

SOP's

- To become a life member of the association, any student must obtain degree from the college successfully. The membership shall be Life Membership. Once in three months, meetings of executive committee members will be held. To make the meetings valid, there should be one-third of the members of the executive present. On the basis of the majority of votes, the decisions shall be taken. In case, any decision gained equal number of votes, the president of the meeting need to (vote) /cast a vote.
- Patron refers all matters of dispute and his/her decision will be final and binding all parties. One month notice shall be given for all meetings of the General Body. It is electronically communicated. In the absence of the President, the Vice-President shall preside over the meetings.
- The general secretary shall be responsible for filling of annual Reports of Association, and financial statements with the Income Tax Officer. Any member showing disobedience of the laws, bad faith or negligence will be expelled out from the duties. In furtherance of the objective, any non-political resource can provide funds, donations and financial help. The funds received by the association shall be placed in the name of Alumni Association in a bank account to get the approval of the committee executives.
- Any member showing dishonest intention, disobedience of the laws, bad faith or gross negligence will discharge from his/her duties or activities. The financial year of Association shall end on March 31st, At the Annual General Meeting, General Body appoints the Auditor. At least once in a year, the accounts will be directed by the auditor. To continue the activities /affairs of the Association, the expenditure will be determined and authorized incur/bear such expenditure within 30 days of the Annual General Body meeting.
- Executive committee meeting will be arranged with the Patron of the Association. In that meeting, proforma/list of major activities for coming financial year will be discussed and finalized along with budget allocation. Once the budget has been approved, the President shall be responsible for proper and genuine utilization of funds. If necessary, the president may seek the advice of the Patron. All the investments will be sanctioned by the General Body at its next meeting.