

**SWAYAM SIDDHI MITRA SANGHI'S
SWAYAM SIDDHI DEGREE COLLEGE, BHIWANDI**
Accredited by NAAC With 'B' + Grade
(Affiliated to University of Mumbai, Recognized by Govt. of Maharashtra)

Policies and Procedures of Alumni Association

Alumni Council: Policies & Procedures

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1. PURPOSE

1.1 This document provides standing rules used to implement the provisions of the Alumni Council Bylaws and to furnish guidelines for Alumni Council members, officers, and committees in the performance of their respective duties.

1.2 The Alumni Council Policies and Procedures establish rules to assure that programs and activities of member clubs shall be consistent with Alumni Council actions and policies and supportive of its projects.

2.0 MEMBER CLUBS

2.1 Active Clubs

- a. Are recognized by the Alumni Council of the Alumni Association of the swayam siddhi degree college.
- c. Hold at least one meeting a year that presents a program from or about the swayam siddhi degree college...
- d. Submit their bylaws and any subsequent amendments to the Alumnae Council Corresponding Secretary for review and recommendations.
- e. Submit to the Alumni Council Corresponding Secretary, prior to July 1 of each year, their membership and board rosters. The membership rosters should contain the names, addresses, telephone numbers, and e-mail addresses, if known, of each member. The board rosters should contain the same information as well as the position or committee responsibility for each board member.
- f. Offer membership to all area alumni of the swayam siddhi degree college.
- g. May use the name of the swayam siddhi degree college Alumni Council only with the approval of the Alumni Council Governing Board.

3.0 COUNCILORS

3.1 In as much as the Alumni Council is the legislative and policy-making body, councilors should be selected with care by their clubs to ensure that the Alumnae Council is composed of members having knowledge of the purposes and functions of the Alumnae Council.

3.2 It is strongly recommended that club officers and board members be included as club councilors.

3.3 Councilors are fully empowered delegates, free to exercise their individual judgments on matters coming before the Alumni Council, but should be ever mindful of the views of their respective clubs.

4.0 OFFICERS AND DUTIES

4.1 Chairman

- a. Presides at all meetings of the Alumni Council, Governing Board and Executive Committee.
- b. Appoints the Chairman of all committees except the Nominating Committee.
- c. Is authorized to speak on behalf of the Alumni Council.
- d. Serves ex-officio on all committees except the Nominating Committee.

4.2 Vice Chairman

- a. Performs the duties of Chairman in the absence or disability of the chairman.
- b. Reports the activities of the Executive Committee to the Alumnae Council.

4.3 Treasurer

- a. Monitors the finances of the Council, the collection of money and the disbursements for expenditures.
- b. Secures and maintains accounts in the name of the Alumni Council at financial institutions approved annually by the Executive Committee at its fall meeting.
- c. Prepares periodic reports of the income, expenditures and balances in accounts controlled by the Alumni Council as set forth in the Treasurer's job description.
- d. Provides all other reports as required by law.

5.0 GOVERNING BOARD

5.1 The Governing Board

- a. Is the directive body of the Alumni Council.
- b. Determines the activities and focus of the Alumni Council.
- c. Assesses administrative fees for the operation of Alumni Council.
- d. Meets at least twice a year.
- e. Oversees arrangements for Alumni Council meetings.

5.2 The Executive Committee of the Governing Board

- a. Exercises the power and duties of the Governing Board in the intervals between its meetings.
- b. May request the resignation of any Governing board member who has been absent from two consecutive Alumnae Council Governing Board meetings.

6.0 STAFF DESIGNEE TO ALUMNI COUNCIL

A designee from the Alumni Association's staff is an ex-officio member of the Governing Board and all committees and serves without right to vote or make motions.

7.0 ALUMNI COUNCIL MEETINGS

- 7.1 The Chairman of the Alumni Council appoints a parliamentarian for each meeting of the Governing Board and Alumni Council.
- 7.2 In matters on which there has not been substantial consensus in the Governing Board meeting, both majority and minority views shall be presented at the Alumni Council meeting.
- 7.3 Each individual and club member of the Alumni Council, who is in attendance at a Council meeting, has the right to cast one vote on any motion that comes before the Council.
- 7.4 On close votes at Alumni Council meetings, the vote is confirmed by a roll call.
- 7.5 A policy or procedure may be suspended at any Alumni Council Governing Board meeting by a majority vote.
- 7.6 The Chairman or Program Committee, at their discretion, may invite representatives from the administrative offices of the College and/or Alumni Association to report to the Governing Board and/or the Alumni Council at appropriate meetings.

