

## **ALUMNAE POLICY**

Alumnae are vital to enhancing the reputation and uniqueness of the alma mater. It is a long-term relationship that is supportive and beneficial to both parties. The institution appreciates alumni's active participation in advancing its educational goals and is aware of the numerous facets of their engagements. Under this policy, the institution shall,

1. Maintain and update an alumni contact/information database to foster a network for improved communication while protecting the privacy of the data.
2. Establish an Alumni Association that will have an Executive Body of 9 members including the President, Vice-President, Secretary, Vice-Secretary, Communication Minister, Finance Minister and two Executive members, who will be elected every year by the General Body.
3. Conduct General Body's yearly meeting and Executive Body's Quarterly meetings.
4. Host alumni reunions on the campus of the institution every year on 26<sup>th</sup> January every year. If not, or if unforeseen circumstances prevent it, do so within 10 days of the planned date.
5. Release and distribute the Alumnae News Bulletin annually.
6. Honour notable accomplishments of alumnae
7. Involve alumni in important academic and non-academic advisory committees to avail their contribution and resources for the institution's improvement.
8. Collect and evaluate feedbacks from alumni on various aspects of the institution's academic and administrative policies and processes.
9. Create opportunity for alumni to serve as resource persons, chief guests and benefactors
10. Collaborate with the alumni to plan enriching educational seminars, workshops and training sessions.
11. Ensure that alumni are involved in the institution's best practices, especially the green campus initiatives.
12. Utilize the funds raised and donations/assets endowed by alumni in the institution's and its stakeholders' best interests.
13. Be transparent in all of its engagements with the alumni.