

# SHRI DHANWANTRY AYURVEDIC COLLEGE & HOSPITAL

Run by : SHRI DHANWANTRY EDUCATIONAL SOCIETY (REGD.)

SECTOR 46-B, CHANDIGARH

College : 0172-2631021, 5046200 Hospital : 0172-5046000, 7710778822

E-mail : dhanwantry@rediffmail.com | Info@sdac.ac.in

Visit us : : www.sdach.ac.in



Affiliated with Shri Krishna Ayush University Kurukshetra (Hry.)

Date-09.08.2024

## STANDARD OPERATING PROCEDURE (SOP) FOR ALUMNI ASSOCIATION COMMITTEE

### 1. PURPOSE:

The purpose of this SOP is to establish guidelines for the effective functioning of the Alumni Association Committee of Shri Dhanwantry Ayurvedic College and Hospital, Chd. This body aims to:

- Foster lifelong engagement between alumni and the institution.
- Support current students through mentorship, and networking opportunities and parent teacher association.

### 2. SCOPE:

This SOP applies to:

- Alumni Association Committee members (executive committee, general members).
- College administration, faculty, and students.
- All registered alumni of Shri Dhanwantry Ayurvedic College and Hospital, Chd.

### 3. DEFINITIONS:

- **Alumni Association:** A formal body representing graduates and post graduates of the college.
- **Alumni Association Committee:** A subcommittee responsible for managing alumni data base, alumni activities, and alumni association.

### 4. ROLES AND RESPONSIBILITIES:

#### 4.1 Alumni Association Roles-

##### Executive Committee:

- **Chairman:** Oversees Alumni association activities, chairs meetings.
- **Member Secretary:** Maintains records, minutes of meetings, and alumni database.
- **Alumni representor:** Represents alumni and promotes alumni engagements.

##### General Members:

- Participate in events, mentorship programs.
- Promote alumni engagement via social media and networking.

#### 4.2 Responsibilities-

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- Maintenance of alumni data base and updating it every year.
- Encouraging and promoting alumni engagement (active participation) and relations within the alumni and with faculty, administration, and students.
- Support the network of alumni to help raise the profile of institute.
- Disseminate updated information regarding the institute to alumni.
- Conduct Parent teacher meeting in collaboration with class teacher of respective batch.

## 5. COMMITTEE OPERATIONS:

### 5.1 Membership & Registration-

- All graduates are sent google forms to register for alumni association.
- Executive Committee members are elected by head of the institute.

### 5.2 Meetings-

- **General Body Meeting:** Biannual meetings for planning and review, discuss activities.
- **Emergency Meetings:** As needed, called by the Chairman.

### 5.3 Key Activities-

- **Networking Events:** Annual reunions, CME workshops, career fairs.
- **Alumni Directory:** Maintaining an updated database of graduates and post graduates.

## 6. Documentation & Records-

- Meeting minutes.
- Alumni database (updated annually).

## 7. Amendments-

- Proposed changes must be submitted in writing.
- Approved by a 2/3 majority in the committee Meeting.

## Members of committee for alumni association-

1.	Chairman	Dr. S K Thakur
2.	Alumni Representor	Dr. Anoop Goyal
3.	Member Secretary	Dr. Kanika Aggarwal
4.	Member	Dr. Janardhan Mishra
5.	Member	Dr. Monika
6.	Member	Dr. Hardeep

  
Principal

Principal  
Shri Dhanwantry Ayurvedic College  
& Hospital, Sec. 46-B, Chandigarh

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Date: 08/08/2024

## Alumni Association and Alumni Awards Committee Minutes of the Meeting

### Members Present:

- |                       |                      |  |
|-----------------------|----------------------|--|
| 1. Chairperson        | Dr. S K Thakur       |  |
| 2. Alumni Representor | Dr. Anoop Goyal      |  |
| 3. Member Secretary   | Dr. Kanika Aggarwal  |  |
| 4. Member             | Dr. Janardhan Mishra |  |
| 5. Member             | Dr. Monika           |  |
| 6. Member             | Dr. Hardeep          |  |
| 7. Member             | Dr. Sandeep          |  |
| 8. Member             | Dr. Sonali           |  |

### Agenda:

#### 1. Planning of Illuminate Talk Series

- A proposal to conduct a recurring talk series under the title "Illuminate" was introduced.
- The objective is to invite distinguished alumni to share their experiences and insights with students.
- Frequency, format (online/offline) were discussed briefly.

