

Alumni Coordinator Tasks 2024-2025

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Campus tour:

Complete both tasks and submit as a **single pdf** or **word document**. The objective of the tasks is to assess your planning skills and your ability to handle unexpected situations.

TASK-1: Imagine you are organising a campus tour for a group of 50 alumni who graduated 10 years ago.

1. Create a detailed plan for the tour including a full itinerary with specific timings, key locations, special activities planned and logistics.
2. Give 2 unique strategies that you would bring to the table to make the tour a memorable one.

Detailed Plan for Alumni Campus Tour

Date: September 10, 2024

Time: 9:00 AM – 5:00 PM

Schedule:

9:00 AM – 9:30 AM: Welcome Breakfast.

Location: Open Air Theatre.

Activity: Registration, Welcome kits distribution, Breakfast, explaining the schedule to the alumni.

9:30 AM – 10:00 AM: Opening Remarks and Presentation.

Location: Main Auditorium.

Activity: Address by the Director, presentation on the growth and achievements of IITH over the last decade.

10:00 AM – 11:00 AM: Campus Tour – Academic Block.

Locations: New Academic Buildings (A,B,C) , Research Labs, Sports Complex.

Activity: Guided tour with brief talks by faculty members about recent developments and ongoing projects.

11:00 AM – 12:00 PM: Interactive Session with Students.

Location: Auditorium (in Convention Centre) .

Activity: Panel discussion with current students sharing their experiences, followed by Q&A session.

12:00 PM – 1:00 PM: Lunch.

Location: Campus Cafeteria.

Activity: Informal lunch with a variety of cuisines, allowing alumni to mingle with faculty and students.

1:00 PM – 2:00 PM: Tour of New Facilities.

Locations: New Library, Lecture hall complex ,New academic office, Innovation Incubator.

Activity: Showcasing new infrastructure and facilities, highlighting their benefits and unique features.

2:00 PM – 3:00 PM: Alumni-Student Networking Session.

Location: New lecture Hall complex (LH-6).

Activity: Organized networking session where alumni can mentor students and share industry insights.

3:00 PM – 3:30 PM: Tea Break.

Location: New lecture Hall complex Lounge.

Activity: Tea, coffee, and light snacks.

3:30 PM – 4:30 PM: Departmental Visits.

Locations: Various Departments (as per alumni's preference).

Activity: Small group visits to specific departments, meeting with department heads and current researchers.

4:30 PM – 5:00 PM: Closing Ceremony.

Location: Main Auditorium.

Activity: Summary of the day, sharing of memories, distribution of mementos, and a group photo session.

Special Activities Planned:

1. Memory Lane Exhibit:

Location: Main Auditorium (A block).

Activity: A curated exhibit featuring old photographs, yearbooks, and memorabilia from the alumni's time at IITH. This will evoke nostalgia and provide a walk down memory lane.

2. Innovation Showcase:

Location: C block .

Activity: A special showcase of current student projects and startups that have emerged from the Innovation Incubator. Alumni can see the innovative spirit of IITH and potentially offer mentorship or investment.

Logistics:

Transportation: Shuttle services from designated points in the city to the campus and back.

Signage and Maps: Clear signage and campus maps provided to all attendees for easy navigation.

Volunteer Support: Student volunteers stationed at key locations to guide and assist alumni throughout the day.

Comfort Facilities: Rest areas, water stations, and first aid available at multiple points on the tour route.

Unique Strategies:

1. Personalized Touchpoints:

Prior to the event, gather information about each alumnus' interests and achievements. Create personalized badges with their names, graduation year, and a brief note about their professional journey since graduation.

2. Digital Memory Capsule:

Create a digital memory capsule where alumni can leave video messages sharing their experiences and advice for current students. This capsule can be accessed by future generations, creating a lasting legacy and connection between alumni and the institution.

TASK-2: Suppose any of the following challenges arise during the events, how do you plan on tackling them to ensure smooth flow of the campus tour?

1. Heavy rainstorm
2. Some of the alumni are unable to attend the event but want a live campus tour
3. A person wants to avail tour but is unable to do so due to physical disability

To ensure a smooth flow of the campus tour despite potential challenges, the following plans can be implemented:

Challenge: Heavy Rainstorm

Plan of Action:

1. **Indoor Venue Adjustments:** Shift outdoor activities to indoor venues. Pre-book additional indoor spaces such as lecture halls and seminar rooms that can accommodate the alumni group.
2. **Transportation and Shelter:** Arrange for shuttle buses to transport alumni between buildings. Provide umbrellas and raincoats as part of the welcome kit. Ensure sheltered walkways are accessible.
3. **Communication:** Use email or a mobile app to keep alumni informed about changes in the schedule and locations due to weather conditions. Have volunteers ready to guide alumni to the new locations.
4. **Backup Activities:** Prepare additional indoor activities such as virtual lab tours, interactive sessions with faculty, and multimedia presentations showcasing campus developments.

Challenge: Alumni Unable to Attend but Want a Live Campus Tour

Plan of Action:

1. **Virtual Tour Setup:** Organize a live-streaming service using platforms like Zoom or YouTube Live. Equip tour guides with portable cameras or smartphones with stable internet connections.
2. **Interactive Features:** Enable real-time interaction by allowing virtual attendees to ask questions and request specific areas to be shown. Assign a dedicated moderator to manage virtual interactions.

3. Recording: Record the entire tour and provide access to the video for those who couldn't join live. Share the recording via email or the alumni network platform.

Challenge: Accessibility for Individuals with Physical Disabilities

Plan of Action:

1. Accessibility Audit: Prior to the event, conduct an audit of the tour route to ensure all locations are accessible. Identify and address any barriers or obstacles.
2. Mobility Assistance: Arrange for wheelchairs and golf carts for easy movement around the campus. Ensure elevators and ramps are functioning and accessible in all buildings.
3. Personal Assistance: Assign a dedicated volunteer or staff member to assist individuals with disabilities, ensuring they have a comfortable and enjoyable experience.
4. Customized Tour: Offer a customized tour route that focuses on fully accessible buildings and facilities. Include key highlights and ensure that no important part of the tour is missed.

By actively addressing these challenges, we can ensure that the campus tour remains enjoyable and engaging for all participants, regardless of the circumstances.