



VASANTA COLLEGE FOR WOMEN

वसंत महिला महाविद्यालय

Admitted to the Privileges of Banaras Hindu University
Krishnamurti Foundation India, Rajghat Fort, Varanasi - 221 001

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ALUMNAE ASSOCIATION POLICY

S.No.	Title of Policy	Alumnae Association Policy
1.	Administrative Policy Number (APN):	VCW/ALU/2016/04/05
2.	Functional Area:	Alumnae Association
3.	Brief Description of the Policy:	This Policy is intended to provide a platform for members of the alumnae association to bond with the institution and align its activities towards attainment of the Vision and Mission of the Institution.
4.	Policy Applies to:	Alumnae Association
5.	Effective from:	2016
6.	Approved by:	Alumnae Association, and IQAC
7.	Responsible Authority	President of the Alumnae Association
8.	Superseding Authority	Principal
9.	Reason for the Policy	Creation and maintenance of strong alumnae network and to provide a framework for active participation of the alumnae in the activities of the Institution.

Objectives of the Policy :

1. To provide a link between the alumnae and the Institute
2. To provide financial and moral support to the College for various developmental programmes
3. To explore different avenues of alumnae contribution in college activities
4. To seek cooperation of alumnae in attainment of the Vision and Mission of the Institution

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5. To help the alumnae to support student education through need cum merit scholarships
6. To showcase, felicitate and celebrate achievements of the members
7. To organize programs/activities to support the alumnae
8. To enhance alumnae membership
9. To enhance interaction with College and its Alumnae as a valuable resource


Policy Statement: This policy aims at leveraging the goodwill, knowledge, experience, networks, expertise and talents of the alumnae to help the college in becoming a center of excellence and to offer them support systems for their personal and professional growth.

Definitions:

1. **Alumnae Association:** - A duly constituted and registered body comes together for a common objective.
2. **Alumna:** - Admitted to a Degree, Advanced Diploma, Diploma or Certificate programme and on successful completion or partial completion of the programme will be considered as an Alumna.
3. **Membership:** - Membership to the Alumnae Association is granted by filling up the registration form and depositing membership fees (annual/life membership fees).
4. **Life Membership:** - A member of the association on paying the life membership fees which is one-time payment as prescribed by the association will be entitled to life membership.
5. **Activities:** - Alumnae Association participating in the teaching learning process by contributing as professional experts, mentors, guest speakers, coach for sports and yoga, placement drives and internships, governing body members, motivational speakers, fund raising and donations.

Process:

Inputs	Memorandum of Association, By-Laws, List of students, requirements of the Alumni Association, activities to be conducted, areas where the Alumni Association can contribute- events, fairs, sports activities, credit courses, mentorship, industry connect, placement and internships, fund raising, donations and scholarship.
Resources/Enablers	Principal, IQAC, President, Alumni Association, access to college auditorium, sports ground.

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Output	Maintaining and up-dating alumnae records, participation in the teaching learning process, placements, internships, fund raising, donations, scholarships, meetings held and connect with alma mater and fellow students and help in building brand equity.
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Procedures :

Planning: Before the end of the academic year the secretary along with the working committee may plan and recommend/ suggest to the Alumnae Association about the activities to be organized/conducted for the ensuing year.

Affairs of the association: The affairs of the alumnae association shall be as per its constitution/ Bye laws.

Registration of Members to the Alumnae Association

Action plan shall be drafted and implemented for enrolment of new members to the association. The Alumnae Association, its activities and achievements of outstanding alumnae to be presented during farewell/annual day/ student induction programme and registration counters to be set up.

Updating and Maintenance of Alumnae data base:

- Alumnae data base of the current students to be duly maintained by each department in coordination with Alumnae Association and collated at the end of the academic year.
- Registered members list to be maintained and updated every year.

Alumni Engagements: Alumni Association shall conduct/ organize activities relating to academic enrichment/ sports/ cultural events/ mental wellbeing sessions/ mentoring for the students.

- Organize Alumnae meet every year
- Alumnae Association members shall act as members of various committees of the college.
- Conduct at least three activities in a semester
- The Alumnae Association will ensure its publicity through word of mouth/college events/ social media/ college website
- Organize programmes/ activities to support the alumnae
- Offer free ships and scholarships on the basis of need cum merit base

Reviews: Activities of the association to be reviewed by the IQAC annually.

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Records:

1. Application/registration for membership to the Alumnae Association
2. Attendance Record form
3. Data up-dation form of the registered members

Key words: Alumna, Alumnae Association, alumnae engagements

Documents:

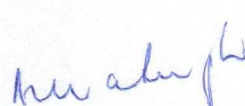
1. Annual Alumnae Association Report
2. List of registered members
3. Registration/application forms
4. Database of the alumnae
5. Minutes of meetings
6. Activity Register
7. Bank statements
8. Audit statement
9. Stock register

Key Performance Indicators:

1. 10% (ten percent) of all passed out students to be enrolled as registered members of the association.
2. 30% enrolment of the current batch as registered members of the association every year
3. Six activities organized every year
4. Five alumnae be benefited by the support received from the association/ institution
5. Corpus collected by the association
6. At least rupees one lakh expenditure per year be incurred in achieving the objectives of the institution

Checklist for Audit:

1. Registration Certificate of the association
2. Bylaws
3. Policy document
4. Academic Calendar
5. Activity register
6. List of registered members
7. Data base of alumnae and registered members
8. Income and Expenditure statement
9. Audit Report
10. Annual Report


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