

Established June 1992

Sahajvan Shikshan Prasarak Mandal (Tehsil Sanchalit)



# Rani Laxmibai Mahavidyalaya Parola

Dist. Jalgaon 425111 Tel: (02597) 292666

Web: [www.ranicollegeparola.com](http://www.ranicollegeparola.com)  
Email: [principalrparola@gmail.com](mailto:principalrparola@gmail.com)

NAAC Accredited Group

## Policy No.15

### ALUMNI ASSOCIATION POLICY

Policy Title: Alumni Association Policy		
1.	Administrative Policy Number (APN): XXXXXX (Suggested By IQAC)	Functional Area: Alumni Association
2.	Brief Description of the Policy:	This policy is intended to provide a platform for members of the alumni association to bond with the institution and align its activities towards attainment of the Vision and Mission of the institution.
3.	Drafting	IQAC/Alumni
4.	Policy Applies to	Alumni Association
5.	Effective from the Date	20/06/2019
6.	Approved by	Alumni Association, Management and IQAC
7.	Responsible Authority	President of the Alumni Association
8.	Superseding Authority	Principal
9.	Last Reviewed/ Updated	NA



10.	Reason for the policy	Creation and maintenance of strong alumni network and provide a framework for active participation of the alumni in the activities of the institution.
11.	References for the policy	UGC/NAAC/SPPU/ Societies Registration Act

**Introduction:** Alumni can play a significant role in achieving the Mission of the college and building institutional quality. Different ways and means can be used to garner their support and expertise in building systems which benefit both the alumni and the institution. The association shall provide adequate avenues for drawing upon the knowledge and expertise of the alumni for furthering the cause of the college and attain distinction in the academic, social and business world.

#### **Objectives of the Policy**

1. To provide a link between the alumni and the institute.
2. To explore different avenues of alumni contribution in college activities.
3. To solicit help of alumni in the placement of students.
4. To seek cooperation of alumni in attainment of the Vision and Mission of the institution.
5. To help alumni support student education through need cum merit scholarships.
6. To showcase, felicitate and celebrate achievements of the members.
7. To organize programs/ activities to support the alumni.
8. To enhance alumni membership.

**Policy Statement:** This policy aims at leveraging the goodwill, knowledge, experience,



networks, expertise and talents of the alumni to help the college in becoming a center of excellence and to offer them support systems for their personal and professional growth.

### **Procedures**

**Planning:** Before the end of the academic year the coordination committee may plan and recommend suggest to the Alumni Association about the activities to be organized/ conducted for the ensuing year.

**Affairs of the association:** The affairs of the alumni association shall be as per its constitution/Bye laws.

Registration of Members to the Alumni Association

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

### **Updating and Maintenance of Alumni data base**

- Alumni data base of the current students to be duly maintained by each department in coordination with Alumni 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 Alumni Day every year.
- Alumni association members shall act as members of various committees of the college.
- Help the college in placement drives and internship projects and field visits.
- The Alumni Association will ensure its publicity through word of mouth /college events/social media/ college website.
- Organize programs/ activities to support the alumni.
- Offer free ships and scholarships to need cum merit students.

**Reviews:** Activities of the association to be reviewed by the IQAC twice a year.

**Records**

1. Application/ registration for membership to the Alumni Association.
2. Activity conduct form
3. Attendance Record form
4. Data up-dation form of the registered members
5. Application for free ships and scholarships

**Key words:** Alumna, Alumni Association, alumni engagements.

**Documents:**

1. Annual Alumni Association Report
2. List of registered members
3. Registration/application forms
4. Database of the alumni
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. Twelve activities organized every year
4. Five referrals/ internship projects every year
5. Ten students be benefited by free ships/scholarships
6. Five alumni be benefited by the support received from the association/ institution
7. Corpus collected by the association
8. At least rupees one lakh expenditure per year be incurred in achieving the objectives of the institution

  
**IQAC Coordinator**  
**Coordinator, IQAC**  
Rani Laxmibai Mahavidyalaya  
Parola, Dist. Jalgaon



  
**Principal**  
**PRINCIPAL**  
Rani Laxmibai Mahavidyalaya  
Parola, Dist. Jalgaon