



GURU NANAK EDUCATION TRUST



GURU NANAK INSTITUTE OF PHARMACEUTICAL SCIENCE AND TECHNOLOGY

(GNIPST)

*A JIS Group Institution | Approved by PCI | Accredited by NAAC & NBA | Affiliated to
Maulana Abul Kalam Azad University of Technology, West Bengal (MAKAUT)
157/F, Nilgunj Road, Sahid Colony, Panihati, Kolkata – 700114, West Bengal*

INSTITUTIONAL POLICY DOCUMENT

ALUMNI ASSOCIATION POLICY

Document Control

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Table of Contents

1. Preamble	
2. Objectives of the Policy	
3. Definitions	
4. Scope and Applicability	
5. Name, Status and Registration	
6. Membership	
7. Institutional Mechanism – Alumni Cell	
8. Governance – Executive Committee	
9. General Body and Meetings	
10. Duties of Office-Bearers	
11. Alumni Engagement Activities	
12. Alumni Chapters	
13. Alumni Contributions and Endowments	
14. Financial Management and Audit	
15. Alumni Database and Data Privacy	
16. Recognition and Awards	
17. Use of Institute Name and Communication	
18. Code of Conduct and Termination of Membership	
19. Records, Reporting and Feedback	
20. Amendment and Review of Policy	
21. Approval	
Annexure I – Alumni Membership Registration Form	
Annexure II – Alumni Contribution Form	
Annexure III – Alumni Activity Report	

1. Preamble

Guru Nanak Institute of Pharmaceutical Science and Technology (GNIPST), established in 2005 under the aegis of the Guru Nanak Education Trust and nurtured within the JIS Group, takes pride in its alumni, who serve the pharmaceutical industry, hospitals, community pharmacies, regulatory bodies, academia and research organisations in India and abroad. The alumni are the Institute's ambassadors and an important link between the Institute and the profession.

This Alumni Association Policy has been framed to provide a structured and transparent framework for the formation, governance and functioning of the Alumni Association of GNIPST, and for engaging alumni in the academic, professional and social development of the Institute and its students, in line with the norms of the National Assessment and Accreditation Council (NAAC), the National Board of Accreditation (NBA), and the Pharmacy Council of India (PCI).

2. Objectives of the Policy

The specific objectives of this policy are to:

- Establish and sustain a lifelong relationship between the Institute and its alumni, and among the alumni themselves.
- Engage alumni in mentoring, career guidance, placement, internships, curriculum feedback and industry linkages for the benefit of students.
- Provide a platform for professional networking, knowledge sharing and continuing education among alumni.
- Encourage alumni to contribute to the development of the Institute through their time, expertise and resources.
- Recognise the achievements of distinguished alumni.
- Maintain an accurate alumni database and document alumni engagement for NAAC, NBA and other reporting.

3. Definitions

"Institute" means Guru Nanak Institute of Pharmaceutical Science and Technology (GNIPST).

"Association" means the Alumni Association of Guru Nanak Institute of Pharmaceutical Science and Technology, referred to in Section 5 of this policy.

"Alumnus / Alumna / Alumni" means any person who has completed a programme of study (B.Pharm, M.Pharm, Ph.D or any other programme) at the Institute.

"Alumni Cell" means the cell of the Institute constituted under Section 7 of this policy.

"Executive Committee" means the elected or nominated body managing the affairs of the Association under Section 8 of this policy.

"General Body" means the body of all members of the Association entitled to vote.

"Competent Authority" means the Director/Principal of the Institute, or the Governing Body where specified.

4. Scope and Applicability

This policy applies to the Alumni Association of GNIPST and its chapters, to all alumni who are members of the Association, and to the Institute's Alumni Cell, faculty, staff, departments and students involved in alumni-related activities.

5. Name, Status and Registration

- The Association shall be known as the "Alumni Association of Guru Nanak Institute of Pharmaceutical Science and Technology (GNIPST)".

- The registered office of the Association shall be located at the Institute campus: 157/F, Nilgunj Road, Sahid Colony, Panihati, Kolkata – 700114, West Bengal.
- The Association shall be a non-political, non-religious and not-for-profit body. Its income and property shall be applied solely to its objectives, and no part shall be distributed as profit to any member.
- The Association may be registered as a society under the West Bengal Societies Registration Act, 1961 or under any other applicable law, as decided by the General Body with the approval of the Governing Body of the Institute. Where so registered, the Memorandum of Association and Rules/Bye-laws of the Association shall be consistent with this policy, and in the event of conflict, the registered Bye-laws shall prevail in matters governed by law.