#### 2. Development of parent teacher association - Planning for formation of parent teacher association and guidelines for conduction of the same.

#### 3. Revising the name of Alumni Association and Alumni Awards committee to Alumni Association Committee and accordingly revising the SOP as well as members.

### Conclusion:

The Alumni Association agreed to change its name and revise the sop accordingly and move forward with the Illuminate Talk Series initiative. A planning committee will be formed to work on the structure, schedule, and speaker selection. The lecture series will be officially planned and launched in the upcoming quarter, aiming to foster knowledge-sharing and stronger alumni-student connections.

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## Members List Finalized:

1. Chairperson	Dr. S K Thakur	
2. Alumni Representor	Dr. Anoop Goyal	
3. Member Secretary	Dr. Kanika Aggarwal	
4. Member	Dr. Janardhan Mishra	
5. Member	Dr. Monika	
6. Member	Dr. Hardeep	

-Whereas regarding PTA association guidelines were formed and finalized as mentioned below:

## GUIDELINES FOR PTA

The Parent Teacher Association (PTA) and Alumni Association play pivotal roles in enhancing the quality, development, and sustainability of an educational institution. Below is a breakdown of their key contributions:

### 1. PARENT TEACHER ASSOCIATION (PTA) CONTRIBUTIONS

#### A. Academic Quality & Student Support

**Feedback Mechanism:** Provides constructive feedback on curriculum, teaching methods, and student welfare.

**Student Performance Monitoring:** Helps identify at risk students and collaborates with teachers for remedial support.

**Encouraging Parental Involvement:** Organizes lectures on parenting, digital safety, and career guidance.

#### B. Community Engagement & Values

**Behavioural Programs:** Addresses bullying, discipline, and mental health awareness.

**Cultural Events:** Organizes festivals, volunteering drives, and community service projects.

#### C. Advocacy & Policy Influence

-Bridges communication between parents and management on fee structures, safety policies, etc.

### 2. ALUMNI ASSOCIATION CONTRIBUTIONS

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## A. Academic & Career Enhancement

**Mentorship & Networking:** Alumni guide current students via career talks, internships, and job placements.

**Curriculum Input:** Share industry trends to keep syllabi updated (e.g., Latest advancement in medicine).

**Guest Lectures:** Experts among alumni teach masterclasses.

## B. Institutional Reputation & Growth

**Brand Ambassadors:** Promote the institute globally, attracting better students/faculty.

**Accreditation Support:** Provide data/testimonials for NAAC/QCI rankings.

## RECOMMENDATIONS TO MAXIMIZE IMPACT

- 1. Joint Initiatives:** Alumni PTA mentorship programs for students.
- 2. Digital Engagement:** Alumni webinars for students.
- 4. Mode of PTA meeting:** Once a year in online or offline mode.
- 5. Conduction of PTA:** Will be done in collaboration with **class teacher of respective batch.**

  
Principal

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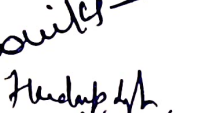
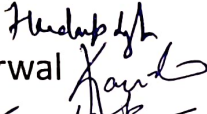
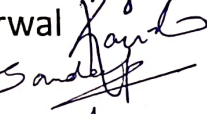

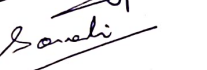
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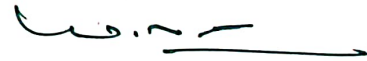
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## CIRCULAR

This is to inform that a meeting has been scheduled of Alumni association and alumni awards committee tomorrow i.e. 8/08/2024.

Following members are requested to attend it at 2:00pm in Conference Hall.

1. Dr. S.K. Thakur 
2. Dr. Anoop Goyal 
3. Dr. Janardhan Mishra 
4. Dr. Monika 
5. Dr. Hardeep 
6. Dr. Kanika Aggarwal 
7. Dr. Sandeep 
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