

About Alumni Association

Functions of the Cell

F01. Work closely with the Alumni Association, arranging its meetings, staffing its committees and ensuring strong and productive relationships between its members and the academic and administrative leadership.

F02. Plan, implement and promote alumni programs that support the Institute's strategic plan as well as the goals.

F03. Ensure accurate and complete alumni database records; capture contact, biographical and career information of alumni via surveys, correspondence, website, postal returns, etc.

F04. Establish and build relationships with a wide range of alumni, locally, regionally, nationally and internationally; maintain regular communication with alumni via direct contact, email blasts, alumni web pages, and print publications.

F05. Educate graduating students about alumni benefits and engage them in programs.

F06. Oversee and balance the budget for Alumni Relations; within the annual program budget, manage existing and/or additional alumni programs, services and communications.

Roles & Responsibilities of Committee members

Coordinator

- Plans Alumni regular events and activities.
- Supervises the work of Alumni committee members
- Maintains the necessary documents and photos related to the conducted event
- Takes the financial support from management
- Ensures that basic aim of program is attained or not

Department Coordinators

- Organizes events assigned to them
- Encourages students to participate in Alumni events and activities.
- Assign responsibilities to individual student members
- Maintains the necessary documents and photos related to the conducted event
- Distributes the prizes the winners of various events organized by Alumni committee.

Student member

- To collect the students participation list in the respective department.
- Take the responsibility assigned by faculty member.
- Motivate the students to participate in alumni events.
- Helps the faculty members while maintain the necessary documents.