




Aditya College of Engineering & Technology

Aditya Nagar, ADB Road, Surampalem - 533437

ALUMNI COORDINATION CELL STANDARD OPERATING PROCEDURES

- To become a life member of the association, any student must obtain degree from the college successfully.
- Body approves the application form through which the request for membership shall be made. The application should be filled properly/correctly and signed by the applicant.
- The membership shall be Life Membership.
- Once in three months, meetings of executive committee members will be held.
- To make the meetings valid, there should be one-third of the members of the executive present.
- On the basis of the majority of votes, the decisions shall be taken. In case, any decision gained equal number of votes, the president of the meeting need to (vote)/cast a vote.
- Patron refers all matters of dispute and his/her decision will be final and binding all parties.
- Seven-day notice shall be given for all meetings of the General Body. It is electronically communicated.
- In the absence of the President, the Vice-President shall preside over the meetings.
- The general secretary shall be responsible for filling of annual reports of association, and financial statements with the income tax officer.
- Any member showing disobedience of the laws, bad faith or negligence will be expelled out from the duties.
- In furtherance of the objective, any non-political resource can provide funds, donations and financial help.
- The funds received by the association shall be placed in the name of ACETAWS in a bank account to get the approval of the committee executives.
- Any member showing dishonest intention, disobedience of the laws, bad faith or gross negligence will discharge from his/her duties or activities.


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- The financial year of Association shall end on March 31st, At the Annual General Meeting, General Body appoints the Auditor. At least once in a year, the accounts will be directed by the auditor.
- To continue the activities /affairs of the Association, the expenditure will be determined and authorized incur/bear such expenditure within 30 days of the Annual General Body meeting,
- Executive committee meeting will be arranged with the Patron of the Association. In that meeting, proforma/list of major activities for coming financial year will be discussed and finalized along with budget allocation.
- Once the budget has been approved, the President shall be responsible for proper and genuine utilization of funds.
- If necessary, the president may seek the advice of the Patron. All the investments will be sanctioned by the General Body at its next meeting.


Principal
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