



**STANDARD OPERATING
PROCEDURES**

ALLUMNI ASSOCIATION

Dr. N.S.A.M. First Grade College

Bangalore-64

STANDARD OPERATING PROCEDURE

FOR

ALUMNI ASSOCIATION

Introduction:

An organization's alumni are the reflection of its past, representation of its present and a link to its future. Educational institutions are changing the way they see and interact with their alumni community. Alumni relations have become a strategic asset for any kind of higher education institution willing to stand out. Leveraging the alumni community can be a win-win for both the institution and the alumni. Many of them are willing to 'Give-Back' to their alma-mater as a sign of their gratitude and affinity towards the institution.

In this context, the Alumni Committee of the Dr. N.S.AM. First Grade College was started in the year 2014. This committee was responsible for conduction of all activities connected to Alumni activities. The formal alumni association – UnitteD has been registered in 2019.

Objectives of the Committee/ Association:

The association has set up the following objectives:

1. To keep a roster of all Alumni of college and their pertinent data.
2. To maintain the updated and current information of all Alumni.
3. To encourage, foster and promote close relations among the alumni themselves.
4. To utilize the rich experiences of old students of the college for the benefit and progress of the present students (skills training, mentoring, placements etc)
5. To get the valuable advices from Alumni in the overall development of the college
6. To conduct socially responsible activities through the association

Membership Eligibility:

- All students who have studied and received their graduate degree from Dr. N.S.AM. First Grade College are eligible to be members of the association.
- All students who have studied but may not have received their graduate degree from Dr. N.S.AM. First Grade College are also eligible to be members of the association.

Membership Fee:

- All alumni can register their names and become members after paying a membership fee of Rs. 300/-
- This amount will be collected by the accounts section and receipts maintained by the same.

Organization of the Association

The General Body shall comprise of all the members of the Association. To facilitate the smooth functioning of the activities of the Association a Governing Committee will be constituted. This committee is constituted of members who have volunteered to be a part of the committee.

Constitution of the Committee:

The committee would constitute of at least 8 members. The generic membership details are as follows

Sl. No.	Designation	Number of members
1.	Chairperson- Principal	1
2.	Faculty Coordinator	1
3.	Faculty member	1
4.	Alumni Coordinator	1
5.	Alumni- Committee members	5
	TOTAL	9

The constitution of the committee can be increased if necessary, as per the requirement during the academic year.

Schedule of meetings

- Although the committee works throughout the year, the alumni association (General body) would convene a meeting once in an academic year.
- The alumni Governing Committee would formally meet at the start of the academic year to plan for the year's activities, and submit a strategic perspective plan in the format given.
- There would be a meeting at the end of the academic year to review the activities facilitated and the progress of the committee at the end of the academic year.
- The committee would meet prior to the start of an event to discuss overall planning as well as individual roles and responsibilities.
- However, the committee would meet and attend to any case as per the need / emergency situations.
- The Faculty and Alumni Coordinator of the committee is expected to convene the meetings and set an agenda for the discussion
- The discussions would be maintained as minutes of the meeting. This would be the responsibility of either of the coordinators.

Working of the Committee:

- The committee is responsible for contacting Alumni and arranging for membership drives.
- The committee shall be involved in updating the professional details of the members.
- The Governing Committee is responsible for organizing Annual Alumni Meet once every year. The date can be finalized according to the academic schedule.
- Strategic perspective plans need to be submitted by the committee along with estimated budget prior to the commencement of the academic year.
- The committee is therefore entrusted with the planning and scheduling of the approved events for the academic year. (Tentative dates to be included in the academic calendar of the college.)
- The Coordinators of the committee shall conduct informal meetings at regular intervals to discuss and allocate tasks.

- The committee needs to prepare the annual budget, keeping in mind the various events to be held over the course of the academic year.
- The procedure to organize events is as follows:
 - To obtain formal permission from the College authorities to arrange programs.
 - To decide the date, time and agenda of the programs.
 - To inform members of staff and students about the events.
 - To prepare notice board displays, invitations, brochures, certificates etc.
 - To arrange the venue and logistics.
 - To invite the Chief Guest and other guests of honour.
 - To arrange mementos for guests and trophies, medals and certificates for the participants.
- The committee would have to submit the bills and invoices for all expenditures involved to the accounts section.
- The committee is responsible for communicating the report for uploading on college website or arranging for press release
- All financial related documents for auditing will have to be submitted to the office.

Documents maintained by the Committee:

- Membership Roster with alumni details
- Receipts of membership fees
- File with minutes of meetings
- Circulars sent by the committee
- Circulars from IQAC/ Principal/ HODs linked to events organized.
- Brochures / invitation cards
- Annual budget submitted
- Invitations sent with acceptance emails
- Report on every event/ activity conducted (minimum 500 words)

- Alumni attendance list
- Photographs of the event
- Feedback and testimonials
- Copy/photos of press release or media coverage.

The following activities could be conducted by the Association and its Members:

- Activities to enhance employability skills
- Placement activities
- Facilitating internships for current students
- Guest lectures, workshops, seminars
- Organizing community-oriented activities



PRINCIPAL
Dr. N.S.A.M FIRST GRADE COLLEGE
Yelahanka, Bangalore - 560 064.