

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 here at IIT Bombay.

Is this a good time to talk to you ?

IF YES

This call is a part of our June Phonathon. In the next few minutes I would like to brief you about the initiatives taken up by the institute and us students and about the contact updation.

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]

Sir, I would like to start with Updating the Alumni Directory.....

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!>

// 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 !

// end on this note either ways

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

//Note down in checklist

//More of an informal talk rather as an agenda.

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,
sir so can I continue

if yes

sir i'll be telling a few names from your department if you happen to have any contact information of him/her please let me know

if no

That's Alright sir!

Moving forward.....

Mock Interviews

Sir do you know about the Mock Interviews to be held in Student Alumni Meet In the first week of october.

IF YES 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.	IF NO Sir this is a new initiative of SARC which was successfully held in Student Alumni Meet 2012 (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. In command with a public HR mock interview of a current student, followed by detailed analysis of the interview. Then the individual mock interviews were held for placement junta in their respective hostels.
YES, Tell Me What To Do 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.	NO, Not Possible For Me That's alright sir.

Moving forward / Next agenda is.....

Mentorship

Sir, do you know about the Alumni Student Mentorship Program?

IF YES That's great Sir! Would you be interested in participating in this program by being a mentor, and providing your valuable guidance to the students?	IF NO We have recently initiated a mentorship program which enables alumni to act as mentors and guide current students in choosing future career options on a one to one personal basis. Each alumnus will be having a maximum of 3-4 mentees. So would you be interested in participating in this program by being a mentor, and providing your valuable guidance to the students?
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YES, tell me what to do ASMP is conducted in 2 phases a year each spanning 1 semester of 4 months. At the start of the program, the students register and are shown just the professional details of the alumni. Then, mentors are notified of the students who chose them. Each mentor can have at most 3 mentees. What is expected of from mentors? Thereafter we expect a continuous interaction of mentor & his mentee via emails or even skype as it suits you. The mentee	No That's alright Sir.	I am already registered for the program That's great to know, now that you are already a part of ASMP would you like to shoot any instant feedback for ASMP at this point ?
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would be willing to seek your advice on career or alike subjects What I'll do here is, send you the link to ASMP - where you can register for the same and also find more details on the program. Does it sound good to you?		(note down the feedback if any and write in remarks)
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Give 1

Sir, do you know about the Give One for IIT Bombay, an initiative under the GO IITB Campaign.? This is regarding the pledge you have made at the time of your graduation.

YES We appreciate your continuous support to IITB through your generous gifts in the past. Sir I would like to mention here that you can make your donations online on iitbombay.org site under the "Giving Back" section. I will send you the links for your reference.	No history// Not pledged yet// don't know about it The name Give One is to express the guideline that alumni should give at least 1% of their annual income towards supporting IIT Bombay's never ending "Tryst with Excellence". This is just a guideline, no contribution is too small or too early. And it is entirely voluntary. Would you like to pledge now
YES I will do it Thats Great sir. I will send you the corresponding links in the mail where you can make the donations.	If yes That's really great sir, I will send you the corresponding links in the mail where you can pledge and make the donations.
No I don't want to do it now// will do it later Okay sir that's alright, Anyway I will send you the corresponding links in the mail if u change your mind.	If no Okay sir that's alright, Anyway I will send you the corresponding links in the mail if u change your mind.

Sir, Would you like to know more about the various causes & new initiatives taken under GO IITB Campaign?

If yes // Go through the following sections on HATS , YFA , Greatest Needs
If no // Skip the section the following sections on HATS, YFA, Greatest Needs

HATS

Let me tell you about HATS – Hostel Alumni Team Stewardship

Initiated in 2006 in H7, this initiative is basically an attempt to reconnect alumni to their hostels & help create funds for the welfare of hostel, may it be for the infrastructure or mess workers' good. As of today the figures tell around 269 donors have gathered 1.15 crore rupees & from this cause we have a state of the art gym in H4, purchases of musical instruments, Home Theatre for H2, book shelves for H7 & many such stories. This cause has also supported 200 mess workers from the Mess Workers Incentive Funds.

We also have another such initiative by the name of Young Faculty Award - YFA

YFA

It is to attract the best faculty members at IIT Bombay. YFA awards a grant of 1lakh annually uptill 3 years to newly recruited faculty members. Around 26 new hires were made last year & a total of 75 hires could avail this opportunity from current funds ranging at around 6.5 crores net.

Sir, Would you like to ask any questions to us, in particular or want to give any feedback.?
//Note down in Remarks.

Thank you Madam/Sir. I have made notes of this conversation.

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/>
I will soon mail you about the links to our initiatives for your reference.
Have a good day !