ALUMNI CELL

LNCT/AC/2021/01   22/01/2021

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.

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

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

Principal

Lakshmi Narain College of Technology
BHOPAL

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

Principal

Principal
Lakshmi Narain College of Technology
BHOPAL

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

ALUMNI CELL

LNCT/AC/2021/   Date: 14/08/2021

Minutes of Meeting

A meeting was organized at 3:30 PM on 14/08/2021 (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. Assess the impact of the lockdown on alumni.
3. Discuss post-lockdown support measures.
4. Consider initiatives related to employment and reintegration.
5. One to one calling shall be done by committee members to get consent of invited alumni.
6. Regular follow up of each and every alumni shall be taken.
7. Regular contact with alumni faculty of college to involve them in college ALMA matters.
8. Discussion about the date for next Alumni Meeting.

Head (Alumni Cell)

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
10. Coordinators

LNCT/AC/2021/   Date: 11/09/2021

Minutes of Meeting

A meeting was organized at 3:30 PM on 11/09/2021 (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. Evaluate the effectiveness of the mentorship program during the lockdown.

3. Plan the relaunch and promotion of the program.

4. Discuss virtual alumni events, their topics, and promotion strategies.

5. Updating the Alumni data base in terms of current Organization and Designation.

Head (Alumni Cell)

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
10. Coordinators

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

ALUMNI CELL

LNCT/AC/2021/   Date: 09/10/2021

Minutes of Meeting

A meeting was organized at 3:30 PM on 09/10/2021 (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. Discuss fundraising efforts to support alumni and initiatives.
3. Review the results of past fundraising campaigns.
4. Explore strategies to engage and sustain donor interest.
5. Preparation of content and design for Launching Newsletter.
6. Collaboration of alumni those are associated in social work.

Head (Alumni Cell)

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
10. Coordinators

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

ALUMNI CELL

Minutes of Meeting

A meeting was organized at 3:30 PM on 13/11/2021 (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. Recognize outstanding alumni accomplishments.
3. Share success stories and achievements.
4. Discuss the status of the mentorship program, its successes, and ways to improve it.
5. Regular contact with alumni faculty of college to involve them in college ALMA matters.
6. Collaboration of alumni those are associated in social work.

Head (Alumni Cell)

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
10. Coordinators

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

ALUMNI CELL

LNCT/AC/2021/   Date: 11/12/2021

Minutes of Meeting

A meeting was organized at 3:30 PM on 11/12/2021 (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. Reflect on the achievements and challenges of 2021.
3. Evaluate progress towards alumni cell objectives.
4. Set goals and objectives for the Alumni Cell in 2022.
5. Plan strategies to adapt to the ongoing pandemic.
6. One to one calling shall be done by committee members to get consent of invited alumni.
7. Regular follow up of each and every alumni shall be taken.

Head (Alumni Cell)

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
10. Coordinators

ALUMNI CELL

LNCT/AC/2022/ 01   10/01/2022

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.

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

Principal

Principal
Lakshmi Narain College of Technology
BHOPAL

Copy to:

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

Principal

Principal
Lakshmi Narain College of Technology
BHOPAL

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

ALUMNI CELL

LNCT/AC/2022/   Date: 08/01/2022

Minutes of Meeting

A meeting was organized at 3:30 PM on 08/01/2022 (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 the current alumni database.

3. Discuss strategies for data cleansing and updates

4. Allocate responsibilities for maintaining communication

5. Explore ways to recognize and appreciate outstanding alumni.

Head (Alumni Cell)

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

10. Coordinators

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

ALUMNI CELL

LNCT/AC/2022/   Date:12/02/2022

<u>Minutes of Meeting</u>

A meeting was organized at 3:30 PM on 12/02/2022 (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. Define the objectives and goals of the mentorship program.

3. Plan the official launch of the mentorship program.

4. Review existing data protection policies.

5. Identify methods for collecting feedback on the mentorship program.

Head (Alumni Cell)

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

10. Coordinator

LNCT/AC/2022/   Date: 12/03/2022

Minutes of Meeting

A meeting was organized at 3:30 PM on 12/03/2022 (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. Brainstorm ways alumni can support current students.

3. Establish guidelines for alumni-student interactions.

4. Analyze the effectiveness of past alumni cell activities.

5. Plan the distribution and collection process.

6. Compile feedback from various sources.

Head (Alumni Cell)

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

10. Coordinators

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

ALUMNI CELL

Minutes of Meeting

A meeting was organized at 3:30 PM on 09/04/2022 (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 strategies for fundraising initiatives.

3. Create a promotional strategy for alumni events.

4. Assign tasks to ensure event success.

5. Discuss methods to increase alumni participation in events.

6. Set goals for event attendance and engagement.

Head (Alumni Cell)

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

10. Coordinators

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

ALUMNI CELL

LNCT/AC/2022/   Date: 14/05/2022

<u>Minutes of Meeting</u>

A meeting was organized at 3:30 PM on 09/04/2022 (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 the feedback collection process.

3. Analyze previous feedback data.

4. Plan and design surveys for alumni input.

5. Establish timelines for survey administration.

6. Review the alumni recognition process

Head (Alumni Cell)

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
10. Coordinators

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

ALUMNI CELL

LNCT/AC/2022/   Date:11/06/2022

<u>Minutes of Meeting</u>

A meeting was organized at 3:30 PM on 11/06/2022 (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. Highlight and recognize outstanding alumni.

3. Share success stories and achievements.

4. Review the effectiveness of communication channels.

5. Discuss data protection enhancements if necessary

Head (Alumni Cell)

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
10. Coordinators