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# POLICY DOCUMENTS & GUIDELINES FOR ALUMNI ASSOCIATION



## DR. C.V. RAMAN UNIVERSITY

Chhattisgarh, Bilaspur

Approved by : PCI | AICTE | NCTE | BCI | Member of : AIU | Recognized by : UGC | A NAAC Accredited University

Revised & Approved in 32<sup>nd</sup> Meeting of Academic Council senate



**Dr. C. V. Raman University**

Kargi Road, Kota, Bilaspur (C.G.)

**POLICY DOCUMENTS  
AND  
GUIDELINES FOR  
CVRU ALUMNI ASSOCIATION.**



**DR. C. V. RAMAN UNIVERSITY  
KARGI ROAD KOTA BILASPUR (C.G.)**

## **POLICY DOCUMENTS**

**AND**

## **GUIDELINES FOR CVRU ALUMNI ASSOCIATION**

### **A. OVERVIEW**

The Dr. C.V. Raman University Alumni Association is an advisory body to the Office of Alumni Relations dedicated to furthering the excellence of Dr. C. V. Raman University by fostering an enduring and mutually beneficial relationship between the University and its Alumni

### **B. PURPOSE**

- To affirm the role and organizational structure of the Dr. C. V. Raman University Alumni Association.
- To indicate how membership in the Alumni Association is granted.
- To recognize that groups of Alumni, Associate Alumni, and Honorary Alumni can further organize into groups based on geographic location or special interests.
- To recognize how affinity revenue is earned and expended.

### **C. SCOPE**

This Policy applies to the Office of Alumni Relations.

### **D. POLICY STATEMENT**

#### **1. ROLE AND ORGANIZATIONAL STRUCTURE**

The DR. C. V. Raman University Alumni Association is an advisory body to the Office of Alumni Relations. It advises the Office of Alumni Relations on all matters pertaining to University Alumni and provides recommendations to the Office of Alumni Relations regarding the expenditure of Alumni Association funds. University-wide Alumni programs and services are administered by the University's Office of Alumni Relations. The Office is responsible for facilitating the collaborative process between Alumni and the University, its offices, faculties and departments, to achieve unity of purpose and action in achieving Alumni Relations goals:

The Alumni Council brings together representatives from across the University for the purpose of information sharing and to support the success of University wide Alumni initiatives. The Alumni Council makes recommendations **on Alumni issues and processes to the Office of Alumni Relations.**



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**2. MEMBERSHIP**

All graduates of Dr. C. V. Raman University automatically and without fee become life members of the Dr. C. V. Raman University Alumni Association. Other Alumni Associate Alumni and Honorary Alumni, as defined by the Alumni Association, will be considered members in the Dr. CV. Raman University Alumni Association.

**3. BRANCHES AND CHAPTERS**

Alumni Associate Alumni, and Honorary Alumni of Dr. C.V. Raman University can form Alumni branches and Alumni chapters in accordance with the procedures set out in the Association's Branches and Chapters Handbook. By way of due process, the Office of Alumni Relations can withdraw recognition of an Alumni branch or chapter, upon the advice of the Alumni Association Advisory Committee.

**4. AFFINITY REVENUE**

Affinity revenue is earned through affinity programs and other services provided by third party suppliers to the Alumni Association members. This revenue provides the funding for growth and development of alumni programs and services.

The Alumni Association Advisory Committee will provide advice on the development of affinity programs and the expenditure of affinity revenue to the Office of Alumni Relations. The University will maintain a separate fund for affinity revenue to be administered by the Office of Alumni Relations.

At the end of the fiscal year, any balance in this fund will be proposed to carry forward in a reserve fund during the University's year-end process. The reserve fund will be used for ongoing Alumni Association activities and will be administered by the Office of Alumni Relations.

**E. DEFINITIONS**

- (1) Alumni** Defined as persons
- a. who has received degrees diplomas, credit certificates or high school diplomas from Dr C.V. Raman University;
  - b. who has received designated credit-free certificates.
  - c. who has successfully completed one fall scholastic year of study at Dr CV Raman University and one full year has passed since their last date of attendance;



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- d. Who are 18 years of age or older and previously attended the Dr. CV. Raman University Conservatory for a minimum of 3 years
- (2) Associate Alumni:** Employees or former employees of Dr. C.V. Raman University who do not qualify as Alumni but who wish to participate with the Alumni Association through membership in a Chapter or Branch.
- (3) Honorary Alumni:** Persons who do not qualify as alumni may be granted Honorary Alumni Status by the Dr. CV. Raman University Board of Governors based on outstanding community achievements or contribution to Dr CV. Raman University.
- (4) Policy:** **Means the Alumni Association Policy**
- (5) University:** **Means Dr. C. V. Raman University**

