

GTU Alumni Association

CONSTITUTION OF GTU ALUMNI ASSOCIATION

Minutes of the Meeting

The first meeting of Gujarat Technological University Alumni Association (GTUAA) was convened on 2nd January, 2012 at GTU's Gandhinagar campus, E-4, K-6 Circle, G.I.D.C. Electronics Estate, Sector -26, Near Gandhinagar Polytechnic, (Old GNLU Campus), Gandhinagar- 382 010.

In the meeting many Principals/Directors, Deans and more than 25 senior teaching faculty members were present.

In the beginning, Dr. K. N. Sheth welcomed all the members and requested Dr. Akshai Aggarwal, Dr. S O. Junare, Dr. M. M. Patel, Dr. Rupesh Vasani and Dr. Vikram Patel to join for *Deep Pragtayam*.

Dr. K. N. Sheth then requested Dr. Akshai Aggarwal , Vice chancellor, Gujarat Technological University for key note address on the constitution of Alumni Association.

Dr. Aggarwal stated that Alumni Associations play crucial role for the growth and prosperity of a University. All the world class universities have effective engagements with Alumni and Alumni Associations. Dr. Aggarwal further stated that alumni should receive regular emails from the university's alumni wing and the wing should maintain a vibrant link with the alumni. Alumni are ambassadors of the University in the society and industry scattered over the world. University must utilize the strength of alumni, who can energize the University with new ideas, feedback on design of courses, promote industrial contact and industrial research. Such an association may help train students, placement and fund raising. He then explained how American Universities generate revenue from their alumni. Dr. Aggrawal advised to learn the service approach and learn the habit of continuous excellence from successful alumni associations.

He said that when GTU gains a higher reputation by continuing to work hard along the path of continuous improvement, it would start getting donations from its alumni. He reminded of Sir Ratan Tata's financial contribution to Harvard University and a donation by Government of India to Oxford University in the name of Indira Gandhi, who had spent one year at Sommerville College of Oxford University.

GTU Alumni Association

He concluded with strong recommendation to keep focus on formation of the alumni association and assuring the alumni about our service through the alumni wing, headed by Dr K N Sheth, as the Dean for Advancement, Alumni Affairs and Interdisciplinary Research.

The session was then handed over to Dr. K. N. Sheth. Dr. K. N. Sheth began by saying that Wisconsin Alumni research foundation has contributed more than 1 billion dollars to the university.

In the beginning, Dr. K. N. Sheth stated that all the aspects of constitution of Alumni Association as explained by Dr. Akshai Aggarwal have been considered in his presentation for interaction with all the members present. In the beginning, Dr. K. N. Sheth stimulated the members by showing the proposed logo of GTU Alumni Association and important quote as under:

“Coming together is a beginning, keeping together is a progress and working together is a success.”

He said that the alumni have a great kinetic energy which can be strategically tapped by creating network of all alumni. Alumni Association can play a crucial role in making GTU a World class University. Alumni Association should not be visualized as a source of fundraising, particularly during the first few years. But more importantly, the alumni can give external support for obtaining truthful feedback on design and scope of courses, to promote entrepreneurship, promote industrial research, training for the students, placement, etc. as stated by Dr. Akshai Aggarwal during his keynote address.

Explaining the broad agenda, mission and the principal objectives, he stated that GTU Alumni Association (GTUAA) is proposed to be set up as the umbrella organization for all colleges affiliated to GTU. The Mission statement of GTUAA was read as under:

- Provide a vibrant forum that promotes interaction and networking among alumni of the Institutes
- Help alumni achieve their professional goals,
- Facilitate the association of alumni with their Alma Mater, and
- Contribute to the University’s vision of being recognized among the world's leading institutions in academics, research excellence and innovation.

The vision statement as given by Dr. K. N. Sheth for GTUAA is

“The GTUAA aims to serve the needs of its alumni by helping them advance in their careers through working for satisfying their needs for knowledge inputs and through networking, to link

GTU Alumni Association

the alumni to the institutions affiliated to GTU, to develop synergistic plans to support the institutions for achieving their mission, and to enable the institutes to add value to all its stakeholders through the membership of GTUAA.”

