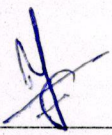
	<b>Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel</b>	No.	AIKTC/SOP/ACC/01
	<b>STANDARD OPERATING PROCEDURE FOR ALUMNI CONNECT CENTRE</b>	Rev.	00
		Date	10/05/2023
		Page	01 of 02

1. **PURPOSE:** To connect AIKTC's alumni with the institute
2. **SCOPE:** All the schools and departments of AIKTC
3. **RESPONSIBILITY:** All concerned members of constituted ACC
4. **DEFINITIONS:**
  - a. Alumni – a graduate or former learner of an institute
  - b. Alumni portal – an online platform for the interaction of the alumni of an institute
  - c. Alumni meet – a gathering of the alumni of an institute
5. **ABBREVIATIONS:**
  - a. AIKTC – Anjuman-I-Islam's Kalsekar Technical Campus
  - b. ACC – Alumni Connect Centre
6. **PROCEDURE:**
  - 6.1. The director forms the ACC which is responsible for connecting the alumni to the institute
  - 6.2. Members of constituted ACC shall invite, accept registrations and interact with the alumni of their respective schools and departments on the Anjuman-I-Islam's alumni portal
  - 6.3. Members of constituted ACC shall connect (by suitable means) with the alumni; preferably on a personal basis to take updates on their current status of work, whereabouts etc.
  - 6.4. Members of constituted ACC shall connect (by suitable means) with the recently graduated alumni and collect the data of their current work status (working / searching for job / entrepreneurship) or higher studies (taken admission / preparing)
  - 6.5. ACC shall plan, execute and prepare report of the annual alumni meet
  - 6.6. ACC shall plan, facilitate / execute and prepare report of activities (like industrial visits, expert talks etc.) carried out through the alumni
7. **TARGET:**
  - 7.1. ACC shall verify all registered alumni on the alumni portal on a weekly basis
  - 7.2. ACC shall connect with alumni personally on a half-yearly basis
  - 7.3. ACC shall connect with currently graduated alumni personally by 31<sup>st</sup> December of their year of graduation
  - 7.4. ACC shall conduct one alumni meet per academic year
  - 7.5. ACC shall conduct at least one activity per school & department per semester through alumni

  
**(Dr. Rohan Dasgupta)**  
 Centre Controller



  
**(Dr. Ramjan Khatik)**  
 Director



**Anjuman-I-Islam's  
Kalsekar Technical Campus, New Panvel**  
**STANDARD OPERATING PROCEDURE  
FOR ALUMNI CONNECT CENTRE**

No.	DP/AIKTC/ACC/01
Rev.	00
Date	10/05/2023
Page	02 of 02

**8. REFERENCES:**

- 8.1. Office Order vide No. AIKTC/Admin/2023/dated 31/03/2023
- 8.2. Anjuman-I-Islam Alumni Portal - <https://alumni.anjumaniislam.org/>

**9. RECORDS**

- 9.1. Notices and minutes of meetings conducted
- 9.2. Report of the yearly alumni meet

(Dr. Rohan Dasgupta)  
Centre Controller



(Dr. Ramjan Khatik)  
Director