

## **SARC STRUCTURE – CHANGES PROPOSED**

- Till 2012-2013
  - a The Student Alumni Relations Cell (SARC) functioned as a student body comprising of 10 Core Team Members headed by the SARC Overall Coordinator - plus 6 Alumni Student Mentorship Program (ASMP) team members, 14 Hostel Alumni Secretaries, 10 Department Alumni Secretaries
  - b SARC was a student body under the Students Gymkhana, working closely with the Dean ACR office and the Alumni Association Office.
  - c The term “Institute Alumni Secretary” was removed from the constitution under the pretext of one person, one post - renamed only to SARC Overall Coordinator
- Changes proposed for 2013-2014
  - a Expansion of team from 10 to 20 Core Team Members (details overleaf).
  - b The term “Institute Alumni Secretary” to replace “SARC Overall Coordinator”
  - c SARC, from being a “student body” becomes an “institute body” under the Dean ACR office, working closely with the Students Gymkhana and the Alumni Association
  - d All costs be borne and operations to be monitored by the ACR office as an institute activity

## TEAM STRUCTURE

Name of the post	No. of members	Major work
Institute Alumni Secretary	1	Managing the team and driving new initiatives for betterment of IIT Bombay and students
Public relations and Publicity	3	ACR newsletter; AA newsletter; SARC magazine/blog, Web updates on Social Media Awareness about alumni activities in campus
Events	6	Carrying out monthly phonathon Student focused events - SAM, Lectures, etc
Hostel and Department affairs (HDA)	4	1 - Heading HAS* - DAS** and focused on Silver jubilee reunion and alumni day 2 - Hostel reunions (each 5th year batch reunions) 1 - Department reunions
ASMP	1	Heading the Alumni Student Mentorship Program team***
Operations	2	Operations and Logistical issues
Web	3	Modifying web interfaces for Phonathon, ASMP. Developing websites of ACR office, SARC, CDB-HSM-LSSD integration, Online forum
Design	1	Providing design requirements for web site, various initiatives and events.

Above forms part of the SARC Core Team.

\*HAS stands for Hostel Alumni Secretary - 14 in total

\*\*DAS stands for Department Alumni Secretary - 10 in total

\*\*\*ASMP team comprises of 6 students

## **WORK STRUCTURE**

### **1 Public relations and Publicity -**

Enhance the passive interactions between alumni and students through building

- ACR office newsletter (Students to Alumni monthly updates)
- Web updates (On social media)
- SARC magazine (Alumni to students twice a year updates)

Small editorial team of volunteers will be set up for increasing awareness about alumni activities in student domains and vice versa

### **2 Events**

Phonathon -

- Building on the existing structure of the phonathon, Monthly phonathons will be targeted to increase the alumni reach out.
- 2 CTM will be coordinating with team and volunteers for executing the monthly phonathon with quality interactions.

Student Alumni Meet and other events -

- 4 members will be conceptualising and organising student centric events
- Taking care of hospitality in alumni visits to institute for better and fruitful interactions

### **3 Hostel and Department Affairs (HDA)**

HATS student representative -

- 1 member will be the HATS student representative and will focus on silver jubilee reunion and alumni day planning and execution

Hostel reunions -

- 2 members will work towards increasing the number of hostel reunions, the target would be the monthly reunions of 5th year batches

Department reunions -

- 1 member will look for promoting department centric reunions, which will help in increasing alumni industrial involvement in department.

### **4 Alumni Student Mentorship Program (ASMP)**

- 1 core team member along with 6 other ASMP team members (2nd year student) will drive the mentorship program in 2 phases in a year

- The program will involve interest wise allotment and direct interaction between alumni and students

## **5 Operations**

- 2 members from team will look into major logistical arrangement for events and reunions
- Helping in Dean ACR office's operational arrangements

## **6 Web**

The web team of 3 members will provide the online interface for various initiative including

- Interface for ASMP, phonathon and online awareness events
- Website for ACR office and SARC
- Event website for SAM
- New initiatives including common database, ASMP forum, IITB smartphone application for easy news reachout

## **7 Design**

- 1 member will be looking for providing design requirements in website, web interfaces, reunions and event publicity

### **SELECTION PROCEDURE (For CTMs)**

- Nominations will be opened for both UGs (completed at least 3 semesters) and PGs (completed at least 1 semesters)
- 3 round of interviews will be conducted
- The nominees will be given time for knowing SARC events, activities and new initiatives. The groundwork structure and schedule will be made according to convenience of both nominees and out going members.
- Each nominee will be allotted 2 CTM for interacting and doing the ground-work to make process efficient
- The 1st round of interview will be conducted by those allotted 2 members and 4 other out going team members
- 2nd round will be conducted by remaining 4 members and the Institute Alumni Secretary
- 3rd and final round of selection process will be conducted by Dean ACR and Institute Alumni Secretary