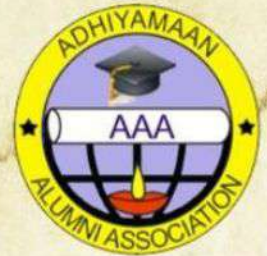




ADHIYAMAAN COLLEGE OF ENGINEERING (AUTONOMOUS)

(Affiliated to Anna University, Chennai, Approved by AICTE,
Accredited by NAAC-UGC, NBA Accredited)

Dr M G R Nagar, Hosur, Krishnagiri District, Tamil Nadu - 635 130.



ADHIYAMAAN ALUMNI ASSOCIATION



Standard Operating Procedure

PREFACE

An educational institute should provide better forum to students graduating from it, to refresh the old memories and to network with one another, both socially and professionally. The forum for Alumni should be well governed with care to maintain bonds that can prove to be an invaluable career asset for both Alumni and the students. The Alumni Association in our institute functions to appreciate the Alumni who are the reflection of the past, representation of the present and a link to the future for their contribution towards the Institute and strengthen the bond of brotherhood among Alumni. It also recognizes the personal/professional achievements of the Alumni during the Alumni Meets conducted once in an Academic year.

The Alumni committee of Adhiyamaan College of Engineering was started in the year 2004. It ensures the effective functioning of Alumni Association constituted with Alumni as Office bearers. The Standard operating procedures for Alumni Association has been drafted to guide the coordinator and the members of Alumni Association.

OBJECTIVES

1. To encourage, foster and promote close relationship among the Alumni.
2. Collecting Alumni information and updating the details frequently.
3. To communicate important achievements and other developments of the institution to Alumni through group mail and Whatsapp groups.
4. To arrange Alumni interaction with the students of all the years frequently.
5. To arrange Alumni Meet every Academic year to get their suggestions for improvement.

MEMBERSHIP ELIGIBILITY

- All students who have studied and received their degree from Adhiyamaan College of Engineering are eligible to be the members of the Association.
- All students who have studied but may not have received their degree from Adhiyamaan College of Engineering are eligible to be the members of the Association.

MEMBERSHIP FEE

- All Alumni can register their names and become members after paying a membership fee of Rs. 300/-
- This amount is collected by the Accounts Department and receipts are maintained by the same.

ORGANIZATION OF THE ASSOCIATION

- The General Body shall comprise of all the members of the Association. To facilitate the smooth functioning of the activities of the Association, a committee will be constituted. This committee is constituted by the members who have volunteered to be a part of the committee.

CONSTITUTION OF THE COMMITTEE

The committee would constitute members. The generic membership details are as follows

SL.NO.	NAME OF THE MEMBER	DESIGNATION	CATEGORY
1.	Dr. G. Ranganath, M.E, Ph. D	Chairman	Principal
2.	Mr. P. Manivannan	President, AAA	Asst. Prof. ECE
3.	Mr. J. Subash	Placement Officer	Asst. Prof. ECE
4.	Mr. V. Karthikeyan	Alumni Co-ordinator	Asst. Prof. ECE
5.	Mr. M. Venkatesan	Alumni Co-ordinator	Asst. Prof. ECE
6.	Mrs. B. Uma	Alumni Co-ordinator	Asst. Prof. ECE
7.	Dr. M. Sakthivel	Alumni Co-ordinator	Asso. Prof. MECH
8.	Mr. C. Sathish Kumar	Alumni Co-ordinator	Asst. Prof. BME
9.	Mr. M.N Naveen	Alumni Co-ordinator	Asso. Prof. MECH
10.	Mrs. D. Vasiga	Alumni Co-ordinator	Asso. Prof. MECH
11.	Mr. C.P. Shanthankethan	Alumni Co-ordinator	Asso. Prof. MECH
12.	Ms. K.M. Sharvini	Alumni Co-ordinator	Asst. Prof. ARCH
13.	Ms. M. Srimadhi	Alumni Co-ordinator	Asst. Prof. ARCH
14.	Ms. M. Srinidhi	Alumni Co-ordinator	Asst. Prof. ARCH

The constitution of the committee shall be increased as per the requirement during the academic year.

STANDARD OPERATING PROCEDURES FOR ALUMNI ASSOCIATION MEETINGS OF ALUMNI ASSOCIATION

1. The Alumni association would convene meeting once in an academic year.
2. Meetings would be conducted on dates scheduled in the circular released by the Principal.
3. The Agenda of the meeting should include
 - a. Constitution Re-constitution of Alumni Association.
 - b. Conduct of Alumni Meets, Alumni Interactions, Alumni Visits, Invited Alumni Talks etc.
 - c. Discussion about Department wise action plans to involve Alumni in various activities.
 - d. Submission of Activity Reports and review of its outcomes.
 - e. Funding support from Alumni and review its utilization.
 - f. Establishing healthy and productive relations with Alumni.
 - g. Gaining voluntary support from Alumni for the developmental initiatives of the institute department.
4. Members are expected to prepare themselves for the meeting with all related documents.
5. Members are expected to participate actively in the deliberations of the Alumni Association.
6. All documents related with activities of the Alumni Association must be filed in the respective file after review by the Head of the Institution.

REGISTRATION OF ALUMNI

1. Registration forms would be circulated to the students studying final semester.
2. Filled in registration forms would be collected and filed by respective class advisors.
3. Registration fee for memberships in Alumni Association would be collected from the final Semester Students.
4. The department coordinators should ensure availability of e-Registration in the Institute Alumni Website round the year.
5. The records of e-registrants through website should be periodically verified and enrolled as members of Adhiyamaan Alumni Association.

INVITING AND HOSTING ALUMNI MEETS BY THE ALUMNI ASSOCIATION


1. Alumni Meets are be organized once in an academic year.
2. Details of the visiting Alumnus are be gathered from all Departments.
3. The department Alumni Association coordinator gets in touch with the Alumnus for arranging travel/accommodation well in advance.
4. Head of the department ensures the necessary arrangements, such Transport (Conveyance), Food, Stay, memento and other related facilities required for engaging the Alumnus, one week prior to the scheduled date of visit.
5. In the event, the Alumnus is invited to deliver a lecture or conduct a session. Arrangements are made well in advance by informing the target audience.
6. Feedback is taken from the Alumnus regarding their experience with the current students and the activity organized.
7. Recommendations are obtained from the Alumnus about development of the Institution.
8. Arrangement for return travel is made well in advance.
9. Photographs and other details of the visit along with a thank you email are sentto the Alumnus.

THE FOLLOWING ACTIVITIES COULD BE CONDUCTED BY THE ASSOCIATION AND ITS MEMBERS


- Activities to enhance employability skills
- Placement activities like mock tests.
- Facilitating internships for current students.
- Mentoring the current students, arranging seminars and guest lectures.
- Organizing community-oriented activities.

DOCUMENTS MAINTAINED BY THE COMMITTEE

- Membership Roster with Alumni details
- Receipts of membership fees
- Circulars sent by the committee
- Circulars from IQAC/ Principal/ HODs linked to events organized
- Brochures invitation cards
- Annual Budget submitted
- Invitations sent with acceptance emails
- Alumni attendance list
- Photographs of the event
- Feedback and testimonials
- Copy/photos of press release or media coverage


PRESIDENT - AAA




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