

JAIPURIA INSTITUTE OF MANAGEMENT
JAIPUR

Alumni Policy

Jaipuria Institute of Management, Jaipur Alumni Policy Framework

Policy Title: Alumni Policy Framework

Policy Owner: Jaipuria Institute of Management Jaipur Alumni Association

Responsible Office: Alumni Relations Office, Jaipuria Institute of Management, Jaipur

Contact Information: Chairperson, Jaipuria Institute of Management Jaipur, Alumni Association

Approved By: Alumni Relations Committee, Jaipuria Institute of Management, Jaipur

Entities Engaged By This Policy: All stakeholders

Reason for Policy / Purpose: The Alumni Relations Policy helps to provide all Jaipuria Institute of Management, Jaipur departments and units with consistent language and operating principles as they relate to alumni relations. To provide structure for recognition of the institute's alumni. To create alumni contribution groups in the form of Alumni Chapters. To ensure that alumni related activities are aligned with the institutional goals. To provide SOP's for a smooth and efficient functioning of all alumni related activities so as to avoid any conflict of interest and ambiguity in the roles and responsibilities of various stakeholders.

Abstract: This policy defines alumni status and outlines requirements associated with Jaipuria Institute of Management, Jaipur Alumni Membership, Alumni Awards and Honors, Alumni Communications, Surveys and Alumni Volunteer Network.

Alumni Status: Who is considered an Alumni of Jaipuria Institute of Management Jaipur?

- Students who have successfully completed their Post-Graduation from Jaipuria Institute of Management, Jaipur are considered as alumni for the institute.
- Certified Alumni are those who have formally taken Lifetime (Which is Live).

Alumni Association Membership

- **Membership:** This membership involves the lifetime membership fee of INR 2,500/- (one-time). This membership fee will be deposited in Jaipuria Institute of Management Jaipur Alumni Association bank account.

Alumni Awards and Honors

- Alumni's are felicitated with the Alumni Achievement Awards for their professional achievements and contributions on the occasion of Annual Convocation of Jaipuria Institute of Management, Jaipur. The categories are "Alumni Achievement Award" for corporate excellence and "Distinguished Alumnus Award" for notable for entrepreneurship.

Alumni Communications and Surveys

- In order to ensure unremitting communication standards, the following communication methods will be adopted: E-mail, Whatsapp Message, Text-Messages, Social-Media, Telephonic Calls and Alumni Portal. Messages would be informative to include all details of any Academic Events, Seminars, Conferences and Alumni Meets to be held.
- Information related to Alumni Surveys will be sought through Survey Forms / Goggle Docs, which will be communicated through E-Mails in the form of links.

Alumni Volunteer Networks

- Jaipuria Institute of Management Jaipur Alumni Association has a network of 1600 plus alumni (till date i.e., from 2006 - 08 batch to 2020 – 20 batch) including 1 Alumni Association wherein it is constituted of 1 Chairman, 1 President, 1 Treasurer, 1 Secretary and 5 Executive Members.

Preamble

One of the most respected and dedicated business groups of the country, the House of Jaipuria has acquired a place and stature of its own in the industrial arena. Ever since its inception in 1942, the group has diversified business interests into Textile, Power and Education.

Jaipuria's journey in education began in 1945 with the establishment of the Jaipuria College in Kolkata. The ongoing quest for ensuring academic excellence led to the setting up of the first Jaipuria Institute of Management in Lucknow in 1995 followed by campuses at Noida, Jaipur and Indore running PGDM programs.

With the large network of alumni across the country and abroad, the effort is to find opportunities of interfacing and engaging with the alumni towards a mutually beneficial relationship. .

The policy replaces any previous versions of policies on this topic that may have been in existence at the Institute in the past.

Purpose

Jaipuria Institute of Management Jaipur Alumni Association has been formed with the objective to foster continuous engagement of the alumni with their Alma mater and to draw their expert knowledge in the relevant fields to further enhance, strengthen and reinforce this relationship for mutual benefits.

Objectives

- To help materialize the vision of the college.
- To reach out to all the alumni of Jaipuria Institute of Management and bring them under the the one roof “JAIPURIA INSTITUTE OF MANAGEMENT JAIPUR ALUMNI ASSOCIATION (JIMJAA).”

