



R. C. Patel Educational Trust's
R. C. Patel Arts, Commerce and Science College
Shirpur-425405, Karvand Naka, Dist.- Dhule (Maharashtra)
E-mail - principal@rcpasc.ac.in

Affiliated to: K. B. C. North Maharashtra University, Jalgaon-425001

Self Study Report (SSR): 2024 (4th Cycle)



Criteria - 5
Student Support and Progression

Key Indicator - 5.4
Alumni Engagement

Metric No. - 5.4.1 (QIM)

There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Submitted to
National Assessment and Accreditation Council, Bangalore



R. C. Patel Educational Trust's

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Karvand Naka, Shirpur 425405, Dist - Dhule, Maharashtra

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President

Hon. Bhupeshbhai Patel

Principal

Dr. D. R. Patil

Date: 15/06/2024

Declaration

This is to declare that, the information, reports, true copies of the supporting documents, numerical data etc. submitted in these files is verified by Internal Quality Assurance Cell (IQAC) and it is correct as per the office record.

This declaration is for the purpose of NAAC accreditation of the HEI for the 4th cycle assessment period 2018-19 to 2022-23.

Place: Shirpur

Date: 15/06/2024

Dr. Sandip P. Patil

IQAC Co-ordinator

IQAC Coordinator

R. C. Patel Educational Trust's

R. C. Patel Arts, Commerce and Science College

Shirpur, Dist.-Dhule (M.S.) 425405



Dr. D. R. Patil

IQAC Chairman & Principal

PRINCIPAL

R. C. Patel Educational Trust's

R. C. Patel Arts, Commerce and Science College

Shirpur, Dist.-Dhule (M.S.) 425405



R. C. Patel Educational Trust's

Alumni Association

**Memorandum, Rules, Regulations
And Bye-Laws**

**R. C. Patel Arts, Commerce & Science College
Shirpur (425405), Dist.- Dhule (MS)**

**R. C. Patel Educational Trust's
R. C. Patel Arts, Commerce & Science College
Shirpur (425405), Dist.- Dhule (MS)**

Alumni Association

Memorandum

- 1 Name:** “R. C. Patel Educational Trust's R. C. Patel Arts, Commerce & Science College Alumni Association”
- 2 The Registered office:** The registered office of the Association shall be located at the R. C. Patel Educational Trust's R. C. Patel Arts, Commerce & Science College, Shirpur Dist.- Dhule
- 3 Jurisdiction:** The Association shall have jurisdiction all over the world wherever Alumni reside.
- 4 The Aims :**
 - (a) To promote and foster mutually beneficial interaction between the Alumni and the Alma Mater. To encourage the formation of chapters to increase participation of Alumni.
 - (b) To encourage the Alumni to take abiding interest in the progress and development of the Alma Mater.
 - (c) To undertake activities of nation building including those of charitable nature.
 - (d) To undertake all such lawful activities as are conducive to the attainment of the above objectives.
 - (e) To generate corpus at the R. C. Patel Arts, Commerce & Science College for creating better residential /educational/recreational facilities for the college Community.
 - (f) To exchange professional knowledge, organize technical conferences, seminars workshops & training courses.
- 5 Objectives:**
 - (a) To ‘Donate Books’ to strengthen the departmental libraries of college.
 - (b) To ‘Donate periodicals’ and scientific journals of international repute that are available through INFLIBNET- the consortium of UGC, Delhi.
 - (c) To promote and foster the ‘Virtual Education’ system for guiding the student for various competitive exams.
 - (e) To start training Classes (Hobby Classes) for the personality development of the regular student.

**R. C. Patel Educational Trust's
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Alumni Association

Rules and Regulations

(1) Definition

- (a) "Association" means the R. C. Patel Arts, Commerce & Science College Alumni Association.
- (b) The Institute mean R. C. Patel Educational Trust's R. C. Patel Arts, Commerce & Science College, Shirpur.
- (c) The "General Body" means the General Body of the Association.
- (d) The "Executive Committee" means the Executive Committee of the Association.
- (e) Alumnus means an ex-student who has obtained a degree from the R. C. Patel Educational Trust's R. C. Patel Arts, Commerce & Science College, Shirpur.
- (f) The financial year of the Association shall be reckoned from 1st April to 31st March of the following year.

