JAIPURIA INSTITUTE OF MANAGEMENT

NOIDA

Alumni Engagement Policy

1 Preamble

As a step towards creating a holistic set of procedures for its alumni association and driven by the pursuit of knowledge and innovation, Jaipuria Institute of Management Noida Alumni Association has adopted this Alumni Engagement Policy on…………. (date)

2 Purpose

The Alumni Engagement Policy aims at synchronizing the Institute's Alumni Relations (AR) strategy, structures, and activities in order to facilitate collaboration and synchronization between internal and external stakeholders, particularly with a view to optimizing the relationships between the Jaipuria Institute of Management and its alumni.

3 Scope of Application

This policy regulates the functioning of those structures that impact the relationships between Jaipuria Institute of Management and its alumni and applies to the Jaipuria Institute of Management Noida Alumni Association.

4 Definitions

4.1 Alumni

Alumni of the Jaipuria Institute of Management is defined as all passed-out students of the Institute

4.2 Jaipuria Institute of Management Noida Alumni Association

The Jaipuria Institute of Management Noida Alumni Association was formed in *December'17* with the objective to serve as an organized association of the students graduating from the Institute for the purpose of engaging and promoting contact between the graduating members of the Institute and developing a lifelong relationship with the alma mater, providing them with a platform to communicate, collaborate and connect.

A membership with the Association would entail the following benefits/responsibilities:

- Opportunities for continued learning
- Access to career services guidance

- Alumni events
- Opportunities to collaborate with the Institute
- Volunteer Position with the institute including that of a visiting/guest faculty, advisor, mentor
- Access to the Institute's infrastructure
- Continuous improvement of the student experience
- Improving the employability and ongoing current development of the current students and the alumni
- Supporting the institute's social responsibility by encouraging the alumnus to engage and volunteer with the institute, the students, and their own communities to address social and economic challenges

Any alumnus of the institute would be eligible towards participating and enrolling with the Alumni association upon payment of an upfront sum of Rs. 2500/- towards a Lifetime membership of the association. In addition, a member would be required to pay an annual fee of Rs. 1000/- The contribution would help build the corpus of the Association and would be judiciously utilized by the office bearers to further the cause of the Association in keeping with its Charter – proper accounts of the same would at all times be maintained at the office of the association and would undergo annual audit and filing.

The Association comprises of 7 Executive members which include 4 office bearers namely the President, the Vice President, the Secretary & the Treasurer who discharge their roles and responsibilities on an honorary basis.

The list of the present executive committee members is as under.

S. No.	Name	Batch	Position in the Alumni Association	Organization	Designation	Contact Number	E-mail Address
1.	Yateesh Wahaal	2005-07	President	Nayati Healthcare	Director	9717990296	yateeshwahaal@gmail.com
2.	Pankaj Rana	2004-06	Vice-President	Smart Tech Business Solutions Pvt. Ltd.	Director	9999989771	ranapankaj2000@gmail.com
3.	Varun Chaturvedi	2011-13	Secretary	Jaipuria Schools	Assistant Manager	9650082718	varun.chaturvedi@jaipuria.ac.in
4.	Prabhas Kumar	2008-10	Treasurer	TCS	Application Support	9015722830	pkpoetic@gmail.com
5.	Gaurav Tripathi	2007-09	Executive Member	CP Wholesale India	Senior Manager	9810338665	gaurav8127@gmail.com
6.	Romil Jain	2008-10	Executive Member	Romina Pigments Pvt. Ltd	Entrepreneur	7838948996	romil409@gmail.com
7.	Bhushan Patnaik	2012-14	Executive Member	Mahindra Finance	Area Business Manager	8375998473	bhushan.patnaik1@gmail.com

As per the charter of the association, one meeting in every quarter is mandatory. Whilst the association continues to work towards building a corpus, it has received a generous donation of INR 2 Lakhs through one of its patrons which has gone to build its initial corpus and would be utilized to further the aims and objectives of the Association for the time being.

5 Policy Statement

5.1 Rationale

The Alumni engagement policy outlines the mechanism of engagement between the association and the alumnus towards availing the services/benefits extended by the alumni association to its members in addition to the responsibilities of the Association towards the institute. The policy and procedures though comprehensive are subject to constant review and improvements to be carried out during each academic year.

