



**TELANGANA TRIBAL WELFARE RESIDENTIAL  
DEGREE COLLEGE FOR WOMEN OF LIFE SCIENCES, NIZAMABAD.  
COLLEGE CODE 5081**



**Affiliated to Telangana University, Dichpally, Nizamabad.**

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**POLICY DOCUMENT**  
**ON**  
**THE ALUMNI ASSOCIATION POLICIES**



**PREAMBLE:**

The alumni play a significant role in the functioning and success of any academic institution by supporting developmental activities and being role models for the promising students of the upcoming batches. To capture the indomitable force of the alumni and to strengthen the bond between the alumni and the alma mater, the Alumni Cell has been established. The Alumni Association has been working since 2022; however, the formal Alumni Association of “Telangana Tribal Welfare Residential Degree College of Life Sciences For Women, Nizamabd, has been registered on 23 December, 2023 under Telangana Societies Registration Act, 2001 and registration number is 511 of 2023. The Alumni Cell has been established for participation and contribution in the general development of the Telangana Tribal Welfare Residential Degree College for Women, NIZAMABAD and contributing to the society.

**MISSION:**

To inspire lifelong alliance of alumni with college by providing opportunities for interaction and networking for mutual benefits.

**OBJECTIVES OF THE ASSOCIATION:**

- To promote and encourage interaction amongst the Alumni of the College.
- To inculcate the social, moral and ethical values among the students and society.
- To enhance the interface between industry and College to create a knowledge platform for the benefit of each and every stakeholder.

- To establish and organize scholarships and funds to help the needy and deserving students of college.
- To promote unity and maintain communications among various Chapters of college & Alumni worldwide.
- To promote and foster socio-economic development of the farmers.
- To organize Seminar/Symposium/Workshop and publish newsletter and other publications for the improvement of education, research and entrepreneurship in Education.
- To include other related activities not covered under above stated objectives as and when necessary.

All the above mentioned objectives of the association will be charitable and non-profitable as per society registration act 2001 and will not be governed by union, trade union and political activities.

### **NAME OF ASSOCIATION-**

The name of the Association shall be “Telangana Tribal Welfare Residential Degree College of Life Sciences For Women, Nizamabd”

### **FULL ADDRESS OF ASSOCIATION-**

“Telangana Tribal Welfare Residential Degree College of Life Sciences For Women, Nizamabd” Area code: 503001 YTC Building, Gollagutta thanda, Nagaram, Nizamabad.

**AREA OF OPERATION-**The Association will function in college.

### **MEMBERSHIP**

Registration fee of Rupees 100 will be collected from the members to have a part of the Alumni Association of TGTWRDC(W), NIZAMABAD

### **ASSOCIATION STRUCTURE**

The following shall be the functionary bodies of the Association.

- i) General Body
- ii) The Executive Committee

#### **i) The General Body-**

The General Body shall meet every year normally at TGTWRDC(W) NIAZAMABAD. The following shall be the normal items of agenda of this meeting:

- Annual report of the activities of the Association pertaining to the previous year.
- Previous year accounts and budget proposal for next year.
- Election of members of the Executive Committee Normally every three years).
- Appointment of auditors.
- Appointment of legal advisors, if any.
- Any other matters connecting the functioning of the Association.

An advance notice of 10 days shall be necessary for convening the General Body Meeting. In case of any urgency a shorter notice may be given. The quorum for General Body meeting shall be 20 members present in person.

- a) All the resolutions put to voice at the General Body shall be decided by a majority of vote. In case of equality of votes, the Presiding Officer shall have the right of casting vote.
- b) The General Body shall nominate/ elect 22 Members for a period of 3 years to the office of Executive Committee.
- c) In case of vacancies arising in the Executive Committee due to any reason whatsoever, the Executive Committee shall nominate an appropriate number of members to the executive committee.
- d) The Chairman or in his absence the President or in absence the Vice-President of the Association shall be the Presiding Officer in the General Body meeting of the Association. The Chairman shall also preside over the General Body meeting of the regional chapters. In the absence of the Chairman or in his absence the President or in absence the Vice- President of the respective chapter shall be the Presiding Officer over its General Body meeting.

