



# **MANAKULA VINAYAGAR INSTITUTE OF TECHNOLOGY**

(Approved by AICTE and Affiliated to Pondicherry University )

Kalitheerthalkuppam, Puducherry - 605107.



## **Standard Operating Procedure for ALUMNI CELL**

Approved in the Governing body meeting held on **March 12, 2015**



# MANAKULA VINAYAGAR INSTITUTE OF TECHNOLOGY

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Kalitheerthalkuppam, Puducherry - 605107.

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## NOTIFICATION

In pursuance of the approval passed in the Governing Body meeting held on March 12, 2015, It is hereby notified that Manakula Vinayagar Institute of Technology has published Standard Operating Procedure (SOP) for Alumni Cell.

The SOP for Alumni Cell would serve as a detailed guideline to be observed and followed with immediate effect.



**Dr.S.Malarkkan**

*S. Malarkkan*  
Principal  
16.3.15

PRINCIPAL  
MANAKULA VINAYAGAR  
INSTITUTE OF TECHNOLOGY,  
KALITHEERTHAIKUPPAM,  
PUDUCHERRY - 605 107

## **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. Thereby a common platform would be provided for passed out students / Alumni of our Institute. The Alumni Cell in our Institute functions to appreciate the Alumni for their contribution towards Institute as their Alma matter 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 every year.

The Alumni Cell also ensures the effective functioning of Alumni Association constituted with Alumni as Office bearers. The Standard operating procedures for Alumni Cell has been drafted to guide the coordinator and the members of Alumni Cell.

## **OBJECTIVES**

1. Collecting Alumni information and updating the details frequently.
2. Sending important achievements and other developments of the institution through group mail and also through Whatsapp group.
3. Arranging for Alumni interaction with the students of all the years frequently.
4. Arranging for Alumni meet every year in the month of December to get their suggestions for improvement.

## **STANDARD OPERATING PROCEDURES FOR ALUMNI CELL**

### **MEETINGS OF ALUMNI CELL**

1. The Alumni cell would convene meeting once in every month.
2. Meetings would be conducted on dates scheduled in the circular released by the Principal during the starting of every month.
3. The Agenda of the meeting should include
  - a. Constitution / Re-constitution of Alumni Cell / Alumni Association.
  - b. Inclusion /Exclusion of terms and condition specified in bye-laws.
  - c. Conduct of Alumni meets, Alumni interactions, Alumni visits, invited alumni talks, etc.
  - d. Discussion about Department wise action plans to involve alumni in various activities.
  - e. Submission of Activity Reports and review of its Outcomes.
  - f. Funding support from alumni and review is Utilisation.
  - g. Establishing healthy and productive relations with alumni.
  - h. 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 cell.
6. Minutes of the Monthly meeting should be prepared and submitted to Head of the Institution
7. All documents related with activities of the Alumni Cell 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 at the final semester of their study.
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 forms in the Institute Website round the year.
5. The records of e-registrants through website should be periodically verified and enrolled as members of the MVIT- Alumni Association.

## **INVITING AND HOSTING ALUMNI MEETS BY THE ALUMNI CELL**

1. Alumni meets would be organised once in every year.
2. Details of the visiting alumnus shall be gathered from all Departments.
3. The department alumni cell coordinator should get in touch with the alumnus for arranging travel/accommodation well in advance.
4. Head of the department should ensure that the necessary arrangements such as Transport (Conveyance), Food, Stay, memento, other related facilities required for engaging the alumnus were made atleast one week prior to the scheduled date of visit.
5. In the event the alumnus has been invited to deliver a lecture or conduct a session, arrangements should be made well in advance by informing the target audience.
6. Feedback should be taken from the alumnus regarding their experience with the current students and the activity organised.
7. Recommendations shall be obtained from the alumnus about development of the institution.
8. Head of the institution shall present a Letter of Gratitude to the alumnus.
9. Arrangements for return travel shall be made well in advance.
10. Feedback shall be obtained from the alumnus regarding their experience.
11. Photographs and other details of the visit along with a thank you email shall be sent to the alumnus.

**In view of the above, Manakula Vinayagar Institute of Technology, Puducherry aims at:**

- Ensuring the governance of Alumni Registrations, Relationships and Networks
- Providing the congenial platform for Alumni interactions though Alumni meets / Visits.
- Recognizing Alumni's Achievements and attainments in their professional life.

**Sd/-**  
**Dr. S.Malarkkan**  
**Principal**



MIT-Manakula Vinayagar  
Institute of Technology