**F. RELATED DOCUMENTS**

Dr. C. V. Raman University Alumni Association - Operating Guidelines

Annexure-1



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**Annexure 1**

**Operating Guidelines**

**1.0 Name of the Body:**

"Dr CV. Raman University Alumni Association", here in after referred to as CVRUAA

**2.0 Office:**

The Registered Office of CVRUAA shall be located at the Dr. C.V. Raman University, Kota Bilaspur 4951 13 (C.G.), here in after called 'the Institute'

**3. Objectives:**

- 3.0.1 To provide a forum for the Alumni of the University.
- 3.0.2 To engage in such academic and social activities as shall contribute towards promoting liaison between the Alumni and the University.
- 3.0.3 To further the Humanities etc. cause Science Technology, Education, Management
- 3.0.4 To keep alive love, spirit, affection and gratitude for our alma mater.

**4.0 Patron:**

The Vice Chancellor of the University shall be the Ex-Office Patron of Dr. C. V. Raman University Alumni Association.

**5.0 Membership of the CVRUAA:**

The Alumni Association shall have the following categories of members:

- (a) Life Members
- (b) Associated Member

**Eligibility:**

**(a) Life Members:**

Those who have been awarded any Degree or Diploma by Dr. C.V. Raman University are eligible to become Life Members.

**(b) Associate Members:**

Faculty of Dr. C.V. Raman University who have served at least One year are eligible to be Associate Members as long as they are in CVRU or the Faculty who are superannuated from CVRU. They will not have voting rights and they are not eligible to be considered for Distinguished Alumni Award.

(NOTE: All existing Donor Members are Life Members)



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**Membership Fee:**

The Membership Fee as decided by the Alumni Committee from time to time will prevail.

**6.0 Privileges:**

Life Members & Associate Members shall be entitled to:

- 6.0.1 Receive a copy of all publications of the CVRUAA.
- 6.0.2 Participate in the activities of the CVRUAA or its chapters or centers.
- 6.0.3 Participate in the General Body Meetings of the CVRUAA with right to vote in the case of Life Members only.
- 6.0.4 Nominate, Propose and Second Members for office of the Alumni Committee.

**7.0 Admission of Members: Alumni**

**Register:**

- 7.0.1 The CVRUAA shall maintain a Register of all Members showing the date of admission, name, address and dates of changes of one class of Membership to another class of Membership.
- 7.0.2 Any member of CVRUAA shall be entitled to inspect the Register of Members after due service of a notice upon the Secretary of the CVRUAA intimating his intention at least fifteen days prior to the date of inspection.

**8.0 The Executive Committee and Office Bearers of CVRUAA**

- 8.0.1 The Vice-Chancellor shall be the 'Patron' of the CVRUAA (Ex-officio).
- 8.0.2 The CVRUAA shall be managed by an Executive Committee constituted as follows:
  - 8.0.2.1 One President
  - 8.0.2.2 One Vice President
  - 8.0.2.3 One Gen. Secretary
  - 8.0.2.4 One Joint Secretary
  - 8.0.2.5 One Treasurer
  - 8.0.2.6 Ten Members
- 8.0.3 The Executive Committee shall have the freedom to co-opt members from time to time for the efficient functioning of CVRUAA.
- 8.0.4 All previous Presidents of the Association shall be Ex-officio Members of the Executive Committee.



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**9.0 Election of the Office Bearers and Executive Committee:**

- 9.0.1 The mode of election shall be by secret ballot.
- 9.0.2 The procedure of election shall be laid down by the Executive Committee including the appointment of Electoral Officer.
- 9.0.3 All terms of office of the elected members shall commence from the close of the AGBM at which elections were held and shall continue for a period of TWO YEARS or till the close of the second AGBM leaving one in-between, whichever is earlier.
- 9.0.4 Members cannot hold the same office for more than two consecutive terms.
- 9.0.5 In the event of a vacancy at any level in the Executive Committee, the Executive Committee shall have the freedom to nominate a member to fill the vacancy.

**10.0 Duties of the Executive Committee:**

- 10.0.1 Executive Committee is the executive body representing Alumni Association
- 10.0.2 To co-ordinate the activities of the CVRUAA.
- 10.0.3 To consider all communications addressed to CVRUAA.
- 10.0.4. To appoint suitable Office Staff & fix their remunerations.
- 10.0.5 To be in charge of and protect the properties of CVRUAA.
- 10.0.6 To prepare and submit annual reports, including balance sheets, audited
- 10.0.7 accounts/statements of income and expenditure. To authorize all the activities, programs including Budget and Expenditure.

**11.0 Duties of Office Bearers of the CVRUAA:**

**11.0.1 Patron**

- 11.0.1.1 To protect, foster, countenance & support Alumni Association & its activities.