8.0 REPRESENTATIVES TO OTHER BODIES

- 8.1 Alumni serving as Directors are responsible for providing current bylaws of those bodies to the Alumni Council.
- 8.2 Representatives to other bodies including to the Alumni Association Board of Directors are responsible for preparing reports of their meetings for the Alumni Council. These reports are given at the semi-annual Alumni Council meetings.

9.0 AMENDMENTS


Amendments to the Alumni Council Policies and Procedures document are made by Majority vote of the Alumni Council Governing Board.

10.0 DISSOLUTION

- 10.1 A dissolution petition or motion may be made during a regular meeting of the Alumni Council and go forward in the same manner as a Bylaws amendment as set forth in BYLAWS Article XVII.
- 10.2 Following a vote to dissolve the Council, after payment of all debts, the proceeds remaining are given to the swyam siddhi degree college, a tax-exempt organization under Section 501 (c)(3) of the Internal Revenue code as a contribution to a scholarship fund to be determined by the Executive Committee of the Alumni Council.


Nitin Kashivale
ALUMNI COMMITTEE




I/C PRINCIPAL
VC PRINCIPAL
Swayam Siddhi Mitra Sangh's Degree College
Bhandari-421 302 (Thane)

**SWAYAM SIDDHI MITRA SANGH'S
DEGREE COLLEGE, BHIWANDI**

Accredited by NAAC with 'B' + Grade
(Affiliated to University of Mumbai, Recognised by Govt. of Maharashtra)

DATE: 04/02/2022

NOTICE

NOTICE is hereby given that in accordance with the Meeting of Alumni that the Alumni meeting shall be held at Swayam siddhi mitra sangh's degree college on 19th February 2022 at 09.30 a.m. to consider the formation of Alumni association and committee establishment and any other matter that may arise at the meeting.

By order of Alumni Committee

Agenda:-

1. Identification of Coordinators
2. Discussing earlier meeting minutes and work done on it.
3. Deciding the outline of the alumni meet
4. Taking responses on questionnaires for deciding Vision and Mission of the institute
5. Formation of alumni Association of Swayam Siddhi degree college
6. Vote of thanks to the chair.
7. Closing of the meeting.



Nitin Kashivale

Coordinator Alumni Association



Mahesh Soni

I/C Principal



VC PRINCIPAL

Swayam Siddhi Mitra Sangh's Degree College
Bhiwandi-421 302 (Thane)

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SWAYAM SIDDHI DEGREE COLLEGE, BHIWANDI**

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Minutes of Meeting of Alumni Meeting

Date: 19th February 2022

Time: 09.30 a.m.

Venue: Swayam siddhi mitra sangh's degree college

Chairman: Mr. Mahesh Soni Incharge Principal Swayam Siddhi degree college Bhiwandi

Alumni Association Faculty In-Charge: Prof. Nitin Kashivale

The meeting with alumni of Swayam Siddhi Degree College was scheduled on 19.02.2022. The agenda of the meeting was

1. Identification of Coordinators
2. Finalization of date of first alumni meet
3. Deciding the outline of the alumni meet
4. Taking responses on questionnaires for deciding Vision and Mission of the institute
5. Formation of alumni Association of Swayam Siddhi degree college

The meeting was held at Seminar Hall Room no. 301 at **Swayam siddhi mitra sangh's degree college**

Chairman **Mr. Mahesh Soni** extended a warm welcome to all those present in the meeting and briefed about the agenda and directed **Prof. Nitin Kashivale**, faculty in-charge to carry out the proceeding as per agenda

Following transactions were carried out and finalized in the meeting.

- I. The following main coordinators were finalized in the meeting
 - a. Prof. Yogesh Pawar - Main Coordinator.
 - b. Prof. Aswad Shaikh- Main Coordinator.
 - c..Prof Nitin Kashivale- Main Coordinator.

It was decided that the main coordinators shall form a team of sub coordinators from each programme for collection and updating the data of alumni. This activity shall be completed by 20/04/2022. Social media may also be used for collection of data. The list containing the mobile numbers and email addresses of coordinators along with sub-coordinators shall be displayed on the institute's website.

2. It was decided unanimously that 20th March 2021 shall be the date for first alumni meet of the Swayam siddhi Degree College Prof Yogesh Pawar Prof. Aswad Shaikh will create a Google form for sending the invitation to alumni and taking confirmation from alumni for participation in the alumni meet. The Google form shall be created on separate page will be created on the institute's website containing the details of all the activities related to the first alumni meet scheduled on 20th March 2022.

