Duties and Responsibilities of the Alumni Association Coordination Committee

1. **Compliance with APJAKTU Statutes:** Ensure adherence to the guidelines and regulations outlined in APJAKTU statute Chapter 4 Statute 9, pertaining to the establishment and functioning of the Alumni Association.

2. **Formation and Constitution:** Facilitate the formation and constitution of the Alumni Association, in accordance with the statutory requirements and university guidelines.

3. **Membership Management:** Maintain an up-to-date list of alumni members, including their contact information, graduation details, and current occupations.

4. **Alumni Engagement:** Foster active engagement with alumni through regular communication, events, and networking opportunities. Establish and maintain active alumni groups on various social media platforms to facilitate networking, discussions, and information sharing among alumni members, fostering a sense of community and enhancing engagement.

5. **Events and Reunions:** Organize alumni events, reunions, and gatherings to reconnect graduates and facilitate collaboration and knowledge sharing.

6. **Career Development:** Facilitate career development opportunities for alumni and current students, such as mentorship programs, job fairs, and workshops.

7. **Alumni Awards and Recognitions:** Establish and oversee awards and recognition programs to honor outstanding alumni achievements and contributions.

8. **Alumni Feedback:** Seek feedback from alumni regarding their experiences, suggestions for improvements, and their involvement in enhancing the institution's reputation.

9. **Fundraising Initiatives:** Explore fundraising opportunities and initiatives to support scholarships, research, infrastructure development, and other college needs.

10. **Communication Channel:** Serve as a communication channel between the alumni community and the college administration, conveying alumni concerns, achievements, and aspirations.

11. **Alumni Database:** Maintain a comprehensive alumni database, which includes their academic and professional achievements, to showcase the institution's success stories.

12. **Alumni Newsletter/Publications:** Publish alumni newsletters or publications to share updates, success stories, and alumni contributions with the wider college community.

13. **Chapter Development:** Support the establishment of regional or industry-specific alumni chapters to strengthen connections and provide localized opportunities.

14. **Meeting Minutes Documentation:** Ensure the accurate recording, documentation, and safekeeping of meeting minutes from PTWA meetings and general body gatherings.

15. **Reporting and Accountability:** Prepare and present annual reports on Alumni Association activities and achievements, complying with APJAKTU guidelines.

16. **Safeguarding Alumni Values:** Uphold the values and principles of the Alumni Association as outlined in the APJAKTU statute, aiming for its continued growth and effectiveness.

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