5.2 General Principles

The following principles underpin the Jaipuria Institute of Management Noida Alumni Engagement Policy:

The Important Role of Alumni in Advancing the Alma Mater: The Institute considers the role and contribution of its alumni, as one of the few permanent stakeholder groups of the institution, to be an important one in advancing the institution along with its vision, mission and core values.

Purposeful Engagement: The Institute engages with its alumni in a focused and purposeful manner, aimed at building long-term, mutually beneficial relationships between the parties, thus encouraging alumni to act as "ambassadors" for the institution in promoting their alma mater. The Institute's alumni relations approach furthermore fosters both partnerships and alumni giving opportunities.

An Integrated Alumni Relations Approach: The Institute implements an integrated, holistic approach to managing the alumni relations activities at both institutional and campus levels, as well as to synchronize the strategies and plans of this policy.

The Jaipuria Institute of Management Alumni Relations Model: The Institute's AR model includes the interrelated elements of alumni engagement, various activities, initiatives and events, communication with alumni, alumni recognition, as well as alumni giving programmes.

JAIPURIA INSTITUTE OF MANAGEMENT ALUMNI ENGAGEMENT POLICY

I. SERVICES TO ALUMNI

A. *Access to alumni dashboard services*

Alumni dashboard is an online platform created to offer a wide spectrum of services to alumni and vice-versa and to allow the alumni to have an enhanced communication with alumni across verticals, alma mater, and students.

The Alumni dashboard primarily focusses on the following objectives:

1. Creating a robust arena for strengthening the alumni and alma mater connect in all possible ways.
2. Achieving an increased rate of alumni connections through the easy and user-friendly medium.
3. Equating and balancing the whole process of interaction either ways.
4. Showcasing and highlighting alumni achievements for instant sharing amongst the alumni community.
5. Constantly grow, develop and maintain an indispensable community for the holistic advancement of all the stakeholders of the Institution.

Alumni Dashboard enables a user to register and then search the data based on different criteria. A user can easily obtain information about other registered users. The dashboard outlines various modules and services which can be offered to alumni and which alumni wish to offer.

Following free services of alumni dashboard is available to alumni of Jaipuria Institute of Management, Noida:

1. **Viewing the profiles of the entire alumni network available on the portal; except for their contact details:** All four campuses of alumni information has been made available on the dashboard. The same can be viewed by the members who register in the dashboard. The information comprises of work details, contact details and the batch details of the members. The contact details are however accessible only to the premium members.

2. **Viewing the job postings done by alumni/institute; except for their contact details:** The alumni can post and check available vacancies in the dashboard accessible to all members registered in the dashboard. This will help them for lateral job placements.
3. **Updating the latest work/contact details in the portal:** The members can update their work/contact details etc in the dashboard thus helping us to share updates quickly.

An alumnus can access premium alumni dashboard services after becoming a paid member:

1. **Access to contact details of alumni network:** The contact details of alumni as per industry, specialization, work location etc. will be made available to the premium members, helping them to connect with each other with a push of a button.
2. **Access to job postings on the portal and publishing any job postings on the portal:** Applying to job postings and sharing the information of job vacancies can be done by the premium members. The details about the Job descriptions, contact persons etc. will be readily available and can be accessed by the premium members. Thus, the alumnus posting for the vacancy can be a support to the job seeker and can be contacted for gathering more information on the same.
3. **Access to Management Development Programme (MDP's) registration:** Any MDP been organized by the Institute can be registered by the alumni through the dashboard. The Institute's MDP department conducts various MDP's on topics like '*Social & Digital Media Marketing*', '*Finance for non-Finance Managers*', '*Research Analytics*' *etc.* The MDP calendar & schedule gets updated on the dashboard and the alumni can avail the seats at a discounted rate than usual.
4. **Access to the booking of conference rooms, hostel accommodation, sports ground, auditorium etc. within the campus:** The alumni can also book the office space for any official event or alumni event which they want to conduct on their own.

Note: The membership fee charges are Rs. 2500/- as one-time payment. The Yearly Membership charges thereafter are Rs. 1000/- .

