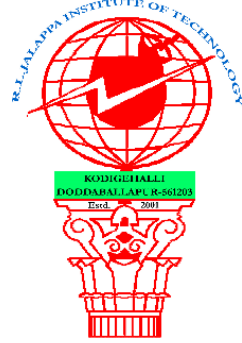


ALUMNI POLICY



(Alumni policy - 2023)

(Revised Version of Alumni policy -2018)

Ref. No. RLJIT /NAAC/2022-23/Policies/034

Approved by Institute Council Meeting on 30/01/2023

Sri Devaraj Urs Educational Trust (R.)

R. L. Jalappa Institute of Technology

(Approved by AICTE, New Delhi & Affiliated to VTU,
Belagavi)

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Recommendations of the Institution Council for the revision of approval Alumni policy.

History of changes in Alumni Policy

| Sl. No. | Newly Added/Revised | ALP 2018 | ALP 2023 |
|----------------|------------------------------------|-----------------|--|
| 1. | Power of Executive Committee | Available. | Power of Executive Committee revised. |
| 2. | Duties of the honorary secretary | Not available | Duties of the honorary secretary is added. |
| 3. | Powers and duties of the Treasurer | Not available | Powers and duties of the Treasurer is added. |

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|---|---|---|
|  | <p align="center">R. L. JALAPPA INSTITUTE OF TECHNOLOGY DODDABALLAPUR – 561 203 Bengaluru (Rural), Karnataka, India Approved by AICTE, New Delhi Affiliated to VTU, Belagavi website : https://rljit.in email : principal@rljit.in Fax:080-27625380</p> | <p align="center">Office of the Principal, RLJIT Email : principal@rljit.in Ph:080-27625381 Extn :202</p> |
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Ref. No. RLJIT /NAAC/2022-23/Policies/034

Alumni Policy

The alumni play a significant role in the functioning and success of any academic institution by supporting developmental activities and being role models for the promising students of the upcoming batches. To capture the indomitable force of the alumni and to strengthen the bond between the alumni and the alma mater. The Alumni Association has been working since 2011; however the formal Alumni Association 2001 of R.L.J.I.T has been registered on under Societies Registration Act, 1960 and registration no. is DRBR/SOR/52/2023-24. The Alumni Cell has been established for participation and contribution in the general development of the R.L.I.T, Doddaballapur and contributing to the society. Aims & Objectives:

1. To bring all the old students of R.L.J.I.T under one vibrant forum for exchange of experience and knowledge and develop a strong network among themselves for bonding and fellowship and their career advancement.
2. To establish a forum to preserve the memories, associations and traditions of the institution.
3. To maintain a database containing information such as name, permanent address, mobile number and mail id, years of study, qualifications and present occupation of members of the Association.
4. To encourage, foster and promote close relation between R.L.J.I.T and its Alumni for the growth of the institution in the areas of industry interaction, admissions, internships and placement.
5. To make optimum use of alumni expertise to conduct Alumni - student knowledge exchange programs like professional lectures, FDPs, training programs, conferences etc.
6. To organise and promote get-togethers, sport and cultural activities and competitions.

7. To help and encourage outstanding students among the alumni for pursuing higher studies.
8. To enlist the interest and services of alumni in strengthening and improving the infrastructural facilities of the Institution.
9. 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.
10. 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.

Membership Fee:

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

The one time subscription fee may be revised after discussion in the Executive Committee and approval of Alumni Association.

All Life Members shall have the right to vote or be a candidate for any elected post.

Alumni Policy

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. The Executive Committee shall consist of:

- a) President: Principal is the ex officio President
- b) Vice President (Elected)
- c) Secretary: nominated by the president from among the faculty.
- d) Two Joint Secretaries (Elected)
- e) Treasurer: nominated by the president from among the faculty Five members (Elected)

Power of Executive Committee

- The Executive Committee shall normally meet once in a month.
- 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
- 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.
- The meeting of the 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.
- 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.
- 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.
- No rule shall be passed, annulled or modified except by a resolution supported by 3/5th of the Members in a General Meeting convened.

General Body Meeting:

The Executive Committee shall convene a General Body Meeting of all the Members once every year hereinafter referred to as annual General Body Meeting, on or before every year on 25th of December.

The notice shall be sent to the members by one or more of the following modes:

a) by Internet

b) by circulation among members

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

An accidental delay in receipt of the notice by one or more Members shall not render the meeting void.

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.

If the Vice-Presidents are also not present then the Members present can elect one amongst themselves to chair and preside over the meeting.

The quorum for the General Body Meeting shall be 15 (ifteen).

If the minimum quorums 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 a postponed General Body Meeting minimum quorum will not be insisted.

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 the President of the Governing Body may be General or special orders direct.

Powers and duties of the Treasurer:

The Treasurer shall be responsible for the keeping of proper accounts and for the discharge of such duties as may from time to time be entrusted to him by the Executive Committee.

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

The Treasurer jointly with the Secretary or one of the Office Bearers as decided by the Executive Committee shall have 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 by-laws passed under these rules

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.

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 Alumni approval of General Body such audited accounts and the balance sheet for each financial year.

Dissolution:

In the event of dissolution of the Association, the procedure laid down as per Government of Karnataka shall apply. In Case of any difficulty arising in the interpretation of any of the above Clauses, the decision of the Executive Committee of the main body of Alumni Association shall be final.

Policy Preparation and Verification Team

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|-------------|--|---|
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