



T.S. MISHRA
UNIVERSITY
LUCKNOW

Standard Operating Procedure

for

ALUMNI ASSOCIATION AND ALUMNI ENGAGEMENTS

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Registrar
T.S. Mishra University
Lucknow

Introduction

Policy Title	Alumni Relations Policy
Policy Owner	T.S. Mishra University, Lucknow
Policy Version	Versions Control: 1.0
Contact Information	Questions concerning the policies should be directed to the Office of The Registrar
Policy Review Frequency	Once in 3 Years
Approved By	Academic Council Meeting
Entities Affected by This Policy	All Faculty, Staff, Students & Alumni of T.S. Mishra University, Lucknow

T.S. Mishra University, Lucknow, Uttar Pradesh fosters a culture of self-motivation and strong connections with its alumni to encourage collaboration for mutual growth and national progress. To support this vision, the University has established an Alumni Cell for students who, through their societal impact, enhance the university's reputation globally. The extended T.S. Mishra University family continues to excel worldwide, bringing pride to their alma mater and country. An Alumni Relations Office coordinates alumni engagement at the university level, connecting alumni from various departments and institutions both directly and through designated Alumni Coordinators. These coordinators regularly engage with alumni, sharing updates and initiatives via mail and social media platforms established for swift communication. Centrally linked under the "Alumni Relations Office," each department's Alumni Coordinators contribute to the "T.S. Mishra University Alumni Action Team," providing regular updates on alumni activities. Alumni are encouraged to stay connected, informed, and involved through the Alumni Relations Office or their respective Institutional Alumni Coordinators to deepen this partnership into one of lasting collaboration, bonding, and transformation.

1. PREAMBLE

The T.S. Mishra University (TSMU) is committed to practicing leadership in the areas of Alumni Relations, Communication, Support, and Development, to ensure continuous and effective Alumni-Institution Connect. The Alumni may develop loyalty to the University, thrive in their environment and become lifelong ambassadors of the University. We are committed to keeping our Alumni informed, involved and invested in the Alumni community and Alma Mater. Recognizing the value that Higher Education can offer to the development of Society, the University leadership believes that its Alumni can also add value to the development of the University and the broader Community.

2. SHORT TITLE AND APPLICATION

- i. This Policy shall be called the "T.S. Mishra University Policy on Alumni Association and Alumni Engagements".
- ii. This Policy shall come into effect from the date of approval by the Academic Council of T.S. Mishra University and ratified by Executive Council, if needed.


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3. EXTENT AND APPLICABILITY

This Policy applies to all the Graduands of the University and in particular regulates the functioning of those structures that impact the relationships between the University and its Alumni.

4. DEFINITION

- i. "The Association" means the Alumni Association of the T.S. Mishra University, Lucknow.
- 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.

5. 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 invest and deal with the funds and monies of the Association.
- vi. To take advantage of developing technologies like the artificial intelligence, quantum intelligence, new logistics policy, etc in achieving the aims and objectives of the Association.
- vii. To extend every possible help to the Authorities for overall progress of the University.
- viii. To foster and perpetuate friendship and cooperation among the Alumni through Publications.
- ix. To organise reunions on the University Campus or at other places as may be fixed from time to time.
- x. 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.
- xi. To communicate with the Authorities of the University on matters of mutual interest.
- xii. To raise funds for various welfare and other schemes in the University as approved by the Association.
- xiii. 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.
- xiv. 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.


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6. PATRONS

- i. 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.
- ii. The Chairman of the Governing Body and the Vice Chancellor shall be Ex-officio Patrons of the Alumni Association.

7. MEMBERSHIP

- i. Any student who graduated from the T.S. Mishra University 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 as in 7(i) but who, on the recommendation of the Executive Committee, is admitted by the Association on payment of the appropriate membership fee.
- iii. The membership fee and mode of collection in respect of the members defined in Clause 7(i) would be decided mutually between the University and the Association from time to time.

8. ADVISORS

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

9. 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.

10. ORGANIZATION

The following shall be the Authorities of the Association.

- a. The Chairman
- b. The Vice-Chairman
- c. The General Body
- d. The Executive Committee

10.1. The Chairman

The Vice Chancellor will be the Ex-officio Chairman of the Association. The Chairman will sanction all budgets and will exercise overall control on all policy matters of the Association. The routine activities and the general administration of Plans and Programmes will be supervised and coordinated by the Chairman.

10.2. The Vice-Chairman

The Executive Committee will appoint a distinguished Alumnus, who is well known in Industry and Business Circles, as a Vice-Chairman. The Vice-Chairman will have no administrative responsibility but will function/serve as a Patron and Ambassador-at large for the Alumni Association and the University in Professional and Business Associations and other Forum


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where he is active. The Executive Committee, if it considers appropriate / necessary, may appoint up to two Vice-Chairperson. The Vice Chairman/Vice-Chairperson will hold office for one year at a time.