.The outline of alumni meet shall be decided based on the expected number of alumni attending the meet. The responses shall be collected latest by 25/03/2022.

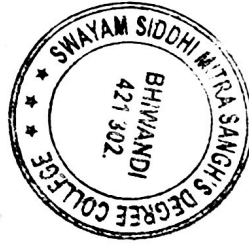
4. The social media, personal contacts and all possible communication means shall be used to get responses on questionnaires for deciding Vision and Mission of the institute

5. It was decided to authorize Prof. kamini Pawar to finalize the names of First Executive Committee Members of Alumni Association of Swayam siddhi degree college in consultation with Principal. The meeting ended with the resolution first alumni meets a grand success.



Nitin Kashivale

Alumni Association Co-ordinator



Mahesh Soni

I/C Principal



I/C PRINCIPAL
Swayam Siddhi Mitra Sangh's Degree College
Biwandi-421 302 (Thane)



SWAYAM SIDDHI MITRA SANGH'S DEGREE COLLEGE, BHIWANDI

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Sonadevi Compund, Near Octroi Naka, Kalyan-Bhiwandi Road, Temghar, Bhiwandi, Dist.Thane-421302.

CONTACT NO.:: 02522-249191, 8805249191, Email.: ssms.degreecollege@gmail.com,

www.swayamsiddhidegreecollege.com

Date: 17-09-2020

NOTICE

This is to inform to all the Alumni Committee members and all Alumni's that due to current situation of Covid -19 Pandemic and Subsequent nationwide lockdown and the norms of social distancing, Alumni committee has decided not to conduct any meeting during this pandemic situation 2020-21.

Nitin kashivale

Coordinator Alumni Committee

Mahesh soni

I/C Principal



WC PRINCIPAL
Swayam Siddhi Mitra Sangh's Degree College
Bhiwandi-421 302 (Thane)

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DATE: 08/02/2021

NOTICE

NOTICE is hereby given that in accordance with the Meeting of Alumni that the Alumni meeting shall be held at Swayam siddhi mitra sangh's degree college on 25th February 2021 at 09.30 a.m.to consider the formation of Alumni association and committee establishment and any other matter that may arise at the meeting.

By order of Alumni Committee

Agenda:-

1. Identification of Coordinators
2. Discussing earlier meeting minutes and work done on it.
3. Deciding the outline of the alumni meet
4. Taking responses on questionnaires for deciding Vision and Mission of the institute
5. Formation of alumni Association of Swayam Siddhi degree college
6. Vote of thanks to the chair.
7. Closing of the meeting.



Nitin Kashivale

Coordinator Alumni Association



Mahesh Soni

I/C Principal

I/C PRINCIPAL
Swayam Siddhi Mitra Sangh's Degree College
Bhivandi-421 302 (Thane)

**SWAYAM SIDDHI MITRA SANGH'S
SWAYAM SIDDHI DEGREE COLLEGE, BHIWANDI**

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Minutes of Meeting of Alumni Meeting

Date: 25th February 2021

Time: 09.30 a.m.

Venue: Swayam siddhi mitra sangh's degree college

Chairman: Mr. Mahesh Soni Incharge Principal Swayam Siddhi degree college Bhiwandi

Alumni Association Faculty In-Charge: Prof. Nitin Kashivale

The meeting with alumni of Swayam Siddhi Degree College was scheduled on 25.02.2021. The agenda of the meeting was

1. Identification of Coordinators
2. Finalization of date of first alumni meet
3. Deciding the outline of the alumni meet
4. Taking responses on questionnaires for deciding Vision and Mission of the institute
5. Formation of alumni Association of Swayam Siddhi degree college

The meeting was held at Seminar Hall Room no. 301 at **Swayam siddhi mitra sangh's degree college**

Chairman **Mr. Mahesh Soni** extended a warm welcome to all those present in the meeting and briefed about the agenda and directed **Prof. Nitin Kashivale**, faculty in-charge to carry out the proceeding as per agenda

Following transactions were carried out and finalized in the meeting.

- I. The following main coordinators were finalized in the meeting
 - a. Prof. Yogesh Pawar - Main Coordinator.
 - b. Prof. Aswad Shaikh- Main Coordinator.
 - c..Prof Nitin Kashivale- Main Coordinator.

It was decided that the main coordinators shall form a team of sub coordinators from each programme for collection and updating the data of alumni. This activity shall be completed by 20/04/2021. Social media may also be used for collection of data. The list containing the mobile numbers and email addresses of coordinators along with sub-coordinators shall be displayed on the institute's website.

