

JINNAH UNIVERSITY FOR WOMEN



Alumni Council

Updated : September 2021
Approved : October 2021
(Academic Council)

Preamble and Name

Jinnah University for Women Alumni Council (JUW-Alumni Council)

We, the alumni of Jinnah University for Women out of our confidence to form a cohesive and uniform stand to encourage closer ties with the University, and to endorse, promulgate and facilitate the educational, research and community service missions of the University, and to prop up our alma mater, hereby form *“The Jinnah University for Women”*.

ABOUT UNIVERSITY

The Jinnah University for Women was established in 1998, previously functioning as post Graduate College since 1985. It was the second general university of the city of Karachi and the first women’s University of not only Sindh province but also of Pakistan. The University supports scholarly and personal growth of students, preparing them to become transformational citizen with sound ethical, cultural, and religious values. University focuses on priorities in increasing the quality of service, deliverance, providing practical cum industrial oriented syllabus, promoting total worth management of educational programs, ensuring a dear campus environment for the faculty and students, increasing value added programs, convergence of technologies, taking the benefits of research and development to the communities in need.

The mission of Jinnah University for Women is to extend knowledge by imparting eminence education and human values to the daughters of the nation and to give out humanity by developing in students mental power, intelligence, cultural and religious values, professional and technological proficiency, and a sense of serving the society. The young girls are empowered through quality education to acquire best advantage of their educational opportunities and they are endorsed with decisive thoughts, leading them to presume the roles in leadership, sense of responsibility, and service to the society. Inherent in this broad mission are methods of instruction, research, widespread training and public service that are skillfully designed to educate our students and impart fanatical goal and aspiration to serve. The Degrees/Diplomas/Certificates awarded by the University are recognized by the Higher Education Commission of Pakistan as equivalent to corresponding Degrees/Diplomas/Certificates of other Universities of Pakistan.

The educational hierarchy is of 04 Faculties, i.e., *Science, Arts, Business Administration Commerce and Economics, Pharmacy*, and aver all there are 26departments in these Faculties. Further 250 experienced and qualified faculty members, are imparting knowledge to the student to reach the climax of excellence in higher learning. The University has the acclaim of proudly awarding **21 PhD** degrees and **29 MS / M.Phil** degrees to its faculty members of different departments.

The most imperative fact is that the only financial resource of the University as compared to private sector’s Universities of the country is the *lowest fee structure*, with which the management is sacrificially managing to endow the female population.

OBJECTIVES OF THE JUW-ALUMNI COUNCIL

The Council shall:

- a) Promote the wellbeing and interests of the University and the Alumni.
- b) Build up ways and means to contribute to the escalation and development of its members and to the University by organizing the resources of its members.
- c) Promote professional opportunities and educational facilities for the students and rational growth of its alumni.
- d) Retain a liaison between its members and the University.
- e) Serve as a platform for resource development and program development for the University and endorse the interests of the University.
- f) Be responsible for developing and maintaining communication with the Alumni through customary publications.
- g) Carry out various programs considering incidental or beneficial to the attainment of the objectives.

MEMBERS OF JUW-ALUMNI

Alumni shall be defined as all pass out of the Jinnah University for Women and has earned degree from the University.

The membership of the JUW-Alumni shall be of the following categories:

A. Regular Members

Regular members shall consist of all persons who have been regularly enrolled in a degree-granting program at the Jinnah University for Women.

B. Associate Members

Associate members shall consist of all persons who have shown an energetic or crucial interest in the University or have made contribution to the mission of the University.

GOVERNANCE AND STRUCTURE OF JUW-ALUMNI COUNCIL

The Council shall be a registered body of the University.

a. General Body

- i. It shall consist of Regular Members of the Alumni Council, according to the provisions provided in this.
- ii. For the smoother running of its affairs, it shall farm out authority to various components.
- iii. All actions taken by an officer or a committee of the Council may be approved, rejected or amended by this body.

b. Governing / Executive Council

- i. It shall be the legislative and policy-making body of the Council.
- ii. The Executive Council shall comprise of the following elected officers:
 - 1) *President*
 - 2) *Vice-President*
 - 3) *Secretary*
 - 4) *Treasurer*

All officers will have *two-year* terms. The President may hold a maximum of two non-consecutive terms in that office.