(2) Membership

The following shall be eligible for the Life Membership of the Association

- (a) Life Members: All Alumna/Alumnus of the R. C. Patel Educational Trust's R. C. Patel Arts, Commerce & Science College are eligible to become life members by paying `/- (I/W Rs.) or as per the decision of the Executive body.
- (b) Annual members: All the student who have been given admission to the college in the current academic tear may become the annual member of Association by paying `100/- for academic year.
- (c) The fees may be received from time to time by the executive body with the concern by General body.

(3) Cessation of Membership

A member of the Association shall cease to be such a member if he/she resigns from his/her membership or is of unsound mind or is convicted by a court for any offence involving moral conductor on termination of the membership by the Executive Committee for compelling reasons.

(4) Organization of the Association

- 4.1 General Body-There shall be a General Body of the Association consisting of all members.
- 4.2 Executive Body-There shall be an Executive Committee to manage the affairs of the Association

- 4.3 Local Chapters - There may be Local Chapters of the Association in various cities in India and abroad.

(5) General Body

- 5.1 The General Body of the Association shall hold an Annual General Body Meeting at least once a year and not more than 18 months shall elapse between two successive Annual General Body Meetings.
- 5.2 A notice of clear 21 days convening an Annual General Meeting shall be given to the members.
- 5.3 The Secretary shall upon being requested in writing by the Executive Committee or by at least 50 members of the Association, call an Extraordinary General Meeting (EGM) for which at least 15 days' notice along with agenda shall be circulated to all the members.
- 5.4 50 members present in person shall form a quorum for any meeting of the General Body. If the meeting is adjourned after 15 minutes for want of quorum, the meeting shall again take place after 30 minutes of adjournment to transact the same business and the members present shall form the quorum.
- 5.5 The duties of the General Body shall be:
- (a) To set guidelines for the Executive Committee so as to achieve the aims and objectives of the Association.
 - (b) To consider and adopt the Annual Report and Audited Accounts of the Association.
 - (c) To approve the budget for the following year.
 - (d) To appoint Auditors.
 - (e) To appoint legal advisors, if any.
 - (f) To honor the Jubilee Alumni and the distinguished Alumni.
 - (g) To elect office bearers and members of the Executive Committee.
 - (h) To transact any other business with the permission of the President in Chair.
- 5.6 All the resolutions put to vote at the General Body shall be decided by a majority vote (unless otherwise provided) on a show of hands. In case of equality of vote, the President in Chair shall have the casting vote.
- 5.7 Returning officer for the elections will be appointed by the Executive Committee who will conduct the election process. The guidelines for conducting the election will be decided by the Executive Committee.

(6) Executive Committee

6.1 The Executive Committee shall consist of:

(i)	President	1
(ii)	Vice President	1
(iii)	Honorary Secretary	1
(iv)	Joint Secretary	1
(v)	Treasurer	1
(vi)	Immediate Past Secretary (ex-officio)	1
(vii)	Members	5

The Honorary Secretary is referred to as the Secretary in the subsequent articles as well as in the Bye-laws.

6.2 Election of the Executive Committee:

- (a) All office bearers and members of the Executive Committee shall be elected/nominated from amongst the Members.
- (b) The President shall be nominated by the outgoing Executive Committee from amongst the eminent Alumni.
- (c) Vice President shall be elected by the General Body.
- (d) The Secretary shall be nominated by the outgoing Executive Committee from amongst the members stationed at Shirpur.
- (e) The Treasurer and Joint Secretary shall be elected from amongst the members stationed at Shirpur.
- (f) 5 other members shall be elected by the General Body.
- (g) The President can nominate two members representing special interests.
- (h) In the eventuality of any seat left vacant, the Executive Committee will have the power to co-opt members to fill the vacancies.
- (i) The procedure for election of the office bearers of the Association shall be regulated according to the Bye-laws of the Association.
- (j) Normally no elected/ nominated office bearer shall hold office for more than three consecutive years except under exceptional circumstances approved by the Executive Committee.
- (k) Returning officer for the elections will be appointed by the Executive Committee who will conduct the election process.

6.3 The Executive Committee will meet ordinarily every quarter, but the Secretary with the permission of President, can call an emergent meeting at any time.

