



राष्ट्रीय प्रौद्योगिकी संस्थान अगरतला

NATIONAL INSTITUTE OF TECHNOLOGY AGARTALA
AGARTALA - 799046 (TRIPURA)

F. No. NITA. 62 (12-Alumni Affairs)/2024

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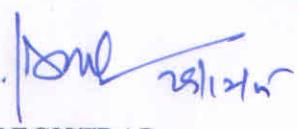
Date: 30/12/2025

NOTIFICATION

Subject: Implementation of BYLAWS of the Student Alumni Relation Cell (SARC)

As per the acceptance and approval of the Board of Governors (BoG) in its 69th meeting, vide Item No. 69.10 dated 29-05-2025, the **BYLAWS of the Student Alumni Relation Cell (SARC)** — aimed at the advancement of the National Institute of Technology, Agartala through the fostering of meaningful alumni engagement is hereby enclosed (Annexure I) for implementation and to ensure their effective execution at the institute.

This is issued with the approval of the competent authority.


REGISTRAR

Copy to:

- 1) The Director, NIT Agartala for kind information.
- 2) The Chairman Alumni Affairs for kind information.
- 3) All Deans, NIT Agartala for kind information.
- 4) All HoDs, NIT Agartala for kind information.
- 5) The Dy. Registrar (Fin), NITA, for kind information.
- 6) The Assistant Registrar (Fin), NITA, for kind information.
- 7) The Audit Officer, NITA, for kind information.


REGISTRAR



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ANNEXURE-I



Student Alumni Relation Cell (SARC)

BY LAWS



To act as bridge between specialized disciplines and business units, and to support clients in their strategic development.



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Date: 30 / 12 / 2025

1. Student Alumni Relation Cell Constitution (By Laws)

Article I: Name, Logo, and Motto:

1.1 Name:

The name of the organization shall be **STUDENT ALUMNI RELATION CELL** of NIT Agartala, abbreviated as "SARC," which is a voluntary student organization under the office of the Chairman of Alumni Affairs.

1.2 Logo:

The logo of SARC shall be:



1.3 Motto:

The motto of SARC shall be:

"Forever NITA"

Article II: Purpose and Objective:

2.1 Purpose:

The purpose of the SARC is to bridge the gap between the alumni of our institution and the current students, fostering long-lasting relationships that contribute to professional development, networking, and institutional growth. SARC shall contribute to the advancement of NIT Agartala by fostering meaningful alumni engagement.

2.2 Objectives:

The objectives of the SARC shall be as follows:

- To act as bridge between students and Alumni, through NITA Alumni Association and its different chapters
- To strengthen the relationship between students and alumni,
- To facilitate professional development, networking, and mentorship opportunities.



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- To promote institutional advancement through active alumni engagement.
- To create and maintain a comprehensive alumni database for effective communication and collaboration.
- To highlight the achievements and contributions of alumni of the NIT Agartala, erstwhile Tripura Engineering College.

Article III: Eligibility:

All current students of NIT Agartala are eligible to be a part of the SARC, subject to their interest, dedication, and skills in alumni relations and contribution to the objectives of the SARC.

Article IV: Structure and Hierarchy:

The SARC will operate under the supervision of the Chairman of Alumni Affairs. The SARC shall constitute the following positions:

4.1 General Secretary (GS) Alumni:

The General Secretary Alumni shall oversee all SARC operations and act as the primary representative of the Student Alumni Relation Cell.

4.2 Assistant General Secretaries (AGS) Alumni:

There shall be two Assistant General Secretaries for Alumni who shall assist the General Secretary in all operations and initiatives. One of the AGS shall act as the General Secretary in the absence of the GS, ensuring continuity in leadership and operations within the SARC.

4.3 Advisor:

The Advisor shall be appointed by the office of the Chairman of Alumni Affairs. The Advisor must be a student who has previously served as the General Secretary (GS) Alumni or an Assistant General Secretary (AGS) Alumni within the Gymkhana Student Body. The Advisor will provide mentorship, guidance, and institutional knowledge to the SARC, supporting its operations and initiatives.

4.4 Management Heads:

In addition to the General Secretary (GS) and Assistant General Secretary (AGS), two designated Management Heads shall be selected through a selection process to oversee and ensure the smooth functioning of the team. These Management Heads shall work in coordination with the GS and AGS, sharing responsibilities and facilitating efficient communication and workflow within the organization.

4.5 Thirteen Additional Members:

The SARC shall include thirteen additional members, each specializing in one of the following areas:



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- Social Media and Graphics Design
- Content
- Outreach and Alumni Hospitality
- Technical

Article V: Selection Process

- 5.1 The top three positions (General Secretary Alumni, and the two Assistant General Secretaries) will be appointed through the Gymkhana selection process as per the institutional procedures.
- 5.2 Upon appointment, the GS Alumni and AGS Alumni will have the authority to select the two Management Heads and the thirteen additional team members based on their skills, dedication, and contribution to the objectives of the SARC.
- 5.3 The selection process will be an interview with a panel consisting of the General Secretary (Alumni) and the Assistant General Secretaries (Alumni).
- 5.4 The Chairman of Alumni Affairs shall have the final authority on all selection decisions.

Article VI: Termination and Disciplinary Action

6.1 Grounds for Disciplinary Action:

- **Violation of Code of Conduct:** Any behaviour that is deemed to be unethical, inappropriate, or damaging to the reputation of the Student Alumni Relation Cell.
- **Non-participation:** Failure to attend meetings, events, or fulfill assigned duties without valid reasons or prior communication.
- **Misuse of Authority:** Abuse of power by any member holding an official position within the Society.
- **Disrespect and Harassment:** Involvement in any form of disrespect, bullying, or harassment towards other members or executives.
- **Confidentiality Breach:** Unauthorized disclosure of sensitive or internal information related to SARC.

6.2 Disciplinary Committee:

The Disciplinary Committee shall comprise the General Secretary and the Assistant General Secretaries. The committee shall be responsible for reviewing cases and recommending appropriate disciplinary actions to the competent authority. In the event that the General Secretary is involved in a case, an Assistant General Secretary shall assume the lead role in the investigation. The final decision regarding any disciplinary action shall rest with the competent authority of the Institute.

6.3 Disciplinary Process:

- **Report:** Any concerns or violations should be reported to the Disciplinary Committee. Reports may be submitted by any member of the Society.
- **Investigation:** The committee will conduct a thorough investigation, gather statements from involved parties, and review any available evidence.



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- **Hearing:** The member under investigation will be provided the opportunity to explain their actions in a hearing before the committee.
- **Decision:** Based on the investigation and hearing, the Disciplinary Committee will make one of the following recommendations to the highest appellate:
 - **Warning:** For minor offences, the member may receive a formal warning.
 - **Suspension:** The member may be suspended from SARC activities for a specified period of time.
 - **Termination:** For serious offences, the member's membership may be permanently terminated. The decision will be communicated in writing to the member involved.

6.4 Appeal Process:

Members who face disciplinary action have the right to appeal the decision. The appeal must be submitted in writing to the Disciplinary Committee within 7 days of the decision. The final decision will be taken by the Chairman Alumni Affairs, and his/her decision will be final and binding.

This Constitution shall serve as the foundational framework for the Student Alumni Relation Cell, ensuring its effective operation and fostering its continued success and growth.

REGISTRAR