- iii. It shall fix the date and place of meetings upon the recommendation of the President of the Council.
- iv. It shall form and authorize the standing committees, upon the recommendation of the President of the Council.
- v. It shall create and authorize particular and ad hoc committees as and when needed and upon the recommendation of the President of the Council.
- vi. It shall settle on the annual membership dues for all categories of membership, which may be revised periodically.
- vii. The Vice Chancellor of the University or his nominee and the head of Alumni Affairs shall be ex-officio Active Members of the Governing Council.
- viii. In consultation with members of the Alumni, the University's academic body heads shall appoint the first members of the Governing Council on a provisional basis and they shall constitute the Governing Council.
- ix. It shall have the total control of all the funds and property of the Council, except as limited by the bylaws, and shall act for the Council as a whole between sessions of the general body.

COMMITTEES OF JUW-ALUMNI COUNCIL

- i. The President shall nominate members to standing committees in consultation with the Governing / Executive Council.
- ii. The tenure of each committee member shall be *two years* provided that, in the case of the first committee constituted.
- iii. The standing committees of the Council shall be as follows and the terms of reference for each shall be provided and approved by the Governing / Executive Council:

Committees Title

1. *Nomination and Elections Committee*
2. *Finance Committee*
3. *Educational Program Committee*
4. *Resource Development Committee*
5. *Alumni Tracking Committee*
6. *Publications and Communications Committee*
7. *Constitution, Ethics and Bylaws Committee*
8. *Strategic Planning Committee*
9. *Alumni Grievance and Suggestion Committee*

Each Committee shall present an annual report to the Governing / Executive Council and the Officers of the work completed by the Committee.

- Chairs of all standing committees of the Council shall be appointed by the President in consultation with the Governing / Executive Council.
- *Ad-hoc Committee / Special Committee* may be appointed for special purposes by the President with the advice of the Governing / Executive Council.
- Tenure of Ad-hoc committees appointed by the President will expire at the end of the term of the President or at the end of the project that the committee was set up to do; whichever comes first.
- Term of the Ad-hoc committees may however be extended by the new Executive Council to permit them complete the assigned job.
- The President with the endorsement of the General / Executive Council shall appoint the Nominations and Elections Committee.
- The Committee shall build up rules and regulations for and conduct elections for the Association in peace with the Constitution and Bylaws.

The Duties/responsibilities of these committees decided and governed by the Governing/Executive Council.

DUTIES OF COMMITTEES

1. Nomination And Election Committee

- The committee shall propose the alumni for Reward / Recognition on the basis of their achievements and success in their Academic and Professional Life.
- The Nominating Committee shall endeavor to nominate a schedule of candidates for the Board of Directors who will appropriately represent the membership of the Council.
- The Nomination and Election Committee shall plan, execute and record the annual JUW-Alumni Council elections according to the organization’s constitution and bylaws.

2. Finance Committee

- The Finance Committee shall be responsible to keep a record of JUW-Alumni Council account /Assessments and Donations collected from finance department.
- The Committee shall put forward the detail report of account (collectively from all departments/faculties) to the governing council annually.
- The committee shall intend a financial planning, including investments and setting the annual budgets of the council.

3. Educational Program Committee

- The Committee shall be responsible for the overall plan, management, and evaluation of a coherent and coordinated programs / events that facilitate alumni education and profession, as approved by Governing body.
- The Committee shall conduct the activities/events of Alumni with the help of respective coordinator and file the facet regularly.
- The Committee shall collect the information from all departmental coordinators about their alumni related educational activities and submit to the governing body regularly.

4. Resource Development Committee

- The Resource Development Committee is tasked with growing and diversifying JUW-Alumni Council’s financial resources to support organizational goals and objectives.
- This Committee is also accountable for alumni scholarships, endowment funds, sponsorships and other financial oversight as assigned by the Board of Directors.

5. Alumni Tracking Committee

- The Alumni Tracking Committee shall work to mark out the JUW pass out students and submit to communicate their respective coordinator for alumni membership through registration.
- Gather the list of registered Alumni from the coordinators of all departments and keep a file.