6.4 A notice of 15 days shall ordinarily be given to members for convening an emergent meeting.

- 6.5 The quorum for the Executive Committee meeting shall be seven. In case, there is no quorum, it shall be adjourned and reconvened after 15 minutes, the number of members present will form the quorum.
- 6.6 The Executive Committee shall have all the powers with regard to management and promotion of objectives of the Association according to directives, if any, of the General Body.
- 6.7 The Executive Committee shall frame Bye-laws in accordance with Rules and Regulations, which shall be ratified by the General Body later on.
- 6.8 All office bearers shall normally hold office for one year.
- 6.9 The Executive Committee shall manage the affairs of the Association by majority vote in the Committee Meeting provided that in case of tie, the President shall have the casting vote.

(7) Local Chapters

- (a) The relationship of the parent Association with the Local Chapters will be governed by bye-laws of the Association.
- (b) The Executive committee may recognize a Local Chapter of the Association in any city provided it has 20 members enrolled. A center with less than 20 members but more than five members will be recognized as a Sub-Chapter and it will be attached to the Local Chapter.
- (c) The Local Chapters shall not be normally, under the financial control of the Parent Association at Shirpur. However, if any Local Chapter organizes an activity using the name and patronage of the parent body, they will transfer 20% savings from the activity to corpus fund of the parent body at R.C.Patel Arts, Science and Commerce College, Shirpur.
- (d) The Local Chapters should normally hold activities pertaining to their jurisdiction only. The jurisdiction of Local Chapters will be defined by the parent body from time to time.
- (e) Local Chapters will take prior approval of the parent body before organizing events of regional/national/global nature involving members beyond their jurisdiction.
- (f) In case annual revenue of a chapter exceeds one lakh, the accounts must be audited and certified copies of the balance sheet and audit report submitted to the parent body at Shirpur.

(8) Responsibilities and duties of the office bearers

8.1 President

The President shall preside over Executive Committee and General Body meetings.

He/She shall have all the powers for the management and promotion of the objectives of the association.

8.2 Vice President

The Vice President shall act as the President, in the absence of the President and Working President. He/She shall render advice to the Executive Committee with regard to promotion of the objectives of the Association.

8.3 Secretary

- (a) Any two from amongst the President, Working President, Secretary and Treasurer shall operate the funds of the Association subject to general approval of the Executive Committee.
- (b) The Secretary shall be responsible for the maintenance of the records of the Association.
- (c) The Secretary shall attend to all the activities as approved by the Executive Committee.
- (d) The Secretary shall be responsible for carrying out all correspondence and preparation and distribution of all publications and souvenirs of the Association.
- (e) After holding Annual General Body Meeting, the Secretary shall file the following information with the Registrar of societies:
 - i) List of names addresses and occupation of the members of the Executive Committee
 - ii) An annual report of the previous year.
 - iii) Certified copies of the balance sheet and the auditor's report.

8.4 Treasurer

Treasurer shall keep the books of accounts of the Association. He will collect all dues and claims on behalf of the Association and assist the President and Secretary in ensuring budgetary grants are correctly utilized. In addition, he will liaise with the bankers and the Auditors of the Association.

8.5 Joint Secretary

- (a) Joint Secretary shall assist the Secretary and Treasurer in the management of the activities of the Association as well as all the budgetary accounts.
- (b) Joint Secretary shall act as the Secretary, in the absence of the Secretary.
- (c) Joint Secretary shall assist the Secretary to accept the fees, dues, donation etc. and the membership forms at the office at the college.
- (d) Joint Secretary shall assist the Secretary in the office management to maintain all the inventories (books of record) up-to-date.

(9) Amendments

Any provision of this constitution can be amended by a two-thirds majority of those alumni members present and voting in General Body Meeting. The quorum for such a Meeting will

be 50 members. The proposal to amend the Constitution shall be at the instance of the signed requisition by at least 50 alumni.

Notice of the proposed amendments shall be furnished to the Secretary at least 42 days before the date at which it is proposed to consider the amendments. Such a notice will contain details of the Rule (s) desired to be amended, the proposed text of the changed rule and the reason for seeking the amendment. The latter is meant as a guide for any deliberation at the General Body Meeting. Upon the receipt of a requisition for amendment the Secretary shall issue notice to every member for the meeting, at least 21 days before the scheduled date. Mandate for amendments can be sought by circulation or e-mode also in the eventuality of non-availability of sufficient members in GBM.

Bye laws will be framed by the Executive Committee and can be amended by the Executive Committee.

