




Alumni Association of Govt. Polytechnic College Ajmer

(AAGPCA)


आज दिनांक 13/05/2017 को सांय 3:00 बजे महाविद्यालय एल्युम्नी एसोसिएशन की साधारण-सभा की बैठक रखी गई ,जिसमे सर्वसम्मति से निम्नलिखित निर्णय लिये गये :-

- 1) Alumni Association of Govt. Polytechnic College Ajmer के पंजीयन हेतू आवश्यक विधान-पत्र बनाने के लिए निम्न सदस्यों की प्रारूप-समिति का गठन किया गया, जो दिनांक 20/03/2018 तक विधान-पत्र का ड्राफ्ट तैयार कर प्रधानाचार्य (Chairperson, AAGPCA) को प्रस्तुत करेगी ।
- 2) प्रारूप-समिति :-
 - i. श्री मान सिंह जाट (अध्यक्ष) 
 - ii. श्री शैलेन्द्र माथुर (सदस्य) 
 - iii. श्री रविन्द्र कुमार कच्छवा (सदस्य) 
- 3) दिनांक 21/03/2018 को उक्त ड्राफ्ट, सुझाव एवम् आपत्ति हेतू राज. पॉलिटेक्निक महाविद्यालय अजमेर के सूचना-पट्ट पर चस्पा कर दिया जाएगा । संस्थान के पूर्व छात्रों द्वारा एल्युम्नी विधान-पत्र संबंधी सुझाव / आपत्ति दिनांक 31/03/2018 सांय 5:00 बजे तक प्रधानाचार्य (Chairperson, AAGPCA) राज. पॉलिटेक्निक महाविद्यालय अजमेर को व्यक्तिशः अथवा डाक द्वारा प्रस्तुत कर सकते हैं ।
- 4) प्रारूप-समिति, प्राप्त सुझावों / आपत्तियों पर विचार कर संशोधित एवम् अंतिम विधान-पत्र का प्रारूप दिनांक 05/04/2018 को मध्याह्न 3:00 बजे महाविद्यालय-प्रांगण में होने वाली साधारण-सभा के समक्ष अनुमोदनार्थ रखेगी । तत्पश्चात एल्युम्नी एसोसिएशन को पंजीकृत करवाने का कार्य प्रारंभ किया जायेगा ।

गठन समिति :


हरीश चन्द सोनी

(अध्यक्ष)


विजय टाक 20/5/17

(सदस्य)


चन्द्र शेखर सैन 20/5/17

(सदस्य)

**DRAFT “Constitution”/”Memorandum of Association” of
Alumni Association of Government Polytechnic College Ajmer**

1. Name:-The Association shall be called “Alumni Association of Government Polytechnic College Ajmer” hereafter referred as “the AAGPCA”.

2. The Central Office of the AAGPCA shall be located at the Government Polytechnic College, Makhapura, Ajmer-305001, Rajasthan.

3. The Aims and Objectives of the AAGPCA are:-

- i) To promote closer ties, professional interests and networking among members of the association
- ii) To promote and organise educational, social, cultural, sporting, recreational and civic activities for members of the association at anywhere in India.
- iii) To promote closer links between members of the association and college
- iv) To promote technical education in Rajasthan.

