



POLICY AND GUIDELINES FOR THE ESTABLISHMENT AND OPERATION OF ALUMNI CHAPTERS OF BIT MESRA THROUGH BITMAA

A. OBJECTIVE

To set the Policy and Guidelines for the establishment and operation of Alumni Chapters run independently by Alumni Members or Groups of BIT Mesra with proper endorsement and recognition from the Official Alumni Chapter of BIT Mesra - BITMAA.

B. DEFINITIONS

In this policy unless there is anything repugnant to the subject or context:

- a) 'BIT Mesra' means The Birla Institute Technology, Mesra.
- b) BITMAA (Birla Institute of Technology Mesra Alumni Association) means official Alumni Association of BIT Mesra which is constituted and registered under the Indian Societies Act, 1860.
- c) 'Chapter' or 'Association' means the Chapters of the Birla Institute of Technology Mesra Alumni Association (BITMAA) run independently by the concerned Chapter Members and Office Bearers in conformity with the policy, guidelines, and byelaws of the BITMAA and its Chapter Policy.
- d) 'Executive Committee' means the Executive Committee of the Chapters.
- e) 'Chairperson', 'Secretary', and 'Treasurer' mean the respective Chairperson, Secretary and Treasurer of the concerned chapters, selected/elected from the concerned chapter.
- f) 'Member' means Member of a Chapter (who are necessarily alumni of BIT Mesra).

C. SCOPE

This document outlines the policy and guidelines for the establishment and operation of the Chapters of the '**Birla Institute of Technology Mesra Alumni Association (BITMAA)**' in different geographical areas and runs independently by the Chapter Members in conformity with the declared policy, guidelines, and bylaws of BITMAA Chapter Policy.

BITMAA Chapter Policy and Guidelines rest on the sentiment of mobilizing member interaction through selfless service, harmony, trust, and collective functioning. It is expected that Chapters will uphold these values and ensure smooth functioning in all

matters. Developing the brand BIT Mesra, taking pride in being its alumnus and contributing to the alma mater for its academic growth shall be the ultimate objective of all chapters. The mission of all Chapters shall be aligned with the mission of BITMAA as given below:

- a) Alumni Chapters will not engage in any commercial, unethical, or anti-national activities.
- b) To connect with all Alumni of the Institute [including the External Centres (EC) or Off-Campuses]
- c) To promote interaction and networking amongst the alumni.
- d) To extend support to the Alumni in achieving their professional and societal goals.
- e) To leverage the reputation and goodwill of the Alumni to promote the developmental goals of the Institute.
- f) To provide a platform for professional and social interactions of Alumni with other stakeholders of the institute and to promote Special Interest Groups.
- g) To strengthen the relationship and bonding between the Alumni and their Alma Mater and promote better relationships among the entire alumni pool.
- h) To be active partners in the progress of the Institute in being recognized among the world's leading institutions in academics, research, outreach, and innovation.
- i) To run the Association on a 'no profit no loss' basis solely for strengthening the relationship.
- j) To create awareness about the Institute and its alumni in all possible public forums.
- k) To assist the deserving students from socially & economically disadvantaged sections of the society.
- l) To extend academic support to the Institute through various networks such as 'The Visiting Faculty Network', 'Curriculum Development Network', 'Distance Learning Network', and 'Academic Endowment Network' for mutual advancements in learning.
- m) To render assistance to students at the Institute through Grants, Scholarships, and Prizes and to provide aid in academics, placement, or any other area as appropriate.
- n) To facilitate academic and technical collaboration to pursue cutting-edge fundamental, applied, and industrial research for the global marketplace.
- o) To provide financial and technical support by the alumni for the benefit of researchers and faculty members to collaborate with top research institutions around the world.
- p) To render suitable assistance to alumni or their immediate family members in hours of need.
- q) To raise funds for promoting various developmental projects of the Institute.

