

Don Bosco College of Engineering

Fatorda, Goa
(Affiliated to Goa University & Approved by AICTE)

ALUMNI ASSOCIATION



The Alumni Statutes are aligned with the
STATUTE OF THE WORLD
CONFEDERATION OF THE PAST PUPILS
OF DON BOSCO

Rome, 5 December 2015

*ALUMNI
STATUTES*

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1 ABOUT SALESIANS OF DON BOSCO

The Salesians of Don Bosco, an International Society founded by St. John Bosco (1815-1888) in Italy, has more than 15,000 members who are known as Salesians of Don Bosco. They are present in more than 130 countries and specialize in education and social service institutions for the youth. The Registered Fatorda Salesian Society in Goa is a part of the Worldwide Society of Don Bosco with its branches in over 130 countries with head office in Rome. In India, Don Bosco has over 500 institutes engaged in the education of the Young. The Regional office is at Odxel, near Goa University campus. The Institution is established and administered by the Salesians and is open to all the Youth. In 1971, because of the complexity of works, the Technical Section of Panjim shifted to Fatorda. This shift marked the Silver Jubilee of the arrival of the Salesians in Goa. Fr. Henry Torra, a Spaniard, supervised the construction of buildings and the initiation of the project. The purpose of Don Bosco Technical School was to train the boys who were unable to complete their education. The Institute commenced its activities on July 16, 1973, offering non-formal training in the trades of Fitter, Machinist, Welder, Electrician and Motor Mechanic. The needs kept growing, and in August 1983, the National Council for Vocational Training (NCVT) of India recognized it as an Industrial Training Institute (ITI). In 2011, Don Bosco College of Engineering began at Fatorda. The Institute expects its alumni to be shining examples of this vision, truly making a difference to the society they are part of.

2 INSTITUTE VISION AND MISSION

Vision

To evolve as a centre of excellence for professional education, fostering innovation, entrepreneurship, research & consultancy, by providing a holistic learning environment, thus ensuring integral development of the youth, the Don Bosco way

Mission

- ❖ To provide quality education & training with global perspective, that produces engineers with professionalism and ethics.
- ❖ To emerge as a focal point for research and consultancy services through advocacy and collaboration with prestigious institutions, industry, and all other stakeholders, locally and globally.
- ❖ To promote innovation by providing state of the art incubation facilities.
- ❖ To foster integral development through career counselling, skill up-gradation and entrepreneurship initiatives.
- ❖ To impart value education and encourage extra-curricular activities and community outreach programmes for personal growth and social transformation.

3 ALUMNI ASSOCIATION VISION AND MISSION

Vision

To create a global community in which all members engage with each other and Don Bosco College of Engineering with loyalty, pride, and life-long connection.

Mission

- ❖ To partner with the institute regarding opportunities to engage and connect with alumni and to assist with the promotion and coordination of such programs and events.
- ❖ To encourage alumni to contribute their time, talent, and financial support.
- ❖ To communicate needs and news and celebrating the innovative accomplishments of the institute and its alumni.
- ❖ To provide and promote opportunities for volunteer engagement, professional association and career development, leadership, and fellowship among alumni.

4 STATUTES OF ALUMNI ASSOCIATION

Art. 1: The Alumni Association

The Don Bosco College of Engineering Alumni Association is made up of past students of the college attached to Don Bosco College of Engineering.

Art 2: Aims of the Alumni Association

2.1. The general aims of the Association are:

- ❖ To keep in touch with all former students to help them to preserve, develop and live the values of the Salesian education they received.
- ❖ To uphold and promote the values and the rights of individual and the family.
- ❖ To work towards building up a social and political order based on justice, peace and harmony in keeping with Don Bosco's vision for the youth.
- ❖ To maintain a close contact with the Alma Mater, Don Bosco College of Engineering, by providing 'feed-back' to it and collaborating in its growth and development.
- ❖ To serve all former students, irrespective of whether they are registered or not.

- ❖ To endeavour to keep alive the ties of fraternal friendship initiated by Don Bosco and continued through Salesians.

Art 3: Enrolment, Membership and Chapters

- 3.1. To become a member of the Association, one should have graduated/post graduated from Don Bosco College of Engineering.
- 3.2. He/she must register on the Alumni portal. If the Association committee finds the application in order, the applicant is enrolled. The membership is for life.

Art 4: Rights of Members

Registered members have the right to:

- 4.1. Vote during meetings and elections of the Association
- 4.2. Receive the official news and other communications.
- 4.3. Appreciate other facilities granted by the Association.

Art 5: Activities

- 5.1. The Association encourages its members to be active as a group and as individuals in any work or project in keeping with the objectives of the Association.

