

JSPM'S
Jaywantrao Sawant College of Engineering
Standard operating procedures(sop)
for
ALUMNI ASSOCIATION

Alumni Association

· **Vision:**

To create a global community through commitment, value, and support to empower the future of JSCOE and its Alumni.

· **Mission:**

To foster and strengthen ties and create a mutually beneficial relationship between Alumni and New Horizon by providing diverse benefits, including networking opportunities, career development, special events, and the occasion to connect with and inspire students. To also engage with New Horizon's future goals, such that each individual feels welcome and valued as a member of the Alumni community.

Importance of Alumni Relations

Alumni relations are an important part of an institution's advancement activities for many reasons:

1. Alumni are an institution's most loyal supporters.
2. Alumni are fundraising prospects.
3. Alumni generate invaluable word-of-mouth marketing among their social and professional networks.
4. By engaging alumni, an institution can continue to benefit from their skills and experience.
5. Alumni are great role models for current students and are often well-placed to offer practical support to students as they start their careers.
6. Alumni are often in a position to engage the expertise of the institution in their professional lives.

7. Our alumni are our international ambassadors. They take their knowledge of our institution to their hometowns and countries and into their professional and social networks.

1.Purpose:

- The purpose of this SOP is to establish guidelines for managing the alumni database and association effectively and efficiently.

2. Scope:

- This SOP applies to all personnel involved in managing the alumni database and association, including database administrators, Coordinators, and Alumni members of the alumni association.

3. Alumni Registration:

- The registration form shall be made available on the portal and also available in the respective departments and registration shall remain open throughout the year. An Alumni Digital ID Card shall be issued to the respective Alumni after successful registration.
- All outgoing students have to compulsorily enter all the required details along with their photo on the Alumni Portal.
- A mechanism for data modification is provided to the alumni to change their contact number, profile details, and email address throughout the year.

4. Membership Fee

- Registration fees for memberships to the Alumni Association will be collected from the final Semester of Engineering students.

5. Data Privacy and Security:

- Protect alumni data from unauthorized access, loss, or misuse by implementing access controls, encryption, and regular security audits.
- No data is to be shared with anyone without the President and other Alumni members permission.

6. Communication with Alumni Members:

- The members will be kept informed about institution and Alumni Association activities regularly through an alumni notice board on the portal.
- Every event shall have a poster with event details and the same will be posted on social media and the Alumni portal well in advance and also mails will be send on the registered e-mail Id. Reminder messages will also be posted on the Alumni WhatsApp group department wise.

7. Alumni Activities:

- The Alumni Association shall plan its activities on a regular basis. The activities may include Alumni Talks, Alumni Meet, Alumni Entrepreneurs Meet, Alumni Achievement Recognition, Job Mela, Cultural Fest, Alumni Relive (one-day college life), Sports Day, Social Awareness Activities / Extension Activities, Career Guidance Seminar, Motivational Talks, and Mentoring.

8. Maintaining Accounts

- A separate bank account is maintained for Alumni Association Activities.

9. Alumni Association Committee

- The tenure of the Alumni Association Committee Members is restricted to a period of 3 years. Subsequently, the new Committee shall be formed by conducting an election under the supervision of the President–Alumni Association.
- The committee consists of eight members, namely the President, Vice President, Secretary, Joint-Secretary, Treasurer, and ten other department wise Board members.
- Any member of the Alumni Association can be disqualified or removed when found to be conducting activities that are harmful or not in the interest of the Alumni Association activities.

10. Alumni Association Committee – Roles & Responsibilities

- To serve as a liaison between the Alma mater and the Alumni Community.
- Work with the President – Alumni association and Alumni staff coordinator to create a strong Alumni Association for the institute.
- Co-ordinate Guest talks, Motivational talks, Career Development talks, and Guidance on Higher studies to the current students.
- Effort in registering alumni of the old batch who are not in the alumni association.
- New ideas in order to keep alumni constantly in touch with the organization.
- To support Alma maters to identify alumni as jury members (if required) for co-curricular and extracurricular activities conducted by the department/college.