B. *Support in job referrals and lateral placements*

The alumni can post vacancies through dashboard accessible to all members registered in the same and have paid for premium membership. Help and support for placements will be one of the important function of the association achieved through the dashboard and the alumnus can rely on them for the same.

Alternatively, an alumnus can also raise a query in case of requirement of job switch or knowledge about vacancies in any domain. The communication of such requests will be made easy and swift with a robust community serving to the cause of providing support to all Jaipurians.

C. *Access to the membership for availing free services*

The Alumni of Jaipuria Institute of Management Noida will have access to a membership card enabling them to avail free/discounted services at various salons, movie tickets, gyms etc. This service will be provided to alumni of Noida campus. The information of such tie-ups will be accessed by the Alumni through dashboard.

D. *Networking opportunities with corporates*

The Alumni of Jaipuria Institute of Management Noida aims at bringing not just the alumni but also the corporates for mutual benefit. The Alumni association will be working on encouraging alumni to associate the organizations they are serving to with Jaipuria Institute of Management for various initiatives like, sponsorships for events, alumni meets etc., generating placements opportunities for the existing students of Jaipuria.

E. *Networking and access to alumni directory across campuses and verticals*

The alumni can access the wide and varied contact directory of alumni across all four campuses of Jaipuria, Noida. Help would be provided to alumni to outreach other alumni as per the required criterion viz. industry wise, company wise, location wise etc.

F. *Free access to alumni e-newsletter, magazines etc*

The alumni of Jaipuria Noida can access the e-newsletter 'The Alumni Signpost' freely as a member of JIMNAA. Additionally, they can also contribute to the content of the same.

II. Alumni Events

G. *Creation of alumni chapters at various locations at India & abroad*

Creation of chapters of Jaipuria Institute of Management, Noida alumni community at various locations in India & abroad and conduction of alumni meet at these locations. Currently, the chapter's meet would be conducted at Mumbai, Pune, Bangalore depending upon the size of alumni located at these places. Additionally, International chapter meet is also planned to be conducted in the current academic year.

Following the same, one alumni chapter meeting is proposed to be scheduled on 7th September'18 at Bangalore. Another chapter meet for Mumbai and Pune region is proposed to be conducted on 8th September'18. One formation of International chapter meet at Dubai is tentatively planned for March'19.

H. *The Decennial Reunion'18*

The Jaipuria Institute of Management, Noida will be having an in-house meet for the alumni having completed their 10 years as an alum of Noida campus. This event will be an informal celebration of an alumni network of respective batches. The tentative schedule for the conduction of the same is November'18.

I. *Punarsangam'19*

The Jaipuria Institute of Management, Noida will be conduction an all campus meet on 9th February 2019 at India Habitat Centre, New Delhi. This is again going to be an informal celebration of alumni network of respective batches of all campuses.

III. Awards & Recognitions

J. *Alumni award & recognition*

Alumni Achiever Award
(Institute sponsored; awarded to an alumnus during convocation ceremony)

The Jaipuria Institute of Management will be awarding an alumnus with the Alumni Achiever's Award based on the following criteria.

Criteria for Selection

Step-1: Invite alumni nominations through emails (Initiate in Aug'18)
Step-2: Process nominations forms and present to the screening committee
Step-3: Scanning of nominations forms by the screening committee on the basis of following parameters

A. A candidate must be a diploma holder of Jaipuria Institute of Management, Noida
B. A candidate must have outstanding achievement in his/her profession
C. A candidate must have contributed to the alma mater significantly
D. A candidate must have a considerable length of association with the alma mater

Step-4: Selection of the best-suited candidate on the basis of Step-3.

Screening Committee

The screening committee for the selection of a candidate for this award comprises of faculty members of alumni relations committee and nominated Alumni Association members.

K. *Alumni Association sponsored awards & recognitions*

Alumni Association Award for Excellence
(Alumni sponsored; awarded to a student during convocation ceremony)

The Jaipuria Institute of Management Noida Alumni Association will be awarding a second-year student for his/her academic and non-academic excellence, with an **Alumni Association Award for Excellence** based on the following criteria.

