



# CERTIFICATE OF REGISTRATION

## Under Societies Registration Act XXI of 1860

Regn. No. S-E / 1462 /Distt. South East /2018

I hereby certify that "THE ALUMNI ASSOCIATION OF JAMIA HAMDARD (TAAJH)" located at JAMIA HAMDARD, G/F, M.B ROAD HAMDARD NAGAR, NEW DELHI-110062. has been registered under Societies Registration Act 1860.

Given under my hand and seal at Delhi on this 06<sup>th</sup> day of SEPTEMBER Two Thousand Eighteen.

1. The society is not allowed to use translated and abbreviated/acronym version of its names;
2. The society will use their name with prefixes, etc, as has been mentioned this letter.
3. The society will show its name along with the caption below that it is governed by private body/society where used; and
4. The name may not be used for any commercial purposes or trade or business or profession, certification/affiliation/recognition to other organization etc.

Fee of Rs. 50/-



*Adil Saha*  
04/09/2018

SEAL

REGISTRAR OF SOCIETIES  
SOUTH - EAST DISTRICT  
GOVERNMENT OF NCT OF DELHI

\*This document certifies registration under the Society Registration Act, 1860. However, any Govt. department or any other association / person may kindly make necessary verification (on their own) of the assets and liabilities of the society before entering into any contract / assignment with them.

**MEMORANDUM OF THE ASSOCIATION**

1. **NAME OF THE SOCIETY:** The name of the society shall be

**“The Alumni Association of Jamia Hamdard (TAAJH)”**

2. **REGISTERED OFFICE** : The regd. Office of the society shall be situated in the National Capital Territory (NCT) of Delhi and at present it is at the following Address:

Jamia Hamdard, G/Floor  
M. B. Road,  
Hamdard Nagar,  
New Delhi-110062.


3. **WORKING AREA** : N.C.T. of Delhi.

4. **AIMS AND OBJECTS** : The mission of the alumni is to consolidate the alumni base of Jamia Hamdard on official platform endorsed by the university. This would give the feeling of “belongingness” to the alumni and they would “feel connected” and would continue to take pride in our achievements and would do handholding where ever required. The platform would be constructively used with all good intentions to serve the *ALMA MATER & HAMDARDIANS* and is expected to fulfill the objectives

The aims and objects of the society for which the same is established are as under:

1. To act as a bridge between Jamia Hamdard and the industries/ organizations where the alumni (*HAMDARDIANS*) serve, for interaction on new developments in different disciplines of Health Sciences (Unani, Medical, Pharmacy and Nursing), Allied health fields (Physiotherapy/ Rehabilitation Sciences), Life Sciences, Information, Technology and Communication (IT) and Management and others.

*05/10/18*  
**Certified True Copy**



(Prof. Asgar Ali)  
President

*Zeenat Iqbal*  
(Dr. Zeenat Iqbal)  
General Secretary

*Shibu John*  
(Dr. Shibu John)  
Treasurer

2. To provide a constructive, vivacious and vibrant ecosystem for fostering ties between the alumni and the alma mater and as well as amongst the alumni across the schools.
3. To positively contribute and enforce the University's mission and vision and help in taking the Alma mater to newer heights and be recognized among the global players in the field of academic, research, innovation and outreach.
4. To help the alumni to take forward their professional aspirations and offer support for entrepreneurship programmes.
5. To offer support to desirous students of different Schools for carrying forward their education in India and abroad.
6. To facilitate and support the development of professional skills and enable the current crop of students of different schools as positive contributors to the society and Nation building.
7. To contribute to the image building of the university in public domain and improve its perception with all positive outcomes.
8. To assist the Schools to promote best practices in R & D activities, testing and consultancy and organize programmes on personality development, interview technique, (GDs/PIs) and leadership development in fields of education in health science.
9. To encourage the students from this University by awarding prizes to meritorious students showing bright performance in the field of academics/scholastic, co-scholastics, sports, literary and cultural spheres.
10. To enrich the School and central library by donating books and also by subscribing journals in the relevant fields.

