



**Government of West Bengal**  
**Directorate of Technical Education & Training**  
**Karigori Bhavan, 3rd floor, Action Area III**  
**New Town; Kolkata 700 160**

No. **214** -TET

Date: **22/3/2022**

From: Director of Technical Education & Training, West Bengal  
To: The Principals/ Principals-in-Charge, Govt. & Govt.-Sponsored Polytechnics.

**Sub: Formation of Alumni Association in Govt. & Govt. - sponsored Polytechnics**

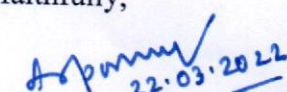
Madam/ Sir,

In order to foster a spirit of loyalty and to promote the general welfare of Polytechnic Institutes, it has been felt necessary of forming Alumni Associations for each of the Government & Government-sponsored Polytechnics of the State which will support the parent organization's goals and strengthen the ties between Alumni, the community, and the parent organization. The process of formation and functioning of the Alumni Associations will be guided by the general guidance and SOP as annexed with this order.

This Directorate will issue 'No Objection' for formation of 'Alumni Association' upon receipt of proposals from Heads of the institutes.

This order is issued in accordance with approval of Govt. under reference vide Memo no. I/179301/2022 dated 05/03/2022.


Yours faithfully,

  
22.03.2022  
Director of Technical Education & Training  
West Bengal

**Encl : As stated**

Copy forwarded for information to:

1. Principal/Principal-in-Charge, ..... Polytechnic.
2. P.S. to the Hon'ble MOS(IC), TET&SD Department, Kolkata 700160;
3. Sr P.A. to the Principal Secretary, TET&SD Department, Kolkata 700160.

  
22.03.2022  
Director of Technical Education & Training  
West Bengal





ANNEXURE

**General Guideline for formation of Alumni Association in Govt. & Govt.-  
Sponsored Polytechnics, its impact on technical education and SOP**

**Definition:**

All passed out students are called Alumni of the concerned Institution. Traditionally, "alumnus" refers specifically to a singular male graduate; a good numbers of alumnus make an association is called Alumni Association.

**Who Should Take on the Leadership Role of an Alumni Association?**

In addition to being an alumnus/ae of the organization (or an employee), the leader of an alumni association should also have the following characteristics:

- Willingness to work with the institute
- Willingness to contribute time for the better interest of the institute and it's students enthusiasm
- Ability to motivate and engage alumni

**Ways in which alumni association are creating a powerful positive impact:**

**1. Assistance in Employability & Offering expertise**

Alumni network has a real life benefit for current students. Alumni also donate their valuable time to offer career support to current students. This enhances the students' experience and gives them that competitive edge in today's tough job market. The alumni network of a college is one of the biggest sources of placement opportunities to the students. Alumni can help students get placed at their respective organizations. Talented alumni will likely have a wealth of experience and skills to share with current students via talks and meets. In certain cases, this could go even further with alumni offering to practically support students in work placements and help them to launch their careers.

**2. Mentorship and Scholarships**

Alumni can play an active role in voluntary programs like mentoring students in their areas of expertise. They also play a significant role in contributing scholarships to deserving students. Alumni get in touch with students and share their expertise and best practices in a given field.

**3. Support system**

An engaged alumni network allows the institute to benefit from the skills and experience of ex-students, by offering their support to the students, development of institution and to each other. If we keep them well informed and engaged, alumni are most loyal supporters and best ambassadors, offering invaluable marketing and promotion across their personal and professional networks.

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*22-3-2022*



### **Formation & Functioning :**

Generally this association is formed by the concerned Institution for their interest on obtaining NOC and approval from Directorate of Technical Education and Training. Principal/ Principal-in-Charge of an Institution will call a general meeting of Alumni with the permission of DTE&T, Govt of West Bengal, subsequently a notice will be served with wide circulation to form an Apex Body for organizing 1<sup>st</sup> alumni Meet on a suitable day preferably on Sunday or on a common holiday in the Institute premises. Permission needs be taken from Directorate of TE&T / Department of TET&SD for making any development from the amount received from Ex-students by sending proper plan and proposal.