Criteria for Selection

Step-1: Invite student nominations through online forms (Initiate in Dec'18)
Step-2: Preliminary scrutiny by the internal screening committee on the following parameters:

A. Interaction with Alumni – Initiatives taken by students to improve relationships with alums and bringing them on board for guest lectures, interviews, e-newsletters etc.
B. Leadership – Showcase of visible exceptional leadership skills during their tenure of course supported by data.
C. Institution Building Activities – Representing Institute in different colleges and universities and bringing accolades/ awards
D. Participation in Alumni Activities- conduction, organizing and participation in various alumni meets and events.

Step-3: Send shortlisted nominees list (with student details) to the alumni association
Step-4: Nominee's personal interview by the alumni association
Step-5: Selection of the best-suited candidate for the award

Screening Committee

The screening committee for the selection of a candidate for this award comprises of members of alumni relations committee, Programme Directors, Alumni Association Members.

Student of the Trimester
(To be awarded to a student every trimester)

The Jaipuria Institute of Management Noida Alumni Association will be awarding a first-year student for his/her academic and non-academic excellence, with a badge of **Student of the Trimester** based on the following criteria.

Criteria for Selection

Step-1: Invite student nominations through online forms (Initiate in September'18)
Step-2: Preliminary scrutiny by the internal screening committee on the following parameters:

E. Academic Excellence – Students performing good in academics
F. Leadership – Showcase of visible exceptional leadership skills during their tenure of course supported by data.
G. Institution Building Activities – Representing Institute in different colleges and universities and bringing accolades/ awards
H. Participation in Alumni Activities- conduction and organizing of various alumni meets and events.

Step-3: Send shortlisted nominees list (with student details) to the alumni association
Step-4: Nominee's personal interview by the alumni association
Step-5: Selection of the best-suited candidate for the badge

Screening Committee

The screening committee for the selection of a candidate for this award comprises of members of alumni relations committee, Programme Directors, Alumni Association Members.

Best Summer Internship Programme (SIP) Award
(To be awarded to two students outperforming in their SIP's)

The Jaipuria Institute of Management Noida Alumni Association will be awarding two second-year's students for their performance in their summer internship programme. There will be two winners for the title for two positions (first & second). A cash prize of Rs. 10,000/- & 5,000/- will be awarded as a first and second prize to the winners. The following critera will be observed for the process of selection of awardees for this prize:

Criteria for Selection

Step-1: All faculty members assigned to judge the SIP presentations will be nominating the names of students giving best of presentations.
Step-2: The students shortlisted will be presenting their SIP projects again forth the Alumni Association panel members
Step-3: The Alumni Association members will announce two best SIP presentations amongst the shortlisted candidates.
Step-4: The winners will receive the award from the Alumni Association.

<u>Screening Committee</u>

The screening committee for the selection of a candidate for this award comprises of faculty members for shortlisting the presentations and alumni association members for selection of the candidates for award.

L. *Alumni sponsored scholarships*

The Jaipuria Institute of Management Noida Alumni Association will be introducing two student scholarships for the current academic year for the first year students of Rs. 25,000/- each. The students interested can apply for the same through an application form available in the alumni office.

The selection criteria for the rightful candidates for the scholarship is mentioned below:

- Academic credentials - Applicants who have scored maximum CGPA in the first trimester will be given preference over others.
- Overall performance - Applicants who have won awards and recognition within the campus, inter-campus or inter-college in co-curricular activities
- Financially weaker students are also eligible to apply - Applicants from the financially weaker are also eligible to apply.

Eligibility criteria for applying for scholarships:

1. Applicant should be a student of Jaipuria Institute of Management, Noida.
2. Applicant should not be charged on any grounds under disciplinary action by the Institute.
3. Applicant should fulfill the minimum requirement of the selection criteria for the scholarships.
4. Jaipuria Institute of Management Alumni Association holds the right to disqualify any application if they deemed it to be.

The process for applying for the scholarships is as follows:

Step 1: Students are required to submit an application form (Annexure-A) for the scholarships to the alumni office by 15th September'18.

Step 2: The applications will be sent to the alumni association for scrutiny. Alumni Association will be interacting and interviewing all the prospective applicants for scholarships.

Step 3: After, detailed deliberation the association will announce the results and the scholarship will be awarded by the alumni association.

IV. *Initiatives by Alumni*

M. *Support for Training & development programmes*

Alumni community of Jaipuria Institute of Management, Noida will be providing support to the existing students of the institute by providing training & development programmes. They can register themselves through dashboard in case if they are willing to provide a training session or conduct any development programme for the students of Jaipuria, Noida.

