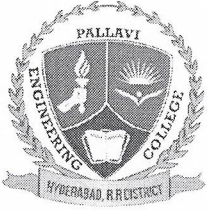




***Alumni Association
Standard Operating
Procedure (SOP)***



PALLAVI ENGINEERING COLLEGE

(Approved by AICTE, New Delhi, Affiliated to JNTU, Hyderabad)
R.R. District, Telangana State, India

principal@pallaviengineeringcollege.ac.in

STANDARD OPERATING PROCEDURE-ALUMNI ASSOCIATION

Pallavi Engineering College has formed an Alumni Association of its students with an aim and objectives to promote communication and interaction among Alumni, Students, Faculty and Corporate.

The Alumni Association maintains an alumni network and support services for PEC Alumni throughout the world.

Mission:

PEC Alumni Association shall serve as a platform to bridge the gap of student alumni interaction driven by the ideals and values that shall ensure the upliftment of both present and future alumnus with support to build a social, knowledgeable and motivational capital for PEC and its students.

Objectives:

- To connect the existing alumnus with the PEC and bridge the gap of communication between alumnus and students.
- To promote exchange of academic and corporate experience with the students of the college. To mentor and channelize the efforts of the students seeking better opportunities to learn and grow.
- To help and support alumnus develop and spread a philanthropic and entrepreneurial mindset among students.
- To advice and conduct activities that shall motivate and upgrade student skill sets. To work with PEC campus assets to suggest new technologies and improvements that shall benchmark industrial expectations.
- To associate with the PEC management in planning and execution of alumni events.


PRINCIPAL
PALLAVI ENGINEERING COLLEGE
(Formerly Nagole Institute of Technology & Science)
Kuntloor (V), Abdullapurmet (M)
Hyderabad, R.R. Dist-501505, Telangana

Roles and Responsibilities:

The Role of the Coordinator:

- Manages the Alumni Affairs Office to ensure that it is operating in an efficient and effective manner in advancing the PEC goals and objectives.
- Develops an annual plan outlining the goals and objectives of the Alumni Affairs aimed at maximizing alumni interest.
- Develops and maintains an Alumni network.
- Develops and maintains an Alumni Database, Website, Alumni Network, and an online Alumni Community.
- Plans and manages all internal special events for Alumni and acts as the liaison to all College Alumni.
- Conducts necessary surveys and analysis of graduates (employment information) and provides online information to graduates and members.
- Builds an Alumni Volunteer Program through mailing, phone calls, emails, etc.


The Role of the Faculty member:


- Design web page for alumni cell.
- Take necessary action to establish alumni chapters and to conduct various programs.
- Create the network to establish alumni chapter.
- To conduct the alumni meet every year in our college premises to make the program grand success.
- Development and implementation of a telephonic and online follow-up and support program for college alumni.
- Develop communication plan to contact alumni post-treatment, maintain alumni database including family contacts, implement and summarize alumni survey.

The Role of the Student member:

- Support the coordinator and faculty for developing web page.
- Support the coordinator and faculty for establish alumni chapters and to conduct various programs.
- Support the coordinator and faculty for creating the network to establish alumni chapter. Support the coordinator and faculty for conducting the alumni meeting and develop the good relationship for carrier guidance.
- Support faculty members and make the students to attend the program for their growth and development.
- They promote the institute to potential students.

Alumni Coordinator


PRINCIPAL
PALLAVI ENGINEERING COLLEGE
(Formerly Nagole Institute of Technology & Science)
Kuntloor (V), Abdullapurmet (M)
Kuntloor, R.R. Dist-501505, Telangana


Principal
PRINCIPAL
PALLAVI ENGINEERING COLLEGE
(Formerly Nagole Institute of Technology & Science)
Kuntloor (V), Abdullapurmet (M)
Kuntloor, R.R. Dist-501505, Telangana