STANDARD OPERATING PROCEDURE ALUMNI COORDINATION COMMITTEE

ALUMNI COORDINATION COMMITTEE

Functions and Responsibilities:

- Responsible for the registration of all the outgoing students as alumnimembers and maintenance of the database.

- Collects and compiles information of the distinguished alumni, viz., their achievements, progress and successful careers.

- Maintains continuous interaction with the alumni and plans for utilizingtheir services for the benefit of present students and the institute.

- Establishes the network of the alumni.

- Responsible for establishing alumni chapters and conducting theirannual meets frequently.

  - Host the alumni details on the college website, interacting with individual HOD and updating the same regularly.

  - Circulates the alumni details to the present students for theirbenefit.

  - Invites the alumni to good professional positions as guestlecturers under discussions with HOD.

  - Host a Website for online registration of Alumni.

  - Forward information through E-News Letters and update the early calendar of events.

  - Receives suggestions from the Alumni through e-mail regardingthe need for curriculum updating, Lab up gradation,

  - Collects funds to develop Library / Equipment / Computercenters, Buildings etc.

STANDARD OPERATING PROCEDURE (SOP) FORALUMNI COORDINATION COMMITTEE

1. Purpose
The purpose of this SOP is to define the roles, responsibilities, andprocedures for the Alumni Coordination Committee at Kottakkal Farook Arts and Science College. The Alumni Coordination Committee is responsible for managing alumni registrations, maintaining databases, engaging with alumni, and leveraging their contributions for the benefit of current students and the institute.

2. Scope
This SOP applies to all members of the Alumni Coordination Committee and covers the following areas:

➢ Registration of alumni members and database maintenance

- ➢ Information collection and compilation of distinguished alumni
- ➢ Continuous interaction with alumni
- ➢ Establishment of alumni networks and chapters
- ➢ Hosting and updating alumni details on the college website
- ➢ Communication of alumni information to current students
- ➢ Organizing guest lectures by alumni
- ➢ Hosting a website for online alumni registration
- ➢ Forwarding information through e-newsletters
- ➢ Collecting alumni feedback for curriculum and lab updates
- ➢ Fundraising for the library, equipment, computer centres, and buildings

3. Definitions

Alumni: Graduates of Kottakkal Farook Arts and Science College.

Database: A systematic collection of data about alumni, includingtheir contact information and career achievements.

HOD: Head of Department.

E-News Letter: Electronic newsletter sent to alumni to keep theminformed about college events and updates.

4. Responsibilities

Alumni Coordination Committee Chair: Oversee the committee's activities, schedule meetings, and ensure compliance with policies.Alumni Coordination Committee Members: Participate in meetings, provide input on alumni engagement strategies, and assist in implementing initiatives.

IT Staff: Support the hosting and maintenance of the onlinealumni registration website.

5. Procedures

5.1 Formation of the Alumni Coordination Committee The Principal appoints the Alumni Coordination Committeemembers at the beginning of each academic year.

The committee should include representatives from various departments, administrative staff, and IT staff.

5.2 Meetings

The Alumni Coordination Committee will meet bi-monthly todiscuss and review alumni-related issues.

The Chair will prepare and distribute the agenda at least three daysbefore the meeting.

Minutes of the meeting will be recorded and circulated to allmembers within one week.

5.3 Registration and Database Maintenance

Register all outgoing students as alumni members before graduation.

Maintain an updated database of alumni, including their contact information, achievements, and career progress.

Regularly update the database with new information received fromalumni.

5.4 Information Collection and Compilation

Collect information about distinguished alumni, including their achievements, progress, and successful careers.

Compile and maintain records of this information for reference and promotional purposes.

5.5 Interaction and Engagement with Alumni

Maintain continuous interaction with alumni through emails, social media, and other communication channels.

Develop and implement strategies to utilize alumni services for the benefit of current students and the institute.

5.6 Establishment of Alumni Networks and Chapters Establish networks of alumni in different regions and professional fields.

Create and maintain alumni chapters and organize annual meets. Plan and coordinate events and activities for alumni chapters.

5.7 Hosting and Updating Alumni Details on College Website Host a dedicated section for alumni on the college website. Collaborate with individual HODs to collect and update alumni details regularly.

Ensure the alumni section is user-friendly and regularly updated.

5.8 Communication with Current Students

Circulate information about alumni achievements and career opportunities to current students.

Highlight successful alumni stories to inspire and motivate students.

5.9 Organizing Guest Lectures by Alumni

Identify alumni in good professional positions and invite them for guest lectures.

Coordinate with HODs to schedule and organize these lectures.

5.10 Online Registration of Alumni

Develop and maintain a website for online alumni registration. Ensure the registration process is simple and accessible.

5.11 E-Newsletters and Calendar of Events

Forward the information to alumni through regular e-newsletters. Update the alumni calendar of events and share it with alumni.

5.12 Collecting Feedback and Suggestions

Receive suggestions from alumni through email regarding curriculum updates, lab upgrades, and other improvements. Forward these suggestions to the relevant departments for consideration.

5.13 Fundraising and Contributions

Organise fundraising campaigns to collect funds for developing the library, equipment, computer centres, and buildings.

Maintain transparent records of all funds received and their utilisation.

6. Documentation and Reporting

Maintain records of all Alumni Coordination Committee meetings, decisions, and actions.

Document all alumni registrations, interactions, and contributions.

Submit quarterly reports to the Principal on the status of alumni activities and initiatives.

7. Review and Revision

This SOP will be reviewed annually by the Alumni Coordination Committee. Any changes or updates will be documented and approved by the Principal before implementation.

8. Approval

This SOP is approved by the Principal and is effective from [Date].

Principal's

Signature:

Date:

9. Distribution

This SOP will be distributed to all Alumni Coordination Committee members, IT staff, and relevant administrative staff. Copies will be available in the college's digital repository and on the intranet.