Alternatively, alumni are also contacted by the Institute for seminars, Industry development programmes, mock interviews, training workshops etc organized for the development and grooming of students.

N. *Support for summer internships*

The alumni community of Jaipuria, Noida will also be helping students of Jaipuria, Noida seeking summer internships opportunities in various domains. The alumni working with various industries and verticals will be contacted for generating opportunities for SIP's like they are have done in past years.

O. *Generating placement opportunities for Jaipurians*

The Alumni community also helps students of Jaipuria, Noida for their final placements. In the previous years there are many alumni who have recruited Jaipurians or have brought their contacts for the recruitment.

Likewise, the association will strengthen ties with alumni across the batches for generation of more such opportunities.

P. *Providing mentorships*

Alumni community of Jaipuria Institute of Management, Noida will be providing support to the existing students of the institute by becoming alumni mentor to the student groups formed by the Institute, in addition to the one faculty member already assigned to them.

They will be providing training and grooming sessions to their mentees and helping them to have a knowhow of corporate world with their wisdom, practical experience and knowledge.

Q. *Introducing live projects*

Live projects information will be shared by the Institute and alumni both to be pursued by the alumni and existing students of the Institute respectively.

Any interested stakeholder can login to their profile on the alumni dashboard and can avail the information for their benefit.

R. *Contribution to 'The Alumni Signpost' – E-newsletter by Alumni*

The alumni contribute regularly to the content of 'The Alumni Signpost' – a bimonthly E-newsletter by alumni. They share their success stories, industry news, words of wisdom, articles of use for the existing students etc. for the same.

S. *Contribution towards 'Alumni TED Talks'*

As a new initiative Jaipuria Institute of Management will be initiating an Alumni Ted Talks series for their You Tube channel. Alumni working with various domains and verticals will be tapped and contacted for making short videos. These videos will be covering their success stories and words of wisdom. The videos will be uploaded on the you tube channel created by the Institute and will be shared across the alumni community of Jaipuria, Noida.

T. *Contribution to a series of 'Sampark – Guest Talks by Alumni'*

Alumni will be invited for a series of Guest talks by alumni, 'Sampark' in every trimester and will be delivering talks on a topic based on need and demand of the student. The speakers will be called as per the topic of the talk and they will be receiving honorarium set by the Institute for their lectures. The potential guest speakers will be tapped by the Institute for the same.

Alternatively, the interested alumni can also register themselves through the dashboard for their willingness to provide a guest session to the Jaipurians.

U. *Providing testimonials for various initiatives by the institute*

Alumni also provide video/written/audio testimonials required for various purposes by the Institute. The potential alumni are contacted for the same and their valuable feedback and testimonials forms the part of a formal page/ website/ brochure etc. released by the Institute.

V. *Proposed participation in the panel of personal interview for fresh admission*

Proposedly, the alumni will participate and will form a part of the panel responsible for selection of the new students for fresh batch through personal interview.

ANNEXURE- A

Jaipuria Institute of Management Noida Alumni Association

<u>Student Application for Scholarship</u>

Full Name:

Enrollment No.:

Course:

Contact Number:

E-mail Address:

Scholarship type:

CGPA Score:

Please outline any certificates/awards/ recognitions/ title that you may have received in the co-curricular activities

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Mention your academic achievements at Jaipuria Institute of Management, Noida

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Please Describe your current financial situation

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References

A. First Reference (from Jaipuria Institute of Management, Noida)

Full Name: ……………………………………………………………………………
Contact Number: …………………………………………………………………….
E-mail Address: …………………………………………………………………...

B. Second Reference (any known person from outside the campus; should not be a blood relative)

Name: ……………………………………………………………………………………
Contact number: …………………………………………………………………..
E- mail address: ……………………………………………………………………
Name of the organisation: …………………………………………………………...
Designation: ………………………………………………………………………..
Work location: ……………………………………………………………………...

I understand and accept the policies and procedures of Jaipuria Institute of Management Noida Alumni Association. I declare that the information that I have provided herein is true and accurate to the best of my knowledge.

○ I agree ○ I disagree