All the incomes, earnings, moveable/ or immovable properties of the society shall be solely utilized and applied towards the promotion of its aims and objects only as set forth in the memorandum of the society and no profit on thereof shall be paid or transferred directly or in directly by way of dividends bonus, profits or in any manner whatsoever to the present or past members of the society or to any person claiming through anyone or more of the present or the past members " no member of the society shall have any personal claim on any moveable or immovable properties of the society or make any profits, whatsoever, by virtue of this membership".



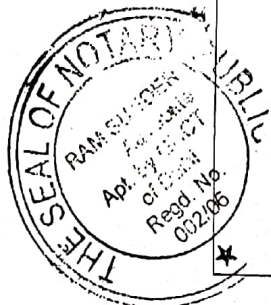
(Prof. Asgar Ali)  
President

(Dr. Zeenat Iqbal)  
General Secretary

(Dr. Shibu John)  
Treasurer

**Governing body:** The names, address, occupations and designations of the present members of the governing body to whom the management of the society is entrusted as required under Section 2 of the Societies Registration Act 1860, as applicable to the National Capital Territory of Delhi, are as follows-

Sl. No	NAMES AND ADDRESSES	OCCUPATIONS	DESIGNATION	SIGNATURE
1.	Prof. Asgar Ali S/o Mr. Bashir Ahmad B-202, First Floor, Hamdard Nagar, New Delhi- 110062	Professor, Dept. of Pharmaceutics, SPER, Jamia Hamdard, New Delhi- 110062	PRESIDENT	
2.	Dr. Khursheed A. Ansari S/o M.Q. Ansari, E-249/2, 4 <sup>th</sup> Floor, Abul Fazal Enclave Part-2, Shibli Road, Shaheen Bagh, Jamia Nagar, New Delhi-110025	Asstt. Professor, Dept. of Tashreeh, School of Unani Medicine, Jamia Hamdard, New Delhi- 110062	VICE PRESIDENT	
3.	Dr. Zeenat Iqbal D/o Mr. Iqbal Mohammad D-103, Ground Floor, Hamdard Nagar, New Delhi- 110062	Associate Professor, Dept. of Pharmaceutics, SPER, Jamia Hamdard, New Delhi- 110062	GENERAL SECRETARY	
4.	Dr. Md. Shaharyar S/o Mr. Mohd. Rizwan, D-403, Hamdard Nagar, New Delhi- 110062	Associate Professor, Dept. of Pharm. Chemistry, SPER, Jamia Hamdard, New Delhi- 110062	SECRETARY	
5.	Dr. Shibu John S/o Late K. Yohannan, Flat No. 2A- 702, Bharat Appt., Plot No. 8, Sector- 18A, Dwarka, NSIT Dwarka, Delhi- 110078	Associate Professor, Dept. of Health & Hosp. Management, School of Management & Business Studies, Jamia Hamdard, New Delhi- 110062	TREASURER	
6.	Dr. Nahid Zabi D/o Mohd. Akram Faridi, 03, Mohalla Sadat East Kunderki, Tehsil Bilari, Distt Moradabad, Bhatpura Kundarki, Moradabad, Uttar Pradesh-202413	Tutor, School of Nursing Jamia Hamdard, New Delhi- 110062	MEMBER	



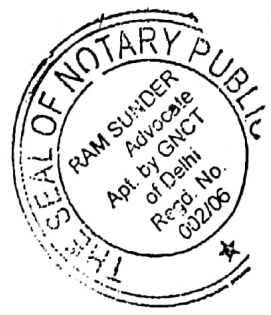
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Handwritten signatures and notes at the bottom of the page, including 'A. Ali', 'General', and 'M. J. T.'.