A sample agenda for 1<sup>st</sup> **Alumni meet** might include:

- Introductions
- Review general concepts and goals of the Alumni/Alumnae Association
- Outline Alumni/Alumnae Association functions
  - Communication (newsletters, mailings, directories, etc.)
  - Activities of the association
  - Fund raising
  - Scholarships and fellowships
- Identify short and long term needs
- Establish projected expenditures and dues structure
- Solicit areas of interest and capabilities
- Nomination and election of Alumni/Alumnae Association office Bearers
- Appointment of a committee to draw up the bye-laws or organizational outline
- Appointment of other committees and delegation of responsibilities (communications, recognition, events, recruiting etc.)
- Set date, time and location for follow-up meeting

In the presence of a large number of Alumni, an Apex Body to be formed after vivid discussion in the meeting. The apex body may comprise fifteen (15) members in which Principal/ Principal-in-Charge will function as the Ex-Officio Chairman of the Apex body of Association without any financial and legal responsibility.

Following **office bearers** will also be the constituent part of the Apex Body:

- President: One
- Vice President: One
- Secretary: One
- Assistant Secretary: two
- Treasurer: One
- Current student as Co-opt member: One or two

### **Preparation of Bye-Laws**

Have a committee to prepare bye-laws for adoption at the next meeting. The adopted bye-laws need to be sent to the fraternity for the chapter-alumni/alumnae files.

Sample Outline of Alumni/Alumnae Association Bye-Laws:

- Objectives
- Membership
- Officers; duties and powers of officers
- Regular committees; duties and functions of committees
- Meetings and programs; general timing of meetings
- Dues; members to association, control of funds

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- Scholarship and fellowship funds, control and operation
- Communication – regular; content and timing of newsletters
- Major activities and work projects; chapter assistance, social functions, traditionally-sponsored events

The tentative Date, Venue of **follow up Alumni Meet** will be fixed by the Principal/ Principal-in-Charge of the institute in consultation with alumni body in that meeting. The registration charges of alumni and other charges will be decided and announced in that meeting. Chairman may hold key role till the formation of 1st alumni body, thereafter entire affairs of the Alumni will be managed by the Apex Body of association.

#### **The Follow-Up Meeting or Event**

A launch event should be organized with broad appeal to attract as many alumni as possible. Issues to be discussed are mentioned below:

- Other alums and new contacts who could not attend the first meeting should receive invitations through the mail.
- The Association bye-laws should be adopted at this meeting as well. It is also important that all the Office Bearers will attend this meeting.
- The meeting should serve to orientate first-time alumni attendees.

#### **Financing an Alumni/Alumnae Association**

Generally, finances for an Alumni/Alumnae Association can be provided in different ways:

- By Registration charges of alumnus.
- By contributions received by alumnus for a specific Association program. All Contribution and donations to the association will be strictly voluntary and extortion of money from the students, teachers and staff is strictly prohibited.
- A Bank account may be opened for receiving the contribution/donation from alumni/ex-students/stakeholders. That account should be operated by the President, Secretary and Treasurer of the Alumni Association.
- Proper procedure related to Bank and financial rule of the Govt. must be followed, the association will also register with the Income Tax Department for tax exemption on the donations made to such associations.
- Proper accounts of income and expenditure should be maintained and it should be audited and this information should be provided to the higher authority whenever asked by them.
- The Accounting Year of the Association shall be w.e.f. 1<sup>st</sup> April of a year to 31<sup>st</sup> March of next year.
- All the incomes, earnings, moveable and immovable properties of the Association shall be solely utilised and applied only towards promotion of its objectives and no portion shall be paid or transferred by way of dividends/ bonus/ profits or in any other manner whatsoever to the present or past members either directly or indirectly.
- No financial and non-financial liability will lie with Govt.

