

Alumni Policy

1.	Administrative Policy Number (APN): 11/2018-19	Functional Area: Alumni engagement and alumni relations.
2.	Brief Description of the Policy:	Purpose: Alumni are the face of institutions in society, Alumni connections are important for institutional development. Audience: Alumni
3.	Policy Applies to:	All academic and cocurricular processes in the organization.
4.	Effective from the Date:	1 st June 2019
5.	Approved by:	College Development Committee (CDC)
6.	Responsible Authority	In-Charge, Alumni Committee and Association
7.	Superseding Authority	Principal
8.	Last Reviewed. / Updated:	New policy
9.	Reason for the policy	Creation and maintenance of continuous connections and development of a mutual benefit between Alumni and institution
10.	References for the policy	UGC Quality Mandate / Trust deed.

Introduction:

Haribhai V. Desai college of Arts, Science and Commerce has a rich alumnus. The number of students who complete their education is sizeable and a connection between the two organizations is a necessity. The institution has formally created a registered alumni association which will foster the relations between the alumni and the institution.

Purpose And Scope:

- To bring together all the passed-out students and the faculty of Haribhai V. Desai College of Arts, Science and Commerce and to maintain and update the

database of all the alumni of the college and to interact with them.

- To utilize the rich experiences of old students of the college for the benefit and progress of the present students.
- To guide the young learners in their endeavour for better employment and higher studies.
- To promote campus placements through the old students working in reputed industries in India and abroad.
- To get the valuable advice of the Alumni in the overall development of the college.
- Arrange seminars, debates, and workshops on Science and Technology and cultural and social welfare programs.
- To provide financial assistance to the needed alumni members pursuing higher studies based on merit and means.
- To arrange donations to the poor students either in cash or in kind for their education purposes.
- To maintain libraries, reading rooms, lecture halls, training centers, etc. useful to the members of the Association.
- To arrange teaching and training classes for the students studying in the college and also for the members to upgrade their technical and general skills.
- To gather and maintain a database of employment information and to assist the members in securing suitable jobs.
- To maintain a website, publish periodical magazines or bulletins with valuable information useful to the members and students.
- To involve the members in the overall development of the college and the Society.

Objectives:

- Organizing Alumni Meet yearly.
- Sharing the real-time experience to present students on the latest technologies.
- Appreciating the contributions made by the Alumni members for enhancing the prestige of the Institute.



The Poona Gujarati Kelavani Mandal's
**Haribhai V. Desai College of Arts, Science and Commerce,
Pune.**

- Involving the Alumni in the development of curriculum.
- Conducting a minimum of two alumni activities each year in the respective departmentlike guest lectures, workshops, project reviews, judging for competitions, etc.
- Interacting with Alumni through the Internet and updating their information on the institute's website.
- Alumni Administration such as Registration, Feedback, Meetings etc.
- Helping the students and faculties to get technical and financial help or projects from Alumni.
- Helping the students to get internship and job offerings from alumni.

Strategies For Alumni Engagement:

(i) Registered Alumni Association

- The institution has developed a registered Alumni Association. All alumni engagement activities of the constituent units are to be reported to the centralized alumni-relations wing of the college.
- A separate bank account is operated for the alumni-related activities. The constituent unit may also apply for an IT rebate on Alumni donations to the appropriate office of Income Tax.
- All outgoing final-year students will be enrolled with the Alumni Association of the institute for a nominal registration fee that may be charged as approved by the college authorities.
- Retired teachers and management representatives too are the Alumni of the institution

(ii) Alumni Contact: Information about the latest initiatives of the college/university should be shared with the alumni.