6. Publications And Communications Committee

- The Committee shall communicate with JUW - Alumni through social and printing media for news and notifications.
- Accumulate the record of success/achievement stories of alumni from all departments.
- Update alumni section of university website regularly. Maintain a file with updates.

7. Constitution, Ethics And Bylaws Committee

- The Committee shall be responsible for considering and proposing any changes to the JUW-Alumni council's Constitution and Bylaws.
- The Committee shall analyze the effectiveness of bylaws and constitutions and propose modification and report to governing body.

8. Strategic Planning Committee

- The Strategic Planning Committee shall responsible for supporting the Board's efforts to establish, maintain and monitor the Alumni Council's vision, mission, values and goals.
- The Committee shall plan for the betterment of Alumni in response of proposal/offer/suggestion related to education base programs.
- The Committee shall maintain an annual calendar of alumni's programs/events collected from all departments.

9. Alumni Grievance And Suggestions Committee

- The Committee shall liaise between the alumni community, the faculty and the administration, addressing grievances and conveying recommendations,
- It shall bring together Alumni suggestion and complain from all coordinators and Report to the governing body to gratify the alumni accordingly.

10.Ad-Hoc /Special Committee

- The ad-Hoc Committee shall formed by the recommendation of president for a specific mission or objective, and dissolved after the completion of the task or achievement of the objective.

DUTIES OF THE OFFICERS

President – The President serves as the executive officer of the Alumni Council and manager of the Board of Directors. The President will call and preside at meetings of the Council and of its Board of Directors. The President will act as chair of the Executive Committee of the Board of Directors and will carry out all Council activities.

Vice-President – The Vice-President will be responsible for monitoring the implementation of the Council Bylaws and will serve as parliamentarian at all Board meetings and, as such, will be fully acquainted in the meaning and interpretation of the Bylaws. The Vice-President will presume the duties of the President during a temporary deficiency or incapacity of the President.

Secretary – The Secretary will testimony the minutes, votes, and action items of all Board meetings and monitors the attendance records of its members. These minutes will be received by members of the Board no later than two weeks following the most recent meeting. If the Secretary cannot be there a scheduled Board meeting, she will notify the President of the anticipated absence and obtain a replacement for the intention of the meeting.

Treasurer - The Treasurer shall be the manager of all recurring funds of the Council. Shall be answerable to the Association. The finances are to be reported to the Executive Council quarterly.

Shall also discharge the following duties:

- Collect all membership dues, assessments, donations and such money as may be due to the Council.
- Deposit all funds received in an approved depository and distribute them upon order of the Executive Council.
- The Executive Council may cause an annual audit of her accounts to be made by a certified public accountant.

- Present the annual report at the annual general meeting of the Council.
- Perform such other duties as are imposed upon her by the Constitution and Bylaws of the Council.

BOARD OF DIRECTORS

The management of this Council shall be vested in a Board of Directors, consisting of the officers of this Council, *at least 10 but not more than 15 members*-at-large elected by the Board of Directors from nominations provided by the membership.

The elected Board members will each serve for a period of *two years*. The Board will be structured through its elections so that approximately one-third revolve off each year to provide for continuity. Members of the Board of Directors will not be entitled for election to more than two consecutive terms. In addition to the annual Council meeting, the Board of Directors will meet at least two times every year, at a time and place to be determined by the Board of Directors and announced to its members at least four months in advance. A simple majority of the whole number of elected Board members and officers shall constitute a quorum, and a majority of the votes cast at a regularly convened meeting shall be adequate to approve all matters of business.

If, for any reason, a Board member fails to uphold the standards of the University and the Alumni Council Board of Directors, her membership on the Board may be terminated by a *two-thirds vote* of those present and voting thereon.

ELECTION

Election of the members of the Board of Directors shall be held after *two years*. Nominations from the membership for all elected members of the Board of Directors shall be received by the Nominating Committee. The Nominating Committee report shall be presented to the Board of Directors for ratification. The Board of Directors shall vote for its members from the nominations presented to the Nominating Committee through the membership.