Activities of AAGPCA:-

- a. To maintain and update the list of Alumni of the Institute and register them as member of AAGPCA.
- b. To encourage the Alumni to take an active and abiding interest in the work and progress of the college and AAGPCA activities so as to contribute towards achievement of the social utility of their Alma Mater.
- c. To endeavor for financial assistance from various sources from across the world and put it in the corpus of the AAGPCA so that it can be utilized for various activities carried out by association.
- d. To organise and establish scholarship funds for the help of needy and deserving students.
- e. To contribute and to take an active and abiding interest in the overall academic growth of the college in accordance with the roadmap of the institute.
- f. To promote academic/professional activities such as training, conference, workshop, short term courses for students and staff in order to enhance their technical skills, competence and exposure to recent technological advancements.
- g. To undertake to organise activities of civil and charitable nature
- h. To acquire, purchase or otherwise own or take on lease or hire anywhere in India or abroad temporarily or permanently any movable or immovable property necessary or convenient for the furtherance of the objectives of the AAGPCA.
- i. To invest or deal with the funds and money of the AAGPCA.
- j. To publish periodicals/newsletters/magazines containing matters of technical and social activities/achievements of the Association, College and Alumni in the country and abroad.
- k. To create an environment in order to motivate students to develop entrepreneurial skills and enhancing their self-sustaining capabilities
- l. To endeavor to enhance job opportunities and employability for students.
- m. To do all such other lawful things as are conducive or incidental to the attainment of the above objectives and/or beneficial to the interest of the College and its Alumni.

Note:- There shall be no profit motive in the fulfillment of above objectives.

4. Definitions:-

- a. “College” means Government Polytechnic College Ajmer.
- b. “AAGPCA” means Alumni Association of Government Polytechnic College Ajmer.
- c. “General Body” means General Body of all the members of AAGPCA.
- d. “Executive Committee” means Executive Committee of AAGPCA.
- e. “Alumnus” means a person, who has passed out from Government Polytechnic College Ajmer as a regular student.
- f. “Member” means an Alumnus who has become member of AAGPCA.
- g. “Student” means a regular student of College.
- h. “Associate Member” means a student who has deposited only registration fee of the AAGPCA.
- i. “Office Bearer” means the person holding some post in the AAGPCA by election among the Executive members in accordance with the constitution of the AAGPCA.
- j. “Honorary Member” means any person other than an Alumnus, who has been nominated by the Executive Committee.
- k. “Financial Year” means year reckoned every year from 1st April to 31st Mach of the following year.
- l. “Standing” means number of years after passing out from the College.
- m. “Association” means AAGPCA.
- n. “Principal” means Principal /Acting Principal of Government Polytechnic College Ajmer.
- o. “Coordinator” means any faculty member of college nominated by principal.

5. Membership:-**a. Membership of AAGPCA: -**

Any person, eligible as per the definition of Alumnus given above, can become member of the AAGPCA provided that he/she has applied in prescribed form and paid membership fee as has been determined by the Executive Committee on the day of his/her applying for such membership.

Eligibility: -

- i). Any person who has passed out from Government Polytechnic College Ajmer as a regular student.
- ii). For verification of above the person who has applied for the membership would submit the self-attested Copy of either Final year/Semester Mark sheet or Copy of the Diploma Certificate as one of the documentary evidence.

b. Associate Membership of AAGPCA:-

The College will promote the entire student in the college to join “Associate Membership” of AAGPCA by depositing registration fee.

6. Membership Rights:-

- a. All Members shall be entitled to receive all announcements etc. connected with the activity of the AAGPCA, i.e. the AAGPCA newsletter, e-newsletter, e-copy of Annual Magazine and web notifications etc.
- b. All Members shall be entitled to participate in all social functions and other activities organized by the Association.
- c. All Members shall also be beneficiaries of any scheme or assistance programs administered by the Association.
- d. Only members under clause 4f shall have rights to participate in the election procedure i.e. they shall have right to cast their votes and also contest election on any post in Executive Committee if they fulfill the eligibility for the post.

7. Organization:-

- a. The Chairperson.
- b. The Executive Committee.
- c. The General Body.
- d. The Alumni Committee.

8. The Chairperson:-The Principal of the College shall be the Chairperson of the Association.

Powers & Duties:-

- a. The Chairperson will act as a Guardian / Patron of the Association.
- b. To cast decisive vote in case of a tie in the election process of the Office Bearers among the Executive Committee.
- c. To explore means for the betterment of the Association.
- d. To extend his/her support in smooth working of AAGPCA related to College affairs.
- e. To provide a sufficient land/ space of his choice to setup and run the AAGPCA office in the College premises.
- f. To extend his support to carry out all election process in his college.

