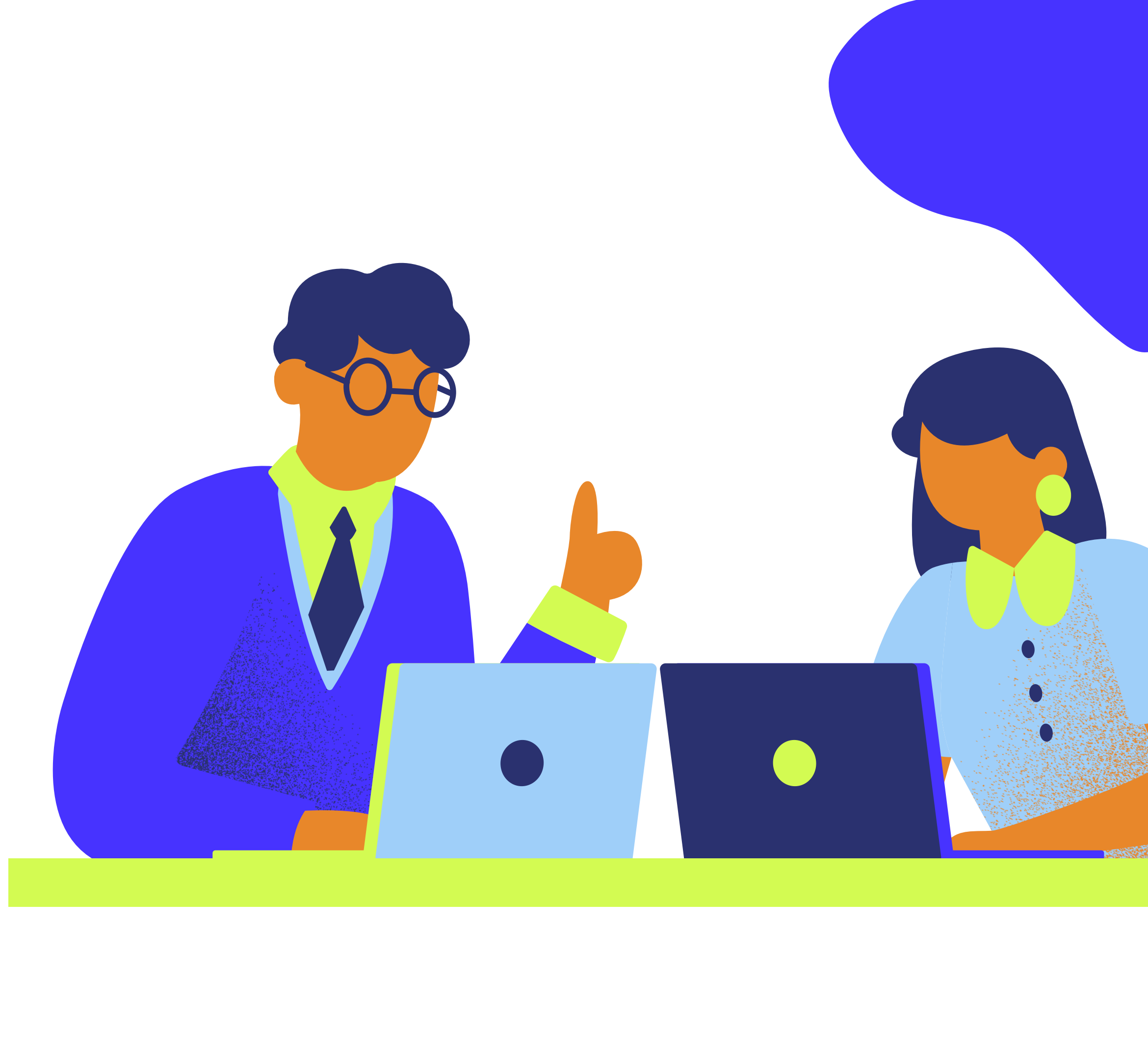




ALMASHINES HACKATHON



BEING AN ALUMNI COORDINATOR!

As an alumni coordinator, one has to handle a bunch of tasks, right from managing the alumni database, communicating with alumni, and conducting alumni events.

This is your moment to live a day of Alumni Coordinator!





**YOU WILL BE TAKING OVER MOST CRUCIAL TASK OF
ALUMNI COORDINATOR**

PLANNING AN ALUMNI MEET

COVERING THE KEY AREAS

- a) Planning the agenda of alumni meet (Activities)
- b) Strategy to promote the alumni meet and get desired participation
- c) Building a system to manage the registrations and payments
- d) Conducting the event and managing the logistics
- e) Follow up action to get the value for the institute

7 STAGES OF HACKATHON

Task	Duration
Working out the plan of action	30 Mins
Secondary Research to find the answers or solution to above mentioned problem statements	90 Mins
Interacting with atleast 3 Alumni Coordinators to learn about their experience of conducting alumni meet	60 Mins
Interacting with 5 Alumni to understand their expectations from the alumni meet	60 Mins
Summing up the plan and creating a presentation	120 Mins
Presenting the plan for Ideal alumni platform	20 Mins

EVALUATION PARAMETERS

Parameter	Points
Effective Utilization of Planning stage	5 Points
Outcomes from each stage of research (For 3 Research stages)	15 Points (5 Points each)
Clarity and Depth of agenda	5 Points
Feasibility of the overall alumni meet	10 Points
Overall Presentation	15 Points



HAPPY PROBLEM SOLVING!!