

**ALUMNAE  
ASSOCIATION POLICY  
2016**

## **ALUMINAE ASSOCIATION POLICY**

S. No.	Title Of Policy	Alumnae Association Policy
1	Administrative policy number (APN)	BRSM ALUMA- 01/10/2016
2	Functional Area	Alumnae Association
3	brief description of the policy	This policy is intended to provide a platform for member of the Alumnae Association to bond with the institution and align its activity is towards attainment of the vision admission of the institution.
4	policy apply to	Alumnae Association
5	Effective from	2016
6	Approved by	Alumnae Association and IQAC
7	responsible authority	President of the alumnae Association
8	super sending authority	Principal
9	reason of the policy	Creation and maintenance of the strong Alumnae network and provide a framework for active participation of the Alumnae in the activity of the institution.

### **OBJECTIVE OF THE POLICY**

1. To provide a link between the Alumnae and Institute
2. To provide financial and moral support to the college for various developmental programmes.
3. To explore different avenues of Alumnae contribution in college activity .
4. To seek cooperation of Alumnae in attainment of the vision and mission of the institution.
5. To help the Alumnae to support student education through need cum merit scholarships
6. To showcase praise date and celebrate achievement of the members
7. to organised programs /activity to support the Alumnae
8. To enhance aluminae membership
9. To enhance interaction with college and its Alumnae as a valuable resource.

### **Policy statement :**

This policy aims at leveraging the goodwill, knowledge, experience, networks, expertise and talent of the Alumnae to help the college in becoming a centre of excellence and to offer them support systems for their personal and professional growth.

## Definitions:

1. **Alumini association-** A duly continued and registered body comes together for a common objective.
2. **Alumnae-** Admitted to a degree advanced diploma diploma are certificate program and successful completion are partial completion of the program will be considered as an alumnae.
3. **Membership-** Membership to the alumina association of the registration form and depositing membership fees (annual /Life membership fees).
4. **Life membership-** A member of association on a paying the life membership fees which is one time payment as prescribed by the association will be in field to life membership.
5. **Activities-** Alumnae Association participating in the teaching learning process by contributing as professional experts ,mentors, guest speaker, coach for sports and yoga placement drives and internship governing body members motivational speaker funds raising and donations.

## Process:

Input	Memorandum of Association By laws, list of student requirement of Alumni Association activity is to be conducted. areas where the Alumni Association can contribute events, fairs, sports activities, credit source, mentorship, industry connect, placement and internship fund raising donation and scholarship.
Resources/Enablers	Principal, IQAC, president, Alumni Association, access to college auditorium. sport ground.
Output	maintaining and up-dating alumnae record participation in the teaching learning process placement, internship, fund raising, donation scholarships meetings held and connect with Alma matter and fellow students and help in building brand equity.

## Procedure:

**Planning-** before the end of academic year the secretary along with the working committee may plan and recommend suggest to the Alumnae Association about the activities to be organised /conducted for the insuing year.

**affair of the association:** by The affairs of the alumnae association shall be as per its constitution/Bye laws.

### **Registration of Members to the Alumnae Association:**

Action plan shall be drafted and implemented for enrolment of new members to the association. The alumnae association. Its activities and achievements of outstanding alumnae to be presented during farewell/annual day/student induction programme and registration counters to be set up.

### **Updating and Maintenance of Alumnae data base:**

Alumnae data base of the current students to be duly maintained by each department in coordination with Alumnae Association and collated at the end of the academic year.

Registered members list to be maintained and updated every year.

**Alumni Engagements;** Alumni Association shall conduct/organize activities relating to academic enrichment/ sports/cultural events/ mental wellbeing sessions/ mentoring for the students.

Organize Alumnae meet every year.

Alumnae Association members shall act as members of various committees the college.

Conduct at least three activities in a semester.

The alumnae Association will ensure its publicity through word of mouth/college

Events/social media/college website

Organize programmes/activities to support the alumnae

Offer free ships and scholarships on the basis of need cum merit base.

**Reviews:** Activities of the association to be reviewed by the IQAC annually.

### **Records:**

1. Application/registration for membership to the Alumnae Association
2. Attendance record form
3. Data updation form of the registered members

**Key words:** Alumnae, Association, alumnae engagements

**Documents:**

1. Annual Alumnae Association Report
2. List of registered members
3. Registration/application forms
4. Database of the alumnae
5. Minutes of meetings
6. Activity Register
7. Bank statements
8. Audit statement
9. Stock register

**Key Performance Indicators:**

1. 10% (ten percent) of all passed out students to be enrolled as registered members of the association.
2. 30% enrolment of the current batch as registered members of the association every year
3. Six activities organized every year
4. Five alumnae be benefited by the support received from the association/institution
5. Corpus collected by the association
6. At least rupees one lakh expenditure per year be incurred in achieving the objectives of the institution.