The Nominating Committee shall venture to nominate a slate of candidates for the Board of Directors who will appropriately represent the membership of the Council.

MEETINGS

Regular meetings of Board shall be held at least *two times* in each monetary year, presided over by the Chair and at such time, place and in such manner as may be designated by the Chair.

Any elected or appointed Board member, who fails to be present at least 50% of meetings in each twelve months, unless excused by the Chair for reason, may be deemed to have relinquished her position and may be replaced by a member appointed by the Chair.

After the termination of a Director's term of office, each Director may as a subject of right, attend all meetings of the Board and bond in all discussion but without the right to vote, except when the Board meets in Executive Session or is discussing confidential matters.

BOARD DUTIES

The Board shall be responsible for determining the compensation and benefits of the President, and providing review and counsel on personnel policy, staff development, and organizational structure; financial planning, including investments, and setting the annual budgets of the Association; ensuring the appropriate maintenance and development of Association land, buildings, equipment, and other facilities.

AMENDMENTS

- The Council may from time-to-time revoke, add or amend the bylaws.
- Proposal for amendments may be initiated with a written request of at least 20 Regular Members.
- Any request for amendments shall be addressed initially to the Constitution and Bylaws Committee, which shall make available its recommendations to Governing/Executive Council.
- The Governing Council shall conscious upon the recommendations of the Constitution and Bylaws Committee at the next regular meeting, or a specially called meeting upon the request of a simple majority of the Governing / Executive Council members.
- A straightforward majority of the Governing / Executive Council shall vote in confirmatory on the proposed amendments for the amendments to be presented to the General Body.
- Once approved by a simple majority of the Governing / Executive Council, the proposed amendments shall be presented to the General Body at the next scheduled meeting.
- At least a *two-thirds* majority of the General Body shall be required to carry the amendments.
- The Governing / Executive Council shall provide the facility to vote on amendments via protected electronic ballot or web conference for those Regular Members incapable to

attend the General Body meetings in person.

NON-PROFIT ORGANIZATION

- a) The council will not be used for the personal gain of any particular person or a group of persons.
- b) The council will not be propagating the view of political parties or a religious sect.
- c) The council will not be managed in manner circulated to personally benefit its members or their families.
- d) The council will try to achieve its declared aims and objects in view of its set up and administration.

POLICIES AND PROCEDURES

Code of Ethics

- Escort the organization to fulfill its aims and objectives and promote the ideals as established in the Constitution and Bylaws of University.
- Be truthful in all forms of professional and organizational communication.
- Report unenthusiastic financial and other information quickly and accurately, and instigate appropriate action.
- Ensuring a work environment that is free from annoyance, coercion of any kind, especially to perform prohibited or unethical acts; and discrimination on the basis of competition, ethnicity, belief, orientation, age, or disability;
- Any member of alumni who has reasonable grounds to judge that a member has violated this Code has a duty to communicate such facts to the Ethics and Grievance Committee.
- Conduct all personal and professional activities with honesty, veracity, respect, fairness, and good faith in a manner that will imitate well upon the organization;
- Condemn the exploitation of professional relationships for personal gain;
- Respect professional confidences;
- Exhortation from participating in any activity that demeans the credibility and dignity of alumni and its aims and objectives.
- Respect the uniqueness and intrinsic worth of every individual;
- Treat people with decorum, respect and kindness to foster a trusting work environment free of harassment, terrorization, and unlawful discrimination;
- Pledge an environment of inclusiveness and a commitment to diversity in the organizations we serve.
- Widen, administer and advocate policies and procedures that foster reasonable, consistent and equitable treatment for all.
- Regardless of personal interests, prop up decisions made by our organizations that are both

ethical and legal.

- Safeguard restricted or top-secret information.
- Search for expert guidance if ever in doubt about the ethical propriety of a situation.
- When using the name of organization in any representations within or outside the organization ensure truthfulness of the representation. When using the name of the organization in matters which may reflect or put forward support from the association ensure that proper approval procedures from the office of the association are taken.
- Serve as a platform for resource and program development for like-minded organizations/programs focused on the development of civil society in Pakistan.

