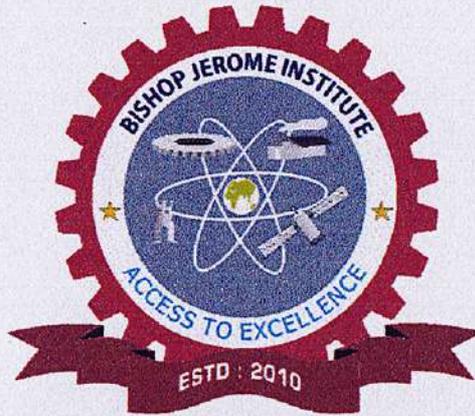


ALUMNI POLICY

(an active forum for sharing of foot-prints and touch-wood experience)



BISHOP JEROME INSTITUTE

Fatima College Road, Kollam 691001

Policy Ref: BJI/17-2025

Revision: 00/2025

Issue Date: 19-04-2025

Responsible Office: President, Alumni Association



ALUMNI POLICY

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ALUMNI POLICY

Education at Bishop Jerome Institute is about self-confidence, challenge and enjoyment. It teaches the importance of constructive questioning and a sense of responsibility with compassion, confidence and creativity.

1) Vision & Mission

a. **Vision:**

To produce technical professionals with surpassing integrity who will pioneer social transformation for a brighter world.

b. **Mission:**

To provide competent Technical Education at University Level to all deserving students beyond borders, irrespective of caste, creed and religion and use the transformative power of education to mold them as socially responsible professionals.

2) Aims & Objectives:

- a. To bring all the old students of Bishop Jerome Institute (BJI) under one vibrant forum for exchange of experience and knowledge and develop a strong network amongst themselves for bonding and fellowship and their career advancement.
- b. To establish a forum to preserve the memories, associations and traditions of the institution.
- c. To maintain a database containing information such as name, permanent address, contact number, and email address, year of study, qualifications and present occupation of the members of the association.
- d. To encourage, foster and promote close relation between BJI and its alumni for the growth of the institution in the areas of industry interaction, admissions, internships and placement.
- e. To make optimum use of alumni expertise to conduct alumni – student knowledge exchange programs like professional lectures, FDPs, training programs, conferences, etc.



- f. To organize and promote get-togethers, sport and cultural activities and competitions.
- g. To help and encourage outstanding students among the alumni for pursuing higher studies.
- h. To enlist the interest and services of alumni in strengthening and improving the infrastructural facilities of the institution.
- i. To receive/raise/collect donations, funds and other receipts for the fulfillment of the aims and objectives of the association, to utilize such funds in such manner as the Executive Committee may consider necessary.
- j. To do all such acts and deeds and things as are incidental to and as the association deems appropriate in attainment of its aims and objectives.

3) Membership Fee:

Life Member: One time subscription of Rs. 100/-

- a. The one-time subscription fee may be revised after discussion in the Executive Committee and approval of the Alumni Association.
- b. All life members shall have the right to vote or be a candidate for any elected post.

4) Management of the Association:

The entire management of the association shall be vested with the Executive Committee and it shall be responsible for the discharge of the duties connected with the affairs of the association.

- a. The executive committee shall consist of:
 - i. President: Principal is the ex-officio President
 - ii. Vice President: (elected)
 - iii. Secretary: Nominated by the President from among the faculty
 - iv. Two Joint Secretaries: (elected)
 - v. Treasurer: Nominated by the President from among the faculty
 - vi. Five members: (elected)



5) Power of the Executive Committee:

- a. The Executive Committee shall normally meet once in six months.
- b. The Secretary may, whenever he finds it necessary call for an emergency meeting with the consent of the President or on the requisition of 5 members of the Executive Committee in writing.
- c. Notices of all the meetings giving the place, date and time shall be sent by the Secretary to the registered addresses of the members with an agenda for the meeting one week before the date of the meeting.
- d. The minimum number shall be 1/5th of the Elected Members of the Committee.
- e. The meeting of Executive Committee will be presided over by the President and in the event of the president being not present or not being able to participate in the meeting; one of the Vice-President will preside.
- f. If the elected Vice-Presidents are also not present, then the Executive Committee can choose one of the Members amongst themselves to chair that committee meeting alone.
- g. All questions arising at any meeting of the Executive Committee shall be decided by a majority of the members present and in case of equal votes, the presiding member shall have a second or casting vote.
- h. No rule shall be passed, annulled or modified except by a resolution supported by 3/5th of the Members in a General Meeting convened.
- i. No act or resolution of the Executive Committee shall be deemed to be invalid by reasons of such act or resolution having been done or passed during any vacancy in the Executive Committee.
- j. No resolution passed by the Executive Committee at a meeting shall be brought up for reconsideration unless after the expiry of three months from the date of the resolution, and unless fresh information likely to affect the decision not available at the time of passing the original resolution, is placed before the Executive Committee for its reconsideration.