2. It was decided unanimously that 20th March 2021 shall be the date for first alumni meet of the Swayam siddhi Degree College Prof. Yogesh Pawar Prof. Aswad Shaikh and will create a Google form for sending the invitation to alumni and taking confirmation from alumni for participation in the alumni meet. The Google form shall be created on separate page will be created on the institute's website containing the details of all the activities related to the first alumni meet scheduled on 20th March 2021.

.The outline of alumni meet shall be decided based on the expected number of alumni attending the meet. The responses shall be collected latest by 25/03/2021.

4. The social media, personal contacts and all possible communication means shall be used to get responses on questionnaires for deciding Vision and Mission of the institute

5. It was decided to authorize Prof. Shalini Singh to finalize the names of First Executive Committee Members of Alumni Association of Swayam siddhi Degree College in consultation with Principal. The meeting ended with the resolution first alumni meets a grand success.



Nitin Kashivale

Alumni Association Co-ordinator



Mr. Mahesh Soni

I/C Principal



VC PRINCIPAL

Swayam Siddhi Mitra Sangh's Degree College
Bhiwandi 421 302 (Dist. Thane)

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Minutes of Meeting of Alumni Meeting

Date: 20th February 2019

Time: 09.30 a.m.

Venue: Swayam siddhi mitra sangh's degree college

Chairman: Dr. G.S. Shikre Principal Swayam Siddhi degree college Bhiwandi

Alumni Association Faculty In-Charge: Prof. Nitin Kashivale

The meeting with alumni of Swayam Siddhi Degree College was scheduled on 20.02.2019. The agenda of the meeting was

1. Identification of Coordinators
2. Finalization of date of first alumni meet
3. Deciding the outline of the alumni meet
4. Taking responses on questionnaires for deciding Vision and Mission of the institute
5. Formation of alumni Association of Swayam Siddhi degree college

The meeting was held at Seminar Hall Room no. 301 at **Swayam siddhi mitra sangh's degree college**

Chairman **Dr. G.S. Shikre** extended a warm welcome to all those present in the meeting and briefed about the agenda and directed **Prof. Nitin Kashivale**, faculty in-charge to carry out the proceeding as per agenda

Following transactions were carried out and finalized in the meeting.

1. The following main coordinators were finalized in the meeting

- a. Prof Ravi Bitla- Main Coordinator.
- b. Prof. Uzma Momin- Main Coordinator.
- c. Prof. Sharique Momin- Main Coordinator.
- d. Prof Purvi Gosar- Main Coordinator.
- e. Prof Nitin Kashivale- Main Coordinator.

It was decided that the main coordinators shall form a team of sub coordinators from each programme for collection and updating the data of alumni. This activity shall be completed by 22/04/2019. Social media may also be used for collection of data. The list containing the mobile

numbers and email addresses of coordinators along with sub-coordinators shall be displayed on the institute's website.

2. It was decided unanimously that 20th March 2019 shall be the date for first alumni meet of the Swayam siddhi Degree College Prof Ravi Bitla Prof. Uzma Momin and Prof. Sharique Momin will create a Google form for sending the invitation to alumni and taking confirmation from alumni for participation in the alumni meet. The Google form shall be created on separate page will be created on the institute's website containing the details of all the activities related to the first alumni meet scheduled on 20th March 2019.

.The outline of alumni meet shall be decided based on the expected number of alumni attending the meet. The responses shall be collected latest by 25/03/2019.

4. The social media, personal contacts and all possible communication means shall be used to get responses on questionnaires for deciding Vision and Mission of the institute

5. It was decided to authorize Dr.Smita dubey to finalize the names of First Executive Committee Members of Alumni Association of Swayam siddhi degree college in consultation with Principal. The meeting ended with the resolution first alumni meet a grand success.



Nitin Kashivale

Alumni Association Co-ordinator



G.S Shikre

Principal



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DEGREE COLLEGE, BHIWANDI**

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DATE: 05/02/2019

NOTICE

NOTICE is hereby given that in accordance with the Meeting of Alumni that the Alumni meeting shall be held at Swayam siddhi mitra sangh's degree college on 20th February 2019 at 09.30 a.m. to consider the formation of Alumni association and committee establishment and any other matter that may arise at the meeting.

By order of Alumni Committee

Agenda:-

1. Identification of Coordinators
2. Deciding the outline of the alumni meet
3. Taking responses on questionnaires for deciding Vision and Mission of the institute
4. Formation of alumni Association of Swayam Siddhi degree college
5. Vote of thanks to the chair.
6. Closing of the meeting.



Nitin Kashivale

Coordinator Alumni Association



G.S. Shikre

Principal