9. The Executive Committee:-

The Executive Committee comprise of following members:-

- i) The Chairperson, as defined in clause 9 above.
- ii) The Office Bearers (5 Nos.), as defined in clause 13 below. (Elected out of 20 Executive Members)
- iii) Elected Executive Members (20 Nos.) of AAGPCA, by the General Body.
- iv) The immediate Past President and immediate Past General Secretary.
- v) Acting Faculty member/coordinators (2 Nos.) of the College, nominated by the Principal
- vi) Student's representative (2 Nos.) nominated by the Principal of the College.
- vii) Elected Executive members should be at least 1(one) year member of AAGPCA.

Powers & Duties:-

- a. The Executive Committee empowered to manage all the affairs of the AAGPCA and its funds.
- b. The Executive Committee empowered to appoint sub committees amongst the Executive Members and the General Body from time to time for execution of specific assignments as required.
- c. The Executive Committee empowered to appoint, from the Executive Members and the General Body, Editors and other staff for the printing and publication of Broachers, News Letters, and Annual Magazine etc.
- d. The Executive Committee empowered to decide Registration and Membership fees as and when required.
- e. The Executive Committee shall meet at least once in three months.
- f. The Executive Committee should evolve a mechanism to ensure effective participation of senior Alumni in the overall affairs of the Association.
- g. The quorum of the Executive Committee meeting shall be minimum 18 members present in person.
- h. All decision/ resolution shall be decided by two third majority votes of present members of Executive Committee.
- i. The General Secretary shall, upon being requested in writing or through email by at least 1/3rd members of the Executive Committee of the AAGPCA, call a special meeting of the Executive Committee for which at least 1 weeks' notice, along with agenda shall be circulated to all the members.
- j. The General Secretary shall, upon being requested in writing or through email by at least 50 members of the of the AAGPCA, call an extraordinary meeting of the General Body for which at least 03(Three)weeks' notice, along with agenda shall be circulated to all the members.
- k. If any elected member of the Executive Committee would be absent from Executive Committee meeting for 3 times consecutively, without prior written permission of the President, can be terminated for the balance term by the Executive Committee. In such a case, the Executive Committee can nominate any other eligible member against the vacated post for the remaining term/tenure.
- l. The Executive Committee empowered to fulfill the vacancy arising out any of death, resignation and removal or otherwise by co-opting a member for a period till next General Body by consensus. If the vacancy arises in the office of the President/ General Secretary/ Treasurer, the Executive Committee shall elect a acting President/ General Secretary/ Treasurer from the amongst its own members who will hold the office till next General Body meeting.

10. The General Body:-

The General Body shall consist of all members of the AAGPCA as defined under clause no. 4c excluding Associate members.

Powers & Duties:-

- a. The General Body shall meet at least once a year on the date notified by the President or General Secretary after seeking approval of Executive Committee & the Chairperson. This meeting shall be referred as Annual General Meeting (AGM). The AGM shall statutorily consider the following:-
 - i. Election of the Executive members for next 2 years.
 - ii. Amendment in constitution, if required.
 - iii. Approval of previous years audited accounts.
 - iv. Any other activity as decided by the Executive Committee.
- b. The General Body shall have powers of termination of member permanently or for a prescribed period, that too if the Executive Committee is satisfied that the member is working against the interest of the AAGPCA or his/her conduct is found unacceptable and recommends his/her termination.
- c. The quorum of the General Body shall be minimum 100 members present in person.

11. The Alumni Committee:-

- a. A committee of 07 Nos. Associate Members one from each branch of collage, duly appointed by the Principal of the college, will be named as the Alumni Committee.
- b. The Alumni Committee shall work under the Coordinator Alumni Affairs.
- c. The Alumni Committee shall assist the Executive Committee in implementing the assignments given to them related to college.

12. Office Bearers:-

The office Bearers (05 Nos.) of the Executive Committee shall be:-

- a. **The President (One):-** Shall be elected by majority vote of the Executive Committee members. He / She shall be an Alumnus of at least 15 year standing and should have been a member of the Executive Committee at any time before the election, at least for two years.

