



SEVA MANDAL EDUCATION SOCIETY'S  
SMT. SUNANDA PRAVIN GAMBHIRCHAND  
COLLEGE OF NURSING & ANM SCHOOL OF NURSING

## **STANDARD OPERATING PROCEDURE**

### **TITLE OF SOP: ALUMNI ASSOCIATION**

A. **AIM:** The Alumni at our College aims to exhibit the spirit of loyalty and tries to promote the general welfare of the organization. The Institute tries to strengthen the tie between alumni, community, and the parent organization.

B. **OBJECTIVES:** The College strives to

1. bring together all the old students to share their experience with each other and maintain and update the data base of all the alumni of the College and utilize the rich experiences of old students of the College for the benefit and progress of the present student.
2. provide guidance to the present students in their endeavour for better employment and higher studies and promote the campus placements through the old students working in reputed injuries in India and abroad.
3. get valuable advice of the Alumni in the overall development of the College and arrange seminars, debates, workshops and cultural and social welfare programs.
4. provide financial assistance to the needy alumni members pursuing higher studies based on merit and means.
5. arrange donations to the poor students either by way of cash or kind for their education purpose.

C. **TENURE:**

1. The tenure of alumni committee shall be for a period of five years
2. A committee once elected shall continue to hold work till a new committee assumes charge.

D. **REPLACEMENT OF MEMBERS:**

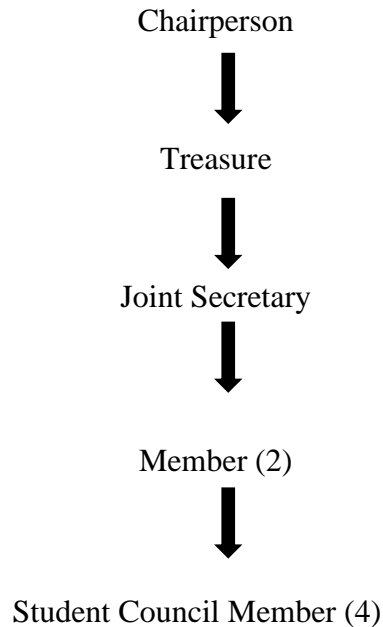
Replacement of Alumni members will be after every 5 years after election

E. **ELECTION:**

Election of alumni members will be after every 5 years.



### **ALUMINI COMMITTEE: AUTHORITY AND RESPONSIBILITY**



### **PROCESS:**

1. To make life membership of students for alumni.
2. To arrange webinar on career counselling.
3. To arrange CNE for alumni from college.
4. To arrange reunion for alumni.
5. To arrange honor for special award/ recognition to alumni.
6. To arrange mentoring program from alumni for College junior students.

- Enrolment of alumni with association: Each constituent chapter of alumni association shall enroll all the degree holders in their respective chapter. The treasurer of respective chapter shall provide and collect the filled enrolment form with the prescribed registration fees of respective chapter as per bylaws, from the degree holder. The treasurer shall provide the receipt with permanent alumni Id number to the respective alumni.
- Meetings: The meeting is conducted at chapter level at least two times a year. The minutes of meeting will be maintained by the secretary of the respective chapter of



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the association. The secretary of respective chapter shall circulate the agenda at least seven days prior to the commencement of meeting. The secretary shall

procure the action taken report as per requirement before commencement of next meeting.

- Activities: Each respective chapter of alumni association shall conduct at least minimum two activities per year. The activities shall include social activities, donation, career guidance seminar, alumni get to gather, community outreach program, Success stories from alumni or mentoring by alumni to junior students, honor pass out graduates for special award/ recognition etc. The copy of the final activity report with all the related proof for each activity should be given to the president of the respective association both hard and soft copy after duly signed by the chapter president and secretary. All the activity reports with proof also have to be maintained at respective chapter level.
- Finance distribution: the treasurer of the respective chapter shall grant a sponsor of 10% from the yearly pool of each chapter at the beginning of the financial year with the final approval from the president, alumni association. The treasurer has to maintain the books of accounts of the association. The annual audit of the finance shall be maintained by the treasurer financial year should be considered from 1<sup>st</sup> August to 30<sup>th</sup> of respective year.
- Election and tenure: the tenure for the chapter members is restricted to the period of five years. Subsequently the new body shall be formed by conducting election under the supervision of the registrar, the ex-officio member of the alumni association.
- Resignation and Replacement: each member of the chapter shall submit the resignation form as per the format of the alumni association counter signed by the president, secretary and treasurer of the association. In case of resignation / replacement of the president of chapter, the vice president becomes the president. The president, secretary and treasurer of the association have to submit the resignation letter to the registrar, the ex-officio member of the association for its further course of action.



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- **Disqualification or Removal:** Any member of the association can be disqualified or removed when found to conduct activities that are harmful for the association as per the verdict of 2/3<sup>rd</sup> of the governing body members.
- **Amendments:** The bylaws may be amended at the annual meeting of the association called for that purpose by a majority of at least 3/5<sup>th</sup> of those present in the meeting. Written notice of the said meeting shall be sent to the active members at least 30 days prior to the date of meeting which notice shall include the proposed amendments.
- **Feedback:** Feedback from alumni will be taken at enrolment time (Form-A) and at their next visit time (Form-B) by feedback coordinator of respective chapter. The copy of final feedback analysis and report of each respective chapter shall be submitted to the president of the association for further action. The president shall analyse & compile the feedback report of all constituent chapters.