- To promote social, cultural and educational relations, protecting and raising the status of the institution and those who pass out from it.
- To publish Alumni InTouch Annually carried under the name of Jaipuria Institute of Management, Jaipur Alumni Association News & Views or any other such name prescribed by the Association for circulation among the members.
- To provide any assistance to the institute as may be deemed necessary from time to time for growth and reputation of the Institute.
- To assist and help any needy Jaipuria Institute of Management, Jaipur student in any manner as deemed fit.
- Alumni visit to campus for Guest lectures or as visiting faculty to monitor students and update current corporate status.
- Sponsorship for college events.
- To carry out any other activity which may be approved by the Executive Committee and be accidental and necessary for promoting the above-mentioned broad- objectives
- To extend welfare measures to the deserving students by the way of scholarships based on merits and organize talk on career opportunities and guide students of Jaipuria Institute of Management, Jaipur.
- To facilitate the Alumni who have excelled in performance in their areas of operations.
- Appear as external examiner/jury members for events, IDP, SIP, Mentor session etc.
- To help References for industrial visit, Corporate-academic interface sessions
- To assist college and help students for Placements and internship.
- Alumni are supposed to provide individually mentoring a few students.

Jaipuria Institute of Management Jaipur Alumni Association Structure

- The Director of Jaipuria Institute of Management Jaipur will be the Ex-Officio Patron of the Alumni Association of the institute and its chapters across locations.
- An Alumni Relations Committee will function at the institute level with a professor in charge of Alumni relations and a support team of students and staff coordinator alumni relations.

Jaipuria Institute of Management Jaipur Alumni Relations Committee

Will be responsible for carrying out the following activities:

- Development and implementation of campus based Alumni activity plans.
- Organizing campus-based alumni events/activities.
- Coordination of campus-based communication with alumni, including the broadcasting of newsletters.
- Procurement and supply of corporate merchandise.
- Implementation of campus-based alumni donation initiatives that promote a social cause.

- Collecting and providing alumni information for updating of alumni data/records on the central database.
- Direct engagement with the alumni chapters.
- Compliance with institute's alumni policies and guidelines.

Jaipuria Institute of Management Jaipur Alumni Association

Purpose

The overall purpose of Jaipuria Institute of Management Jaipur Alumni Association is to promote mutually- beneficial relationships between the alumni and Jaipuria Institute of Management Jaipur. The goals of this may include the following:

- Supporting the vision, mission and values of Jaipuria Institute of Management Jaipur.
- Acting as ambassadors for their alma mater.
- Facilitation of networking and relationship-building with external stakeholders.
- Enrolling members for the association.
- Promoting the particular interests and activities of the group.
- Facilitating fellowship/interaction among Alumni.
- Providing the relevant data for updating alumni records in order to facilitate effective communication between institute and its alumni.
- Providing feedback from alumni to the institute.
- Arranging activities and conducting the necessary administrative work as required for Institute.

It is understood that each chapter will determine its own specific objectives, related to its particular purpose, interest or reason for having been established, as well as the content of its own programs or activities.

JIMJAA initiatives are to be undertaken in accordance with the overall Alumni Association guidelines and, in general, all activities should remain aligned with the rules, regulations, policies and disciplinary codes of Jaipuria Institute of Management.

Jaipuria Institute Management Jaipur Alumni Association Roles and Responsibilities:

Alumni Association functions through an Executive Committee (Ex. Co) that consists of:

- 1-Chairman
- 1-President
- 1- Secretary
- 1-Treasurer
- 5 Executive Committee Members.

Responsibilities of Executive committee, Alumni Association (JIMJAA):

Duties and Responsibilities of the Executive Committee:-

Following shall be the duties and responsibilities of the Executive Committee of the Society:-

- a) Accepting member/ expelling them
- b) To prepare annual budget
- c) To protect assets of the society
- d) To appoint paid employees and fix their salaries and allowances and relieving them.
- e) To implement the decisions taken by the General Body
- f) To form sub-committee for its smooth functioning
- g) Any other functions that may be in interest of the Society

Alumni Recognition, Best Alumni Award:

There should be an appraisal system by Alumni Relation Committee and our Director and it should be recognized every year to recognize best alumni who is doing best for the institute and Alumni Association. Alumni Relation Committee and our Director will be the Jury to judge Alumni who performed best on various parameters.

There should be two awards given to the best performing candidates, first is service oriented and another for Entrepreneur. There should also be some retaining policy for these two awarded candidates as they are the assets of this institute.

What do you gain by becoming member of Jaipuria Institute of Management Jaipur Alumni Association?