7.	Dr. Gaurav Kumar Jain S/o Kushal Chand Jain, D-53, Kamla Nagar, Delhi-110007	Assistant Professor, Dept. of Pharmaceutics, SPER, Jamia Hamdard, New Delhi- 110062	MEMBER	<i>Gaurav</i>
8.	Dr. Nidhi Aggarwal D/o Rajender Parkash Bharal, House No. R-29, Khirki Extension, Malviya Nagar, New Delhi-110017	Assistant Professor, Centre for Translational & Clinical research, School of Chemical & Life Sciences (SCLS), Jamia Hamdard, New Delhi- 110062	MEMBER	<i>Nidhi</i>
9.	Dr. Safia Amir D/o Mr. Aftab Ahmad, W/o Dr. Md. Amir, C-402, Jamia Hamdard, Hamdard Nagar, New Delhi- 110062	Assistant Professor, Dept. of Islamic Studies, School of Humanities & Social sciences, Jamia Hamdard, New Delhi- 110062	MEMBER	<i>S. Amir</i>
10	Prof. Farhan J. Ahmad S/o Idris Ahmad, D-60, (Near God Grace School), Abul Fazal Enclave, Jamia Nagar, New Delhi- 110025	Professor, Dept. of Pharmaceutics, SPER, Jamia Hamdard, New Delhi- 110062	MEMBER	<i>Farhan</i>
11	Dr. Sayeed Ahmad S/o Rahmat Ali, RZ-2677/A, Flat No.-28, Tugalakabad Ext., New Delhi- 110019	Assistant Professor, Dept. of Pharmacognosy, SPER, Jamia Hamdard, New Delhi- 110062	MEMBER	<i>SA</i>

S. No 7 to 11 verified



ATTESTED  
NOTARY PUBLIC



3 APR 2018

*[Signature]*  
Certified True Copy

*[Signature]*  
**Prof. (Dr.) Asgar Ali**  
President  
The Alumni Association of Jamia Hamdard  
(TAAJH)  
Jamia Hamdard, M.B. Road  
Hamdard Nagar, New Delhi-110062

*[Signature]*  
**(Dr. Zeenat Iqbal)**  
General Secretary  
**Dr. Zeenat Iqbal**  
General Secretary  
The Alumni Association of Jamia Hamdard  
(TAAJH)  
Jamia Hamdard, M.B. Road  
Hamdard Nagar, New Delhi-110062

*[Signature]*  
**(Dr. Shibu John)**  
Treasurer  
**Dr. Shibu John**  
Treasurer  
The Alumni Association of Jamia Hamdard  
(TAAJH)  
Jamia Hamdard, M.B. Road  
Hamdard Nagar, New Delhi-110062

**Desirous Persons:** We, the undersigned are desirous of forming a society namely, "The Alumni Association of Jamia Hamdard (TAAJH)" under Societies Registration Act, 1860 as applicable to the National Capital Territory of Delhi in pursuance of the Memorandum of Association of the Society:-



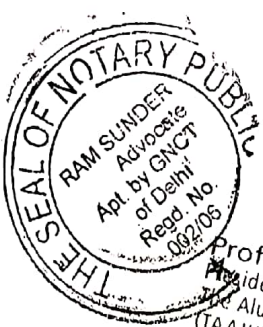
NAMES AND ADDRESSES	OCCUPATIONS	DESIGNATION In the Society (Alumni)	SIGNATURE
1. Prof. Asgar Ali S/o Mr. Bashir Ahmad B-202, First Floor, Hamdard Nagar, New Delhi- 110062	Service- Teaching Professor, Dept. of Pharmaceutics, SPER, Jamia Hamdard, New Delhi- 110062	PRESIDENT	
2. Dr. Khursheed A. Ansari S/o M.Q. Ansari, E-249/2, 4 <sup>th</sup> Floor, Abul Fazal Enclave Part-2, Shibli Road, Shaheen Bagh, Jamia Nagar, New Delhi-110025	Service- Teaching Asstt. Professor, Dept. of Tashreeh, School of Unani Medicine, Jamia Hamdard, New Delhi- 110062	VICE PRESIDENT	
3. Dr. Zeenat Iqbal D/o Mr. Iqbal Mohammad D-103, Ground Floor, Hamdard Nagar, New Delhi- 110062	Service- Teaching Associate Professor, Dept. of Pharmaceutics, SPER, Jamia Hamdard, New Delhi- 110062	GENERAL SECRETARY	
4. Dr. Md. Shaharyar S/o Mr. Mohd. Rizwan, D-403, Hamdard Nagar, New Delhi- 110062	Service- Teaching Associate Professor, Dept. of Pharm. Chemistry, SPER, Jamia Hamdard, New Delhi- 110062	SECRETARY	
5. Dr. Shibu John S/o Late K. Yohannan, Flat No. 2A- 702, Bharat Appt., Plot No. 8, Sector- 18A, Dwarka, NSIT Dwarka, Delhi- 110078	Service- Teaching Associate Professor, Dept. of Health & Hosp. Management, School of Management & Business Studies, Jamia Hamdard, New Delhi- 110062	TREASURER	
Dr. Nahid Zabi D/o Mohd. Akram Faridi, 03, Mohalla Sadat East Kunderki, Tehsil Bilari, Distt Moradabad, Bhatpura Kundarki, Moradabad, Uttar Pradesh-202413	Service- Teaching Tutor, School of Nursing Jamia Hamdard, New Delhi- 110062	MEMBER	