6) General Body Meeting:

- a. The Executive Committee shall convene a General Body Meeting of all the Members once every year (*hereinafter referred to as annual General Body Meeting*), prior to the commencement of the new academic year.
 - i. The notice shall be sent to the members by one or more of the following modes:
 - By email
 - By electronic messaging applications (WhatsApp, telegram, etc..)
 - By SMS
 - By circulation of notice amongst members
 - ii. The notice shall also be affixed to the Notice Board of the Association.
 - iii. The Notice shall specify the day, hour, place and the subject of the meeting, in case any amendment of a bye-law or objects of Association as contained in the Memorandum, if intended to be proposed, and shall contain a copy of every such amendment.
- b. The Association at its Annual General Body Meeting shall appoint each year any Chartered Accountant or Accountants to be the auditors of the Association on such terms as to the remuneration as may be approved by the Association.
- c. The Executive Committee shall maintain or cause to be maintained proper accounts of the transactions and assets of the Association and the accounts shall be given in such form as may be directed by the Executive Committee in consultation with the Association's auditors.
- d. The Executive committee shall prepare and lay before the Association at the Annual General Body meeting every year, an audited statement of accounts and receipts and expenses for the year ended 31st March of the year, in a form as may be directed by the Executive Committee in consultation with the auditor together with the report of the Association's auditor thereon.



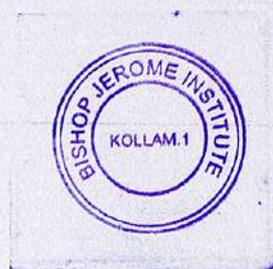
- e. An accidental delay in receipt of the notice by one or more members shall not render the meeting void.
- f. The General Body Meeting shall be presided over by the president of the Executive Committee or in his absence by one of the Vice Presidents.
- g. If the Vice-Presidents are also not present then the members present can elect one amongst themselves to chair and preside over the meeting.
- h. The quorum for the General Body Meeting shall be 15 (fifteen)
- i. If the minimum quorum of 15 members are not present at the General Body Meeting, the General Meeting will be held after one hour at the same venue. In such case, a postponed General Body Meeting with minimum quorum will not be insisted.

7) Duties of the Honorary Secretary:

The Honorary Secretary shall maintain records of proceedings of the Alumni and of the Governing Body, and shall perform such other duties as per the general or direct or special orders of the President of the Governing Body.

8) Powers and duties of the Treasurer:

- a. The Treasurer shall be responsible for the keeping for the keeping of proper accounts and for the discharge of such duties as may from time to time entrusted to him by the Executive Committee.
- b. The Treasurer shall receive all moneys on behalf of the Executive Committee and deposit the same in any bank or banks or in any institution approved by the Executive Committee in the name of the Association who may open separate accounts in the name of different committees of the Association.



- c. The Treasurer, jointly with the Secretary, or any one of the Office bearers, as decided by the Executive Committee shall have the power to draw moneys from such bank or institution and disburse moneys payable by the Executive Committee or the Association according to the resolutions or the rules or regulations and bye-laws passed under these rules.
- d. The Treasurer shall maintain records of the receipts and disbursements during each month and circulate an abstract of the same to the Executive Committee quarterly with a consolidated statement of accounts.
- e. The Treasurer shall prepare the annual accounts of the Association, have them audited by the Auditor duly appointed by the General Body in its election, and submit annually for approval of the General Body such audited accounts and the balance sheet for each financial year.

9) General:

- a. The Association may use or be used in the name of the Secretary.
- b. All documents by and in favor of the Association, and all entries in the government and other public registers, with respect to land and buildings that pays revenue to the government and other authorities, shall be respectively executed and caused to be made in the name of the Association by the Secretary.
- c. The Executive Committee shall have the powers to frame bye-laws consistent with the spirit of the constitution of the Association on all matters and stated objectives on which the constitution is silent or in order to supplement the same keeping in view the stated objectives.



10)Members not to receive profits.

The funds and the properties of the Association however derived shall be applied solely towards the promotion of the objectives of the Association and no proportion thereof shall be paid or transferred or distributed directly or indirectly whether by share of profits to the Members of the Association but nothing herein contained shall be understood to prevent the payment in good faith or reasonable and proper remuneration to or reimbursement of hotel, travelling and other expenses incurred while on business of the Association by any officer or servant of the Association or to any Member of the Executive of the Association.

This Policy is approved by:

Anil A.R

Principal

Bishop Jerome Institute