Art 6: Tasks of the Association

- 6.1. To hold the Annual General Meeting (AGM).
- 6.2. To hold periodic programmes for the on-going formation of the

past students so that they, as individuals and groups, grow in their awareness of the obligations of being members of the Association. This, in concrete, would involve various activities like:

- ❖ Organize educational, social, cultural, and spiritual activities for themselves and for the young people of the Institution.
- ❖ Organize programmes to develop in young people the sense of responsibility and concern for society.

Art 7: Annual General Meeting (AGM)

The Annual General Meeting is the Directive Organ of the Association. The AGM is held once a year, to which all past students are invited. However, only those who are registered on the Alumni portal may vote at the AGM.

Art 8: Tasks of the Annual General Meeting

- 8.1. To pass resolutions on the activities of the Association.
- 8.2. To approve the Annual Report and the Statement of Accounts.
- 8.3. To elect the Committee members of the Association.
- 8.4. To fix membership subscription.

Art 9: The Alumni Association

The Alumni Association is constituted as mentioned below.

ALUMNI ASSOCIATION	
Sub-Committees	Role
Advisory	Delegate (Director)
Committee (Permanent)	Advisor (Principal)
Executive Committee (Three years tenure)	President Vice President Secretary Joint Secretary Treasurer Past President (Immediate)
Executive Members (Three years tenure)	Alumni Representatives (Five members from each programme)
Alumni Committee (Permanent)	Officer In Charge

Art 10: Delegate

- 10.1. The Delegate is not an elected member. He is the Director of the Institution appointed by the Salesian Provincial of the Province of Panjim, Goa. He takes the place of Don Bosco, as a spiritual animator and guide.
- 10.2. He is directly responsible for the on-going formation of the alumni association.

- 10.3. He carries out his work through his interventions during the meetings and gatherings, through his communication, personal contacts, visits, etc.
- 10.4. As an animator and guide, he is present at all meetings and gatherings. Whenever he is unable to attend, he keeps himself informed of what takes place at the meetings.
- 10.5. As a member of the Advisory Committee, he takes full part in all its deliberations, decisions, and activities. He ensures that everything is done in the spirit of Don Bosco.
- 10.6. He acts as a link between the past students and the Salesian community.
- 10.7. He is a compulsory signatory to all financial transactions of the Alumni Association.

Art 11: Advisor

- 11.1. The Advisor is not an elected member. He/She is the Principal of the Institution.
- 11.2. The Advisor is directly responsible for the on-going formation of the alumni association.
- 11.3. The Advisor is present at all meetings and gatherings.
- 11.4. As a member of the Advisory Committee, the Advisor takes full part in all its deliberations, decisions, and activities.

- 11.5. The Advisor acts as a link between the past students and the Institution.

Art 12: President

- 12.1. The President represents the Association in all its dealings.
- 12.2. The president convenes the Annual Association Committee Meeting and all other meetings as per need arises and prepares the agenda for these meetings and presides over them.
- 12.3. The President keeps the Delegate and Advisor informed of the Association activities and provides updates of meetings when the Delegate/Advisor is unable to attend.
- 12.4. The President ensures that all committee members carry out their duties diligently and in keeping with the regulations.
- 12.5. After every major activity, the President conducts an evaluation of it. Besides that, once in four months assesses the overall performance of the Association (membership, finances, formation, deliberations carried out, etc.).

Art 13: Vice-President

- 13.1. The Vice-President takes the place of the President in his/her absence.
- 13.2. The Vice-President is present at all meetings and assists the President in the duties.

Art 14: Secretary

- 14.1. The Secretary keeps the list of the members and the database of all the past students of the Institution.
- 14.2. The Secretary is responsible for drafting the notice and agenda of the Annual General Meeting and sends out notices for meetings of the AGM as advised by the President.
- 14.3. The Secretary attends to the correspondence of the Association.
- 14.4. The Secretary drafts the minutes of the meetings of the AGM and presents the same at the meetings.
- 14.5. The Secretary prepares the chronicles and statistics of the Association and maintains the documentation pertaining to the Association.
- 14.6. The Secretary preserves the archives of the Association, taking special care to file all correspondence and to keep them up to date.
- 14.7. The Secretary keeps the President informed of all happenings in the Association and ensures that no decision is made, or any correspondence goes out of the office without the President's knowledge and consent.
- 14.8. On the completion of her/his tenure, she/he hands over all files and documentation regarding the Association to the incoming Secretary.

Art 15: Joint Secretary

- 15.1. The Joint Secretary takes the place of the Secretary in the latter's absence.
- 15.2. The Joint Secretary is present at all Committee meetings and assists the Secretary in her/his duties.