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**ATTESTED**  
  
 Notary Public, Delhi

7.	Dr. Gaurav Kumar Jain S/o Kushal Chand Jain, D-53, Kamla Nagar, Delhi-110007	Service- Teaching Assistant Professor, Dept.of Pharmaceutics, SPER, Jamia Hamdard, New Delhi- 110062	MEMBER	<i>Jain</i>
8.	Dr. Nidhi Aggarwal D/o Rajender Parkash Bharal, House No. R-29, Khirki Extension, Malviya Nagar, New Delhi-110017	Service- Teaching Assistant Professor, Centre for Translational & Clinical research, School of Chemical & Life Sciences (SCLS), Jamia Hamdard, New Delhi- 110062	MEMBER	<i>Nidhi</i>
9.	Dr. Safia Amir D/o Mr. Aftab Ahmad, W/o Dr. Md. Amir, C-402, Jamia Hamdard, Hamdard Nagar, New Delhi- 110062	Service- Teaching Assistant Professor, Dept. of Islamic Studies, School of Humanities & Social sciences, Jamia Hamdard, New Delhi- 110062	MEMBER	<i>S. Amir</i>
10	Prof. Farhan J. Ahmad S/o Idris Ahmad, D-60, (Near God Grace School), Abul Fazal Enclave, Jamia Nagar, New Delhi- 110025	Service- Teaching Professor, Dept.of Pharmaceutics, SPER, Jamia Hamdard, New Delhi- 110062	MEMBER	<i>Farhan</i>
11	Dr. Sayeed Ahmad S/o Rahmat Ali, RZ-2677/A, Flat No.-28, Tugalakabad Ext., New Delhi- 110019	Service- Teaching Assistant Professor, Dept.of Pharmacognosy, SPER, Jamia Hamdard, New Delhi- 110062	MEMBER	<i>Ah</i>



Certified True Copy

*(Signature)*  
(Prof. Asgar Ali)  
President

*(Signature)*  
(Dr. Zeenat Iqbal)  
General Secretary

*(Signature)*  
(Dr. Shibu John)  
Treasurer

Prof. (Dr.) Asgar Ali  
President  
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The Alumni Association of Jamia Hamdard  
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Jamia Hamdard, M.B. Road  
Hamdard Nagar, New Delhi-110062

