

Global Jamia Alumni Network (GJAN)

Jamia Millia Islamia (JMI) Central University
Jamia Nagar, New Delhi-110025, India
Phone: +91(11)26981717,26984617,26984658,26988044,Fax:26980229



CONSTITUTION

Global Jamia Alumni Network (GJAN)

Jamia Millia Islamia (JMI)

1. Name

The name of the Network shall be "GLOBAL JAMIA ALUMNI NETWORK" and will be referred to as **GJAN**.

2. Purpose

Alumni are an institution's brand ambassadors, carrying their core values of excellence, lifelong learning of inclusiveness and diversity all around the world. The ethos and character of the institutions are expressed into their professional and social life style. Alumni can therefore, play a crucial role not only in spreading the name of the institution but also raise the quality of the institution that they hail from. They can provide sustainability to the parent institutions through both by imparting training in innovative skills to their *Alma mater* and by extra mural funding which are so necessary for the growth and development of any modern institution.

Global Jamia Alumni Network (**GJAN**) has been conceived by the Hon'ble vice chancellor Prof Talat Ahmad as an effort to bring together the Jamia alumni present in different parts of the globe. This will re-establish and reinstate the placental cord between the alumni and the university to facilitate cultural as well as professional exchanges for mutual growth and development.

The **GJAN** of Jamia Millia Islamia (JMI) shall promote the interest, welfare and educational aims of JMI and its alumni, establish and maintain a mutually beneficial relationship between JMI and its alumni, and encourage lifelong engagement of Jamia Millia Islamia alumni with their fellow alumni and the university community.

The **GJAN** of JMI shall provide a forum for the exchange of information and ideas between JMI and its alumni and shall seek to develop programs involving alumni in various areas of

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services. Wherever appropriate, the **GJAN** will cooperate in conceptualising, instituting and furthering policies and programs of JMI and may recommend other policies and programs designed to promote the welfare of JMI and its alumni.

These purposes of the alumni association of JMI shall remain in effect as long as JMI remains organised exclusively for charitable, scientific, literary or educational purposes as per the existing act of the Indian Parliament which granted central university status to JMI.

3. Seat

The seat and office of the Network shall be located within the JMI campus at New Delhi, India and the operations of the network shall be carried out through this office.

4. Objectives

The **GJAN** will be a non-profit making forum with the following aims and objectives:

- 4.1. To uphold the historical and culturally inclusive traditions of JMI and to strive for their furtherance, through the **GJAN** via reconnecting JMI Alumni nationally/globally.
- 4.2. To acknowledge and glorify the achievements and laurels of the alumni and utilise the same to define the strategic directions of JMI's growth and development.
- 4.3. To disseminate and percolate the alumni achievements to the *Alma mater* for their academic encouragement and bench-marking.
- 4.4. To involve/invite the Alumni's resources and contributions towards excellence in education, research and in boosting the technical strength of JMI.
- 4.5. To strengthen and augment the international collaborations through the alumni network to augment academic and monetary support towards JMI's outreach to society.
- 4.6. To provide opportunity for professional and academic interactions via networking among JMI Alumni to mobilise resources for academic and career support for JMI Students.

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- 4.7. To create an Endowment Fund for Jamia through which Jamia alumni could channelize their contributions for its infrastructural development to strengthen teaching and research.
- 4.8. To highlight and spread JMI's achievements globally through our alumni network by using social media and other forms of media outreach programmes.
- 4.9. To honour distinguished alumni of JMI who have excelled and contributed immensely in their respective domains.
- 4.10. To organise socio-cultural events and interactions among JMI Alumni and their family members by organising annual dinners and get together programmes to strengthen the practice of cultural inclusiveness and bonhomie that is prevalent in JMI.
- 4.11. To play a pivotal and leadership role in connecting the alumni with university leadership, faculties and departments as well as with current students.
- 4.12. To provide a platform for alumni chapters to connect with each other worldwide.

