

ALUMNI COMMITTEE

Purpose : This committee aims at aligning the Alumni Relations strategy and activities of K. J. Somaiya college of Physiotherapy with a view to optimizing the relationships between the institute and its alumni. It also ensures compliance of the alumni association with the common alumni policy and that this alumni Association is in sync with and an active part of the collaboration with all other educational institutes of Somaiya Vidyavihar and Ayurvihar.

Scope of Application : This SOP is applicable to all the alumni of the institute and faculty, staff and students of the 'Alumni association of K. J. Somaiya College of Physiotherapy' and in particular it regulates the functioning of those structures that impact the relationships between Somaiya alumni and their alma mater. The implementation of this policy and its accompanying guidelines will help in the development of Alumni Relations at both the Local and Global level.

Roles and responsibilities :

The Alumni Association works towards increasing the alumni engagement for the mutual benefit of alumni and the current students.

1. Formation of committee :

- The members of the committee shall be selected by the principal and the administration committee at the start of the academic year.
- Student alumni members will be selected by core committee
- The member signatories of the committee selected are as described in the Societies Registration Act, 1860 and rules framed there under.

2. Registration :

- Alumni Association will be registered under Charity Commissioner.
- Alumni Association will be registered under Public Trust.

3. Accountability, Compliance and Reporting :

- Alumni committee members will report directly to the Principal and President of the Alumni Association and further to the Head-Alumni relations, if required.
- They will maintain and update the alumni co-ordinators of the institute's alumni association and will share it periodically with the Head-Alumni relations department Somaiya Vidyavihar.
- Alumni committee members assure the compliance with the procedures laid down by the Charity Commissioner with the assistance of Alumni Relations department for all operational and functional purposes.
- Alumni committee member/s will represent the association for all official meetings.
- Communication will be in written and verbal forms, whichever is more appropriate.

4. Organization of alumni events and activities :

- Organization of alumni events and activities to provide a forum for exchange of ideas on academic, cultural and social issues with the aid and support of Head- Alumni Relations and coordinating with Alumni. These activities will be conducted at the Institute level or at Trust/Society level as organized by the Head-Alumni relations department.
- To promote a sustained sense of belonging to the Alma mater among the alumni by being in regular contact with them and arranging get together activities.

5. Maintaining accounts :

- Open a bank account with a PAN card for the association after passing the resolution.
- Maintain an internal audit for all alumni activities
- Alumni membership- All the passed out students have to pay one time nominal alumni membership fees as per the institute norms.
- Raising funds, arranging for donations

6. Documentation :

- Details of Alumni- The contact information relevant to the alumni is managed on a centralized database. This information is treated confidentially and regularly updated.
- To maintain a record of the achievements/activities/contributions of their alumni on a regular basis and share it with the Head- Alumni relations.
- Activities- Maintaining a record with respect to type of activity, venue, date, time, number of attendees, photos
- Accounts
- Updates to Head-Alumni relations
- Whenever appropriate, content is provided for college website, facebook page, instagram page

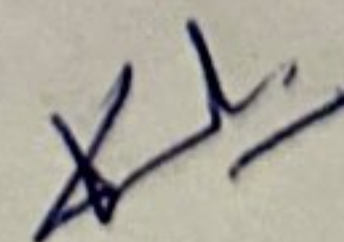
7. Maintaining a record of all movable and immovable properties belonging to Alumni Association of the institute

Responsibility :

1. Dr. Isha Tajane (PT)
2. Dr. Priti Agni (PT)
3. Mrs. Supriya Ghadi

Principal: Dr. Shweta Manwadkar (PT)

Meetings: Quarterly and when required



PRINCIPAL

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Sion (East), Mumbai - 400 022.