**ATTESTED**  
*(Signature)*  
**NOTARY PUBLIC**  
3 APR 2018



# Jamia Hamdard, New Delhi

<b>Policy Title- Alumni Association Policy</b>		
<b>1</b>	<b>Policy Number</b>	(To be provided by the IQAC)
<b>2</b>	<b>Brief Description the Policy</b>	<ul style="list-style-type: none"> <li>• The Alumni Association is registered as, “The Alumni Association of Jamia Hamdard” (TAAJH) under Societies Registration Act XXI of 1860 in Distt. South-East, Government of NCT of Delhi.</li> <li>• The mission of the alumni is to consolidate the alumni base of Jamia Hamdard on official platform endorsed by the university.</li> <li>• This would give the feeling of “belongingness” to the alumni and they would “feel connected” and would continue to take pride in our achievements and would do handholding where ever required.</li> <li>• The platform would be constructively used with all good intentions to serve the ALMA MATER &amp; HAMDARDIANS and is expected to fulfil the objectives.</li> </ul>
<b>3</b>	<b>Scope/Objectives</b>	<ul style="list-style-type: none"> <li>• To act as a bridge between Jamia Hamdard and the industries/ organizations where the alumni (HAMDARDIANS) serve, for interaction on new developments in different disciplines of Health Sciences (Unani, Medical, Pharmacy and Nursing), Allied health fields (Physiotherapy/ Rehabilitation Sciences), Life Sciences, Information, Technology and Communication (IT) and Management and others.</li> <li>• To provide a constructive, vivacious and vibrant ecosystem for fostering ties between the alumni and the alma mater and as well as amongst the alumni across the schools.</li> <li>• To positively contribute and enforce the University’s mission and vision and help in taking the Alma mater to newer heights and be recognized among the global players in the field of academic, research, innovation and outreach.</li> </ul>
<b>4</b>	<b>Policy Applies To (please tick)</b>	Passed out students (Alumni)
<b>5</b>	<b>Effective Date From</b>	06.09.2018
<b>6</b>	<b>Approved By</b>	Academic Council (To be approved) Board of Management
<b>7</b>	<b>Responsible Authority for Implementation and Monitoring</b>	Prof. Asgar Ali, President Dr. Khursheed A. Ansari, Vice President Dr. Zeenat Iqbal, General Secretary Prof.. Mohd. Shahar Yar, Secretary Prof. Shibu John, Treasurer
<b>8</b>	<b>Superseding Authority</b>	Competent Authority/Body of the University (Vice-Chancellor)



<b>9</b>	<b>Last Reviewed/Updated</b>	
<b>10</b>	<b>Is the Policy Available in JH Website/Public Domain?</b>	No
<b>10</b>	<b>References for the policy (please tick)</b>	NAAC accreditation

## **POLICY DETAIL**

(In case any new policy is to be framed the following format may be used)

### **DEFINITIONS**

**ALUMNI:** are defined as all people who studied at the Jamia Hamdard

**The Alumni Association of Jamia Hamdard (TAAJH):** is defined as an association of all TAAJH Alumni aimed at fostering the relations between the Alumni and their Alma Matter as well as advancing their mutual interests.

**TAAJH ALUMNI ASSOCIATION CHAPTER:** is defined as a cluster of TAAJH Alumni established along commonly shared interests, such as Department, professional, regional, residential, sport, cultural, etc. Chapters are established under the guidance of and in accordance to the by-laws of the TAAJH and they determine their own objectives and activities in line with the overall purpose of TAAJH.

**TAAJH ALUMNI PROGRAM:** is defined as activities developed and implemented by TAAJH's Office of Institutional Advancement and/or TAAJH Alumni Association with the objective of building and strengthening the relations between TAAJH and its Alumni and for their mutual benefits.

### **POLICY PURPOSE**

The purpose of this policy is to provide a clear framework for connecting TAAJH Alumni back to TAAJH and to one another with the objective of supporting the best interests of TAAJH and its Alumni.

It provides definitions of terms and structures used to building Alumni Relations as well as objectives to be pursued in this endeavor.

### **SCOPE OF THE POLICY**

This policy applies to whole TAAJH (University and its Centers) and guides and regulates the structure as well as the activities aimed at building and strengthening the relations between TAAJH and its Alumni with the view of advancing their mutual interests. The TAAJH Institutional Advancement Office oversees the implementation of this policy.

### **POLICY STATEMENT**

- Alumni Association Membership
- Alumni Awards and Honors
- Alumni Communications and Surveys
- Alumni Volunteer Networks
- Donor Recognition Societies for Alumni and Other Donors
- Reunion Programming

## OBJECTIVES

- To provide a constructive, vivacious and vibrant ecosystem for fostering ties between the alumni and the alma mater and as well as amongst the alumni across the schools.
- To positively contribute and enforce the University's mission and vision and help in taking the Alma mater to newer heights and be recognized among the global players in the field of academic, research, innovation and outreach.
- To help the alumni to take forward their professional aspirations and offer support for entrepreneurship programmes.
- To offer support to desirous students of different Schools for carrying forward their education in India and abroad.
- To facilitate and support the development of professional skills and enable the current crop of students of different schools as positive contributors to the society and Nation building.
- To contribute to the image building of the university in public domain and improve its perception with all positive outcomes.
- To assist the Schools to promote best practices in R & D activities, testing and consultancy and organize programmes on personality development, interview technique, (GDs/PIs) and leadership development in fields of education in health science.
- To encourage the students from this University by awarding prizes to meritorious students showing bright performance in the field of academics/scholastic, co-scholastics, sports, literary and cultural spheres.