- Organize social awareness program among the Alumni community.
- Support Alma maters in maintaining an up-to-date Alumni database, capturing contact details, and biographical and career information of Alumni.

- Support Alma maters to keep the alumni community aware of the institution's developments and achievements.

- To support Alma maters to connect industry and institution by setting up a unit that benefits our present students, institution, and the industry.

- To plan and support Alma maters to organize events/programs like Alumni Meet/reunions, professional development, Entrepreneurs meet, Job Mela, Sports competitions, Alumni Recognition banquet, Social awareness program, and other special events.

- To identify and follow up with former students who have the potential to become mentors or provide placement support to current students.

- To support and encourage financially poor students at the college and raise funds for the same.

- Plan the Best Outgoing Student Award and raise funds from the alumni.

- Plan meetings at least once in 6 month.

- Review and recommend candidates for the alumni recognition award.

- Adopt the Alumni Association's core values of excellence, lifelong relationships, lifelong learning, and advocacy.

- Raise funds for Alumni Association activities through existing alumni contributions or sponsorships.

11. **Alumni Coordinator Roles and Responsibilities**

- Coordinate with the alumni to deliver Guest talks, Motivational talks, career development talks, and Guidance on Higher studies to the current student batch.
- Identify alumni who have achieved a good position in professional growth and honour them for their achievements.
- Effort in registering alumni of the old batch who are not in the alumni association.
- Educate graduating students about alumni benefits and engage them in programs.
- No alumni data is to be shared with anyone without the President-Alumni association permission.
- New ideas in order to keep alumni constantly in touch with the organization.
- Identify alumni, include them as DAB members, and invite them to DAB meetings whenever they are scheduled.
- Identify and invite alumni as jury members for Co-curricular and extracurricular activities conducted by the department and college.
- Inviting alumni to be a part of Accreditation activities as and when required.
- Organizing alumni meetings along with the President-Alumni Association.
- Respond to alumni's questions, concerns, and suggestions.
- Establish and build relationships with a wide range of alumni, locally, regionally, nationally, and internationally.

12. ROLES & RESPONSIBILITIES OF ALUMNI ASSOCIATION

President:

- The president shall preside over Executive Committee meeting to be held from time to time and shall generally supervise the functions of Alumni Association.
- Implementation of SoP for Alumni Association (Annexure - I) shall be ensured by the President.

Vice- President:

- The Vice – President shall assist the president in his official duties and also discharge the duties and responsibilities of the President, in his absence.

Secretary:

- 1.The secretary shall maintain minutes of the meetings.
2. The secretary shall inform all the Alumni Association members about different activities as and when planned and approved by the President.

Joint Secretary:

The Joint Secretary shall assist the Secretary in all matters and carry out the functions in his / her absence.

Treasurer:

The Treasurer shall maintain the Account of Alumni Association and submit the Statement of Account at the end of Financial Year.

Faculty Co-ordinators:

The Faculty Co-ordinators shall help in planning/organizing the events of Alumni Association from time to time and guide the committee in strengthening the Association and also work for sharing about the details to the alumni department wise.

13. MEETINGS OF JSCOE ALUMNI ASSOCIATION

A. EXECUTIVE COMMITTEE

- The Executive Committee of the Alumni Association shall meet from time to time as advised by the President on clear notice of seven days for any purpose as suggested/proposed .
- The Patrons shall have powers to convene an emergent meeting of the committee on giving at least three days of prior notice.
- The quorum for the meeting of the Managing committee shall be four (4) and its decision shall be by a majority vote.
- In case there is no sufficient quorum, the meeting shall be adjourned for half an hour and thereafter no quorum is required and the meeting shall be transacted with the members present.

B. ALUMNI MEET

- Alumni meet of the members shall be conducted once a year or as suggested by the President in JSCOE Campus on a clear notice of 10 days.
- Prior approval for such Alumni meets will be taken by the Executive Committee from the management.

