

Alumni Committee - Annual Alumni Meet & Alumni Interaction

**Coordinator**: (Shailesh Kumar) Member from Alumni Committee

**Vision:** To build alumni Bondage, share the knowledge and refresh the memories

**Mission:**

* To maintain alumni database, guide departments to regularly organize alumni interaction and organize annual alumni meet
* To promote and foster interaction amongst the Alumni and the faculty members of the SDM College and associate in the developmental activities of the College
* To connect the existing alumnus with the college and bridge the gap of communication between alumnus and students and to promote exchange of academic and corporate experience with the students.
* To mentor and channelize the efforts of the students seeking better opportunities to learn and grow.
* To work with college to suggest new technologies and improvements that shall benchmark industrial expectations.

**Methodology**

* Planning meeting in the first week of commencement of odd semester
* Identify student coordinators in the first week of commencement of odd semester and Orientation program for student coordinators in the second week of commencement of odd semester
* 2nd Week: Collecting details of prominent alumni from each department (at least two from each department in each semester)
* Last week of every month: Collecting information from all departments regarding alumni interactions organized.
* First week of January: Holding meeting of executive members of alumni association
* First week of March: Preliminary meeting to organize Annual Alumni Meet(scheduled on 1st May)
* Last week of March: Inviting executive committee members to plan Annual Alumni Meet: Guest fixation, scheduling of events, preparing budget, invitation printing, distribution of invitation via mail, email and whatsapp messages.
* 1st May: Assisting Alumni Association ion the conduct of Annual Alumni Meet

**Reporting**

* Staff coordinator shall display annual plan of action
* Profile of prominent alumni shall be displayed every Monday and the displayed file shall be preserved
* Conducting monthly meeting and recording meeting minutes
* Activity details shall be uploaded in EEPRMS