



## **ALUMNI CELL**

### **1. Description of the Committee:**

The Alumni Cell serves as a vital bridge between the institution and its alumni network, fostering enduring relationships and leveraging alumni expertise to enrich the academic and professional growth of current students.

Through strategic initiatives, networking events, and mentorship programs, the cell cultivates a vibrant community that facilitates knowledge exchange, career advancement, and institutional development.

Committed to nurturing lifelong connections, the Alumni Cell embodies the spirit of collaboration, innovation, and excellence, driving the continuous enhancement of the institution's reputation and impact.

### **2. Purpose of the Committee:**

The purpose of the Alumni Cell committee is to cultivate and maintain strong relationships with the institution's alumni community, facilitating meaningful engagement opportunities that support the professional development, networking, and academic advancement of current students.

By harnessing the expertise, resources, and experiences of alumni, the committee aims to enhance the overall educational experience, foster a sense of belonging, and contribute to the long-term success and reputation of the business school.

### **3. Objectives of the Committee:**



- a. Foster strong connections and maintain regular communication channels with alumni.
- b. Organize networking events, workshops, and seminars to facilitate interaction between alumni and current students.
- c. Establish mentorship programs to provide guidance and support for students in their academic and professional pursuits.
- d. Collaborate with alumni to create internship and job placement opportunities for students.
- e. Collect feedback from alumni to inform curriculum enhancements and program development.
- f. Showcase alumni achievements and success stories to inspire current students and enhance the reputation of the business school.
- g. Develop fundraising initiatives and cultivate philanthropic support from alumni to advance the institution's mission and initiatives.
- h. Collaborate with other committees and departments within the institution to maximize the impact of alumni engagement efforts.
- i. Evaluate the effectiveness of alumni engagement activities and continuously strive to improve and innovate in serving the needs of both alumni and current students.

#### **4. Committee Members/ Composition:**

<b>S. No.</b>	<b>Name of Faculty</b>	<b>Designation</b>	<b>Committee Designation</b>
1	MOHAMED ARSHADH	HEAD – HUMAN RESOURCES & ADMINISTRATION	Faculty Incharge
2	W Shabeena Sha	Assistant Professor	Member



3	Ms.S. Sumiya	Assistant Professor	Member
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## **5. Roles and Responsibilities of Members:**

### **Faculty Incharge:**

- Provide leadership and guidance to the Alumni Cell committee, ensuring alignment with the institution's objectives and values.
- Oversee the planning and execution of alumni engagement activities, events, and programs.
- Serve as the primary liaison between the committee and other faculty members, administrators, and stakeholders.
- Coordinate with alumni relations offices or departments to leverage institutional resources and support for alumni initiatives.
- Mentor and support committee members in their roles and responsibilities.
- Represent the Alumni Cell committee in faculty meetings, departmental discussions, and other relevant forums.
- Monitor and evaluate the effectiveness of alumni engagement efforts and provide recommendations for improvement.

### **Faculty Members:**

- Actively participate in the planning and implementation of alumni engagement activities, events, and programs.
- Contribute ideas and initiatives to enhance alumni relations and support the objectives of the committee.
- Assist in coordinating logistics, outreach, and communication efforts related to alumni events and initiatives.
- Engage with alumni to cultivate relationships, gather feedback, and identify opportunities for collaboration.
- Support mentorship programs by providing guidance, advice, and support to students and alumni participants.
- Assist in evaluating the impact and effectiveness of alumni engagement activities and provide feedback for improvement.
- Collaborate with other faculty members and stakeholders to leverage resources and maximize the impact of alumni initiatives.
- Stay informed about alumni achievements, updates, and needs to ensure relevant and timely support from the committee.

## **6. Frequency of Meetings:**



The Committee meets once in every semester to plan, review the progress and implementation of welfare measures for the staff.

## **7. Procedure:**

### **Alumni Association registration and renewal:**

- Identify potential alumni members.
- Communicate the benefits of association membership.
- Distribute membership forms.
- Collect and process membership fees.
- Maintain a database of registered alumni.
- Send reminders for membership renewal.
- Update membership records regularly.

### **Alumni Office bearers and EC member:**

- Call for nominations for office bearers and executive committee (EC) members.
- Conduct elections or selection process.
- Announce the elected/appointed office bearers and EC members.
- Orient newly appointed members about their roles and responsibilities.
- Conduct regular meetings and discussions to facilitate collaboration and decision-making.
- Support and monitor the activities of office bearers and EC members.

### **AGM (Annual General Meeting):**

- Plan and schedule the AGM.
- Send out invitations to alumni members.
- Prepare agenda and necessary documents.
- Conduct the AGM, including reports from office bearers, financial statements, and elections (if applicable).
- Facilitate discussions and decision-making.
- Document minutes of the meeting and follow up on action items.

### **Alumni chapters:**

- Identify regions or areas with a significant alumni presence.
- Establish chapters in those regions.
- Appoint chapter coordinators or leaders.



- Facilitate communication and collaboration between the main Alumni Cell and chapters.
- Organize chapter-specific events and activities.
- Maintain regular contact and support for chapter operations.

#### **Alumni Cell Vision:**

- Gather input from stakeholders, including alumni, faculty, and students.
- Formulate a vision statement that reflects the aspirations and goals of the Alumni Cell.
- Communicate the vision statement widely to garner support and alignment.
- Review and refine the vision statement periodically to ensure relevance and responsiveness to changing needs and contexts.

