



## **SOP OF ALUMINI ASSOCIATION**

### **Introduction**

The KMCT Nursing College Alumni Association was established and officially registered as KMCT College of Nursing Alumni Association, Manassery (KMCTCONA), under the 1860 Societies Registration Act XX1, with the register number KKD/CA/284/2019 . Under the leadership and guidance of Principals, Prof, R mageswari and Mrs. Jasna T (Vice principal) .

Our members of alumni organization are actively involved in the many academic, cultural, and social events that take place at our campus. KMCT Nursing College has produced a large number of skilled nurses. All of them are brought together by the KMCT Nursing College Alumni Association on a single platform. Regular meetings of the Alumni Association are held where members can freely and intimately communicate.

### **Aims and Objectives**

Alumni association aims at motivating, strengthening and fostering the professional relationship among the present and past alumni and thus enhances the growth and developments of the Alma Mate.

### **Objectives**

1. To encourage the alumni to come together under one roof
2. To build a strong alumni network amongst the alumni community
3. To create a common interest groups and provide forum
4. To communicate the ongoing/ activities to the alumni all over the world
5. To ensure that KMCT College of Nursing mission and values are upheld by present and future growth alumni faculty and staff
6. To organize, sacrifice, professional social and cultural programme and to promote continued profession and self development.

The alumni association's objectives include faculty recruiting, fund raising for charitable causes, organizing reunion events, and improving ties between alumni members and the college's teachers, staff, and students. Our alumni members assist our recent graduates in finding employment in a variety of hospitals, clinics, and other related institutions.

### **Functions**

The Executive Committee/ members of the Association will



1. Preserve and stimulate interest in the Alma Mater which makes them aware of the opportunities.
2. Maintain a register of members.
3. Maintain correspondence with the alumni members through electronic mail, post and social media networking.
4. Organize one scientific programme for the benefit of members and nursing professional.
5. Organize public outreach programmes like health camps, health services and health awareness.
6. Generate funds for the association by means of donation, contributions, aids and membership fees.

#### **Alma Shines (Alumni Management Software)**

In order to keep up with the new technological trends our institute has come up with a social networking platform exclusively for our alumni. KMCT Nursing College use alumni management software “ALMASHINES” to support all activities of the alumni association. Almashines is a comprehensive alumni management platform to drive alumni engagement, boost their participation in events, reconnect with unengaged alumni and lay a strong foundation for life long relationships. This platform also provides the international alumni to engage in social networking with other alumni.

#### **Alumni Association**

- Any Student who successfully obtains Nursing degree from the KMCT college of Nursing becomes a life member of the association.
- The request for membership shall be made in the application form approved by the General Body and should be duly filled and signed by the applicant.
- The membership shall be Life Membership.
- Meetings of executive committee members shall be convened once in three months.
- A quorum for the meeting of the executive committee shall be one-third of the members of the executive.
- All decisions shall be on the basis of the majority of votes. In case of an equality of votes, the President of the meeting shall have to cast a vote.



- All matters of dispute shall be referred to the patron and his / her decision shall be final and binding on all parties.
- Seven-day notice shall ordinarily be given for all meetings of the General Body/ Executive Committee. The notice of the General Body meeting shall be communicated electronically to all members.
- In the absence of the President, the Vice-President shall preside over the meetings of the General Body / Executive Committee.
- All decisions shall be on the basis of the majority of votes. In case of an equality of votes, the President of the meeting shall have to cast a vote.
- All matters of dispute shall be referred to the patron and his / her decision shall be final and binding on all parties.
- The General Secretary shall be responsible for filing of annual Reports of Association with the Registrar of Societies after every Annual and other Special General Meetings, Financial Statements with the Income Tax Officer, and such other requirements.
- Any member showing dishonest intention, disobedience of the laws, bad faith or gross negligence will discharge from his/her duties or activities.
- The Association may receive funds, donations, and financial assistance from any non-political source for the furtherance of its objective.
- All monies received on behalf of the Association shall be placed in the name of the Alumni Association in an account to be maintained in a bank to be approved by the Executive Committee.
- The Association's financial year shall end on March 31st. The Executive Committee shall direct the accounts at least once a year by the auditor appointed by the General annual meeting .



- The Executive committee shall determine the expenditure, which is necessary to carry on the affairs of the Association and is authorized to incur such expenditure. In this connection, within 30 days of the Annual General Body meeting, a meeting of the Executive Committee will be held with the Patron of the Association in which a proforma of major activities for the coming year will be discussed and finalized, including the budgetary allocation.
- The Patron shall preside over this meeting. Once the budget has been approved, the responsibility for proper utilization of funds will be that of the President. The President may seek the advice of the Patron, if necessary. All investments will be ratified by the General Body at its next meeting.

### **Definitions**

**Alumni member:** A graduate of the Diploma program of the KMCT School of Nursing or the undergraduate and post graduate programmes of the Father Muller College of Nursing is an alumni member of the Alumni Association of the KMCT College of Nursing.

**President:** The President will

- Preside over all the meetings of the Alumnae Association.
- Nominate a substitute to officiate in her/his absence as the Vice President.
- Conduct elective sessions/proposals for the next Executive Committee.

### **Vice President:**

The Vice President will

- Assist the President in the performance of her duties.
- Substitute for the president in her absence.
- Carry out such duties and responsibilities as are allotted to her by the president



**Secretary:** The Secretary will

- Be responsible for the calling of meetings of the Executive Committee and the General Body in consultation with the President and Vice President.
- Record the minutes of all the meeting of the Executive committee and the General Body. Present before the Executive Committee, suggestions and proposals received from the members of the Executive Committee and General Body for its consideration and necessary action.
- Ensure that the decisions of the Executive committee and General Body are duly carried out.
- Place before the General Body, the minutes of the previous General body meeting.
- Be responsible for the day to day activities of the association.

**Treasurer:** The Treasurer will

- Be responsible for the collection of membership fees and all other income of the Association.
- Be responsible for maintaining detailed accounts of the financial transactions of the association and submit the same for scrutiny by the executive committee.
- Prepare and audit the annual statement of accounts. Present the audited statement of accounts to the General Body.

**Conduct of meetings:**

The announcement of the meeting with the agenda to be made by the President or Secretary one week prior to the meeting.



At the meeting,

- The President will chair the meeting. The Secretary chair, in the absence of the President.
- The minutes of the previous meeting will be read by the Secretary and approved by the members.
- The agenda of the meeting will be presented by the President.
- The agenda will be discussed.
- The minutes will be recorded by the Secretary
- The minutes will be distributed to the members within a week of the meeting.
- The call for the next meeting depends if the agenda discussed requires a follow up.



# KMCT

## COLLEGE OF NURSING

Recognized by Indian Nursing Council & Kerala Nurses and  
Midwives Council & affiliated to Kerala University of Health Sciences

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**KMCT Medical College Campus, Manassery, Mukkom, Kozhikode-673602, Kerala**

Phone: +91 495 2293040, Fax: +91 495 2295040

Email: [nursing@kmct.edu.in](mailto:nursing@kmct.edu.in) Website: <https://www.kmctnursingcollege.org/>