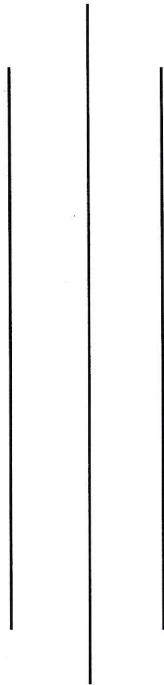


Alumni Guidelines

(2078)



Samriddhi College

Lokanthali-1, Bhaktapur



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Alumni Guidelines

Overview

Alumni Association is an integral part of Samriddhi College, which works with college graduates to renew and strengthen their ties to the institution through alumni community groups.

A. General Guidelines

1. **Definition of Alumni:** Alumni of the college are defined as individuals who have completed a degree program at the college.
2. **Benefits of Being an Alumnus:** Alumni are entitled to a range of benefits, including access to the college's career services, use of the college's library and other resources, discounts on continuing education programs, and invitations to college events.
3. **Stay Connected:** Alumni are encouraged to stay connected with the college and their fellow alumni through the college's alumni association and social media channels.
4. **Give Back:** Alumni are encouraged to support the college by mentoring current students and working independently or together with the college for community engagement and outreach programs.
5. **Stay Informed:** Alumni can stay informed about news and events at the college by subscribing to the college's alumni newsletter and following the college on social media.
6. **Update Contact Information:** Alumni are encouraged to keep their contact information up to date with the college so that they can be informed of opportunities and events.
7. **Respect the College's Policies and Guidelines:** Alumni are expected to adhere to the college's policies and guidelines while using the college's resources and facilities.
8. **Use of College's Name and Logo:** Alumni are permitted to use the college's name and logo respectfully and appropriately per the college's branding guidelines.
9. **Non-Discrimination:** The College does not discriminate based on race, color, national origin, religion, sex, gender identity, sexual orientation, age, or disability. Alumni are expected to uphold this policy.



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B. Governance Guideline

1. Place of Registration

Alumni Association shall be registered with the college, and operate in autonomously.

2. Membership

- Graduates of Samriddhi College become members of the Alumni Association.
- Membership fee is applicable while registering as a member.
- Honorary members could be any one of reputation who is likely to promote the association's interests.

3. Composition of the Executive Committee

The Governing Body (Executive Committee) will consist of 11 members with the following composition and eligibility.

President: Having a minimum of three years of membership as an alumnus

Vice President: Having a minimum of three years of membership as an alumnus

Secretary: Having a minimum of three years of membership as an alumnus

Treasurer: Having a minimum of two years of membership as an alumnus with the ability to manage financial activities.

Members: Seven members having a minimum a year of membership as an alumnus

4. Tenure and Formation:

Tenure of the committee shall remain for two years. The Annual General Meeting (AGM) shall form the committee with majority votes from the members present during the annual general meeting.

5. Decision Process: A minimum of 51% of the executive committee members shall approve the agenda, or stand on behalf of agenda to fulfill quorum.

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6. Meeting

- Executive Committee shall conduct a meeting at least once every two months. The meeting notice shall be circulated to all members by Secretary at least a week in advance.
- All meeting agendas shall be convened by consensus, in case of a divided opinion, the decision of the majority with 51% of the total present shall be decided.

7. Finance

7.1. Source:

- Income from the membership fee
- Association may accept funds, donations, and financial help from any non-political source

7.2. Expense

- Executive Committee shall be responsible for determining the expenditures required to carry the Association's business and is allowed to make such expenditures.

7.3. Responsibility

- Treasurer shall be responsible to issue the utilization of money once the budget is approved. The Executive Committee will ratify all investments at its next meeting.
- Treasurer shall be the authorized primary signatory of the Bank Account whereas President or Secretary shall be the secondary signatory.

8. Amendment

A two-thirds majority of the alumni members present and voting in the General Body Meeting can make changes to any provisions or requirements. Secretary must be notified of the proposed revisions before they are presented at the meeting.

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