

Alumni Engagement SOP (For Academic Session 2019-20)

Alumni: Students who have successfully completed their PG programme at IILM Academy of Higher Learning, Lucknow.

Objective: Alumni Engagement aims at forming and fostering rapport with all the students who have successfully completed their course from IILM Institute. These students will act as IILM Ambassadors and will be involved in various institutional activities.

Proposal of Action Plan: Alumni Engagement proposed plan is mentioned below, all functions in the organization will support the Alumni Engagement activity.

Internal Team for Alumni Engagement

- 1) Prof. Supriya Agrawal (Assistant Professor) - Coordinator
- 2) Prof. Fatima Aliza (Assistant Professor) - Member
- 3) Prof. Pooja Bhatnagar (Assistant Professor & Manager Placements) - Member
- 4) Prof. Ashish Kashyap (Assistant Professor & System Administrator) - Member

Student Team Members (from Batch 2018-20 & Batch 2019-21)

1. Akhilesh Tiwari
2. Juhi Shukla
3. Rashmi Yadav
4. Meghana
5. Anurag Singh
6. Pragati Saxena
7. Neha Tiwari
8. Rinshu Gupta
9. Shraddha Shrinet
10. Twinkle Mishra

11. Sana Fatima

ALUMNI ENGAGEMENT ACTION PLAN

(For Academic Year 2019-20)

S.No	ACTIVITY	ACTION
1	Database Creation and Updation	<ul style="list-style-type: none">• Calling Alumni• Updation of relevant information(name, email id, mobile no and Organization and Designation)• Add them to Facebook Alumni Page and Alma Connect• Rigorous follow up will be done by committee members to update the data
2	Buddy Mentoring Program (Coffee with Alumni mentors)	<ul style="list-style-type: none">• Identify willing Alumni to mentor our existing students as industry mentors• Attach few students with each Alumni Mentor, this can be based on sector/functional area of interest to the current student and expertise of Alumni• Mode of Alumni Mentoring can be online, telephonic or personal, as per convenience of the Alumni• Every year one mandatory on-campus Alumni Mentoring Session to be conducted at the time of Orientation of New Batch. As students have not chosen their areas yet, the assignment is random. In groups of 8-10 for each Alumni Mentor.• Another mandatory on-campus Alumni Mentoring Session is conducted for senior batch students at the beginning of second year, when they return from their Summer Internships. This is done domain/sector wise in groups of 8 to 10 students.

3	<p>Alumni Connect (Regular Basis)</p> <p><i>Alumni will speak in a formal forum to existing students and answer their career related questions</i></p>	<ul style="list-style-type: none"> • Alumni will be invited to share their personal / professional experience and challenges faced during their corporate careers, including their strategies to overcome those challenges. Also their mantras for success in the corporate world. • Alumni may also share their future plans and career ambitions and how they are planning to achieve these. • The Alumni will also talk about how IILM Lucknow contributed to their growth and success as well as advise the students regarding what they should do during their college years to maximize their learning. • In addition, whenever any Alumni visits the campus, they share moments with the Faculty / Dean / Director and share their suggestions regarding curriculum development or other aspects that can be added to enrich the program.
4	Career Workshop (Pre Placement Talks)	<ul style="list-style-type: none"> • Alumni will be invited to provide guidance and information to current students about the current situation in their respective industry, job skills required from the point of view of recruiters, preparation for selection process and interviews.
5	Recruitment Leads from Alumni to Placements	<ul style="list-style-type: none"> • The Alumni Engagement Team will remain in regular touch with the alumni so that if and when there are any suitable vacancies in their own organisations or other organisations, the Alumni will inform the AET and they will share the details with the Placement Team. • There is a Facebook Group in which all alumni and current students are members. Sometimes, Alumni also share job information in this group.
6	Guest Lectures and Live Projects	<ul style="list-style-type: none"> • Alumni Engagement Team will share the data of the Alumni with Placements Team. • At least One Guest Lecture Per Term will be conducted by Alumni.
7	Company Visits (8 students per batch)	<ul style="list-style-type: none"> • Alumni can be contacted for organising Company visits to their respective companies (a small batch of 7 to 8 students or whatever is the permitted number by the organisation, can be sent)

8	Formal Alumni Meet	<ul style="list-style-type: none"> • One formal Alumni Meet per year will be organized by the college, in order to maximize Alumni Connect and explore more possibilities for mutual collaboration and support.
9	Alma Connect Portal	<ul style="list-style-type: none"> • Alma Connect is an online portal exclusively meant for connecting the Alumni of an institution with each other and with the institution, wherein all parties can share and update information for mutual benefit. The IILM group is a member of Alma Connect and all alumni of all IILM campuses are invited to make their profiles on Alma Connect so that they can be a part of IILM Alumni Community. This year, IILM Lucknow Alumni will also be invited to be a part of this Alma Connect Portal, for the first time.
10	Alumni Engagement on Social Media	<ul style="list-style-type: none"> • All alumni will be wished according to their DOB mentioned in college records on the IILM Lucknow FB Group and their achievements will also be posted there.
11	Centralized Data Bank	<ul style="list-style-type: none"> • A centralized data collection mechanism has been evolved by IILM Lead Office, where a data collection link is sent to the Alumni through Email, WhatsApp, SMS, etc, in which the students register themselves as IILM alumni with their latest updates. This is a common database for all IILM campuses.
12	Financials for Alumni Events	<ul style="list-style-type: none"> • There is a formal method for raising funding request for each event/activity. • Whenever an event / activity involving Alumni is planned, the Alumni Team makes a short proposal to the Director mentioning the Event Detail, Role of Alumni, Name and Batch of Alumni and the financial requirement (if any) • After approval of the Director, the event is organized and the cheque is released by the Accounts Office. • If the budgetary requirement is large, the proposal is sent to the Head Office for approval.