JUW-ALUMNI COUNCIL-2016			
Governing Body			
No.	Post	Name& Designation	
1	President	Dr. Dilshad Zafar Dean of Business Administration, Commerce & Economics	
2	Vice President	Ms. Saima Ibrahim Assistant Professor, Department of Botany	
3	Secretary	Ms. Asma Ahmed Assistant Professor, Department of English	
4	Treasurer	Ms. Rabia Javed Assistant Finance Director, Finance Department	
Board of Directors			
No.	Committees	Name of Director	Department
1	Nomination And Election Committee	Ms. Saba Naz	Education
2	Finance Committee	Ms. Kiran Azeem	Commerce
3	Educational Program Committee	Ms. Ramsha Ali	Computer Science
4	Resource Development Committee	Dr. Shehla Tehseen	Political Science
5	Alumni Tracking Committee	Ms. Samreen Lodhi	Business Administration
6	Publications And Communications Committee	Ms. Tooba Zaheer	Media Studies

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7	Constitution, Ethics And Bylaws Committee	Ms. Shaista Rehman	International Relationship
8	Strategic Planning Committee	Dr. Sadia Zafar	Pharmacy
9	Alumni Grievance And Suggestions Committee	Ms. Shaima Hasnat	Biochemistry
10	Ad-Hoc /Special Committee	Ms. Naheed Afshan	Microbiology

DEPARTMENTAL COORDINATORS			
	Members	Department	Faculty
1	Ms. Seema Meghani	BBA	BUSINESS ADMINISTRATION
2	Ms. Samreen Lodhi		
3	Ms. Kiran Azeem	Commerce	
4	Ms. Kiran Zehra		
5	Ms. Maryum Mazhar	Economics	
6	Dr. Sadia Zafar	Pharmacy (Morning)	PHARMACY
7	Ms. Humaira Khatoon	Pharmacy (Evening)	
8	Ms. Shaima Hasnat	Biochemistry	SCIENCE
9	Ms. Arishma	Biotechnology	
10	Ms. Anum Shafi	Chemistry	
11	Ms. Ramsha Ali	Computer Science	
12	Ms. Erum Mazhar	Environmental Science	
13	Ms. Nazia Munawar	Maths	
14	Ms. Naheed Afshan	Microbiology	
15	Ms. Mary Mehwish	Zoology	
16	Ms. Saba Naz	Education	ARTS
17	Ms. QurratUl Ain	English	

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18	Ms. Maryum Qaiser	International Relationship	
19	Ms. Tooba Zaheer	Media Studies	
20	Dr. Shehla Tehseen	Political Science	
21	Ms. Shaista Rehman	Sociology	
22	Ms. Shama Anjum	Urdu	
23	Ms. Komal Mehmood	Visual Studies	

After three years council members revised accordingly.



JUW-Alumni Council

(Established In the Year 2015)

Jinnah University for Women, Nazimabad, Karachi, Pakistan



Following is the list of JUW Alumni Council Board Elected in JUW Alumni Council Election-2018
Held on January 24, 2018

JUW-ALUMNI COUNCIL		
GOVERNING BODY (2018-2020)		
No.	Post	Name & Designation
1	President	Ms. Saima Ibrahim Assistant Professor , Department of Botany
2	Vice President	Ms. Faseeha Saeed Assistant Professor, Department of Microbiology
3	Secretary	Dr. Rana Hadi Professor, Department of Zoology
4	Treasurer	Ms. Shama Anjum Assistant Professor, Department of Urdu

JUW-ALUMNI COUNCIL			
BOARD OF DIRECTORS (2018-2020)			
No	Committees	Name of Director	Department
1	Nomination And Election Committee	Ms Erum Mazhar	Microbiology
2	Finance Committee	Ms Samreen Lodhi	Bus. Administration
3	Educational Program Committee	Ms Kanwal Zahoor	Computer Science
4	Resource Development Committee	Ms Madiha Maboos	Pharmacy
5	Alumni Tracking Committee	Ms Nida Ahmed	English
6	Publications And Communications Committee	Dr. Saira Kamal	Microbiology
7	Constitution , Ethics And Bylaws Committee	Dr. Saira Perveen	Islamic Learning
8	Strategic Planning Committee	Ms. Nazia Munawar	Mathematics
9	Alumni Grievance And Suggestions Committee	Ms. Qurat ul ain Zohaib	English
10	Ad-Hoc /Special Committee	Ms Kaniz Fatima	Mathematics