Other financial considerations:

- Capital Fund Raising Campaigns
- Association-Sponsored Scholarships

**Institutes' website will have separate "Alumni link"** for maintaining online alumni database which may possess plenty of information under following broad Headings:

- **Alumni Network:** Students' Alumni Cell, Find a friend Program
- **Awards**

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- **Services:** Alumni e-mail, Alumnus award, Young Alumni achiever etc.
- **Gallery:** Photo gallery, Video Gallery, Testimonials
- **Profile Update**
- **Alumni Meet "For a year"**
- **Register online** for Alumni members

**Duration of Apex Body :**

The tenure /duration of the Apex Body will be the maximum six months and the 1st Alumni meet will be within the six months from the date of formation of such Apex Body.

**Function of Apex Body :**

The Apex Body mainly organize the 1<sup>st</sup> Alumni Meet. The Apex Body will conduct all the programs on the eve of 1<sup>st</sup> Alumni Meet., communicate to alumni, collect fund on receipts, coordinate with concerned institution for conducting the 1<sup>st</sup> Alumni programs. An office should be run during this period for better communication among the alumni. The apex body will prepare a draft of Memorandum of Alumni Association for registration as per the relevant act of Registration of Societies, West Bengal. The apex body may open a Bank account for the bank operation. The entire matter will be placed before the 1st general meeting/alumni meet. In the 1<sup>st</sup> Alumni meet /general meeting an executive Committee comprise of Alumni members present in the 1<sup>st</sup> Alumni meet will be formed in which Principal/ Principal-in-Charge of the concerned Institution will be the Chairman of Executive Committee by virtue of post, the other portfolio will be decided by the 1<sup>st</sup> general meeting/alumni meet.

**Executive Committee:**

The first Executive committee will be formed in the 1<sup>st</sup> Alumni Meet.

The portfolio of the Executive Committee will be in accordance with the relevant act of Registration of Societies, West Bengal. The Principal /Principal-in-Charge of an Institution will be the Chairman of the Body. The Executive committee will be valid up to the next General Meeting/ Alumni Meet. Other portfolio /s and members of Executive Committee will be decided in the meeting.

- The Alumni association must be registered under the Registration of Societies of West Bengal based on relevant act of Registration of Societies within Six Months from the 1<sup>st</sup> Alumni Meet.
- PAN card must be prepared within Six Months from the 1<sup>st</sup> Alumni Meet.
- No remuneration/salary will be paid to members of Executive body/ portfolio holder as it is fully honorary service. Regular audit is compulsory.

As per the relevant act of Registration of Societies, West Bengal, following meeting may be conducted time-to-time by the association:

- Annual General meeting (AGM)
- Half Yearly AGM
- Spl. General meeting
- Board of Directors' Meeting

**Activities of Alumni Association:** All activities of Alumni Association will run for the betterments/ benefits of the concerned institution and for exchange of experience of the ex-students. All Programs of alumni association must be concentrated for the development of concerned institution and i.e., development of current students studying in the institute.

**Following programs can be organised by the Alumni Association:**

- Seminars on Science & Technology, Environment
- Sky observation/ different workshop
- Training/Industrial Visit

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- Guidance for placement of running students
- Awareness programme /health check up/ blood donation camp
- Educational & Industrial Fair/ Science & Technological Exhibition cum Model Competition
- Quiz Competition/ Symposium
- Award to the talented running students/Award prizes to Student sports
- Assistance to the financial backward students
- Assistance to the institution authority by Technical Experts
- Assistance to the institution authority for infrastructural development of the institution
- Conduct of Good Cultural Program
- One day may be fixed for Alumni Meet with the family members
- No religious and Political activities will be conducted by the Association

Existing Ex-students association of the institutions, if any, will cease to continue further and be reframed as per guidelines of the SOP to function as new Alumni Association .  
In case of exigencies, Chairman will have right to dissolve the Association urgently without showing any reason and recommend the same to the Director of Technical and Training for approval.

All Programs will be for the benefit of Institution, current students and for the members of Alumni .No entry fees for any type of competition may be allowed.

*Admny*  
*22.3.2022*