

MANIFESTO FOR THE POST OF ALUMNI AFFAIRS SECRETARY OF ALAKANANDA HOSTEL

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OBJECTIVES:

- ❖ To sustain and enhance the relationship, interaction of hostel residents, prospective students with the Alumni by providing the track record of hostel and enhance their interest in the hostel issues.
- ❖ To act as a medium between **IITMAA,OAA** and students in coordination with the other Alumni Affairs Secretaries, Institute International & Alumni Relations Secretary through Willkommen(Adieu) and other reunions.

INITIATIVES & IMPLEMENTATION PLANS

- ❖ **FUNCTIONING OF THE WEBSITE (To be accomplished by April 2013 2nd week):**
 - **HOSTEL COUNCIL** section will be added in the website where MANIFESTO's of all the Secretaries will be put up. Every Secretary will be given a **LOGIN ID** using which the work done and transactions of the corresponding Secretary will be posted every **15DAYS** in their respective pages. This serves as the track record of each Secretary and ensures greater **TRANSPARENCY** of the activities of hostel council.
 - **GRIEVANCES PORTAL** section will be added where hostel residents can post their problems regarding the facilities available and the maintenance.
 - **ALAK ANNUAL MAGAZINE** will be compiled in collaboration with other secretaries. A soft copy will be uploaded on the website. (Towards the end of even semester, 2014).
 - **POLLS** section will be added where the opinions & feedback from the residents is taken pertaining to issues like HOSTEL T-SHIRT's, JERSEY'S and other issues.
 - Updates related to LIT-SOC, SPORTS and TECH-SOC of the hostel and institute will be put up in the **ACTIVITIES & EVENTS** section and weekly check will be done. Photos will be uploaded under the **GALLERY** section.
 - Articles, photos & videos of the events, points tally (LIT-SOC, TECH-SOC, SPORTS etc.) and activities happening in the hostel will be uploaded every week on the website and on www.facebook.com/alakananda.
 - Details pertaining to various travel grants, scholarships and mentorship programme provided by OAA & IITMAA will be put up on website and Facebook page.
 - You-tube channel (**ALAK TV**) will be made and videos of hostel events, activities pertaining to LIT-SOC, TECH-SOC, SPORTS, etc. will be uploaded for easy access in coordination with other Secretaries.

❖ ALUMNI RELATIONS

- A **COMMON MAIL ID** (alakalumniaffairssec@gmail.com) will be used & the upcoming Secretaries shall use the same ID. (Record of issues, interactions with the past alumni).
- **ALUMNI BOX** will be put up at security desk for the Alumni to drop their visiting cards. ALUMNI FORM and REGISTER shall be continued. (1st week of April)
- An **ALUMNI DAY** will be conducted in even semester to the Alumni (Closer locations). (Towards the end of even semester 2014)
- LinkedIn and Facebook page shall be continued and students of the final year & other residents shall all be joined. (4th week of April, 2013)
- Major avenues in hostel will be improved by coordinating with other Secretaries. (Garden, Music room, Tech room, hostel library, etc.) (December 2013)

❖ HOSTEL NIGHT AND PASSOUTS (Even Semester 2014)

- A **STAMP** (PASSOUT BATCH OF 2013) will be stamped on donated course books, novels, etc. as recognition. (Cycles, desktops, etc. donated will be given to residents).
- **PASSOUT T-SHIRT** and **YEARBOOK** containing RG's, group photos, CALENDAR ICON (DOB), PHOTOS of ENGINEERING LIFE, MAIL ID's, and POSITIVE ASPECTS of the students will be given. A SOFT COPY of yearbook, group photos, wing videos, Hostel Night & SFM videos will be given on a CD & will be uploaded on website.
- **TESTIMONIALS** collected from pass outs in their final semester regarding the hostel & campus life will be uploaded on website (Hostel Council can work on those aspects).
- Resume writing workshops, internship and placement guidance by few students of the pass out batch will be organized at hostel level. (Start of even semester 2014)
- **GROUP PHOTOS** of the passing out batch will be put up in common room every subsequent year. (This can be expanded to a heritage wall in due course).

CREDENTIALS

- Worked under the Alumni Affairs Secretary in the first & second year.
- General Secretary Volunteer in the first year (2011-2012).
- Sales & Distribution Coordinator, MECHANICA 2013.
- Fellow Search Coordinator, Avanti Fellows, Chennai Chapter.
- Team member, Events & Managerial Team, NSS (2011-2012).
- Winner of Intra hostel Queen of Sheeba 2012.
- Volunteer, Hospitality Team, Shaastra 2011.
- Volunteer, Security Team, Saarang 2013.