#### **Alumni Cell Mission:**

- Define the purpose and scope of the Alumni Cell's activities.
- Articulate specific objectives and goals that align with the vision statement.
- Develop strategies and action plans to achieve the mission.
- Communicate the mission statement to stakeholders to create awareness and engagement.
- Evaluate and adjust the mission statement as needed to reflect evolving priorities and challenges.

#### **Objectives of Alumni Cell:**

- Identify key areas of focus and priorities for the Alumni Cell.
- Formulate specific, measurable, achievable, relevant, and time-bound (SMART) objectives.
- Assign responsibilities for each objective to relevant committee members.
- Develop action plans and timelines for achieving the objectives.
- Monitor progress and evaluate outcomes regularly.
- Adjust objectives and strategies as needed based on feedback and changing circumstances.

#### **Alumni association membership form:**

- Design and create membership forms.
- Distribute forms through various channels such as email, website, and social media.
- Collect and process filled membership forms.
- Maintain a database of members and their details.
- Send acknowledgment and membership cards to new members.



- Periodically update membership records.

**Student development initiatives such as:**

- **Counselling to students:**
  - Offer counseling services to students on academic, personal, and career-related issues.
  - Schedule appointments and allocate resources for counseling sessions.
  - Maintain confidentiality and professionalism in counseling interactions.
- **Career Guidance:**
  - Organize workshops, seminars, and career fairs to provide information about career options.
  - Invite alumni and industry experts to share insights and advice.
  - Offer one-on-one career counseling and resume review sessions.
- **Internship:**
  - Liaise with companies and organizations to secure internship opportunities for students.
  - Assist students in preparing internship applications and resumes.
  - Provide support and guidance to students during their internship period.
- **Project assistance and guidance:**
  - Match students with suitable projects based on their interests and skills.
  - Provide mentorship and guidance to students throughout the project duration.
  - Facilitate access to resources and networks to support project implementation.
- **Resource person for Guest Lectures, Seminars, Programs:**
  - Identify alumni and industry experts to serve as guest speakers for lectures, seminars, and programs.
  - Coordinate with the Alumni Cell and faculty to schedule and organize guest sessions.
  - Ensure that guest speakers are briefed on expectations and logistics.
- **Support for placements and Industry Visits:**
  - Collaborate with placement cells and industry partners to facilitate job placements for students.
  - Organize industry visits to provide students with exposure to real-world work environments.
  - Arrange mock interviews, resume workshops, and networking events to enhance students' employability skills.
- **Jury/Panel members for management meets:**



- Invite alumni and industry professionals to serve as jury or panel members for management meets, competitions, and events.
- Coordinate with event organizers to define judging criteria and logistics.
- Ensure that jury members are briefed on their roles and responsibilities.

**1. Support for entrepreneurship:**

- Identify alumni entrepreneurs who can serve as mentors or advisors to students interested in entrepreneurship.
- Organize entrepreneurship workshops, boot camps, and networking events.
- Provide resources and guidance on business planning, funding, and startup development.
- Facilitate connections with investors, incubators, and industry experts.

**1. Institutional development initiatives such as:**

• **Admission panel:**

- Participate in the admission process by reviewing applications, conducting interviews, and making selection decisions.
- Collaborate with admission committees to ensure transparency and fairness in the admission process.
- Provide input on admission criteria and policies.

• **Academic council:**

- Contribute to discussions and decision-making on academic policies, curriculum development, and program evaluation.
- Represent alumni perspectives and interests in academic council meetings.
- Provide feedback and recommendations for enhancing the quality and relevance of academic programs.

• **Advisory Board:**

- Serve as advisors to the institution's leadership on strategic planning, policy formulation, and organizational development.
- Offer expertise and insights from diverse sectors to inform decision-making and initiatives.
- Facilitate connections and partnerships with external stakeholders, including industry leaders, policymakers, and community representatives.

• **IQAC (Internal Quality Assurance Cell):**

- Contribute to quality enhancement initiatives by providing alumni feedback and perspectives on academic and administrative processes.
- Participate in IQAC meetings and working groups to review data, identify areas for improvement, and propose solutions.



- Support the implementation of quality assurance measures and continuous improvement strategies.
- **Other Relevant committees:**
  - Serve as members or advisors on committees related to specific initiatives or areas of interest, such as diversity and inclusion, research, or alumni engagement.
  - Contribute expertise, insights, and feedback to support the goals and objectives of the committees.
  - Collaborate with other committee members to achieve shared objectives and outcomes.
- 1. **Curriculum development:**
  - Provide input and feedback on curriculum design, course content, and learning objectives.
  - Participate in curriculum review processes to ensure alignment with industry trends and best practices.
  - Advocate for the integration of practical skills, real-world applications, and experiential learning opportunities into the curriculum.
- 2. **Panel member for extracurricular activities (such as club activities):**
  - Serve as advisors or mentors for student-led clubs and extracurricular activities.
  - Offer guidance and support in planning and organizing events, projects, and initiatives.
  - Share expertise and insights related to the focus areas of the clubs, such as entrepreneurship, sustainability, or community service.
- 3. **Community outreach such as CSR activities:**
  - Identify community needs and opportunities for engagement.
  - Plan and execute CSR (Corporate Social Responsibility) initiatives in collaboration with alumni, students, faculty, and staff.
  - Mobilize resources, volunteers, and partnerships to support community projects and programs.
  - Evaluate the impact of CSR activities and communicate outcomes to stakeholders