

# **NEW HORIZON EDUCATIONAL INSTITUTION**

## **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 New Horizon Educational Institution 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:

- Alumni are an institution's most loyal supporters.
- Alumni are fundraising prospects.
- Alumni generate invaluable word-of-mouth marketing among their social and professional networks.
- By engaging alumni, an institution can continue to benefit from their skills and experience.
- Alumni are great role models for current students and are often well-placed to offer practical support to students as they start their careers.
- Alumni are often in a position to engage the expertise of the institution in their professional lives.
- 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 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 would be collected from the final Semester of Engineering/Degree/ PUC/11<sup>th</sup> std and 10<sup>th</sup> std 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 Director-Alumni Relations 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. Reminder messages will also be posted on the Alumni WhatsApp group.

## **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.

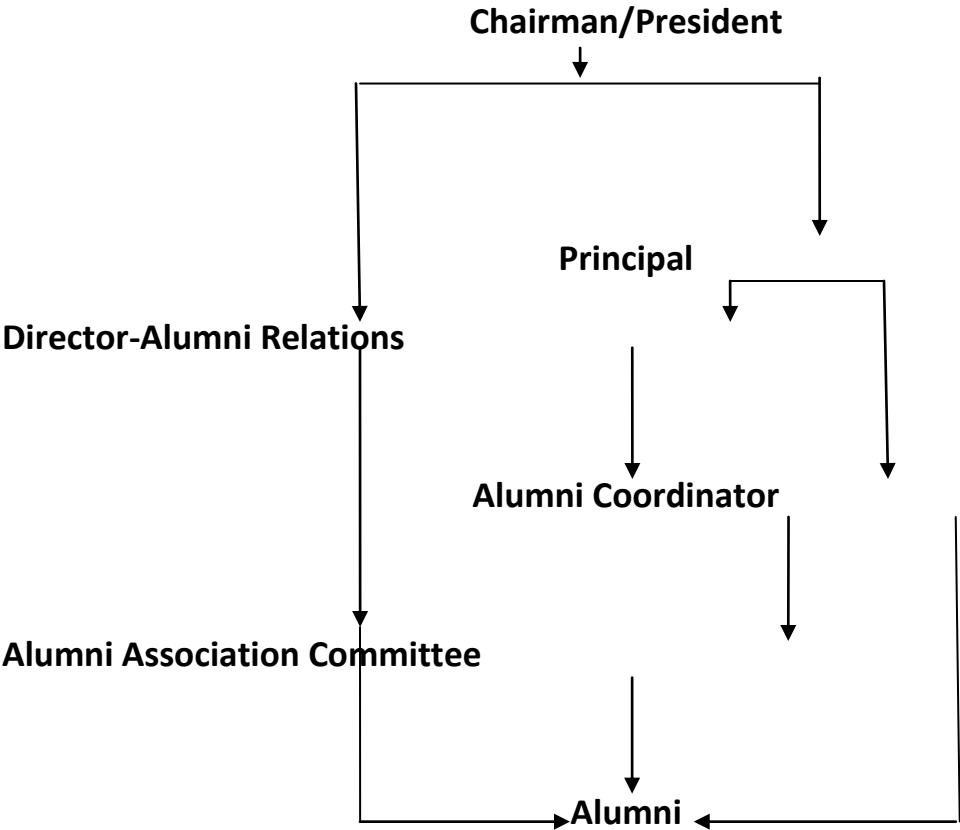
## **8. Maintaining Accounts**

- 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 one year. Subsequently, the new Committee shall be formed by conducting an election under the supervision of the Director-Alumni Relations. The committee consists of eight members, namely the president, vice President, Secretary, treasurer, and four 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 Chart



## **11. Alumni Association Committee – Roles & responsibilities**

- To serve as a liaison between the Alma mater and the Alumni Community.
- Work with the Director – Alumni Relations and Alumni Teacher coordinator to create a strong Alumni Association for the institute.
- Coordinate 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 a 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.

## **12. 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 honor 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.
- Registering the present graduating batch into the Alumni Association, authenticating their registration, and keeping track of students who are yet to do their registration.
- No alumni data is to be shared with anyone without the Director-Alumni Relations permission.
- New ideas in order to keep alumni constantly in touch with the organization.
- Identify alumni, include them in BoS and DAB as members, and invite them to BOS and 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 Director-Alumni Relations
- Respond to alumni's questions, concerns, and suggestions.
- Establish and build relationships with a wide range of alumni, locally, regionally, nationally, and internationally.
- During the Alumni Meet, each alumnus will receive a memento worth at least Rs. 500/-.

### **13. Director-Alumni Relations – Roles and Responsibilities**

- To develop, coordinate, promote, and maintain connections between the institution and the students post their graduation through the periodic conduct of events, reunions, seminars, and alumni meets and through continuous communication with the students via email, social media, and various messaging platforms.
- To serve as a liaison between the Alma Mater and the Alumni community.
- To plan and support projects and events to promote Alumni Relations and encourage networking.
- To conduct educational programs such as seminars and workshops (online and offline) to connect alumni through academic channels.
- To organize guest lectures and motivational talks by the alumni students for the current students.
- To oversee the alumni page of the website and ensure that it is constantly updated.
- To plan, conduct, and attend events, meetings, or other activities relating to alumni.
- To host alumni recognition banquets, reunions, or events.
- To form an alumni club and identify present students to volunteer for the club.
- To produce reports, proposals, and analyses for the management regarding alumni relations and how to further them.
- To prepare an annual budget to carry out activities for alumni engagement.
- To collaborate with other departments on programs to engage alumni through multiple channels.
- To acquaint the alumni with the current students.
- To encourage donations to support research and institutional development.
- The Alumni Meet will be organized every year, and each alumnus will receive a memento worth at least Rs. 500/-.

### **14. Amendments**

- The SOP may be amended from time to time by the college management as and when required. The same will be notified to all the members through proper channels.