D. THE NEED FOR CHAPTERS

Chapters are convenient means of keeping in touch with fellow alumni members. An Alumni Chapter can serve as a platform to enable members to contribute to their Alma Mater, facilitate interaction with Faculty and Students of the institution, and promote interaction with the Society at large for utilization of member resources/skills for the benefit of the alma mater. The Alumni members of BIT Mesra have left a mark of excellence in the fields of science, technology, academics, management, industry, policy formation, governance, and entrepreneurship by virtue of their competence and involvement in diverse activities all over the world. The Alumni are the Brand Ambassadors of an institution and effective communication and networking amongst the Students, Alumni and Faculty Members reinforces and strengthens relationships.

It is recognized that the physical presence of the members of an institution located far and wide is not always possible at the institution. This need is met to a good extent through formation of Chapters at different locations which effectively bridges the gap due to geographical limits.

E. CHAPTER FORMATION

- (a) A Chapter may be formed in any geographical area or collecting a Special Interest Group tentatively with more than 25 Alumni Members. The group may identify a core team of dedicated active alumni who are passionate about networking and the cause of the chapter. The geographical area may be a city/district/state/country as may be appropriate. However, more than one chapter cannot be formed in the same city or locality (within 25-50 km). The chapters may be combined or even split into multiple chapters in due course if required for improved operational efficiency and effectiveness if approved by the executive committees of the Chapter (s) concerned and the Governing Body of BITMAA.
- (b) The Chapter may be set up by active alumni working or residing in a geographical area or a Special Interest Group for increasing interaction and contacts among the alumni and for furthering the mission of the chapter.
- (c) The Chapter can hold preliminary meetings, collect data from fellow members in their geographical area, and develop a list of members present.
- (d) On having developed the list of members, they should form an 'Executive Committee' comprising 10 members including a Chairperson, Secretary, and 3 other Office Bearers along with 5 other members. The executive committee should be formed preferably by an election. They should inform the BITMAA office at Mesra Campus, Ranchi about the initiation of the Chapter and provide the list of names and contact details of all Office Bearers of the Executive Committee.
- (e) It is advisable to hold the election of the Executive Committee once in two years. The chapter may also re-elect the existing office bearers.

- (f) The Chapter shall be recognized and acknowledged by BITMAA for fulfilling the following requirements:
- i. On an affirmation that the Chapter shall abide by the constitution and the by-laws of the respective Chapter as may be in force from time to time.
 - ii. On submission of a list of alumni working or residing in the said geographical area /region, with their contact details updated to the extent possible.
 - iii. On submission of Byelaws of the Chapter to BITMAA. A Chapter may frame its Byelaws and Rules which must be consistent with the constitution and regulations of BITMAA and be approved by BITMAA.
 - iv. On submission of the names (with designation) and the contact details of the Executive Committee of the Chapter.
 - v. The Secretary of each Chapter will regularly, every quarter, update information about its members, activities undertaken, and minutes of meetings held at their Office.

F. RECOMMENDED AREAS OF OPERATION

It is being increasingly felt that future expectations from Chapters are in the form of enhanced interaction and activities. It is also realized that very good professional contributions can be sourced if the expertise of alumni members for specialized activities is utilized. A few suggestions are as under:

(a) Professional Networking

Executive Committee Members of Chapters can identify the field of expertise / professional involvement of Alumni Members. This will help to develop expert groups dedicated to different technologies, industries, and operations. Professional networking shall generate interest and will make a stronger working base for value addition for all concerned.

(b) Interaction with Specialized Bodies

It is normally experienced that Embassies, Consulates, Chambers of Commerce, Industry Associations, Bodies of Technologists can help to conduct professional programs. To strengthen Chapter activities, it is advisable to build linkages with such organizations. A Chapter may hold meetings and seminars on specialized subjects with the help of such experts.

(c) Mentoring Support to Alumni

Chapters can provide mentoring support to new graduates.

(d) Recognition and Awards

Every Chapter can identify and felicitate alumni members who have made outstanding contributions to technology or profession. This will help to build confidence and motivate involvement. Any notable contribution to a national cause may be particularly highlighted. All such instances of outstanding contribution should be informed to the BITMAA Office at Mesra, Ranchi for including the same in the BITMAA Website or recommending for a suitable award.