Dr. K. N. Sheth broadly stated the essential purposes of formation of GTU Alumni Association as under:

- To foster a spirit of loyalty in the Alumni to both for GTU and the graduating Institute
- To strengthen the ties between alumni, the community, and the parent organization
- To build and sustain and strengthen a lifelong relationship between the University and its alumni through various cultural and social activities
- To promote the general welfare of GTU
- To support the parent organization’s goals

Dr. K. N. Sheth said that in the Theme paper uploaded by the University, the agenda items proposed to be discussed in today’s meeting have been delineated as under:

- To discuss the feasibility of starting Alumni Association
- To determine appropriate plans to move forward and to chart the procedures which may include:
 - Identifying the Core group of interest in alumni matters amongst the University/Institute level
 - Finalization of aims and objectives of GTUAA
 - Formalization of GTUAA
 - Constituting the Advisory and Executive Council for GTUAA
 - Identifying distinguishing Alumni
 - Membership fees and photo identity card/ minimum members to begin with
 - Preparing for the First GTU Meet
 - Developing web space for the department of Alumni Relations Wing of GTU

While discussing the first agenda item, “To discuss the feasibility of starting Alumni Association”, Dr. K. N. Sheth stated that following are the issues:

- Who should be included?
- What about the institutions established prior to GTU and now affiliated to GTU?
- Whether the alumni will be interested in also having membership of GTU Alumni Association?

GTU Alumni Association

Dr. Akshai Aggarwal responded to all these issues by saying that the Thomson College of Engineering, Roorkee was established in 1847 and was converted to the First Technical University of India in the year 1949. However, Government promoted University of Roorkee to the seventh IIT on September 21, 2001. All the Alumni Associations of University of Roorkee have joined the PAN-IIT Association.

He added that GTUAA should consider all the alumni of GTU Colleges as its unpaid members. We may provide links on the website and the website should include Event calendar, Career explorations, Scholarships and Awards. We may have a provision for the Alumni Associations of the Colleges to become institutional members of GTUAA.

Then discussion on the next agenda item “To determine appropriate plans to move forward and chart the procedures” took place. Dr. K. N. Sheth stated that we need to identify the Core group. He then said that the core group must have requisite characteristics such as

- Willingness to work with the University
- Willingness to contribute time
- Enthusiasm to perform the work
- Ability to motivate and engage alumni
- Create interest amongst alumni and friends of GTU to participate in the association’s activities.

The third agenda item “Formalization of GTUAA” was meticulously discussed in the meeting. Dr. Rupesh Vasani informed the members that he has been office bearer in DDU Alumni Association since last 16 years. He stated that the Organization structure of DDUAA is headed by Secretary, Executive committee and DDU Alumni Association has many local chapters.

In his response, Dr. Aggarwal suggested that GTU Alumni Association should also have local chapters from the beginning itself including chapters of Alumni Association in other States.

Dr. M. M. Patel, Principal of Kalol Institute Pharmaceutical Education and Research suggested that there should be members from the alumni as well as faculty members. In response to Dr. M. M. Patel, Dr. K. N. Sheth had shown the proposed Organizational Structure of GTU Alumni Association.

Dr. K. N. Sheth said that the step in finalization is Constitution of Executive committee, (i.e., Advisory body not by election.)

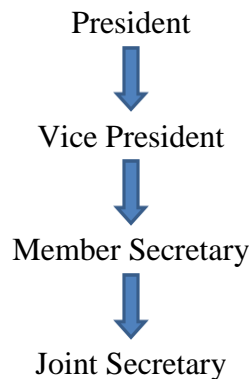
1. Vice Chancellor-1(President)
2. One of the Directors (Vice-President)
3. Dean (Alumni Affairs)-1 (Member Secretary)

GTU Alumni Association

4. Registrar-1 (Joint - Secretary)

5. Dean of constituent zone -5x5 (Members) (useful when we go for expansion / for local chapters)

Governing Body of GTUAA



Member Member Member Member Member

The structure of the Office bearer of the Alumni Association Chapters shall be by election once in three years for the four important posts and the elected members shall be called as ‘office bearers’.

- Chairman
- Vice Chairman
- General Secretary
- Treasurer

Agenda item on ‘Identifying distinguishing Alumni’ was discussed. Such distinguished Alumni may be identified through the institutions having large Alumni.

It was decided that in the website of GTUAA, links may be provided for other Alumni Association. The members of such association will suo moto become members of GTUAA by paying subscription fees as may be decided at the appropriate time.

As regards agenda item “Membership fees and photo identity card/ minimum members to begin with” issues to be tackled as stated by Dr. K. N. Sheth were

1. Creating huge data base and

GTU Alumni Association

2. Managing database

He then raised question as to whether the work should be outsourced or establish by our own set up. Dr. Aggarwal, suggested that voluntarily someone from us should design the website. The domain can be hired. Meanwhile some space can be allotted in GTU website to begin with.

