



SAD BHAVNA COLLEGE OF EDUCATION FOR WOMEN

(AN ISO 9001:2008 CERTIFIED ORGANIZATION)

REGD. OFFICE : TALWANDI ROAD, RAIKOT-141 109, DISTT. LUDHIANA, PUNJAB, INDIA

CAMPUS : VILL. JALALDIWAL, LUDHIANA-BARNALA ROAD, RAIKOT - 148104, PUNJAB

Affiliated to Panjab University, Chandigarh - Approved by National Council for Teacher Education

Ref. No. SCEW /001/3326

Date: 05/02/2026

To implement a formal selection and operational structure for the **Sadbhavna College of Education, Raikot** Alumni Association, the following procedures and roles are established based on the institution's Standard Operating Procedures:

Alumni Association Committee Selection

The committee acts as the executive body of the association, and its selection is governed by a formal process to ensure transparency and commitment.

- **Tenure:** Each committee member serves a fixed term of **one year**.
- **Election Process:** Once a term concludes, a new committee is formed through an **election**.
- **Supervision:** The election and formation of the committee are conducted under the direct supervision of the **Director-Alumni Relations**.
- **Composition:** The committee consists of exactly **eight members**:
 - President
 - Secretary
 - Treasurer
 - Alumni Coordinator
 - Four Members
- **Removal/Disqualification:** Any member may be removed if they engage in activities deemed harmful or contrary to the interests of the association.



Roles and Responsibilities

The association operates through a clear hierarchy to manage global relations and local student support.

For Sadbhavna College Of Education For Women
Madhuseeta Banerjee
President





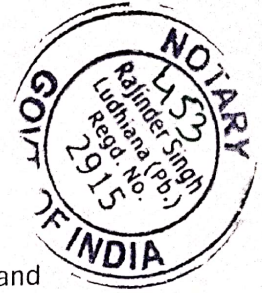
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1. Director-Alumni Relations

- **Strategy:** Develops and promotes connections between the institution and graduates through reunions and seminars.
- **Financials:** Prepares the **annual budget** for all engagement activities.
- **Communication:** Oversees the alumni website and manages communication via email and social media.
- **Liaison:** Acts as the primary bridge between the "Alma Mater" and the alumni community.

2. Alumni Coordinator

- **Registration:** Responsible for registering the current graduating batch and authenticating their portal entries.
- **Academic Integration:** Identifies alumni to serve as members of the **Board of Studies (BoS)** or as jury members for college activities.
- **Outreach:** Establishes relationships with alumni at local, national, and international levels.
- **Mentorship:** Follows up with former students who can provide placement support or guest talks to current students.

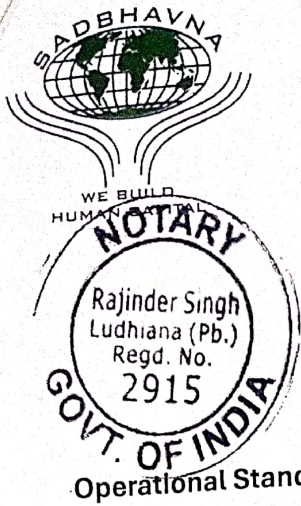
3. Alumni Association Committee

- **Fundraising:** Raises funds for association activities and specifically for **financially underprivileged students**.
- **Awards:** Plans and raises funds for the **"Best Outgoing Student Award"**.
- **Meetings:** Required to plan and hold meetings at least **once a month**.
- **Industry Links:** Supports the creation of units that connect the industry with the institution for the benefit of current students.

For Sadbhavna College Of Education For Women

Madhumeeta Banayce
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Operational Standards

- **Data Security:** No alumni data can be shared with external parties without the express permission of the **Director-Alumni Relations**.
- **Financial Integrity:** A **separate bank account** must be maintained exclusively for Alumni Association activities.
- **Alumni Benefits:** Every alumnus attending the annual meet receives a memento valued at a minimum of Rs. 500/-

For Sadbhavna College Of Education For Women

Madhumeeta Banerjee president

President

know dependent executant
personally and He/She has signed
thumb marked in my presence

Attested As Identified

Rajinder Singh
RAJINDER SINGH (Adv)
NOTARY PUBLIC
LUDHIANA (PUNJAB)

06 FEB 2026

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Date.....

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