## POLICY DESCRIPTION

The Office of TAAJH will be responsible for the implementation of this policy.

**Governing body:** The names, address, occupations and designations of the present members of the governing body to whom the management of the society is entrusted as required under Section 2 of the Societies Registration Act 1860, as applicable to the National Capital Territory of Delhi, are as follows-

Sl. No	NAMES AND ADDRESSES	OCCUPATIONS	DESIGNATION
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7.	Dr. Gaurav Kumar Jain S/o Kushal Chand Jain, D-53, Kamla Nagar, Delhi-110007	Associate Professor, Dept. of Pharmaceutics, SPER, Jamia Hamdard, New Delhi- 110062 Now at : DPSRU, New Delhi	MEMBER
8.	Dr. Nidhi Aggarwal D/o Rajender Parkash Bharal, House No. R-29, Khirki Extension, Malviya Nagar, New Delhi-110017	Assistant Professor, Centre for Translational & Clinical Research, School of Chemical & Life Sciences (SCLS), Jamia Hamdard, New Delhi- 110062	MEMBER
9.	Dr. Safia Amir D/o Mr. Aftab Ahmad, W/o Dr. Md. Amir, C-402, Jamia Hamdard, Hamdard Nagar, New Delhi- 110062	Assistant Professor, Dept. of Islamic Studies, School of Humanities & Social sciences, Jamia Hamdard, New Delhi- 110062	MEMBER

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11	Dr. Sayeed Ahmad S/o Rahmat Ali, RZ-2677/A, Flat No.-28, Tugalakabad Ext., New Delhi- 110019	Associate Professor, Dept.of Pharmacognosy, SPER, Jamia Hamdard, New Delhi- 110062	MEMBER

The implementation of this policy is done through the following structures:

**Office of Alumni Association:** This office will be responsible of coordinating university-wide activities related to Alumni Relations, including among others - Creation of a database of all Jamia Hamdard Alumni.

**Minimum Meetings Required: Governing Body Meeting (GMB):** 4 in a year, Alumni Meet cum General Meeting (GM): once in a year

**Web Portal of TAAJH:** The web portal for TAAJH is [www.alumni.jamiahamdard.edu](http://www.alumni.jamiahamdard.edu) and it is linked with Jamia Hamdard website [www.jamiahamdard.edu](http://www.jamiahamdard.edu). The alumni of Jamia Hamdard can be registered here for becoming member of TAAJH.

This policy shall come into effect on the date of its approval by the Appropriate Council of the Jamia Hamdard.

#### **EXPECTED OUTCOME**

- To contribute to the image building of the university in public domain and improve its perception with all positive outcomes
- Hand Holding of students of Jamia Hamdard and groom them for future entrepreneur/to achieve high level of academic/industrial positions in India and abroad.
- To contribute to Jamia Hamdard Benevolent fund to provide the financial assistance to needy students and development of University infrastructure.

Alumni, - Establishing an efficient communication system between Association and its Alumni and keeping the Alumni abreast of all major events and developments in DR as well as of major career achievements by fellow Alumni; - elaborating a strategic plan for DR Alumni Relations as well as annual action plans and budgets; - recognizing and awarding Alumni who have made exceptional achievements; - supporting the activities of the DR Alumni Association; - Facilitating Alumni's involvement in the life of DR; - Fundraising activities involving DR Alumni, etc.

College Alumni Relations Office: This office will be responsible of coordinating College's Alumni activities as well as supporting university-wide Alumni activities. The Office carries out similar responsibilities as the DR Alumni Relations but at College level and in particular, it supports activities undertaken by Chapters of the DR Alumni Association that are related to the College, i.e. Chapters that are formed by Alumni of the College or its Schools or its Departments or along professions thereof.

Likewise, the university can continue to provide invaluable services to its graduates, such as career guidance, access to learning services and materials for life-long learning, staying connected to each other, etc.