Dr. K. N. Sheth suggested that the nominal fees called as subscription fees should be charged for Life Membership – Rs 4000/- or \$80, Annual membership- Rs 500/ or \$ 10, (50% goes to parent body only after 3 years for capital formation), Separate Account may be opened by CAO (to accept cheques / DDs in favour of GTU Alumni Association). Accounts auditable independently or by GTU body. This issue was discussed at the greater length.

Dr. M. M. Patel suggested that there can be different categories of membership like Associate membership, Patron membership and membership to invited bodies for constituting the office bearer of the Alumni Association, Dr. M. M. Patel suggested that in these categories of membership two members from associate, 2 for patron and 10 from life membership can be elected as Office bearers every three years.

Dr. M. M. Patel also suggested that the membership certificate should be issued by the GTUAA giving details of the year of passing, course taken up by Alumni, etc. In response to this Dr. K. N. Sheth suggested that someone should meet last year's graduates.

Further as regards subscription fees it was suggested that Rs. 4000/- will be very high and there should not be Life membership and Annual membership. Dr. Vikram Patel, Principal of Shankarsinh Vaghela College suggested that there should be only one time fee for the Alumni. Prof. C.R. Trivedi of SSPC, Visnagar wanted to know whether the membership fees will be the same for Diploma, Degree, PG and Ph.D. Dr. Rupesh Vasani, however, suggested that the subscription fees for all the Alumni should be the same. As regards collection of subscription fees, the members had shown concern as to at what point of time the fees should be collected and whether the existing alumni of the institute will have to pay separate fees to become university Alumni.

Dr. Aggarwal stated that GTUAA may be a legal entity and the Alumni of the institute may automatically become Alumni of GTUAA, if the concerned Association becomes an institutional member of GTUAA. It was suggested by Dr. Rupesh Vasani that the Institute can charge the Alumni fees while collecting the University registration fee. However, Dr. Junare, Dean of Faculty of Management and Director of NICM stated that it will not be possible to do so because the approval from the Fee Regulation Committee is required. Dr. K. N. Sheth suggested that the fees should not be collected by any of the Institute, it should be collected by GTU.

GTU Alumni Association

Dr. Akshai Aggarwal, however, suggested that a nominal one time fees of Rs. 500/- as suggested by Prof. D. G. Panchal can be collected at the time of Convocation.

Next important agenda item was Registration and legal formalities for discussion was brought by Dr. K. N. Sheth, Director, Faculty of Engineering and Faculty of Management, SSES. He said that for completion of legal formalities we must finalize legal documents by studying sample documents of other Alumni Associations which may include:

- 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
- 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

Other issues discussed where, “Venue for Registered office. In this context, Dr. Akshai Aggarwal immediately said that space is proposed to be allotted for GTU Alumni Association in the new building of GTU at Chandkheda.

The next issues of framing the bye-laws (more specifics on dues, elections, amendments, and setting of objectives of the proposed organization.

To these issues Dr. Aggarwal suggested that the Core committee must begin with the process of creating by-laws and constitution.

Dr. K. N. Sheth enumerated the duties to be performed by the core group during his presentation as under:

- Data base creation
- Legal activities like - Registration of Association as an organization of GTU includes deciding & legally Setting of objectives of the proposed organization
- Finance activities- collection of fees opening account
- Encouraging & Strengthening Activities

Dr. K. N. Sheth suggested that we should design the first launch event. The first meet could be in February when we have our VC and dignitaries present in the event. Explaining the significance of the first meet Dr. K. N. Sheth stated that

GTU Alumni Association

- This meeting is crucial. If the alumni can see results, they will continue to serve on the Alumni Association.
- Other alums and new contacts who could not attend the first meeting should receive invitations through the mail.
- The Association by-laws should be adopted at this meeting as well. It is also important that the chapter officers attend this meeting.
- The meeting should serve to orientate first-time alumni attendees

He then suggested that immediately we must prepare for the first launch including but not limited to:

- News letter
- Issuance of Photo identity cards
- Designing & Printing official stationary
- Initially University may at least give independent earmarked Space for GTUAA office, other facilities, appoint part time or full time Assistants to Dean (Alumni Affairs), who may help the committees and be the contact person in our Alumni office as the Dean (Alumni Affairs) may not be available in the office of GTUAA all the time.

