

ADITYA

PHARMACY COLLEGE

Approved by AICTE & PCI – NEW DELHI, Affiliated to JNTU KAKINADA
(Formerly known as Aditya Institute of Pharmaceutical Sciences & Research)

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ALUMNI COORDINATION CELL

STANDARD OPERATIONG PROCEDURES

- To become the life member of the association, the student must obtain the degree from the college.
- Body should approve the application for the membership. The applicant should fill up and sign the application properly and correctly for the membership.
- 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 members of executive committee present.
- On the basis of the majority of the voting, decisions shall be taken. If equal numbers of votes are gained on a decision making, President's vote shall be taken into consideration.
- Patron refers all matters of disputes and his/her decision shall be final, all the parties should bind to that decision.
- Seven days prior notice will be given to all the general body meetings through the mail.
- In the absence of President, Vice President shall preside over the meetings.
- The General Secretary shall be responsible for filling up the annual reports of the association, and financial statements with the income tax officers.
- Any member showing disobedience of the rules and regulations, bad faith or negligence towards the association shall be expelled out from the duties and from the alumni.



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- The funds received by the association shall be placed in the name of **Aditya Pharmacy College Alumni Welfare Association** in a bank to get the approval of committee executives.
- Any member showing dishonest intention, disobedience of the laws, bad faith or gross negligence will be dismissed from his/her activities or duties.




Principal
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