**DOCUMENTATION:**

1. Life membership form of each alumni students.
2. All pass out students (B.B.Sc. Nursing / ANM) detail information (contact number, working area).
3. Xerox /Scan copy of higher qualification attended any Nation or International Exam).

**Principal**  
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**ALUMINI TIMELINE (2016-2024)**

**2016-2017**

- IN 2015-2016 OUR FIRST BATCH IS PASSED OUT.
- WE WERE PLANNING TO FORM ALUMINI GROUP.
- PLACEMENT WAS GIVEN IN OUR PARENT HOSPITAL S.R.MEHTA AND K.P CARDIAC INSTITUTE TO ALL ALUMINI STUDENTS.
- PLAN AND THOUGHTS TO FORM ALUMINI SEPARATELY.

**2017-2018**

- ALUMINI STARTED UNDER STUDENT NUSRES ASSOCIATION FROM 2016-2017 AND PLACEMENT WERE GIVEN TO ALUMINI.

**2018-2019**

- THE REGISTRATION OF ALUMINI IS IN PROCESS UNDER CHARITY COMMISSIONER ACT WITH FOCUSED IN HOLISTIC DEVELOPMENT OF OUR STUDENTS AND DATA BASE WAS COLLECTED FROM STUDENTS BY GOOGLE FORM.
- PARTICIPATION OF ALUMINI IN AWARENESS PROGRAM, ACADEMIC PROGRAM, CULTURAL ACTIVITIES.

**2019-2020**

- ALUMINI WHATSAPP GROUP IS FORMED AND PLACEMENT GIVEN TO ALUMINI FROM VARIOUS AGENCIES.

**2020-2021**

- INVOLVMENT OF ALUMINI IN COLLEGE DEVELOPMENT AND WEBLINK IS FORMED.

**2021-2022**

- THE RESOLUTION PASSED AT THE MEETING OF THE MEMBERS OF GOVERNING COUNCIL

**2022-2023**

- INITIATION OF ALUMNI LED CLINICAL TEACHING



### **2016-2017**

- ❖ We were planning to start Alumni.
- ❖ In 2016-2017 our first batch is passed out.
- ❖ Placement was given to all Alumni students.

### **2017-2018**

- ❖ Alumni was started under Student Nurses Association.
- ❖ Meetings were held.
- ❖ Academic calendar was formed.
- ❖ Placement given to all Alumni students.
- ❖ Alumni committee was formed and members are selected.

### **2018-2019**

- ❖ The registration of Alumni is in process under Charity Commissioner Act with focused in holistic development of our students.
- ❖ Alumni separated from Student Nurses Association activity.
- ❖ Enrolment of all Alumni from 2016-2019 is done.
- ❖ Receipt was given to students.
- ❖ Placement given to all Alumni students.
- ❖ Alumni committee is formed and members are selected. Also meetings were held.
- ❖ Participation of Alumni in awareness program, academic program, cultural activities.

### **2019-2020**

- ❖ The registration of Alumni is in process under Charity Commissioner Act with focused in Holistic development of our students.
- ❖ Enrolment of Alumni is done.
- ❖ WhatsApp group is formed.
- ❖ Placement of all Alumni students to the parent hospital is done.
- ❖ Workshop/seminar were arranged for all Alumni on competitive exam and higher education.
- ❖ Alumni committee is formed and members are selected. Also meetings were held

### **2020-2021**

- ❖ The registration of Alumni is in process under Charity Commissioner Act with focused



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in holistic development of our students.

- ❖ Enrolment of Alumni students till 2020 is done.
- ❖ Committee were formed and every year new student members are selected.
  
- ❖ Alumni meeting minutes were maintained every year.
- ❖ Alumni WhatsApp group is active as every message and activities are informed in the group; to be in touch with college.
- ❖ Institution is arranging continuous nursing education and first priority is given to college Alumni.
- ❖ Various Sessions and webinar are arranged on Competitive exam and higher education.
- ❖ Website link on student's information form is developed and is in process to circulate among them.
- ❖ Ex- students were encouraged to participate in awareness program organized by college.
- ❖ We honour pass out Alumni for special awards and recognition.
- ❖ Involvement of Alumni in college development.
- ❖ Mentoring Programs of Alumni and their success stories from Ex-Students to In house students.

### **2021-22**

- ❖ The registration of Alumni is in process under Charity Commissioner Act with focused in holistic development of our students.
- ❖ Enrolment of Alumni students till 2020 is done.
- ❖ Committee were formed and every year new student members are selected.
- ❖ Alumni meeting minutes were maintained every year.
- ❖ Alumni WhatsApp group is active as every message and activities are informed in the group; to be in touch with college.
- ❖ Various Sessions and webinar are arranged on Competitive exam and higher education.
- ❖ Website link on student's information form is developed and is in process to circulate among them.
- ❖ Ex- students were encouraged to participate in awareness program organized by college.
- ❖ We honour pass out Alumni for special awards and recognition.
- ❖ Involvement of Alumni in college development.
- ❖ The Resolution passed at the meeting of the members of Governing Council
- ❖ Alumni were initiated to be a resource person



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**2022-23**

- ❖ The registration of Alumni is in process under Charity Commissioner Act with focused in holistic development of our students.
- ❖ Enrolment of Alumni students till 2020 is done.
- ❖ Committee were formed and every year new student members are selected.
  
- ❖ Alumni meeting minutes were maintained every year.
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