6. Membership

Membership of the Association shall be of the following categories:

Category	Eligibility	Indicative Fee
Life Member	Any alumnus/alumna of the Institute	One-time fee, as decided by the Executive Committee
Associate Member	Final-year students of the Institute, who become Life Members on completion of the programme	Nominal fee or free, as decided
Honorary Member	Present and former faculty, and eminent persons who have made a significant contribution to the Institute, as approved by the Executive Committee	Nil

Note: Membership fees shall be fixed by the Executive Committee with the approval of the General Body, and may be waived or reduced for recent graduates.

- An alumnus/alumna may become a Life Member by submitting the Alumni Membership Registration Form (Annexure I), with proof of having completed a programme at the Institute and the prescribed fee.
- Only Life Members shall have the right to vote and to contest elections to the Executive Committee. Associate and Honorary Members may participate in activities but shall not vote.
- Alumni who are not registered members shall continue to be welcome at alumni events and may be included in the alumni database.

7. Institutional Mechanism – Alumni Cell

The Institute shall constitute an Alumni Cell to support and coordinate with the Association, as follows:

- **Chairperson:** Director / Principal, GNIPST
- **Alumni Coordinator:** A faculty member nominated by the Director
- **Members:** One faculty coordinator from each department, the Training & Placement Officer, and a representative of the office staff

The Alumni Cell shall be responsible for:

- Maintaining and updating the alumni database, and collecting contact details of every outgoing batch before graduation.
- Coordinating alumni engagement activities with departments, the Training & Placement Cell and the IIPC.
- Providing office space, secretarial support and facilities to the Association for its activities, as available.
- Maintaining the alumni section of the Institute website and official alumni communication channels.
- Documenting alumni activities and contributions for NAAC, NBA and other reporting.

8. Governance – Executive Committee

The affairs of the Association shall be managed by an Executive Committee constituted as follows:

Position	Mode of Selection
Patron	Director / Principal, GNIPST (ex officio)
President	Elected from among Life Members
Vice-President	Elected from among Life Members
General Secretary	Elected from among Life Members
Joint Secretary	Elected from among Life Members
Treasurer	Elected from among Life Members
Executive Members (four to six, representing different programmes and batches, including at least one woman)	Elected from among Life Members
Alumni Coordinator of the Institute	Ex officio member, representing the Institute

- Elections shall be held at the Annual General Meeting, or by secure online voting, conducted by a Returning Officer appointed by the Executive Committee in consultation with the Institute.
- The term of office of the elected members shall be two (2) years. No person shall hold the same office for more than two consecutive terms.
- A casual vacancy may be filled by co-option by the Executive Committee for the remainder of the term.
- The first Executive Committee may be constituted by nomination by the Director from among alumni, to hold office until the first election, which shall be held within one year.
- The Executive Committee shall meet at least once every quarter, in person or online. One-third of its members, including at least one office-bearer, shall form the quorum.

9. General Body and Meetings

- The General Body shall consist of all Life Members of the Association.
- An Annual General Meeting (AGM) shall be held once every year, preferably in conjunction with the annual alumni meet, to consider the annual report, audited accounts and budget, to elect the Executive Committee when due, and to transact any other business.
- Notice of the AGM, with the agenda, shall be given to members by e-mail and on the Institute website at least twenty-one (21) days in advance.
- A Special General Meeting may be called by the Executive Committee, or on a written requisition by at least one-tenth of the Life Members, with at least fifteen (15) days' notice.
- The quorum for a General Body meeting shall be as fixed in the Bye-laws, or, failing that, such number of Life Members as the Executive Committee may notify. Meetings may be held in hybrid mode to enable participation of alumni living elsewhere.
- Decisions shall be taken by a simple majority of members present and voting, except for amendments to the Bye-laws, which shall require a two-thirds majority.

10. Duties of Office-Bearers

- **President:** Preside over meetings of the General Body and Executive Committee, represent the Association, and guide its activities.
- **Vice-President:** Assist the President and act in the President's absence.

- **General Secretary:** Convene meetings, maintain minutes and records, carry out decisions, conduct correspondence, and prepare the annual report.
- **Joint Secretary:** Assist the General Secretary and act in the General Secretary's absence.
- **Treasurer:** Maintain the accounts, receive and issue receipts for funds, make payments as approved, and present the accounts for audit.
- **Alumni Coordinator (ex officio):** Act as the link between the Association and the Institute, and ensure that Association activities on campus comply with Institute rules.