10.3. The General Body

- i. The General Body shall consist of all the members of the Association.
- ii. The General Body shall consider the Report of the President of the Association, of the past year's activities, the Budget and Plan of Activities for the next year, Approval of Accounts, Election of Members of the Executive Committee, appointment of Auditors, Legal Advisors and any other matters arising from time to time.
- iii. The General Body shall meet on the last Saturday of April unless the change is notified to the members well in advance. This meeting referred to as the Annual General Meeting shall statutorily consider the following:
 - a. Approval of Previous Year's Accounts.
 - b. Introduction of New Office Bearers.
 - c. Election of the Members of the Executive Committee.
 - d. Appointment of Auditors.
 - e. Appointment of Legal Advisors, if need be.
- iv. The Secretary shall, upon being requested, in writing, by the Executive Committee or by at least 15 Members of the Association, call an Extraordinary Meeting of the General Body for which at least 4 weeks' prior notice along with agenda shall be circulated to all the Members.
- v. The quorum for the General Body Meeting shall be 40 members present in person. In case the quorum is not complete, the Chairman of the Meeting shall adjourn the meeting and reconvene it after 30 minutes, at which time, the members present will constitute the quorum and there will be no minimum requirement.
- vi. All the resolutions put to vote at the General Body Meeting shall be decided by a majority vote (unless otherwise provided) by a Show of Hands. In case of a tie 'Presiding Officer (Chairman)' shall have the casting vote.
- vii. In case the Executive Committee is satisfied that a Member/Honorary Member has been working against the interests of the Association/the Profession it may recommend the termination of the membership of the concerned Member/Honorary Member to the General Body which shall have the powers to do so.
- viii. The Executive Committee shall have 21 elected members, who shall be elected to office for a 3-year term. The General Body shall elect 7 members (i.e. one-third strength of the Executive Committee) every year to the vacated categories from amongst the membership of the Association by a majority vote as under:
 - a. At least one member of minimum 20 years standing.
 - b. At least two members of minimum 15 years standing.
 - c. At least three members of minimum 5 years standing.
 - d. The remaining member may have any seniority.


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e. A member can be re-elected to the Executive Committee if he/she so wishes after a gap of one year.

f. The President of the Executive Committee or in his absence, the Secretary shall be the Returning Officer for the elections.

10.4. The Executive Committee

The affairs of the Association shall be managed and the funds administered by the Executive Committee which shall consist of following members: -

- a. The Chairman and the Vice-Chairman of the Association
- b. Elected Office Bearers of the Executive Committee
- c. Other Elected Members of the General Body
- d. Two Senior Faculty members and One Official of the University, nominated by the Vice Chancellor, shall be Ex-Officio Members.
- e. One of the Representatives of the Students' Community, currently enrolled in the University, shall be nominated by the Directorate of Students Affairs, as an Ex-Officio Member.
 - i. The Executive Committee shall have the right to co-opt members and/or appoint subcommittees from amongst the General Body, from time to time, for execution of specific assignments, as required.
 - ii. Any casual vacancy amongst the Members of the Executive Committee, arising from death, resignation, and removal or otherwise, may be filled by Co-option, as a replacement, by the Executive Committee and the Member so Co-opted shall hold Office for the balance term of the Member being replaced. Such Co-opted Member shall enjoy, pari-passu, all the rights and privileges, as enjoyed by the elected Members.
 - iii. The Executive Committee shall have the power to appoint, from amongst the Members of the General Body, or from amongst its own Members, Editor and other support staff for the printing and publication of Brochures, Newsletters, Annual Magazine of the Association.
 - iv. The Quorum for the Meeting of the Executive Committee shall be seven Members
 - v. The Executive Committee shall manage the affairs of the Association by majority vote in the Committee Meeting provided that in case of a tie, the Chairman shall have the casting vote.
 - vi. The Executive Committee shall meet at least four times a year. The Secretary shall issue the Notice and the Agenda of the Meeting at least a week before the date fixed for the meeting. However, in case of urgent business, the Meeting may be called at shorter notice.
 - vii. The Executive Committee shall be Executive Authority of the Association. It shall be responsible for all the Finances and Funds of the Association and shall give effect to the plans and programmes of the Association and shall have the authority to carry them out.
 - viii. The Property, Movable, and Immovable, belonging to the Association, shall be vested with the Executive Committee.


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- ix. On or before the Fourteenth Day succeeding the day on which the Annual General Meeting of the General Body is held, a list shall be filled with the Registrar along with names, address and occupations of the members of the Executive Committee.
- x. The Executive Committee may terminate the Membership of any of its members, in case he fails to attend two consecutive meetings of the said Committee without the grant of Leave of Absence. However, the Chairman may grant Leave of Absence to any Member.

11. THE OFFICE BEARERS

All Office Bearers, except the Chairman and the Vice-Chairman, 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.

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(s): 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.

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.
- i. The Secretary shall seek the advice of the President, in case a clarification of any kind is required.
 - ii. In the absence of the Secretary, the Joint Secretary shall perform the functions of the Secretary.
 - iii. The President shall preside over the meeting of the Executive Committee and General Body Meeting of the Association.
 - iv. 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.


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- v. 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.
- vi. The President or in his absence, the Secretary shall be the Returning Officer for the Executive Committee Elections.

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. 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, suo-moto 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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