Art 16: Treasurer

- 16.1. The Treasurer maintains the accounts of any transactions carried out by Alumni Association
- 16.2. On completion of her/his tenure, she/he hands over to the incoming treasurer all registers, and documents relating to finance.
- 16.3. The Treasurer receives subscriptions, donations and any other income and accounts for the same.
- 16.4. The Treasurer prepares the internally audited Statement of Accounts to be approved by the AGA.
- 16.5. The Bank account in the name of the Alumni Association which is to be operated by two signatories out of the three (Delegate, President, Treasurer). The Delegate should be the compulsory signatory.

Art 17: Past President (Immediate)

- 17.1. The Past President (Immediate) guides the present President and the members of the Association as and when required.

- 17.2. He/She provides suggestions for the overall functioning of the Association.

Art 18: Executive Members

- 18.1. The Executive Members of the association are elected members from each programme.

Art 19: Officer In Charge

- 19.1. The Officer In Charge is not an elected member. He/she is the Officer In Charge of Alumni Committee.
- 19.2. The Officer In Charge is the connect between the Alumni Committee and the Alumni Association
- 19.3. The Officer In Charge updates the Association about the various activities and proceedings done by the Alumni Committee at the Institution.

Art 20: Election Rules

- 20.1. Elections are held once in three years.
- 20.2. The members of the Association elect the Executive Committee and Executive Members to their designated posts by simple majority. If no candidate gets simple majority in the first ballot, in the subsequent ballots the election will be restricted to the first 'n' number of candidates from the top together polling a minimum of 50% of the votes of those present.

- 20.3. The election of the members of the Executive Committee is the privilege of the registered members and are present at the General Meeting.
- 20.4. Whether a member qualifies to vote in or contest an election is decided by the Alumni Committee. The decision of the Alumni Committee in this regard is final and may not be questioned.
- 20.5. Members desiring to contest election shall submit their nominations in writing, using the prescribed format, endorsed by two registered members of the Association, as per directives of the Alumni Committee.

Art 21: Alumni Committee

- 21.1. The Alumni Committee consists of the Delegate, Advisor, Officer In Charge, and members (faculty) from each programme.
- 21.2. The Alumni Committee is not an elected one.
- 21.3. The Alumni Committee conducts the election of the Alumni Association.
- 21.4. The Alumni Committee is the final authority on all matters related to elections.
- 21.5. The Alumni Committee has the right to reject a member's nomination if, in its opinion, a candidate is found to be unsuitable. The decision of the Alumni Committee in this regard will be final and shall not be questioned.

- 21.6. The Alumni Committee shall record and file all correspondence and minutes of the nomination and election of candidates.
- 21.7. Before the election, the Alumni Committee Convener will brief the members about the procedures.
- 21.8. The Alumni Committee shall announce the results of the election.

Art. 22: Vacancies

- 22.1. When the office of an Executive Committee and Members becomes vacant, the Alumni Committee will elect another member.

Art 23: Discipline

- 23.1. Any office bearer who does not attend three consecutive meetings shall cease to hold office.
- 23.2. A past student will cease to be a member if, in the considered opinion of the Alumni Association she/he is guilty of improper behaviour or any action harmful to the Association.

Art 24: Secretariat of the Association

- 24.1. The Association has its office in Don Bosco College of Engineering.

Art 25: Newsletter of the Association

- 25.1. The Alumni Association is expected to publish a yearly newsletter.

Art 26: Association Emblem

26.1. The Association shall have an emblem approved by the AGM.

Art 27: Past Students' Motto

27.1. The motto of the Association: "TO SERVE, TO INVOLVE AND TO INFORM".

Art. 28: Finances

28.1. The Association can receive subscriptions, donations and grants from individuals and organisations.

Art 29: Relationship with the Salesian Congregation

The identity of the Association springs from the recognition that each of its members is an ex-student of Don Bosco College of Engineering, one of the many institutions run by the Salesians of Don Bosco internationally.

Hence

29.1. The members of the Association see in the Rector Major, the superior of the Salesians, the image of Don Bosco and they accept him as their guide. They share in the mission of the Salesian Congregation and pledge themselves to be signs and bearers of God's love to all, especially to the young and to the poor.

29.2. The Association acknowledges the Provincial of Province of Panjim, Goa as the representative of the Rector Major and the

Salesian Congregation. They are, by right, members of the Executive Committee but, as a rule, they exercise that responsibility through a Salesian appointed to act as their Delegate.

- 29.3. The basic working principle of the Association is that all deliberations are made with the concurrence of the Salesians according to the family spirit of the educative community, which is characteristic of the Association.

Art. 30: Adoption of the Constitution

- 30.1.1 The constitution of the Association will be approved by two-thirds of the members of the AG

Art. 31: Amendments

- 31.1. Any amendment to the Constitution needs the approval of more than half the members of the AGM present and voting.