11. Alumni Engagement Activities

The Association, in coordination with the Alumni Cell, shall undertake activities such as the following:

- **Alumni meets:** An annual alumni meet (reunion) and batch reunions, with interaction between alumni, faculty and students.
- **Mentoring and career guidance:** Alumni mentoring of students, career counselling, and guidance on higher studies, competitive examinations (such as GPAT and NIPER JEE) and opportunities abroad.
- **Guest lectures and workshops:** Expert talks, workshops and skill sessions by alumni working in industry, hospitals, regulatory bodies and academia.
- **Placement and internships:** Referral of placement and internship opportunities, and assistance in organising recruitment drives, in coordination with the Training & Placement Cell.
- **Curriculum and quality feedback:** Structured alumni feedback on curriculum and programme outcomes, and participation in department advisory bodies and the IQAC as nominated.
- **Industry linkages:** Facilitation of MoUs, industrial visits, projects and consultancy with organisations where alumni work, in coordination with the IIPC.
- **Continuing education:** Refresher programmes and professional development activities for alumni.
- **Social outreach:** Health awareness camps, blood donation camps and community programmes in collaboration with the Institute's NSS unit.
- **Communication:** Newsletters, alumni directory, and online and social media groups.

12. Alumni Chapters

Alumni chapters may be formed in cities, states or countries with a significant number of alumni, with the approval of the Executive Committee. Each chapter shall have a coordinator, shall function under this policy and the Bye-laws of the Association, shall not hold separate funds without the approval of the Executive Committee, and shall report its activities to the Executive Committee at least once a year.

13. Alumni Contributions and Endowments

- Alumni may contribute to the development of the Institute in cash or in kind, including scholarships, awards, endowment chairs, equipment, books, infrastructure, sponsorship of events and support to needy students.
- Contributions intended for the Institute shall be made directly to the Institute (or its Trust, as advised by the Finance & Accounts Office) through official banking channels, using the Alumni Contribution Form (Annexure II), and shall be receipted accordingly. Contributions intended for the activities of the Association shall be made to the Association's bank account and receipted by the Treasurer.
- Endowments for scholarships, awards or medals shall be governed by a written agreement specifying the corpus, purpose, eligibility, selection procedure and naming, approved by the Competent Authority. Only the income from the corpus shall ordinarily be used for the stated purpose.
- The Institute may decline any contribution whose conditions are inconsistent with its objectives, policies or applicable law.

- Tax exemption, if any, shall be available only as per the registration and status of the recipient body under applicable law; no assurance of tax benefit shall be given otherwise.
- Contributions of time and expertise, such as mentoring and guest lectures, shall be recognised and documented equally with financial contributions.

14. Financial Management and Audit

- The funds of the Association shall consist of membership fees, contributions, sponsorships and income from events, and shall be kept in a bank account in the name of the Association.
- The bank account shall be operated jointly by any two of the President, the General Secretary and the Treasurer, one of whom shall be the Treasurer.
- Proper books of accounts shall be maintained, and all income and expenditure shall be supported by receipts and vouchers. Expenditure shall be incurred only in accordance with the budget approved by the General Body or as sanctioned by the Executive Committee.
- The accounts shall be audited annually by a Chartered Accountant appointed by the General Body, and the audited statement shall be placed before the AGM.
- The Association shall comply with all statutory requirements applicable to it, including filings under the law under which it is registered and tax laws. Foreign contributions, if any, shall be received only in compliance with the Foreign Contribution (Regulation) Act, 2010.
- Institute funds and Association funds shall be kept separate at all times.

15. Alumni Database and Data Privacy

- The Alumni Cell shall maintain an alumni database with details such as name, programme, year of passing, contact details, current occupation, organisation and location, collected with the consent of the alumni.
- Personal data of alumni shall be used only for alumni-related communication and Institute purposes, shall be protected with reasonable security safeguards, and shall be handled in accordance with the Digital Personal Data Protection Act, 2023 and the Institute's IT Policy.
- Alumni data shall not be sold or shared with third parties for commercial purposes. Alumni may request correction of their data or withdrawal from the database at any time.
- Only aggregated, non-identifying information shall be used in public reports, except where the alumni concerned have given consent.

16. Recognition and Awards

The Association, in consultation with the Institute, may institute awards such as a Distinguished Alumni Award and a Young Achiever Award to recognise alumni for outstanding achievement in industry, academics, research, entrepreneurship, public service or service to the Institute. Selection shall be made by a committee constituted by the Executive Committee, including a representative of the Institute, based on published criteria. Awards shall ordinarily be presented at the annual alumni meet or a major Institute event.

17. Use of Institute Name and Communication

- The Association may use the name and logo of the Institute only for its official activities, and in a manner approved by the Institute. Chapters and individual alumni shall not use the Institute's name, logo or letterhead for any commercial, political or personal purpose.
- Official alumni social media pages and groups shall be created and managed only by persons authorised by the Executive Committee and the Alumni Cell.

