

Am I speaking to _____?

Good afternoon/evening Sir/Ma'am, I am _____, from IIT Bombay currently a xth year student of _____ department from Hostel ____ I'm calling on behalf of SARC the Student Alumni Relations Cell from IIT Bombay.

Is this a good time to talk to you ?

IF YES This call is a part of our August Phonathon. In the next few minutes I would like to brief you about the recent developments & initiatives taken up by the institute and students.	IF NO Oh I am sorry to have bothered you. What will be a better time to call you? [if he/she gives an odd time i.e not in our slots, when we can't call them, just politely try to convince them for calling at any time between the calling hours]
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Reunion

If Confirmed,	If Pending,	Any other status,	
Thank you for your confirmation. You can see the members attending the reunion on www.iitbombay.org . We will see you on the 29 th December for your batch reunion.	Please complete the pending registration of your Reunion to avail early bird discount.	Sir, Do you wish to attend the Reunion of your batch to be held on 29 th Dec?	
		If yes, please visit www.iitbombay.org to register to avail Early bird Discount.	If no, That is unfortunate. Do remember to visit www.iitbombay.org to find about the event.

Info about Reunion (optional)- turn to FAQ

SAM- 5th -6th October, 2013

Sir,

We are holding the **Student Alumni Meet on 5th-6th October**. We are holding many events including an all alumni band launch called **Y-Point Orchestra** and Sports weekend among others to enhance interaction between students and alumni.

Also, we have an event called Mock Interviews lined up during that time. Do you know about this event?

<p>IF YES</p> <p>That's really great sir! Would you be interested in participating in this and become an interviewer and provide your valuable experience to the interviewee's.</p>	<p>IF NO</p> <p>Sir this is a new initiative of SARC which was successfully held in Student Alumni Meet last year with the vision that passing out students can be benefited by experiencing mock interviews by alumni before they appear for their placement interviews.</p> <p>The individual mock interviews were held for placement junta in their respective hostels.</p>
<p>YES, Tell Me What To Do</p> <p>Thank you sir, we are extremely glad. I will take your name for the event, and will soon mail you with the links for your reference.</p>	<p>NO, Not Possible For Me</p> <p>That's alright sir. You can obtain information about the event on our website.</p>

Alumni Directory

We would appreciate it if you could confirm your Alumni Directory details once for the alumni database?

Your email address here is _____ is this still the correct address? [*We prefer to store a non-employer related email addresses, such as Gmail or Yahoo accounts since those are less likely to change.*] Also, you can visit iitbombay.org any time to update your contact details yourself, and there is also a Forgot Password reminder facility to help you login. **You can also simply write to directory@iitbombay.org and the IITBAA staff will take care of updating your information.**

Your home address as per the Alumni Directory is _____

Your contact phone numbers are _____

Your Department is _____ and your Hostel no. is _____

[give him significant dept/hostel updates in short, if any]

Could you also confirm your current place of work _____ where you work as _____ your work address _____ work number _____. (Note: Work address is optional and could be avoided to save time)

You would like to know, that there are many Alumni Services available via iitbombay.org, including a lifelong email forwarding facility @iitbombay.org, the ability to locate and contact alumni all across the world, an online yearbook page for each alumnus, lifelong email forwarding, Alumni Book Corner, Yellow Pages etc.

Lastly for database updation, what activities were you involved in at IIT? (*cultural, sports, acads, MI, Techfest etc.*) Did you participate in any of the events (*Inter hostel or Inter-IIT or Inter College*). How was college during your time. Any special memories that you would like to share – you can also add these to your profile in the Alumni Directory?

<Make sure you have got the email of the alumnus verified!>

Sir one more thing, this time we are also running a Lost Soul Search Drive(LSSD) in which we will be updating the contact details of the alumni whose information is unfortunately not present in Alumni Association's database. We would be grateful if you could provide either the email address or phone number of the contacts in the mail of any of your batch mates. The link will be provided by via email.

// You can next engage in personal conversation depending upon the response from the other side & of course your communication skills !

// e.g. : So this was all from my side.

 If you don't mind, I would love to hear from you about your days at IIT !

 Or

 Could you tell me about the life in US ? I am probably planning to do a MS !

//Sir, we would be glad to know what activities were you involved in your stay here in campus.

Thank you Madam/Sir. I have made notes of this conversation, It was great talking to you. I will soon mail you about the links to our initiatives for your reference.

Sir, would you like to ask any questions to us, in particular or want to give any feedback?

//Remarks

It was great talking to you. If you happen to visit IIT Bombay sometime, do let us know in advance. It would be great to hear your experiences personally. For more about the efforts taken up by students in strengthening the student-alumni network please do visit our website <http://www.sarc-iitb.org/>
Have a good day !