



## ALUMNI ASSOCIATION

### Introduction

Every association unites its members to form a cohesive unit working towards a shared objective. As a result, the association acts as a bridge, encouraging camaraderie and friendship among all of its graduates. It also offers chances for ongoing personal growth through recurring scientific, professional, social, and cultural events.

### Purpose:

It aims to motivate, strengthen and foster the professional relationship among the present and past alumni's and thus enhance the growth and development of Institution

### Composition of the committee:

SL. NO.	NAMES	DESIGNATION	POSITION IN THE COMMITTEE
1	PROF. DR. DOLLY JOHN SHIJU	PRINCIPAL	PRESIDENT
2	MRS. MALLIKA ROY	PROFESSOR HOD OF CHN	VICE-PRESIDENT
3	MRS. NEELAM AWASTHI	ASST. PROFESSOR	MEMBER SECRETARY
4	MRS. DEEKSHA VERMA	TUTOR	JOINT SECRETARY
5	MS. MEENA JOTHE	TUTOR	TRESURER
6	MRS. JYOTI SINGH	ASST. PROFESSOR	MEMBER
7	MR. AJAY PASWAN	ASST. PROFESSOR	MEMBER
8	MS. LALITA DHAKAD	TUTOR	MEMBER
9	MS. BABITA CHOURASIA	TUTOR	MEMBER
10	MS. MADHAV CHAND	TUTOR	MEMBER

*[Signature]*  
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11	MS. PRIYANKA BORBAN	TUTOR	MEMBER
12	MS. SUSHMA THAKRE	ASSISTANT PROFESSOR	MEMBER
13	MRS. MALIKA ROY	VICE-PRINCIPAL	CO-OPTED MEMBER

### Roles and responsibilities President:s

The President will be in charge of the Association's operations and will chair committee meetings and general body meetings. The authority to call a committee meeting will belong to her or him.

### Vice- President:

In the absence of president she/he will carry out the duties and responsibilities of the President.

### Secretary:

- All membership applications must be received and presented to the committee for enrollment. Appropriate registers and records must be kept safe.
- To call meetings of the committee or the entire body when the president grants permission.
- To carry out any additional duties that the President or the Executive Committee may occasionally assign.
- To plan a programme of career counselling for graduating UG and PG students.
- To routinely review the association's registers and other records
- In order to uphold professional standards, the organisation will run orientation and in-service education programmes for its members.
- To carry out every decision made by the general assembly.

Developing funding for the association's benefit

### Treasurer:

- ❖ To keep a regular account of income and expenditure of the association and it shall be presented to the general body for approval annually.
- ❖ She or he shall have powers to operate the accounts of the association and to incur such expenditure as may be approved by the committee.
- ❖ She or he shall get the annual statement of accounts prepared, audited and such statements shall be placed before the committee and the general body for approval.

  
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**R. D. MEMORIAL  
COLLEGE OF NURSING**

ISO Certified 9001-2015

Recognised by Indian Nursing Council, New Delhi /  
M.P. Nurses Registration Council, Bhopal & Affiliated to  
Madhya Pradesh Medical Science University, Jabalpur



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### **Joint Secretary:**

- ❖ To assist the secretary in all her or his duties.
- ❖ In the absence of the secretary, the joint secretary will perform all the duties and responsibilities of the secretary.

### **Members:**

- ❖ Representative will work for the association in their own area. They will help in the functioning of the association and work to strengthen the association.

### **Term of office**

- ❖ The term of office of all members shall be for a period of 3 years from the date of joining the committee.
- ❖ A member may be re-nominated to the committee for a maximum period of 3 terms.

### **Frequency**

- Conducts meeting twice in a year or when ever need arises and General Body Meeting once in a year.

### **Quorum**

- 50% of committee member attendance.

  
PRINCIPAL

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