



Shri Laxminarayan Shaikshanik Bahu-Uddeshiya Gramvikas Sanstha Hingana's

COLLEGE OF MANAGEMENT KHAMGAON

College Code : 353

Shri Tejendrasingh Chauhan
President

Ref. No.

Date : / /

ALUMNI COMMITTEE




Principal
College of Management
Khamgaon Dist. Buldana



Ref. No.

Date : / /

STANDARD OPERATING PROCEDURE-ALUMNI ASSOCIATION

College Of Managment Khamgaon has formed an COLLEGE OF MANAGMENT KHAMGAON 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 COLLEGE OF MANAGMENT KHAMGAON Alumni throughout the world.

Mission:

COLLEGE OF MANAGMENT KHAMGAON 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 COLLEGE OF MANAGMENT KHAMGAON and its students.

Objectives:

- To connect the existing alumnus with the COLLEGE OF MANAGMENT KHAMGAON 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 COLLEGE OF MANAGMENT KHAMGAON campus assets to suggest new technologies and improvements that shall benchmark industrial expectations.
- To associate with the COLLEGE OF MANAGMENT KHAMGAON management in planning and execution of alumni events.




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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 COLLEGE OF MANAGMENT KHAMGAON 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.

Principal




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COLLEGE OF MANAGMENT KHAMGAON /PRIN/2023-24

Date: 07-01-2023

OFFICE ORDER

Sub: Composition-Alumni Association-Reg

This is to inform all the faculty, staff and students that the following are members of the composition of Alumni Association for the academic Year 2023-24

Sr.no	Name	Designation	Contact No.
1.	Mr. Tejendrasingh K. Chouhan	Principal	9423445566
2.	Mr. Vinod Vasant Dabare	Associate Professor	9011495771
3.	Mr. Atul Patil	Lecturer	9604284513
4.	Ms. Pushpa Trambak Wankhade	Assistant Professor	9130214677
5.	Mr. Warunraj Atole	Associate Professor	9890023497
6.	Mr. Aakash Gawai	Student Representative	8605172453
7.	Miss. Rupa Mishra	Student Representative	7499181969

PRINCIPAL

Copy to:

1. IQAC Coordinator
2. All HODs
3. Administrative Officer
4. Account Officer
5. Librarian
6. Training & Placement
7. Concerned Faculty
8. Notice Boar



(Signature)
Principal
College of Management
Khamgaon Dist.Buldana