(10) Finances and Accounts

10.1 The Association shall raise funds for pursuing the objectives of the Association through:

- (a) Subscriptions from the members - The rate of subscription shall be governed by the Bye-Laws of the Association. The membership fee from the passing out students will be collected by the Institute.
- (b) Money donated by the members.
- (c) Any other source approved by the Executive Committee

10.2 The accounts of the Association shall be maintained in any scheduled Bank at Shirpur into which all subscriptions, donations and other income shall be credited

10.3 Financial year of the Association shall be from April 1st to March 31st of the following year.

10.4 The funds of the Association may be invested in Reputed Mutual Funds and other financial instruments currently in vogue, Government Securities, Bonds and Debentures of reputed public companies, Schemes of Unit Trust of India and Banks.

10.5 The services of a reputed investment advisor may be engaged for this purpose on suitable terms.

10.6 Withdrawals from the invested funds shall be made only with the approval of the Executive Committee to be ratified by the General Body later on.

(11) Audit of Accounts

The accounts of the Association shall be audited once a year by a Chartered Accountant to be appointed by the General Body.

(12) Suit and proceedings by and against the Association.

The Association may sue or be sued in the name of Secretary.

12.1 No suits or Proceedings shall fail by reason of any vacancy or change in the holder of office of the Secretary.

- 12.2 Every decree or order against the Association in any suit or proceeding shall be executable against the property of the Association and not against the persons or the property of the President, Working President, Secretary or any office bearer.
- 12.3 Nothing herein shall exempt the President, Working President, Secretary or other office bearers of the Association from any criminal liability under the act or entitle him/her to claim any contribution from the property of the Association in respect of any claim paid by him on conviction by the criminal court.
- 12.4 No member of the Association may be sued or prosecuted by the Association except for any injury or loss damage, detention or destruction of any property of the Association.

(13) Records of the Association

13.1 The following records shall be maintained in the office of the Association:

- (a) Roll of Membership.
 - (b) Minutes of the Executive Committee Meetings.
 - (c) Minutes of the General Body Meetings.
 - (d) Stock Register of non-consumable and consumable items.
 - (e) Cash Book and Ledger.
 - (f) Receipts and vouchers.
 - (g) All publications, reports and souvenirs of the Association.
 - (h) All documents as required by law under Societies Regulation Act 1860
 - (i) Any other relevant record.
- 13.2 These records shall include details of all sums of money received and the sources thereof, and all the sums of money spent and the purpose.
- 13.3 Every member of the General Body shall have the right of inspection of records of the Association during the office hours.
- 13.4 The weeding out of the archival records will be done in accordance of the rules of the Institute.

(14) Winding up of Association

The winding up of the Association shall be carried out as per section 13 & 14 of the societies Regulation Act 21 of 1860.

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R. C. Patel Arts, Commerce & Science College
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Alumni Association

Bye-Laws

(1) Name of the Society

The name of the Society shall be 'R. C. Patel Alumni Association' and shall be referred to as 'Association' subsequently on these articles.

(2) Bye-Laws

These Bye-Laws shall be read along with the Memorandum and Regulations of the Association.

(3) Procedure of Election

- 3.1 Vice President, Joint Secretary, Treasurer and members of the Executive Committee shall be elected in the Annual General Body Meeting through simple majority of votes.
- 3.2 A notice of the General Body Meeting may be served on any member either personally or by sending it through ordinary post, or through newspaper advertisement or through e-mode.
- 3.3 It shall be the duty of a member to keep the Association informed about his/her current address so that proceedings of the Association activities and meeting notice could be sent to him/her.

(4) Financial powers of the Secretary

For non-budgeted items, the financial powers of the secretary shall be limited to ` 5000.00 subject to the approval of President.

(5) Subscription

The rates of subscription for life membership at the time of application shall be as follows:

- (i) ` 1100.00 for Alumni living in India and teachers.
- (ii) US \$ 100.00 for overseas Alumni.
- (iii) ` 100.00 as Annual membership fee of regular students studying in current academic year.

(6) Local Chapters

- 6.1 The Local Chapters may elect President and Secretary to manage the affairs of the Chapter. A meeting of all members of the chapter must be convened at least once a year.
- 6.2 The Secretary should furnish the names and addresses of the office bearers and a list of members of the Local chapter to the Honorary Secretary once a year.

- 6.3 The Local Chapters may raise funds through suitable rate of subscription from the members. The Local Chapters will receive a copy of the Annual General Body Meeting report and other publications of the Association.



Dr. D. R. Patil

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PRINCIPAL

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