in his absence, the Secretary shall be the Returning Officer for the Executive Committee Elections.

## 10. ALUMNI AND DEVELOPMENT RESPONSIBILITIES

### Alumni and Development is responsible for:

- 10.1. Strategically managing and coordinating communications with Alumni audiences that are aligned with University priorities, and promote continued positive engagement with the University.
- 10.2. Establishing opportunities to promote Alumni Engagement, activities, events and communications.
- 10.3. Establishing Affinity Partnerships, benefits and services available to Alumni.

## 11. PROMOTING THE UNIVERSITY

- (i) Serve as a positive ambassador for your alma mater by advocating for its programs and achievements.
- (ii) Encourage prospective students to consider your institution by sharing your positive experiences.
- (iii) Participate in outreach programs to connect with high school students or recent graduates.

## 12. FINANCE

- (i) The Association may receive Funds, Donations, and Financial Assistance from any Non-Political Source for the furtherance of its Objectives.
- (ii) The Executive Committee shall determine the expenditure, which is necessary to carry on the affairs of the Association and is authorized to incur such expenditure.
- (iii) All funds received on behalf of the Association shall be placed in the name of the Association, in a Current Account to be maintained in a Bank to be approved by the Executive Committee. President and Secretary will jointly operate the said Bank Account.
- (iv) The Financial Year of the Association shall be from 1st April to 31st March. The Executive Committee shall direct that the Accounts be audited, at least once a year by an Auditor appointed by the General Body at its duly constituted Annual General Meeting.

### 13. ITM UNIVERSITY ALUMNI ASSOCIATION


The ITM University, Gwalior Alumni Association is registered as per the Madhya Pradesh society registration act 1973. This is an unincorporated association which has been recognized by the Board of Governors of ITM University as a part of the University and representing Alumni of the University. The Association is represented by the Advisory Council.

### 14. ALUMNI ADVISORY COUNCIL

- 14.1 The Alumni Advisory Council offers guidance on Alumni Engagement activities in an effort to build and strengthen mutually beneficial relationships between Alumni and their University.
- 14.2 Appoints or provides advice for the appointment of Alumni representatives to the councils and committees as required by the Post-Secondary Learning Act, in addition to various university committees.

### 15. AMENDMENTS

- (i) Any provision/requirement of this constitution may be amended by a two-thirds majority of those Alumni-members present and voting in a General Body Meeting. The quorum for such a meeting will be 90 members. The proposal to amend the Constitution shall be at the instance of the Executive Committee, or on the basis of a requisition signed by at least 30 Alumni Members.
- (ii) This Policy will be reviewed periodically to rectify anomalies, (if any), and to incorporate Feedback received from the Stakeholders through impact analysis and upon deliberations of the Focus Groups, constituted by the Vice Chancellor.

  
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