

# 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.