## **ii)The Executive Committee-**

**a)**The Executive Committee of the Association shall consist of following-

1. The senior member of the Alumni shall be the Ex-officio President of the Association and shall preside over the meetings of the Executive Committee of the unit. In the absence of the President the Vice-President will preside over the meeting of the Executive Committee. The President will preside over the meetings of the Executive Committee of regional chapters. However, meetings of the Executive committee of regional chapters shall be presided over by the President of the respective chapter in the absence of the Chairman of the Association and in the absence of the President of the chapter its Vice President shall preside over.
2. The immediate past President and General Secretary shall be the ex-officio members.
3. The presidents of different regional chapters shall be the ex-officio members of the Executive Committee.
4. Besides the President (Senior member of Alumni), there shall be 21 office bearers in the Executive Committee (for which Alumni members shall be elected/nominated) of the Association with the following positions:

- President- 01 (Senior member of Alumni, from Head Quarter)
- Vice-President-01 (Alumni, 01 from outside)
- General Secretary- 01 (Alumni from Headquarter)
- Joint Secretary- 01 (Alumni 01 Female)
- Treasurer- 01 (Alumni From HQ)
- Spokesperson 01 (Alumni, From H.Q.)
- Members of Executive Committee- 15 (Alumni, also added every year)

- b) On or before the Fourteenth Day succeeding the day of the Executive Committee meeting of which office bearers are nominated/ elected, a list shall be filled with the registrar of Societies, TGTWRDC(W) NIZAMABAD, of the names,

addresses and occupations of the office bearers and the members of the Executive Committee.

- c) The Executive Committee shall hold the right to co-opt members and appoint subcommittee from amongst the General Body from time to time and the execution of specific assignments as required. The total number of such co-opt members shall not be more than 7 at any time.
- d) Any casual vacancy amongst the members of the Executive Committee arising from death, resignation, and removal or otherwise may be filled by co-option by the Executive Committee and the member so co-opted shall hold office till the next Annual General Body Meeting.
- e) The quorum for the meeting of the Executive Committee shall be five members personally present.
- f) The Executive Committee shall manage the affairs of the Association by majority of votes in the committee meeting provided that in case of equality of votes, the Presiding Officer of that particular meeting shall have the casting vote.
- g) The Executive Committee shall meet at least quarterly. The general Secretary shall issue the notice and the agenda of the meeting at least 10 days before the date fixed for the meeting. However, in case of urgent business, an emergency meeting may be called at shorter notice. In such cases, the notice period shall not be less than two days. All decisions taken in such an emergency meeting shall have to be reported in the next Executive Committee meeting.
- h) The Executive Committee shall be the Executive Authority of the Association. It shall be responsible for all the finances and funds of the Association. It shall give effect to the plans and programmes of the Association.
- i) The property-movable and/or immovable-belonging to the Association, shall be vested with the Executive Committee.
- j) In case the Executive Committee is satisfied that a member has been working against the interest of the Association, it may recommend the termination of the membership of the concerned member to the General Body which shall have powers to do so.

## **MEMBERSHIP-**

All members shall be entitled to receive announcements connected with the activities of the Association, the Alumni Whatsapp Group named Super Women, etc. and to participate in all social functions and other activities of the Association. Members will also be beneficiaries of any schemes or assistance programmes administered by the Association.

## **DUTIES AND RESPONSIBILITIES OF THE OFFICE BEARERS-**

### **a) President:**

- i. To preside over the meetings of the General Body and the Executive Committee of the central unit as also those of the Regional Chapters of Association.
- ii. To ensure that the activities undertaken by the Association or its chapters are in tune with the objectives of the Association
- iii. To coordinate the activities of different Regional Chapters and the Central Unit.

- iv. To act as the returning officer in the elections of office bearers of the Central Unit as well as the chapters.
- v. To take deterrent action against member/s of the Executive Committee (of both the Central Unit and different chapters) working against the interest of the Association.

**b) Vice- President:**

- a. In the absence of the President, the Vice- President at Central Unit shall perform the duties of President.

