

GNIT COLLEGE OF PHARMACY

(A UNIT OF SHRI RAM EDUCATIONAL TRUST)

(Approved by P.C.I, New Delhi & Affiliated to Dr. APJ Abdul Kalam Technical University & BTE Lucknow (U.P.)

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(College Code - 1949 / 985)

GNITCP/ MANAGEMENT/ 04

DATE : 09/09/2024

OFFICE ORDER

To

All Career Guidance Cell Committee Members
(As per list attached),
GNIT College of Pharmacy,
Plot No. 6C, KP-2, Greater Noida.

Sub: Appointment of Career Guidance Cell

Dear All,

Alumni committees will interact with our passed-out students regarding where they are placed and gather information from the students whether their job is on the basis of on campus or off-campus placements. To get information whether they are in any entrepreneurship. Alumni committees will help create a network among pass-out and current students.

Objectives: To increase alumni interaction with the institution. To foster and keep alive the loyalty to the institution and creating concern for its welfare. To inculcate exchange of ideas among alumni and between alumni and the students. To assist the current students to achieve their goals by means of mentorship and scholarship setup through Alumni.

Structure & Constitution of the Alumni Committee shall be as under:

S. No.	Name	Designation
1.	Dr. Shikha Parmar	Chairman
2.	Dr. Mukul Singh	Member Secretary
3.	Ms. Mamta Seliya	Member
4.	Mr. Jagmohan Singh	Member
5.	Ms. Sudha	Member

Meetings:


The Member Secretary shall, with the approval of the chairman of the committee, convene the meetings of the Alumni committee at least twice in a year (During June and December). Member Secretary shall with the approval of the chairman of the committee prepare the agenda for the meeting. One half of the members shall constitute the quorum. However, if there is no quorum for the meeting up to half an hour, then the meeting shall stand adjourned to the next convenient

day fixed, In the adjourned meeting, if there is no quorum for up to half an hour, then the members present shall themselves constitute the quorum and conduct the meeting. Member secretary shall distribute the minutes of the meeting comprising an action list summarizing what was covered, what was resolved and what actions need to be taken for issues requiring further clarification to all the members who participated in the meeting in consent with the chairperson of the committee.

Roles and Responsibilities

- To organize alumni meetings twice a year.
- To keep alumni registered in every department for updated data entry.
- To form groups of pass-out students on social media.
- To inform the alumni about the happenings of the institution through social media.
- Sending an invitation to the alumni for all the major events of the institution
- To have a database of alumni coordinators and classifying the database as alumni studying abroad,, entrepreneurs
- To Identify the alumni who can become the members for various departmental and institutional level committees
- To involve alumni in various activities of the institution as resource persons, jury members etc and to organize a board of Alumni members meet once in two months.
- To give an opportunity for Board of Alumni members to conduct activities related to cultural/literary/social causes for the students of PU and Diploma.
- To have earmarked space in the college magazine for achievements of alumni (Doing higher studies abroad, becoming entrepreneurs, having promotions in career).
- Sending softcopy of the magazine to all the alumni.

The committee will track and highlights the achievements and successes of alumni so as to provide impetus to the institute and its students. Alumni Committee will publish a bi-annual newsletter- which contains articles, interviews, achievements of alumni. Moreover, the committee will act as facilitator and provides administrative help to the alumni. The committee will also striving to set-up and maintain a dedicated website for alumni activities.


Director,
GNIT College of Pharmacy,
Plot No. 6C, KP-2, Greater Noida.

**Director
GNIT College of Pharmacy
6C, Knowledge Park-II, Gr. Noida**