Dr. K. N. Sheth briefly explained the need for the office for performing many important activities like

- Communications:
 - Newsletters
 - Postcards/Flyers (to promote special events – ballgames, golf outings, etc.)
 - Association Directory
 - Telephone
 - Web: on line alumni community social networks (e.g. Face book, Twitter), e-mail blasting
- Recordkeeping:
 - Keep accurate records
 - Maintain a data base of alumni names, addresses, contact details

Dr. K. N. Sheth then had enumerated the tasks before the core groups of GTU Alumni Association as under:

Task 1. Forming interested Alumni group by meeting informally with alums to obtain names

- Obtaining a zonal wise listing of members from zonal offices
- Telephone and personally meet with alums
- Directly asking for their participation in starting the association

GTU Alumni Association

Task 2. 1st Communication by core group

A letter should be mailed (or a message sent) to all alumni, introducing them to our leader Dr Akshai Aggarwal and the achievement of GTU, requesting them to update their contact information, and inquiring if there are any interested volunteers for the committee

Task 3. Getting alumni Organized by calling for a meeting

- A meeting should be convened of interested alumni to agree upon the association's objectives and form a committee. A sample agenda might include:
 - Introductions
 - Review general concepts and goals of the Alumni Association
 - Outline Alumni/Alumnae Association functions
 - A. Communication (newsletters, mailings, directories, etc.)
 - B. Activities
 - C. Fund raising
 - D. Scholarships and fellowships
 - E. Assistance in Alumni/Alumnae coordinator programming
 - Identify short and long term needs

The next activity of the core group is the follow-up of meeting/event, i.e., A launch event should be organized with broad appeal to attract as many alumni as possible, when the VC of the GTU is available to attend.

The most important activity for the Core group is to look for “Financing an Alumni Association”. Dr. K. N. Sheth said that the question of financing can be a major obstacle for a new Alumni Association. Generally, finances for an Alumni/Alumnae Association can be provided in three different ways:

- By an annual dues program for Association members
- By contributions received by alums for a specific Association program
- By a combination of the above methods
-

Other financial considerations he discussed were:

- Capital Fund Raising Campaigns
- Association-Sponsored Scholarships

He then said that we can give GTU Alumni Awards to alumni who make annual gift to GTU in grateful acknowledgement of their financial support and its mission.

GTU Alumni Association

From the next year the subscription fees of Rs. 500/- for GTUAA can be collected by constituent colleges along with Convocation fees. He said that the fund raising is not the objective of GTUAA. GTU may render the necessary infrastructural support as necessary.

The last but not the least important issue “Development of Alumni web site” was discussed widely. Many suggestions came forth which were however narrated in the presentation of Dr. K. N. Sheth including:

- Personal information of Alumni (go on adding current students)
- On line services – E mail & more- log on for search for “your classmates”
- News letters
- Other alumni groups (connecting links)
- Event calendars – Alumni can assist in career exploration offer scholarships and small awards each year
- Job opportunities/ career net work
- Link face book page, follow up on twitter and joining our liked in groups

On behalf of Prof. Vasani, Principal of L. E. College of Morbi, Prof. D. G. Panchal had given several suggestions. However, he stated that many of them have been incorporated in the presentation given by Dr. K. N. Sheth. Few suggestions which were not focused were then suggested by him.

1. Money transfer and payment for Alumni Association should be online. The GTUAA should have zone wise centers. The Honourable Vice Chancellor advised Dr. K. N. Sheth to appoint a few Principals to take care of Zonal chapters.
2. The alumni should be contacted frequently over the telephone and frequent personal meet should be organized with the Alumni.
3. Any event on Alumni Association should always be informed to Principals of University.

The Core Committee was formed by the Vice Chancellor as under:

- Dr. M. N. Patel – Director and Dr. K. N. Sheth, Dean to head the committee
- Dr. S.O. Junare, Director of NICM and Dean of Faculty of Management, Gandhinagar Zone
- Dr. Rupesh Vasani, Principal of Sal Institute and Dean of Ahmedabad Zone
- Dr. M. M. Patel, Principal of Kalol Institute of Pharmacy
- Dr. Maiti, Principal of L. J. College of Engineering
- Dr. Vikram Patel, Principal of Shankarsinh Vaghela College

The meeting ended with a Vote of Thanks to Dr. Akshai Aggarwal, Honourable Vice Chancellor of Gujarat Technological University.