



ALUMNI CELL

LNCT/AC/2020/01

21/01/2020

**OBJECTIVES / FUNCTIONS:**

To encourage and foster life long connections for commemorating the success in order to motivate and guide the students.

**1. Facilitate Mentorship:**

Pair current students with experienced alumni who can provide guidance and advice in various academic and career-related areas.

**2. Career Development:**

Connect students with alumni working in their desired fields, providing insights into industry trends, job opportunities, and skill development.

**3. Networking Opportunities:**

Organize networking events, panels, and seminars where alumni can share their experiences and expand their professional networks.

**4. Professional Development:**

Host skill-building workshops, resume-building sessions, and mock interviews to enhance the employability of current students and collaborate with alumni to offer guest lectures and industry-specific training.

**5. Alumni Engagement:**

Recognize outstanding achievements of alumni and showcase their success stories to inspire current students.

**6. Feedback and Improvement:**

Solicit feedback from both students and alumni to continually improve the club's offerings and activities.



**7. Promoting College Pride:**

Promote a sense of pride and loyalty among alumni by involving them in college events, fundraisers, and volunteer opportunities.

**RESPONSIBILITIES:**

The Alumni Cell plays a pivotal role in maintaining a strong and engaged alumni community.

The following responsibilities are entrusted to the cell:

**1. Alumni Database Management:**

The Alumni Cell maintains a comprehensive database of alumni, which includes contact information, graduation years, and current professional details.

**2. Communication and Outreach:**

Regularly communicates with alumni through newsletters, emails, social media, and alumni association websites. Sends invitations and updates about alumni events, reunions, and club activities.

**3. Networking Opportunities:**

Facilitates networking among alumni by organizing events like alumni reunions, mixers, and industry-specific gatherings. Collaborates with alumni clubs or chapters in different regions to expand networking opportunities.

**4. Mentorship Programs:**

Establishes mentorship programs where experienced alumni offer guidance and advice to current students or recent graduates. Matches mentors and mentees based on shared interests and career paths.

**5. Support for Current Students:**

Provides career counseling, resume workshops, and job placement assistance to current students. Offers scholarships, grants, or financial aid opportunities to deserving students.





**6. Fundraising and Donor Engagement:**

Organizes fundraising campaigns to garner financial support from alumni for college initiatives.  
Recognizes and appreciates alumni donors through acknowledgment programs.

**7. Event Management:**

Plans and coordinates alumni-related events, including homecoming, award ceremonies, and panel discussions. Collaborates with alumni volunteers and club leaders to host events.

**8. Feedback and Surveys:**

Collects feedback from alumni to assess their needs and preferences. Uses surveys and feedback to improve alumni engagement strategies.

**9. Collaboration with Alumni Clubs:**

Works closely with alumni clubs or chapters, if present, to align efforts and coordinate activities.  
Supports club initiatives and provides resources as needed.

**10. Alumni Publications:**

Publishes alumni newsletters, magazines, or online content that showcase alumni achievements, college updates, and success stories.

**11. Alumni Recognition:**

Recognizes outstanding alumni achievements through awards and honors. Celebrates alumni accomplishments and contributions to the college community.

**12. Database Security and Privacy:**

Ensures the security and privacy of alumni data, complying with data protection regulations.

**13. Evaluation and Reporting:**

Measures the effectiveness of alumni engagement efforts through metrics like event attendance, mentorship participation, and fundraising success. Provides reports and insights to college leadership for strategic planning.

An effective Alumni Cell fosters a strong sense of community among graduates, enhances the reputation of the college, and helps alumni stay connected and engaged throughout their lives. It requires ongoing dedication, communication, and collaboration with alumni to achieve its goals.



## LAKSHMI NARAIN COLLEGE OF TECHNOLOGY BHOPAL (M.P.)

### COMPOSITION:

S.No	Name	Designation	Department
1.	Dr. Hemant Mahala	Head	EX
2.	Prof. Vikash Kumar Singh	Member	CE
3.	Dr. Deepak Rathore	Member	CSE
4.	Prof. Neelesh Gour	Member	CSE
5.	Prof. Sunny Jain	Member	EC
6.	Dr. Naveen Asati	Member	EX
7.	Dr. Vipin Shrivastava	Member	ME
8.	Dr. Kiran Mani Tripathi	Member	Humanities

Copy to:

1. Office of the Chairman/Vice Chairperson/Secretary
2. Principal
3. Director Administration
4. Director T&P / Incubation/ R&D
5. Dean Student Welfare (DSW)
6. HODs (All Departments)
7. Head, IT Infra
8. Registrar
9. Library

*A. Saxena*  
Principal

Lakshmi Narain College of Technology  
BHOPAL

*A. Saxena*  
Principal

Lakshmi Narain College of Technology  
BHOPAL



# LAKSHMI NARAIN COLLEGE OF TECHNOLOGY BHOPAL (M.P.)

## ALUMNI CELL

LNCT/AC/2020/

Date:08/08/2020

### **Minutes of Meeting**

A meeting was organized at 3:30 PM on 08/08/2020 (Saturday) in Alumni Cell of LNCT.

The Head read out the agenda and objectives of the Committee.

Discussion:

1. Review the last meeting proceeding.
2. Discuss how the COVID-19 pandemic has impacted alumni personally and professionally.
3. Discuss plans for virtual events such as webinars, workshops, and networking sessions.
4. Identify specific needs and challenges faced by alumni.
5. Review and update the alumni database to reflect changes due to the pandemic.
6. Discuss effective communication strategies during the crisis.

Head (Alumni Cell)

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7. Head, IT Infra
8. Registrar
9. Library
10. Coordinators



## ALUMNI CELL

LNCT/AC/2021/

Date: 09/01/2021

### **Minutes of Meeting**

A meeting was organized at 3:30 PM on 09/01/2021 (Saturday) in Alumni Cell of LNCT .

The Head read out the agenda and objectives of the Committee.

Discussion:

1. Review the last meeting proceeding.
2. Establish objectives for the Alumni Cell considering the ongoing pandemic
3. Prioritize goals based on pandemic-related challenges
4. Adapt strategies to navigate uncertainty in the year ahead.
5. One to one calling shall be done by committee members to get consent of invited alumni.
6. An aid of alumni meet shall be prepared for press and media coverage.
7. Google form shall be shared to the alumni for final confirmation.

Head (Alumni Cell)

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## LAKSHMI NARAIN COLLEGE OF TECHNOLOGY BHOPAL (M.P.)

### ALUMNI CELL

LNCT/AC/2021/

Date: 13/02/2021

#### **Minutes of Meeting**

A meeting was organized at 3:30 PM on 13/02/2021 (Saturday) in Alumni Cell of LNCT .

The Head read out the agenda and objectives of the Committee.

Discussion:

1. Review the last meeting proceeding.
2. Review and update the alumni database.
3. Ensure data privacy compliance and security.
4. Plan communication channels and content for the year.
5. Regular follow up of each and every alumni shall be taken.
6. Confirmed data of the registered candidates has to be collected.
7. During Alumni meet it has to be the motive to seek the help of the Alumni in recruitment process and should be involved in training the students.

  
Head (Alumni Cell)

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