JUW ALUMNI COUNCIL
JINNAH UNIVERSITY FOR WOMEN
KARACHI

Ms. Saima Ibrahim
President
JUW Alumni Council

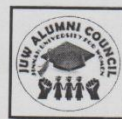
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JUW-Alumni Council

(Established In the Year 2015)

Jinnah University for Women, Nazimabad, Karachi, Pakistan



Following is the list of Departmental Coordinator Appointed on 30th Sept. 2019 by Chairpersons

JUW ALUMNI COUNCIL		
DEPARTMENTAL COORDINATORS (2019-2020)		
S. NO.	COORDINATOR NAME	DEPARTMENT
1	Ms Shahana Rasheed	Biochemistry
2	Ms Neha Khan	Biotechnology
3	Ms Huma Fatima	Botany
4	Ms Madiha Raees	Business Administration
5	Ms Anum Shafi	Chemistry
6	Ms Kanwal Zahoor	Computer Science
7	Ms Uzma Anis	Commerce
8	Ms Qurat ul Ain	English
9	Ms Nida Ahmed	English
10	Ms Anum Hayat	Economics
11	Ms Komal Asif	Education
12	Ms. Aqsa Ajaz	Food Science & Technology
13	Ms Maryum Qaiser	International Relation
14	Dr. Saira Perveen	Islamic Learning
15	Ms Nazia munawar	Mathematics
16	Ms Nazish Nafees	Media Science
17	Dr Saira Kamal	Microbiology
18	Ms. Rakhshanda	Political Science
19	Ms. Saba Abid	Psychology
20	Ms Faiza Muzaffar	Pharmacy
21	Ms. Zehra Ashraf	Pharmacy
22	Ms Maryum	Sociology
23	Ms Shama Anjum	Urdu
24	Ms Dania wattoo	Visual Studies
25	Ms Baby Tooba	Zoology

JUW ALUMNI COUNCIL
JINNAH UNIVERSITY FOR WOMEN
KARACHI

Ms Saima Ibrahim
President
JUW Alumni Council



JUW-Alumni Council

(Established In the Year 2015)

Jinnah University for Women, Nazimabad, Karachi, Pakistan



Dated: 03/ 11/ 2019

Following is the list of Board Members appointed on 2nd November 2019

JUW ALUMNI COUNCIL		
BOARD OF DIRECTORS (2019-2020)		
No.	BOARD MEMBER	COMMITTEE
1	Syeda Tooba Javaid	Nomination And Election Committee
2	Qundeel Jamal	Finance Committee
3	Jan Bibi	Finance Committee
4	Fariha Shafaat	Finance Committee
5	Mehwish Zahoor	Finance Committee
6	Areeba Arif	Educational Program Committee
7	Najmus Saher	Educational Program Committee
8	Neha Baqai	Educational Program Committee
9	Anum Kamran	Educational Program Committee
10	Aiman Siddiqui	Resource Development Committee
11	Syeda Jia Haider	Resource Development Committee
12	Husna	Alumni Tracking Committee
13	Sadia Iqbal	Alumni Tracking Committee
14	Hera Naseem	Alumni Tracking Committee
15	Noor Ul Ain	Alumni Tracking Committee
16	Mahreen Muzamil	Publication & Communication Committee
17	Sadia Bawani	Publication & Communication Committee
18	Tooba Nisar	Constitution, Ethics And Bylaws Committee
19	Javeria Usman	Strategic Planning Committee
20	Tarannum Ghazala	Strategic Planning Committee
21	Hafsa Mansoor Ansari	Grievance And Suggestion Committee
22	Shameen Farooqi	Grievance And Suggestion Committee
23	Madiha Imdad	Ad -Hoc Special Committee
24	Amna Aziz Warrach	Ad-Hoc Special Committee

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KARACHI

Ms Saima Ibrahim
President
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