- (iii) **Newsletter:** Incorporate various indirect communication methods to ensure alumni stay informed about the latest university/college developments. Utilize initiatives such as e-newsletters, alumni-to-alumni networking programs, and other engaging content to capture alumni attention.
- (iv) **Alumni Day:** Designate an annual "Alumni Day" where the institution hosts events tailored to alumni interests. This could include honouring favourite teachers and facilitating alumni networking opportunities.
- (v) **Alumni Meet:** Organize periodic alumni gatherings and networking events, utilizing platforms like video-conferencing to ensure accessibility to all alumni.
- (vi) **Automated Emails/SMS:** Implement system-generated emails and SMS notifications for various occasions to keep alumni engaged and informed.
- (vii) **Social media:** Leverage social media platforms such as Facebook, Twitter, and Instagram to expand outreach and foster interaction with alumni. Utilize professional networks like LinkedIn for networking purposes, while using Twitter for quick updates and engagement with alumni.
- (viii) **Alumni tab:** Dedicated tab of Alumni on the institutional website.
- (ix) **Alumni Engagement Activities:** The Alumni Association must encourage the alumni to actively participate in various alumni activities.
 - Alumni may directly participate in the activities at the campus as well as through participation in activities of alumni chapters at their place of residence/work outside the college premises.
 - Alumni be invited to participate in conferences/seminars as resource persons. The alumni should be engaged with the college irrespective of their professional and financial successes.\
 - The head of the institution should take the lead in engaging with the alumni. He/She may devote 20% or more of his/her time to alumni engagement. They may frequently engage with alumni groups as well as meet prominent alumni in small groups or on a one-to-one basis.



- (x) **Alumni Participation:** The alumni may be invited to participate in various academic and non-academic advisory bodies of a university to bring their professional experience to these bodies
- Alumni may be involved at the policy level in the different bodies of constituent units and universities. Proven alumni at a higher level may typically be invited to bring their proven leadership skills, and also contribute their knowledge of the finer points in the college/university's functioning.
 - **Alumni chapters/clusters** may be encouraged to be formed at the regional level and these chapters may organize annual events for alumni in their areas. Care should be taken so that the chapters/clusters undertake fundraising only to the extent required for the alumni events (for example, up to 20 % of the surplus fund may be retained by the chapters and the rest given to the college for its alumni activities fund).
 - **Special Interest Groups (SIGs)**, of alumni with common interests may be formed to provide opportunities for exchange of leadership and career development, etc.
 - **Awards:** The college/university should honor the distinguished alumni for their support in brand-building exercises and overall development of the college/university. The alumni who reach positions of eminence or are otherwise role models to the students may be recognized by the college by bestowing them with distinguished alumnus/alumna and other similar awards. These awards will result in the current staff and students to be recognized as possible role models.
 - Alumni may be invited as Chief Guests on important events like Annual Day, Foundation Day etc. which gives the message of their being important for the HEI.
 - **Governance Mechanism of Alumni Association:**
 - Alumina is a registered independent body under the Maharashtra Trust act. It will work independently of the college regulations but in association with the institution.
 - A separate office space has been provided to the Alumni.
 - The appointment and functioning of the Alumni are as per the TRUST ACT. The institution supports the working and requirements of the alumni association.


Alumni Donations:

Higher Education Institutions should have well-defined fundraising, fund management, and fund auditing/reporting processes.

- All alumni fundraising activities should be highly centralized and carried out under the alumni-relations wing of the university. The alumni relations wing also provides the necessary financial documents to enable donors to claim income tax benefits on their donations.
- The alumni donations may be exempted from the income tax deduction under Section 80G of the Income Tax Act. (50 % or 100 %). The constituent units must get this provision by application to the IT Commissioner with proper documentation and reporting on the same.
- For overseas alumni donations, the donations may be transferred to the university's central account having the Foreign Contribution Regulation Act (FCRA).
- The highest level of transparency in the utilization of donations should be maintained. Periodic reporting, both financial and in terms of impact, should be done for large donations.

In case the alumni donate physical assets to the college, the management of these donations is also among the responsibilities of the alumni association of the college.




Principal
Principal
Haribhai V. Desai College of
Arts, Science & Commerce,
PUNE-2.