ALUMNI POLICY AND PROCEDURE

2.6. Alumni Policy

Policy statement

IBT College values its alumni as important representatives and is dedicated to supporting their development, celebrating their successes, and deepening their ties to the college. This includes engaging them as volunteers, students, employees, advocates, donors, and mentors.

IBT College manages alumni information responsibly to build lasting connections. Alumni can engage in college matters through the IBT College Alumni Association and Alumni Advisory Committee.

Purpose

This policy defines who is considered an alumnus/alumna of the college and assigns the responsibility for coordinating alumni communications and engagement activities, as well as managing alumni information, to the Alumni and Development department.

Applicable

This policy applies to all the students who meet the definition of Alumni.

OBJECTIVES

1. Collecting Alumni information and updating the details frequently.
2. Sending important achievements and other developments of the institution through group mail and also through Whatsapp group.
3. Arranging for Alumni interaction with the students of all the years frequently.
4. Arranging for Alumni meet every year in the month of December to get their suggestions for improvement.

Policy and Responsibilities

The College will support Alumni and Development to enhance Alumni Engagement opportunities by ensuring proper technical expertise and supports are in place to manage and maintain Alumni data and information.

The College will be proactive in establishing Alumni Engagement opportunities, including:

 i. incorporating Alumni into strategic plans;
 ii. inviting Alumni representatives to participate on internal and external committees; and
 iii. extending college benefits and services to Alumni where possible.

Information Tracking

All records on the alumni will be kept in IBTC RTO Manager database system and hard copy at the Register's office.

i.   Updating of alumni information such as name changes, address changes, e-mail updates, career information and others.
ii. Manage appropriate data sharing with the institution and affinity partners.

PROCEDURES FOR ALUMNI

Meetings

1) The Alumni would convene meeting once in every month.
2) Meetings would be conducted on dates scheduled in the circular released by the Principal during the starting of every month.
3) The Agenda of the meeting should include

    i.   Constitution / Re-constitution of Alumni Cell / Alumni Association.
    ii.   Inclusion /Exclusion of terms and condition specified in bye-laws.
    iii. Conduct of Alumni meets, Alumni interactions, Alumni visits, invited alumni talks, etc.
    iv.   Discussion about Department wise action plans to involve alumni in various activities.
    v.   Submission of Activity Reports and review of its Outcomes.
    vi.   Funding support from alumni and review is Utilisation.
    vii. Establishing healthy and productive relations with alumni.
    viii. Gaining Voluntary support from Alumni for the developmental initiatives of the Institute / Department.

4) Members are expected to prepare themselves for the meeting with all related documents.
5) Members are expected to participate actively in the deliberations of the Alumni cell.
6) Minutes of the Monthly meeting should be prepared and submitted to Head of the Institution
7) All documents related with activities of the Alumni Cell must be filed in the respective file after review by the Head of the Institution.

REGISTRATION OF ALUMNI

1) Registration forms would be circulated to the students studying final semester at the final semester of their study.
2) Filled in registration forms would be collected and filed by respective instructor/trainers.
3) Registration fee for memberships in Alumni association would be collected from the final Semester Students. (fees will be approved by Governing council and Chief Strategy Officer)

4) The Department coordinators should ensure availability of e-Registration forms in the IBT College Website round the year. http://ibtcollegepng.com
5) The records of e-registrants through website should be periodically verified and enrolled as members of the IBTC- Alumni Association.

Review

This policy and procedure will be reviewed annually by the Governing Council to ensure its effectiveness and compliance with relevant legislation and best practices.