These benefits can only be realized through the setting up of structures within University such as Alumni Relations Offices at DR headquarters and at College level and establishing organizations of Alumni such as Alumni Association and Alumni Association Chapters that develop and implement various Alumni Relations programs that benefit the University and the Alumni.

The Alumni Relations Offices at the level of Colleges and Headquarters as well as the DR Alumni Association and its Chapters are the instruments for strengthening ties both between DR and its Alumni and between alumni themselves for their mutual benefits. They aim at keeping the Alumni informed about their Alma Mater, bringing them together, being of service to them and facilitating their involvement into DR and the community.

The University Alumni Relations Office and the DR Alumni Association pursue the following vision, mission and objectives:

4

Vision:

UR Alumni are proud of their Alma Mater and keep healthy and productive relations among themselves and with their Alma Mater.

Mission:

To foster mutually beneficial relations between DR and its Alumni that contributes to the growth of UR and the well-being of its Alumni.

Objectives and programs of UR Alumni Relations:

The UR Alumni Relations will pursue the following objectives and programs:

1. Establish a comprehensive database of UR Alumni Relations;
11. Ensure that the information available in the Alumni Database is used only for UR and URAA related purposes and that its use for commercial, political or business purposes such as selling products or sending broadcast email or SMS is prohibited;
111. Keep DR Alumni informed about developments taking place within DR;
- IV. Foster relations among Alumni;
- v. Provide opportunities to Alumni to be involved in UR's activities such as graduation, public lectures, scientific conferences, sports and cultural activities, curricula reviews, UR linkages with industry, etc.
- VI. Recognize and honor DR Alumni for their achievements and contributions to society,

as well as their service to the university.

VII. Organize fundraising from UR Alumni and Friends of UR for UR development;

VIII. Offer Alumni privileged access to UR learning resources to facilitate their life-long learning.

IX. Support community engagement initiatives of DR Alumni Association and its chapters that give recognition and visibility to DR and its Alumni.

5

## 6. POLICY IMPLEMENTATION

The Office of Institutional Advancement is responsible for the implementation of this policy.

The implementation of this policy is done through the following structures:

UR Alumni Relations Office: This office will be responsible of coordinating university-wide activities related to Alumni Relations, including among others - Creation of a database of all UR Alumni, - Establishing an efficient communication system between DR and its Alumni and keeping the Alumni abreast of all major events and developments in DR as well as of major career achievements by fellow Alumni; - elaborating a strategic plan for DR Alumni Relations as well as annual action plans and budgets; - recognizing and awarding Alumni who have made exceptional achievements; - supporting the activities of the DR Alumni Association; - Facilitating Alumni's involvement in the life of DR; - Fundraising activities involving DR Alumni, etc.

College Alumni Relations Office: This office will be responsible of coordinating College's Alumni activities as well as supporting university-wide Alumni activities. The Office carries out similar responsibilities as the DR Alumni Relations but at College level and in particular, it supports activities undertaken by Chapters of the DR Alumni Association that are related to the College, i.e. Chapters that are formed by Alumni of the College or its Schools or its Departments or along professions thereof.

University of Rwanda Alumni Association (URAA): This is an association of all graduates of DR and all its predecessors, i.e. all the institutions of higher learning that merged or were integrated into DR. It elects an Executive Committee which, in coordination with the DR Alumni Relations, is responsible of planning and coordinating the implementation of all Alumni



activities.

The DRAA establishes its Constitution (By-laws) which determines its vision, missions and values as well as sets its organizational and operational guidelines. DRAA closely works with

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and is supported by UR Alumni Relations Office in all its activities to ensure that they contribute to furthering the interests of UR and its Alumni.

URAA Chapters: These are groups of UR Alumni established along shared backgrounds or interests such as same geographic region (Country, Province, District, City/Town, Sector, etc.), College, School, Department, Profession, etc., but pursuing objectives that are consistent with URAA's purpose and mission, i.e. strengthening the relations between UR and its Alumni for the furtherance of their mutual interests.

#### 7. REVIEW

The policy shall be subject to review by the University Management every 5 years or more frequently as the management may determine.

#### 8. EFFECTIVE DATE OF THE IMPLEMENTATION OF THE POLICY

This policy shall come into effect on the date of its approval by the Board of Directors of the University of Rwanda.