5. Membership

5.1. Eligibility for Membership

The Membership of **GJAN** shall be open to those:

- 5.1.1. who have been former student of JMI (subject to the submission of a valid proof to establish his/her studentship at school undergraduate or postgraduate programmes of JMI)
- 5.1.2. who have worked in JMI as young scientists, any kind of National Post Doctoral fellows/research assistants or project assistants and have completed or relinquished the fellowship.
- 5.1.3. Distinguished personalities from different fields who are nominated as "honorary" members by the patron of **GJAN**.
- 5.1.4. The Vice Chancellor of JMI in the capacity of "ex-officio" patron of **GJAN** shall enjoy all the privileges of a member. The other present and past functionaries of **GJAN** shall be extended with "ex-officio" membership.

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5.2. Membership Fee

Those who qualify for the membership of **GJAN**, under Clause 5 of the Constitution may register themselves, with the office of **GJAN**, by filling up the Alumni Membership form (either by hand or electronically) and by making a payment of Rs.1,000 as annual renewing subscription or Rs.5,000 as one time life subscription. The non-resident members living outside India shall pay US\$25 or equivalent as annual renewing subscription and US\$100 or equivalent as one time life subscription.

6. Rights and privileges of Members:

- 6.1. The members will be provided an alumni photo-identity card with the membership ID number and the validity period mentioned on it.
- 6.2. With prior approval of the administrative committee of **GJAN**, Members should have access to the infra-structural facilities like, the Guest House, the Libraries, the sports complex, the canteens, the community hall and other general facilities that are available to the Jamia community on payment of the requisite fee, wherever required and subject to the availability of the said facilities.
- 6.3. Members will have the privilege of participating in conferences, seminars, cultural events, memorial lectures, etc organised by JMI, subject to prior confirmation by them.
- 6.4. Members will also be entitled to complimentary subscription to the **GJAN** Annual magazine.

7. Committee's Structure

GJAN will have a two tier system in committee structure consisting of an Administrative committee and a Governing Committee. The Administrative committee shall be vested with executive powers.

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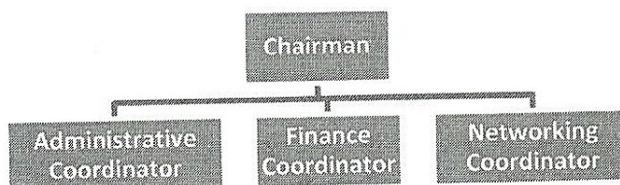
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7.1. Administrative committee

- 7.1.A The Vice Chancellor, Jamia Millia Islamia, will act as the patron of the **GJAN** and will have the right to constitute or dissolve the administrative committee of the **GJAN**, with the approval of the Executive Committee (EC) of JMI.
- 7.1.B The Administrative Committee will consist of at least a total of four members with the following constitution, to be determined by the patron:



- 7.1.C The tenure of the members of Administrative Committee will not exceed 5 years.
- 7.1.D The Chairman can anytime seek dissolution, of the administrative committee with the permission of the Vice-Chancellor, Jamia Millia Islamia.
- 7.1.E The decisions of the Administrative Committee shall be taken by a simple majority of the members present and voting. Any policy decision taken by the Administrative Committee shall be applicable after the approval of the Governing Committee.
- 7.1 F The Administrative Committee shall be entitled to make a financial expenditure @ Rs 20,000/ per case, subject to a maximum amount of Rs 5 lakhs per annum. Beyond this amount prior approval of the Governing Committee would be required. The salary of staff, however, will not be included under this expenditure as this expenditure will have prior approval of the Governing committee.

7.2. Governing Committee

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- 7.2.A It will be the supreme body empowered to take major policy decisions of **GJAN** and give its sanction/approval for financial expenditure in matters involving Rupees 5 lakhs or above. In addition, it will sanction the posts of office staff and regulate their salaries.
- 7.2.B The Governing committee will consist of the following Members:
- 7.2.B.1 All members of the **Administrative Committee**, including the present Chairman and the coordinators.
 - 7.2.B.2 The Chairman of the outgoing **GJAN** administrative committee.
 - 7.2.B.3 The Registrar, JMI
 - 7.2.B.4 The Finance officer, JMI
 - 7.2.B.5 Two **Alumni Representatives** (National/international) nominated by the patron from amongst the international/national chapters of the alumni for a period of two years, which may be further extended for another period of maximum two years by the patron.
 - 7.2.B.6 **Co-opted Members** – The Administrative Committee can suggest the patron for the co-option of a maximum of additional two alumni members as and when required by GJAN Governing Committee.
- 7.2.C Chairman of administrative committee will chair the Administrative Committee meetings.
- 7.2.D The decisions of the Governing Committee shall be taken by a majority decision of the members present and voting.