- Statements on behalf of the Association shall be issued only by the President or the General Secretary. Statements on behalf of the Institute shall be issued only by the Institute.
- Activities of the Association on the campus shall require prior permission of the Institute and shall follow Institute rules.

18. Code of Conduct and Termination of Membership

Members of the Association shall uphold the reputation of the Institute and the Association, act with integrity, and observe the rules of the Institute while on campus and in interactions with students. Interactions with students shall be professional and respectful, and shall be subject to the Institute's policies, including the Gender Sensitization and POSH Policy.

The Executive Committee may, after giving the member concerned an opportunity to be heard, suspend or terminate the membership of any member found guilty of conduct prejudicial to the interests of the Association or the Institute, misuse of the Association's or Institute's name or funds, or conviction for a serious criminal offence. The member may appeal to the General Body, whose decision shall be final.

19. Records, Reporting and Feedback

The Association shall maintain minutes of all meetings, a membership register, accounts and records of activities. The General Secretary shall prepare an annual report of the Association's activities and finances, which shall be placed before the AGM and submitted to the Institute. The Alumni Cell shall document alumni activities using the Alumni Activity Report (Annexure III), collect structured alumni feedback annually, and compile data on alumni engagement, contributions and progression for the Institute's NAAC, NBA, NIRF and other compliance reporting. A summary of alumni activities shall be placed before the Governing Body annually.

In the event of dissolution of the Association, which shall require a resolution passed by a two-thirds majority of the General Body (and compliance with applicable law if registered), any remaining assets, after settlement of liabilities, shall not be distributed among members but shall be transferred to the Institute or to a body with similar objectives, for the benefit of students.

20. Amendment and Review of Policy

This policy shall be reviewed once every three years, or earlier if required by changes in applicable law, NAAC/NBA/AICTE/PCI guidelines, or the needs of the Institute and the Association. Amendments may be proposed by the Executive Committee or the Alumni Cell. Any amendment shall require the approval of the Governing Body of GNIPST and shall be communicated to all members, students, faculty and staff through official channels.

21. Approval

This Alumni Association Policy has been recommended by the Alumni Cell and is placed for approval before the Governing Body of Guru Nanak Institute of Pharmaceutical Science and Technology.

Prepared by
(Alumni Coordinator)

Date:

Recommended by
(Director / Principal)

Date:

Approved by
(Chairperson, Governing Body)

Date:

Annexure I – Alumni Membership Registration Form

1. Full Name (and name at the time of study, if different)	
2. Programme Completed (D.Pharm / B.Pharm / M.Pharm / Pharm.D / Ph.D) & Specialisation	
3. Year of Admission & Year of Passing	
4. University Roll / Registration No.	
5. Contact Number & E-mail Address	
6. Present Address (City, State, Country)	
7. Current Occupation, Designation & Organisation	
8. Higher Qualifications / Professional Achievements	
9. Category of Membership Applied for & Fee Paid (Receipt No.)	
10. Areas of Willingness to Contribute (Mentoring / Guest Lecture / Placement / Internship / Donation / Other)	
11. Consent: I consent to my details being used by the Alumni Association and the Institute for alumni-related purposes. Signature & Date	
12. Verified by Alumni Cell (Signature & Date) & Membership No. Allotted	

Annexure II – Alumni Contribution Form

1. Name of Contributor	
2. Programme & Year of Passing	
3. Contact Number & E-mail Address	
4. PAN (where required for receipt)	
5. Type of Contribution (Cash / In Kind / Endowment / Sponsorship)	
6. Amount (₹) or Description of Items	
7. Purpose (Scholarship / Award / Equipment / Infrastructure / Event / General)	
8. Mode of Payment & Transaction Reference	
9. Conditions, if any (for endowments, attach agreement)	
10. Signature of Contributor & Date	
11. Received by (Finance & Accounts / Treasurer) & Receipt No.	

Annexure III – Alumni Activity Report

1. Title of the Activity	
2. Type (Alumni Meet / Guest Lecture / Mentoring / Placement Support / Workshop / Outreach / Other)	
3. Date(s) and Venue / Mode	
4. Name(s), Batch & Organisation of Alumni Involved	
5. Organised by (Alumni Association / Alumni Cell / Department / Chapter)	
6. Number of Participants (Alumni / Students / Faculty)	
7. Summary of the Activity	
8. Outcomes and Feedback	
9. Supporting Documents Attached (Notice, Attendance, Photographs)	
10. Signature of Alumni Coordinator & Date	