



## Jamia Hamdard, New Delhi

| <b>Policy Title- Alumni Association Policy</b> |  |  |
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| <b>1</b>                                       | <b>Policy Number</b>   | JH/IQAC/PD-20  |
| <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>• 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</b>                                       | Passed out students (Alumni)   |
| <b>5</b>                                       | <b>Approved By</b>   | Academic Council (To be approved)<br>Board of Management   |
| <b>6</b>                                       | <b>Responsible Authority for Implementation and Monitoring</b> | Alumni Association Committee   |
| <b>7</b>                                       | <b>Superseding Authority</b>                                   | Competent Authority  |
| <b>8</b>                                       | <b>Last Updated</b>  | September 03,2022  |
| <b>9</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 programs.
- 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 programs 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-

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 JH as well as of major career achievements by fellow Alumni; - elaborating a strategic plan for JH Alumni Relations as well as annual action plans and budgets; - recognizing and awarding Alumni who have made exceptional achievements; - supporting the activities of the JH Alumni Association; - Facilitating Alumni's involvement in the life of JH; - Fundraising activities involving JH 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 JH Alumni Relations but at university level and, it supports activities undertaken by Chapters of the JH Alumni Association that are related to the university, i.e. Chapters that are formed by Alumni of the College or its Schools or its Departments or along professions thereof.

- Ambassadors and best marketers for JH;
- Mobilizers or sources of funding for JH's development initiatives.
- Source of mutual support to each other as they sail through post-university life; etc.

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 JH headquarters and at school 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 JH Alumni Association and its Chapters are the instruments for strengthening ties both between JH 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 JH and the community.

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

**Vision:**

JH 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 JH and its Alumni that contributes to the growth Of JH and the well-being of its Alumni.

## **Objectives and programs of JH Alumni Relations:**

- Establish a comprehensive database of JH Alumni Relations.
- Ensure that the information available in the Alumni Database is used only for JH and JHAA related purposes and that its use for commercial, political, or business purposes such as selling products or sending broadcast email or SMS is prohibited.
- Keep JH Alumni informed about developments taking place within JH;
- Foster relations among Alumni.
- Provide opportunities to Alumni to be involved in JH's activities such as graduation, public lectures, scientific conferences, sports and cultural activities, curricula reviews linkages with industry, etc.
- Recognize and honor JH Alumni for their achievements and contributions to society, as well as their service to the university.
- Organize fundraising from JH Alumni and Friends of JH for JH development.
- Offer Alumni privileged access to JH learning resources to facilitate their life-long learning.
- Support community engagement initiatives of JH Alumni Association and its chapters that give recognition and visibility to JH and its Alumni.

## **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:

JH 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 JH

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

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similar responsibilities as the JH Alumni Relations but at school level and, it supports activities undertaken by Chapters of the JH Alumni Association that are related to the university, i.e. Chapters that are formed by Alumni of the Schools or its Departments or along professions thereof.

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

The JHAA establishes its Constitution (By-laws) which determines its vision, missions and values as well as sets its organizational and operational guidelines. JHAA closely works with and is supported by JH Alumni Relations Office in all its activities to ensure that they contribute to furthering the interests of JH and its Alumni.

JHAA Chapters: These are groups of JH 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 JHAA's purpose and mission, i.e. strengthening the relations between JH and its Alumni for the furtherance of their mutual interests.

## **REVIEW**

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