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8. Duties and Powers of Office Bearers

8.1. The Chairman

- 8.1.1. The Chairman of the Administrative committee shall be the custodian of the property and interests of the **GJAN** and shall have all the powers to manage the affairs and promote the aims & objectives of the GJAN, in accordance with Constitution and the rules to be framed hereunder.
- 8.1.2. He/She shall decide the date, time and venue of the administrative Committee meetings and supervise/define the jobs of the coordinators.
- 8.1.3. He/She shall preside over the meetings of the **GJAN's** Administrative committee & Governing Committee including the extraordinary meetings.
- 8.1.4. In case of any ambiguity in the interpretation of any clause or sub clause of the **GJAN** the interpretation made by the majority of the Governing Committee members shall prevail or otherwise be subject to the decision of the Patron (Vice Chancellor, Jamia Millia Islamia), whose decision will be final and binding.
- 8.1.5. The Chairman shall be the co-signatory with the Finance Co-ordinator for issuing cheques or otherwise making payments for Rs 20,000/ per case (subject to maximum amount of 5 lakhs per annum). The Chairman shall also be the co-signatory for the annual statement of the account of the GJAN, the annual report of the **GJAN** and its annual budget together with the Finance Officer of JMI.

8.2. Administrative Coordinator

- 8.2.1. In the absence of the Chairman, the administrative coordinator shall exercise all the powers and functions of the Chairman. He/She shall
- 8.2.2. Perform such other duties and functions as may be entrusted to him/her by the Chairman.
- 8.2.3. Convene the meetings of the administrative committee and other special/requisitioned meetings, as per the date, time and venue in

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consultation with the Chairman and shall also record the minutes of the meetings.

8.2.4. Be entrusted with the task of membership verification and of issuing ID cards/Numbers to the registered Alumni.

8.2.5. Supervise the events related to Alumni in consultation with the Chairman.

8.3. Networking Coordinator

8.3.1. Maintain the alumni membership file, correspondence with the members and their achievements.

8.3.2. Maintain the register of names and other details of the Alumni.

8.3.3. Carry out correspondences and coordinate the preparation and distribution of publications of the **GJAN** annual report and other programmes.

8.3.4. He/She shall maintain all the records & documents including the Alumni webpage and the annual reports in collaboration with the Administrative Coordinator.

8.4. Finance Coordinator

The functions of the finance coordinator shall include the following. He/she shall

8.4.1. be a co-signatory on issuing cheques or otherwise making payments with the Chairman. He/she shall be an equal responsible signatory along with the Chairman and the Finance Officer, JMI in financial matters relating to the annual statements of accounts or the annual budget. He/she shall ensure the audit of the GJAN accounts, by the auditor appointed/assigned by the Finance officer, JMI. He will carry out liaisoning with the Registrar of the society and maintain the record of communications pertaining to financial issues.

8.4.2. prepare annual/financial report of the GJAN every year for presentation in the meetings of the Alumni committee in consultation with the other two coordinators.

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8.4.3. maintain the record of financial transactions of the **GJAN** including the financial transaction made through the membership drive and through donations offered by the members for the purpose of instituting scholarships or otherwise.

8.4.4. Routine expenditure of **GJAN** office will be approved by the Finance coordinator and He/She will seek approval for the same in consultation with the Chairman.

8.5. Finance Officer, Jamia Millia Islamia

8.5.1. The Finance officer shall be responsible for the maintenance of the financial records and accounts of the **GJAN**.

8.5.2. The Finance Officer as the member of Governing committee shall monitor the funds of the **GJAN** jointly with the Chairman and Finance Co-ordinator.

8.5.3. He/She shall be a co-signatory with the Chairman and Finance Coordinator in financial matters relating to annual statements of accounts, annual budget and cheques, etc.

8.5.4. He/she shall examine the annual budget, the annual statement of accounts, etc in the meetings of the Governing Committee.