**c) General Secretary:**

- a. She shall be responsible for the notification of all meetings of the General Body and the Executive Committee.
- b. She shall present the annual report of the Association in the Annual General Body Meeting.
- c. She shall maintain the minutes of all the meetings of the General Body and the Executive Committee.
- d. She shall be responsible for all correspondence on behalf of the Association.
- e. She shall exercise administrative control over the office of the Association.
- f. She shall perform her duties under the overall direction of the President, or in her absence, the Vice- President of the Association.

**d) Treasurer**

- a She shall be the custodian of all the funds of the Association and shall be responsible for all financial and accounting matters including the preparation of the statement of Accounts for being placed before the Annual General Body Meeting.
- b She shall collect all dues and claims on behalf of the Association and shall ensure proper utilization of funds.
- c The Treasurer shall be stationed in H.Q. (TGTWRDC( W) NIZAMABAD).

**e) Joint Secretary :**

There shall be one Joint Secretary to assist the General Secretary in Routine works of the association.

Joint Secretary shall assist the General Secretary and shall perform all the functions of the General Secretary in his absence as designated by the President of the Association.

**f) Spokesperson :**

She shall be responsible for the publicity of the association and shall manage the media in all circumstances.

**Finance :**

- a. The Association may receive funds, donations and financial assistance for the furtherance of its objectives from different sources at district, national and international level.
- b. All money received on behalf of the Association shall be placed in the name of "ALUMNI ASSOCIATION OF TGTWRDC (W) NIZAMABAD." in an account to be maintained in a bank approved by the Executive Committee.

- c. All the expenditure will be done with proper approval of the President/ Patron.
- d. All cheques shall be signed jointly by the General Secretary along with the Treasurer. The power of re-appropriation of funds upto Rs. 20,000/- shall be vested jointly with the General Secretary and the Treasurer.
- e. The financial year of the Association shall be reckoned every year from 1st April to 31st March the following year.
- f. The Executive Committee shall direct the accounts to be audited by the auditor appointed by the Executive Committee.

### **Amendments:**

- a. The provision/ requirement of the existing Constitution may be amended by a two- thirds majority of the members present and voting in a General Body meeting. The proposal to amend the Constitution shall be at the instance of the Executive Committee and/ or on the signed requisition of at least 20 members.
  - b. Notice of the proposed amendments shall be furnished to the General Secretary at- least 20 days before the date on which, it is proposed to be considered for the amendments. Such a notice shall contain details of the Rules desired to be amended, the proposed text of the changed rule and the reason for seeking the amendment. Upon receipt of the requisition for amendment, the General Secretary shall issue notice to the members for such a meeting at-least 20 days in advance.

### **Regional Chapters:**

**The Executive Committee of ALUMNI TGTWRDC( W )NIZAMABAD, may recognize a Chapter of the Association in any region. Each Regional Chapter shall have the following bodies:**

#### **1) General Body :**

All the members of the Region shall form the General Body of the Chapter; Regional General Bodies shall function on the lines of the functioning of the main body ofALUMNI Association.

#### **2) Executive Committee:**

There shall be six members in a Regional Executive Committee who shall be nominated/elected by the General Body of the chapter for a term of three years

- a)President-01
- b)Vice- President
- c)Secretary
- d)Members of Regional Executive Committee- 03

The office bearers shall be nominated/elected from amongst and by the members of the General Body of the chapter for a term of three years. However, an office bearer shall not hold a position for more than two consecutive terms. The duties and responsibilities of the Regional Executive Committee and its office bearers shall be similar to those of the main body of Association. In the first week of July every year the General body meeting shall be held. The

executive committee shall convene a general body meeting for all the members once every year to elect the executive committee.

The duties and responsibilities of the President, Vice-President, Secretary of the chapter shall be similar to those of the main body of Association.iii. The Executive Committee shall ratify the activities, budget and expenditure of the college.

The funds of the association and its different chapters shall be utilized as per the decision of the main Executive Committee of TGTWRDC(W) NIZAMABAD ALUMNI ASSOCIATION.

## **PROPERTIES:**

The properties movable and immovable belonging to the association shall be vested with the executive committee. The executive committee of the main body shall take all necessary steps for proper upkeep and maintenance of these properties in good condition. The executive committee under no circumstances shall sell, mortgage or alienate the immovable properties in any manner whatsoever without the approval of the general body.



**The Principal**  
**Telangana Tribal Welfare Residential**  
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