



srivenkateshwararaa

Dental College

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Ariyur, Puducherry-605102.



Standard Operating Protocol

for

Alumni Association –

Sri Venkateshwararaa

Dental College



Policy

Alumni association is devised with the focus to promote and create awareness about Career advancement and Placement options available to alumni students

Purpose

Alumni association programs and monitors the employment potentials and arranges for Campus interviews

Scope

Conduct programs that will help the students to get exposure to Career related options and serves to bridge the gap between a Job applicant and the Potential employer

Procedure

MEMBERS OF ALUMNI ASSOCIATION

Creation of Alumni cell with Principal as the Chair person and faculties representatives from all levels of designation

Name of the Society shall be Alumni Association - SVDC

Composition of Career guidance and Placement cell

1. Chairperson: Head of the Institution
2. President, vice president, secretary, treasurer,
3. EC Member

The membership of such nominated members shall be for a period of two years.

The 6 main task of alumni association

- To develop funding for the benefit of associations
- To encourage and contribute articles works to the college
- To organize Career related Guidance Programs
- To arrange for the Placement of the students through Campus interviews
- To inform and involve Alumni as part of Career guidance programs and Campus interviews
- To motivate and provide a platform for budding dentist to excel nationally and internationally

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Objectives of alumni association Cell

- To bring all the past, present and future medical students of SVDC under a single forum
- To contribute in academic advancement, student support and mobilization of resources for student welfare.
- To motivate students aspire for higher studies and guiding them to take competitive exams such as NEET
- To motivate students to develop interest in various Career options
- To help and support the student community for getting placement in dental clinics/hospitals/organizations/institutions according to their skill and knowledge

Working Mechanism of Alumni Association

- To identify the alma matter and help in whatever way possible.
- To assist students to develop/clarify their Academic and Career interests.
- To promote and create awareness about Career options and conduct various Career guidance programs
- To guide the students for preparation for various competitive exams like NEET
- Communication with Potential employer belonging to Dental Clinics/ Hospitals/Organizations/Institutions regarding Placement
- The Institute helps in exploring Placement opportunities by inviting various organizations for Campus recruitment
- To inform CRI's about the available Job opportunities
- Alumni students are informed about Campus interviews regarding Placement Overall with relentless support from Management, Principal and Faculties serves as a pivotal platform in student support and progression related to Career Guidance and Placement

Governing body/Executive Committee

- The entire governance of the association shall be vested on the executive committee which shall be its governing body.
- Chairperson-1
- President -1
- Vice President-1
- General Secretary-1
- Joint Secretary-1
- Treasurer-1
- EM-7

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Selection and functioning of Executive committee

- The committee should be elected by the members by a process of vote as per Representation of the People Act 1951 the committee will normally remain in office for 3 years

Executive committee responsibilities:

- Maintaining and updating directory of members
- Organizing alumni get-together

Membership:

- Membership fee of life member: Rs:1000

Termination of membership:

- Any member shall be free to resign from the primary membership

The resignation shall not be take effect until it has been duly accepted on behalf of the association by EC.

Communication:

- Members can communicate with the association through the members

Right and Duties of the Members:

- To receive the notice, participate and vote in the annual general meeting
To participate in the functions, meetings, cultural and other lawful gatherings

Annual General Body Meeting

- The meeting will be chaired by the president
- Welcome address by the president
- General secretary annual report on the activities of the association
- Treasurer statements of accounts
- Introduction of official resolution
- Introduction of non -official resolution
- Budget for the ensuing financial year

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Special General Body Meeting

- Convened by the president to discuss a certain specified agenda of special nature

Registers

- Admission Register
- Members Register
- Circular Register
- Minutes Register
- Accounts Register
- Dispatch Register

Bank Account Management

- The treasurer shall arrange to open an account whose branch is conveniently situated.

Amalgamation and dissolution

- Amalgamation and dissolution of the association , as and when the need arises, shall be accordance with the relevant provisions of the societies

Legal Jurisdiction

- Any dispute with or litigation against the association shall be subject to within Puducherry

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