- Access to a huge network of seniors and juniors industry work force with their contact details.
- Stay informed of relevant job opportunities through Alumni WhatsApp Groups and emails – be able to apply to relevant jobs as well as be head hunted through alumni.
- Participate in Campus sponsored / hosted /Conferences/ Workshops in your functional area, at a discounted rate.
- Access the Institute's library and keep on adding to your body of knowledge continuously.
- Access the Institute's conference rooms for conducting meetings if needed.
- Access the Institute's space for co-working (if available).
- Opportunity to participate as an expert/ panel member in student evaluation process (IDP, SIP Evaluation, CV review, admission process, Student Council Formation, Cultural Fest and various Meets)
- Select fresh batch students in your organisation for SIPs/ live projects / final placements as a preferred recruiter.
- Have fun and frolic and celebrate with the larger Jaipuria Institute of Management Jaipur family through festivals, alum meets, picnics, etc.
- Course specific guest Lecture Sessions for students by the alumni.
- Invitation to Annual Alumni Gathering.

- Outstation Alumni, travelling to Jaipur, would get to stay in the college guest house. For this a number will be provided to all members on which they have to inform about their intent to stay atleast three days prior. Though one day prior will also be considered in case of emergencies. STA.
- Use of software like Prowess which the college has made freely available to its current students can also be used by the Alumni for academic and research purposes.
- No alcoholic drinks and loud music would be allowed. All general laws regarding Public Addressal Systems will also apply here.
- Alumni can ask to view certain or all college lectures that are available online.
- Alumni will be charged 50% participation fee at all college events and conferences.
- Alumni may book a stall at college events (if available) at 50% rates.
- Alumni will be charged 50% to attend courses conducted by the college for current students, if the college has to pay any third party extra regarding the same.
- Alumni may request faculties for consultation regarding business processes, management and marketing.
- Alumni may request faculties for Career Advice in general and for new opportunities for them in the industry from the College Placement cell in particular.

STA – Subject to Availability.

How can you contribute by becoming a Member of a Jaipuria Institute of Management Jaipur Alumni Association?

- Get involved in the interview and selection process for new batches.
- Based on your functional / industry specialisation get involved with efforts to update the course curriculum.
- Share your experience with students as a guest faculty.
- Contribute towards the course enrichment by sharing updates with the concerned faculty members of your area.
- Contribute to a social cause under the Jaipuria Institute of Management alumni banner.
- How will the Alumni Engagement happen?
- By sharing a strong value proposition why alums should register with the chapters.
- By driving enrolments across the chapters.
- By firming up a quarterly alumni activity calendar and executing it.
- Through monthly con-calls with all Chapters to ensure traction.
- By encouraging alum visits to campus with a purpose and ensuring the difference that they can make.

Election of the Executive Committee:-

- a) The General Committee will elect the Executive Committee of the Society for

two years.

b) The election can be conducted through direct/indirect process.

c) The Executive Committee will appoint returning/election officer.

Core Team Mandatory Meeting

- An ordinary general meeting of the society shall be convened at least once in each year by Chairman/Secretary of the Society on a date to be decided by the Executive Committee.
- A special Meeting of the General Body may be called by Secretary on a date to be decided by the executive committee.
- Intimation of the meeting should be given 15 days in advance or special meeting should be given 5 days in advance.
- A minimum of 1/3 (One-third) of the total members listed on the Secretary list (on the date of the meeting) shall constitute a quorum for any meeting, whether
- General or special. In case of a quorum is not completed the meeting shall be adjourned and shall reassemble after ½ hour to carry the proceeding,
- Again after the half-hour the meeting will be commenced for the postponed meeting no quorum will be required.
- The date of the annual General Body meeting shall be decided by the Executive committee with the consent of Secretary latest up to 30th June of every year.

Alumni Fund Management: The Jaipuria Institute of Management Jaipur Alumni Association Fund shall be managed by Chairman, Secretary and Chair – Alumni Relations.

Lifetime Membership

- Access a huge network of seniors and juniors with their contact details.
- Stay informed of relevant job opportunities through JIM Whatsapp Group, Emails.
- Participate in campus sponsored MDP's/ Conferences in your functional area.
- Avail coaching and functional mentoring through trained senior alums, who have a proven track record with industry.
- Access the institute's library and keep on adding to your body of knowledge continuously.
- Access the institute's conference rooms for conducting meetings if needed.
- Access the institute's space for co-working.
- Select junior in your organization for SIP's or Live project or final placements as preferred.

Social Media Do's & Don'ts

Applicable on all Social Connectivity Options specifically WhatsApp:

- No personal comments should be passed in group.
- No parliamentary topic should be discussed on group.
- Should add in group only after the consent of all admins even in case of leaving it.

- Any person should not be added until all group admins consent upon

Regards

Dr. Lokesh Vijayvargy

Chair- Alumni Relations

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