**11.0.2 President**

- 11.0.2.1 He shall preside over all the Meetings. He may allocate suitable responsibilities to the members.
- 11.0.2.2 He may appoint working groups, sub-committees' representatives of CVRUAA on vacancies, Government/Institute and/or other bodies when invited to do so.
- 11.0.2.3 He shall act on behalf of Executive Committee of CVRUAA.

**11.0.3 Vice-Presidents**

- 11.0.3.1 Shall act as President in the absence of the President.





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11.0.3.2 In addition to his duties as a Member of the Executive Committee, he shall preside over Committee Meetings in the absence of the President.

**11.0.4 General Secretary**

11.0.4.1 The General Secretary shall attend to the day-to-day correspondence and communications to and from CVRUAA

11.0.4.2 Maintain official records of the CVRUAA.

11.0.4.3 Be an ex-officio member of all the Committees of CVRUAA.

11.0.4.4 Maintain general supervision over the office staff.

11.0.4.5 He shall be responsible for calling Meetings of the Executive Committee in consultation with the President.

11.0.4.6 He shall be responsible for filing of annual Reports of CVRUAA with the Registrar of Societies after every Annual and other Special General Meetings, Financial Statements with the Income Tax Officer, and such other statutory requirements and also maintain the minutes of the meeting.

**11.0.5 Joint Secretary**

11.0.5.1 The Joint Secretary shall assist the Secretary in discharging his duties.

11.0.5.2 He shall carry out such other duties as may be assigned to him from time to time by the Executive Committee.

11.0.5.3 He shall assume charge as Secretary in the absence of the requested to do so by the Executive Committee.

**11.0.6 Treasurer**

11.0.6.1 The Treasurer shall maintain the accounts of the CVRUAA.

11.0.6.2 Be an ex-officio member of all Committees involving financial implications and shall be the Convener of the Finance Committee.

11.0.6.3 He is responsible for maintaining all the financial transactions of CVRUAA.

11.0.6.4 He shall be responsible for getting the audited statements of CVRUAA prepared for presentation at the Annual General Meetings and file the same with the Income Tax authorities when duly passed by the General Body.



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**12.0 Finance**

12.0.1 The Financial year of the CVRUAA shall commence from the April 1s of a Secretary or when year and close on the 31 March of the succeeding year.

12.0.2 The funds of the CVRUAA shall be deposited in a scheduled bank(s) in the name of CVRUAA and shall be operated jointly by the Treasurer and the Secretary or any other member of the Office Bearers duly authorized by the Executive Committee.

**13.0 Chapters**

13.0.1 Local chapters of CVRUAA may be formed in other centres/cities on obtaining approval from the Executive Committee.

13.0.2 Such local chapters shall abide by the constitution of CVRUAA and follow the guidelines formulated by Executive Committee from time to time.

13.0.3 The local chapter shall submit their statement of Accounts to CVRU Alumni Association at the end of the financial year.

**14.0 Meetings**

14.0.1 The General Body of the CVRUAA shall meet at least once every year, preferably on the first Saturday of August. Quorum for the General Body Meeting will be minimum 25 members.

14.0.2 A Special General Body may be convened at the instance of the President or the Executive Committee or by at least 30 Members who may give notice in writing to the Secretary

14.0.3 A minimum notice of 21 days shall be given for Annual General Body Meetings and of 7 days for Special/Extra Ordinary General Body Meetings.

**15.0 Auditors**

A certified Auditor shall be appointed by the General Body at its Annual Meeting to Audit the accounts of the CVRUAA.

**16.0 Dispute**

All unresolved dispute shall be referred to Patron & his decision shall be final and binding on all parties.

**17.0 Dissolution Clause:**

In the event of dissolution or winding up of the CVRUAA, the assets remaining as on the date of dissolution shall under no circumstances be distributed among the



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members of the Executive Committee of the CVRUAA, but the same shall be transferred to CVRU.

**18.0 Statutory Provisions:**

**18.0.1 Investment Clause:**

The Funds of the CVRUAA shall be invested in the modes specified under the provisions of section 13(1)(d) read with section 11(5) of the Income Tax Act 1961 as amended from time to time.

**18.0.2 Accounts Clause:**

There shall be maintained all accounts of the CVRUAA regularly. The accounts shall be audited by a Chartered Accountant. Every year the accounts shall be closed by 31 March.

**18.0.3 Amendments Clause:**

No amendments to the Rules and Regulations shall be made which may prove repugnant to the provisions of section 2(15), 11, 12, 13 and 80(G) of the Income Tax Act 1961, as amended from time to time. Further no amendment shall be carried out without the prior approval of the Commissioner of Income Tax.

**18.0.4 The Funds and Income of the CVRUAA shall be solely utilized for the**

achievement of the objects and no portion of it shall be utilized for payment to trustees or members by Way of profit, interest, dividend etc.