Powers & Duties:-

- i). The President shall act as the Executive Head of the AAGPCA. The President shall preside over all the meetings of the Executive Committee. The president shall advice and shall appraise the Chairperson whenever and wherever, The Chairperson so desires. The President shall be one of the signatory to operate the AAGPCA bank account.
- ii). The Chairperson, and in his absence the President shall preside over the meeting of the General Body.

b. The Vice President (One):- Shall be elected by majority vote of the Executive Committee members. He / She shall be an Alumnus of at least 15 year standing and should have been a member of the Executive Committee at any time before the election, at least for two years.

Powers & Duties:-

- i). In the absence of the President, the Vice President shall exercise all the powers and the functions of the President.
- ii). He / She shall perform such other duties and functions as may be entrusted to him by the Executive Committee.

c. The General Secretary (One):- Shall be elected by majority vote of the Executive Committee members. He / She shall be an Alumnus of at least 15 year standing and should have been a member of the Executive Committee at any time before the election, at least for two years.

Powers & Duties:-

- i). Assist the President in implementation of plans and programs.
- ii). Keep and sign the minutes of all the meetings of the General Body and the Executive Committee.
- iii). Carry out the directions of the General Body and the Executive Committee.
- iv). Conduct correspondence on behalf of the Association.
- v). Give notice of all meetings of the General Body and the Executive Committee.
- vi). Exercise administrative control over the Central office of the Association.
- vii). Seek the advice of the President in case a clarification, if required.
- viii). Be one of the signatory to operate the bank account.

d. The Joint Secretary (One):- Shall be elected by majority vote of the Executive Committee members. He / She shall be an Alumnus of at least 10 year standing and should have been a member of the Executive Committee at any time before the election, at least for two years.

Powers & Duties:-

- i). The Joint Secretary shall work with the General Secretary in the Executive Committee of the Association.
- ii). In the absence of the General Secretary, the Joint Secretary shall exercise all the powers and the functions of the General Secretary.
- iii). He / She shall also perform such duties and functions as may be entrusted to him / her by the Executive Committee.

e. The Treasurer (One):- Shall be elected by majority vote of the Executive Committee members. He / She shall be an Alumnus of at least 15 year standing and should have been a member of the Executive Committee at any time before the election, at least for two years.

Powers & Duties:-

- i). keep the books of accounts of the AAGPCA and report on these at each meeting of the Executive Committee.
- ii). Shall be responsible for the maintenance of the financial records and the accounts of the Association.

- iii). Shall be a co-signatory with the President / the General Secretary in financial matters such as Annual Statements of Accounts, Annual Budget and cheques etc.
- iv). Shall prepare and present the Annual Budget, Annual Statement of Accounts in the meeting of the Executive Committee / the General Body.
- v). Collect all the dues and claims on behalf of the Association.
- vi). Assist the President in ensuring that the budgetary grants are correctly utilized.
- vii). Liaise with the bankers and the auditors of the Association.
- viii). Be one of the signatories to operate the bank account.

Note for Office Bearers: -

- (A). All the Office Bearers shall be elected by the members of the Executive Committee for a period of 2 years by majority votes. A person may be re-elected to hold the same office up to a maximum of 2 terms / 4 years consecutively.
- (B). The new Office Bearers of the Alumni Association will be introduced to the general Body by any mean of electronic media.

13. Procedure for Election of the members of the Executive Committee:-

- a. The Executive Committee ensure that election process for the Executive Members (20 Nos.) shall be initiated at least 30 days prior to completion of existing tenure / term of the Executive Committee.
- b. The sitting Executive Committee shall appoint an Election Officer / Officers for the next election.
- c. 05 Officer Bearers shall be elected among the 20 elected Executive Members:-
- d. The Executive members (20 Nos.) shall be elected by the eligible members of the Association at its General Body meeting for a period/tenure of 2 years by a majority votes.
 - i. Eligibility to contest for 15 Members out of these 20 Executive Members shall be Alumni of minimum 07 years standing.
 - ii. Eligibility to contest for rest of 5 Members out of these 20 Members, shall be Alumni of minimum 05 years standing.