(e) Support Innovation and Entrepreneurship

Chapters should make efforts to support ‘Innovation and Entrepreneurship’ by alumni wherever possible. Linkages with technology incubation bodies, venture capital/investment providers, design consultants, and management advisers can be of help to the entrepreneurs.

(f) Information Dissemination

Professional activities such as Panel Discussions, Seminars, Talks and Presentations on topics of interest can be conducted in the Chapter from time to time, generating wider interest and involvement of members

(g) Contribution to Alma Mater

Chapters can mobilize financial and non-financial contributions for BITMAA (As per BITMAA Alumni Engagement and Contribution Policy) by raising endowment or benevolent funds, getting research projects, setting up scholarships, establishing incubation centers, organizing faculty and student training programs at industrial units, improving campus infrastructure, sponsoring events, etc.

(h) Programs of Social/National Outreach

Chapters can take up activities of social/national relevance e.g., literacy, health care, women’s empowerment, sanitation, malnutrition, self-help groups, saving girl children, village adoption, farmers welfare, skill development, environment protection, drug menace, tree plantation, water harvesting, waste management, cleaning rivers, cottage enterprise, recycling, forest produce, smoking de-addiction, handicapped support, etc.

G. CHAPTER MANAGEMENT

- (a) The Chapter will be managed by an Executive Committee. The nomination/election/selection of the Executive Committee should be with the due consent of most of the members present in the general meeting and its term shall be two years. The chapter may also re-elect the existing office bearers.
- (b) The Executive Committee of a Chapter shall consist of 10 active alumni working or residing in the said geographical area with at least the following office bearers.
- Chairperson (de facto Chief Executive Officer of the Chapter)
 - Secretary (de facto Chief Operating Officer of the Chapter)
 - 3 other Office Bearers
 - 5 Executive Committee Members
- It is also suggested that one office bearer be designated as in charge of managing the database.
- (c) All activities of the Chapters shall be financed out of funds raised by the Chapter through, sponsorships (in cash or kind), event charges and advertisements, or other fund-raising activities.
- (d) Specific permission should be taken from the office of Dean Alumni for the use of the name or logo of the institute (Birla Institute of Technology, Mesra) for any of the above activities of the Chapter.

- (e) The Executive Committee of the Chapter may sanction funds for specific purposes.
- (f) Chapters are encouraged to inform their forthcoming activities well in advance to BITMAA so that the same can be posted on the BITMAA website, portal, and LinkedIn page. Chapters are required to send an annual report of their activities to BITMAA to include in the Term Report.
- (g) Any liabilities incurred by a Chapter shall be solely of its own and shall not be binding on BITMAA in any manner whatsoever.
- (h) Chapters may operate through joint Bank Accounts in the name of any two of the office-bearers.
- (i) Chapters may have their own E-group and/or website (linked to BITMAA Website). Alumni shall be kept informed about its activities through E-mails, circulars, web hosting and/or any other means considered appropriate.
- (j) The Executive Committee of the Chapter, through a sub-committee of one or more members, will continuously update the database of the alumni of the region and provide the updated database to BITMAA at least once in a year every year or as and when asked.
- (k) Within three (3) months of the closing of the financial year/s, the Chapter shall submit every year the following documents to BITMAA.
 - i. An affirmation that the Chapter has functioned in accordance with the constitution and by-laws of the Chapter.
 - ii. An annual report of its activities
 - iii. A statement of account for the previous financial year audited by an independent peer and signed by any two office bearers of the Chapter.
 - iv. An updated database of alumni in the area.
- (l) The Representative of the Chapters (Chairperson or Secretary or Nominee) will be expected to attend meetings of the EBA (Executive Board of Alumni and SCA (Steering Committee of Alumni) of BITMAA as and when required. (Online meetings only)
- (m) In case of any disputes, the decision of the EBA (Executive Board of Alumni) of BITMAA shall be final.