9. Expulsions

In case a member is found to be working against the interest of the **GJAN/JMI** or is found involved in serious misbehaviour involving moral turpitude, he/she may be suspended by the Administrative Committee of the **GJAN** after serving him/her a show cause notice, to explain his/her conduct. This would be subject to further consideration of the Governing Committee meeting which may decide to revoke the suspension or expel him/her from the primary membership of the **GJAN** for any specific period or for life.

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10. Meetings of GJAN:

- 10.1. At least one meeting of the GJAN Governing Committee shall be held during each calendar year which will be called the “**GJAN** General Meeting”. Such meeting shall be held by giving at least 15 days notice, with the agenda of such meetings, to all the members specifying date, time & the venue of the same.
- 10.2. Other Extraordinary meetings of Alumni Committee may be called by the Chairman of the **GJAN**, in consultation with the patron by giving three days prior notice alongwith the agenda of such meetings to all the members and also specifying the date, the time and the venue of the same.
- 10.3. The minutes of the meeting recorded by the Chairman **GJAN**, shall also be signed by the patron and circulated to all the members, within one month of the meeting, either by uploading it on the **GJAN** website or via emails. Objections, if any, may be communicated by the members, to the Chairman, **GJAN** within two weeks of the circulation of the minutes.
- 10.4. The minutes of the previous meeting shall be placed in the next meeting of the Governing Committee by the Chairman, **GJAN**, for confirmation.
- 10.5. Annual meeting and annual dinner of GJAN members should be held every year on 24th day of December.

11. Amendments:

- 11.1. The amendments in the Constitution of the **GJAN** can be made by the Governing Committee, provided that the Patron and the JMI Executive Council (EC) approve the same.
- 11.2. The members of the Administrative Committee shall have the right to suggest changes in the **GJAN** Constitution that can be forwarded by the Administrative Committee to the Governing Committee for further necessary action.
- 11.3. The amendments in the **GJAN** Constitution must be passed by at least 2/3rd votes of the Governing Committee and be further approved by the Patron and the JMI Executive council (EC).

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12. Accounts

12.1. GJAN Account

- 12.1.1. The Accounts of the **GJAN** shall be maintained independently at the JMI Finance & Accounts Office and will be jointly operated by the Chairman, GJAN and Finance Office, JMI.
- 12.1.2. The details of the account shall be made available to the Chairman **GJAN**.
- 12.1.3. The expenditure towards the maintenance of **GJAN** office shall be met from the JMI/Alumni Funds.
- 12.1.4. The fund generated by the **GJAN** can be used as per the need /demand enshrined in the objectives of the **GJAN**.
- 12.1.5. All minor expenditure of less than rupees 5 lakh will be approved and monitored by the **GJAN** Administrative Committee.
- 12.1.6. Decisions on major financial expenditure involving Rupees 5 lakh or more shall require the approval and endorsement of the Governing Committee.

12.2. Audit of Accounts

The accounts of the GJAN shall be maintained by the Finance Office of JMI and shall remain open for audit by the Finance Officer as per the rules and regulations of JMI.

13. Local Chapters

- 13.1. **GJAN** shall provide a platform for Alumni chapters to connect with each other worldwide by giving them affiliation with itself.
- 13.2. Existing JMI Alumni associations worldwide can be certified as official Local Chapter by the **GJAN**, subject to its sole discretion.

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13.3. **GJAN** membership will qualify members to enrol themselves at the local chapters.

13.4. Local Chapters however shall have their own membership fees and administration. They shall automatically generate and manage their own funds. To maintain transparency, all audited accounts shall be posted on the Chapter's webpage, and shall be made available to the members on enquiry.

14. Miscellaneous

14.1. The information relating to the **GJAN** activities including the membership details shall be made available on the **GJAN** webpage at the JMI website.

14.2. The **GJAN** webpage will be a part of JMI website and will have its own logo.

14.3. No other person, body or agency shall, without due authorisation from the **GJAN**, shall use the **GJAN** insignia.

14.4. The **GJAN** shall come out with an annual magazine/report showcasing its achievements and future plans.

14.5. The **GJAN** shall also work on the designated or defined space for the alumni update/related news in the JMI's Jauhar Magazine.