14. Suspension or Termination of the Office Bearer / the Elected Executive Member of the Association:-

a. Suspension or Termination of the Office Bearer:-

Any of the Office Bearer can be Suspended or Terminated for a specific duration or for the rest of his/ her tenure, by the Executive Committee if a No Confidence motion is proposed by executive member, duly seconded by another in a meeting, the proposal is accepted by at least 2/3rd of the Executive Committee Members.

b. Suspension or Termination of The Elected Executive Member:-

Any of the Elected Executive Member can be Suspended or Terminated for a specific duration or for the rest of his/ her tenure, by the Executive Committee if a No Confidence motion is proposed by executive member, duly seconded by another in a meeting, the proposal is accepted by at least 2/3rd of the Executive Committee Members.

15. Finance:-

- (i) The AAGPCA may receive funds, donations, and financial assistance from its Alumni, Industry or any non-political source for the furtherance of its objectives.
- (ii) The funds of the Association shall be deposited in a single bank account in the name of “AAGPCA”. Bank account of “AAGPCA” will be maintained in the nationalized bank only. All the cheques from this account will be signed either of two from the President, the General Secretary and the Treasurer. All money received on behalf of the AAGPCA will be deposited in “AAGPCA” bank accounts and will be maintained in different heads in books as defined below:-
- a. Membership Head:-**The subscription received as registration and membership fee of the Association. This fund shall be deposited in a bank in the form of FDR. 100% interest of the FDR and 50% of amount received in last financial year as registration and membership fee may be used to carry on the day to day affairs of the Association. Such fund requires necessary approval from the Executive Committee.
- b. Corpus Head:-**The donation and financial assistance received from its Alumni, Industry or any non-political source for the furtherance of its objectives. The Executive Committee shall be empowered to use these funds for the betterment and furtherance of the objectives of the College and the Association. However, utilization of such funds requires necessary approval from the Chairperson.
- c. Miscellaneous Head:-** The donation received from individuals, Industry or any organisation for sponsoring any specific event/activities of the Association. The Executive Committee shall be empowered to use these funds for the intended purpose.
- d. Scholarship Head:-** The donations received from individuals, industries or any organization for institutionalizing specific Scholarships or Awards for the students and alumni of the collage. The Executive Committee shall be empowered to use these funds for the intended purpose.
- (iii) The Executive Committee shall determine the expenditure that is necessary to carry on the affairs of the AAGPCA and is authorised to incur such expenses. In this connection, within 30 days of the AGM meeting, a meeting of the Executive Committee will be held with the Chairperson of the AAGPCA in which major activities for the coming year will be discussed and finalised including budgetary allocation. The Chairperson shall preside over the meeting. Once the budget has been approved, the responsibility of proper utilization of funds will be that of the President. The President may seek the advice of the Chairperson, if necessary. The General Body at its next meeting will ratify all investments/expenses.
- (iv). All withdrawal related to AAGPCA will be accepted by cheques only.
- (v) All budgetary allocations and its account shall be maintained in books, to be approved by the Executive Committee.
- (vi) The AAGPCA financial year shall end on March 31stevery year. The Executive Committee shall ensure the Chartered Accountant appointed by the Executive Committee audits the accounts at least once a year.

16. Amendments:-

Any provisions/requirements of this constitution may be amended by 2/3 rd majority of those Alumni members present and voting in General Body meeting. The quorum for such meeting will be minimum 100 members. The proposal to amend the constitution shall be at the instance of the Executive Committee or on the signed requisition by at least 50 Alumni members. This may be taken up through physical voting only.

17. The rights of interpretation / clarification of any term in this constitution are reserved with the Executive Committee.

18. Above mentioned clause and rules will not be applicable to the election of Executive Committee Members for the first term after the formation of the AAGPCA.