



MADRAS SCHOOL OF ECONOMICS
(INSTITUTION OF SPECIAL IMPORTANCE)

ALUMNI RELATIONS OFFICE
REGULATIONS 2024

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Introduction

In accordance with the vision of the National Education Policy 2020 and the guidelines provided by the University Grants Commission (UGC), the Madras School of Economics (MSE), Chennai shall establish an Alumni Relations Office. This office will serve as a bridge between MSE and its alumni, fostering strong relationships among alumni, students, faculty, and the institution itself. It aims to create a dynamic platform for continuous dialogue, collaboration, and thought leadership. The Alumni office plays a crucial role in enhancing MSE's brand, supporting academic initiatives, guiding current students, and mobilizing both financial and non-financial resources. Through the collective strength of its alumni, MSE seeks to expand its impact on education and achieve greater global outreach.



Goals of the Alumni Relations Office

To build and maintain a robust network of alumni to enhance connections and collaboration within the alumni community.

To create platforms and events that provide opportunities for alumni to network, share experiences, and establish professional connections.

To develop strategies to keep alumni engaged with the University through events, newsletters, and social media, fostering a sense of pride and connection.

To provide avenues for continuous learning, such as workshops, webinars, and seminars, to help alumni stay updated in their respective fields.

To support the career growth of alumni by providing resources, mentorship programs, and networking opportunities that contribute to their professional success.



Goals of the Alumni Relations Office

To facilitate a platform for the alumni to deliver societal impact through participation in societal transformation initiatives.

To engage alumni in activities contributing to the overall development of the university while seeking their valuable advice for its growth.

Establish a "Distinguished Alumni Lecture Series" to invite successful alumni to share insights, promote dialogue, and inspire current students and faculty.

Develop an "Alumni-In-Residence" program where accomplished alumni can spend a semester at MSE, mentoring students, conducting workshops, and contributing to academic development.

Functions of Alumni Relations Office

Alumni Database Management

Maintaining an up-to-date, comprehensive database of alumni, both in India and abroad, including contact details, professional information, and achievements.

Communication and Outreach

Establishing effective communication channels to keep alumni informed about institutional updates, events, and opportunities.

Event Planning and Coordination

Organizing reunions, networking events, and alumni-centric activities to encourage alumni engagement.

Student-Alumni Engagement

Facilitating interactions between current students and alumni through mentorship programs, career guidance, and knowledge-sharing opportunities.

Social Transformation Initiatives

Encouraging alumni to participate in activities that contribute to societal development.

Alumni Recognition Programs

Recognizing and celebrating the achievements and contributions of alumni to promote a culture of excellence.

Professional Development Opportunities

Offering continuous learning and professional development opportunities through various events and seminars.

Functions of Alumni Relations Office

Fundraising and Philanthropy

Developing strategies to encourage alumni to contribute financially to MSE, supporting scholarships, research, infrastructure, and other initiatives.

Alumni Services Centre

Serving as a hub for alumni services, providing support, and acting as a liaison between alumni and MSE.

Alumni Chapters and Networks

Establishing regional or industry-specific alumni chapters to enhance networking opportunities.

Social Media Management

Maintaining active and engaging social media platforms to facilitate online networking and share alumni stories.

Alumni Career Services

Establish a dedicated career services team within the Alumni Cell to provide lifelong career guidance, job postings, and networking opportunities for alumni.

Special Interest Groups (SIGs)

Create SIGs focused on topics like economics research, sustainable development, data science, etc., to foster targeted collaboration and thought leadership among alumni.

Composition of Alumni Relations Office

Advisory Members



- Director Or Dean of MSE
- One Faculty Coordinator nominated by the Director

President



- One Alumni nominated by the Director

Vice President



- One Alumni nominated by the Director

Secretary



- One Alumni nominated by the Director

Executive Committee Members



- Two Alumni nominated by the Director

Note:

- 1.The committee shall include at least two female representatives.
- 2.The tenure of the committee members shall be for a period of 2 years.
- 3.The committee can modify its structure and composition periodically for efficient functioning.
- 4.Members shall meet regularly to discuss various issues, and decisions will be implemented after approval from the management.
- 5.Additionally, the committee could Include a few Student Representatives to bring fresh perspectives and ideas to the Alumni relations office.
- 6.The committee may appoint Regional Alumni Representatives: To ensure global representation, regional alumni representatives from major alumni hubs.



Roles and Responsibilities of Office

- Develop and maintain an engaging and user-friendly alumni webpage, regularly updating it with relevant information and events.
- Regularly update and manage the alumni database, ensuring the accuracy and confidentiality of information.
- Facilitate networking events to strengthen alumni connections and encourage the formation of alumni networks.
- Plan and coordinate annual alumni meetings at MSE to foster reconnection and knowledge exchange.
- Actively participate in regular Alumni office meetings to discuss strategies, updates, and upcoming events.
- Contribute at the policy level and provide a long-term vision for MSE's growth.
- Promote a culture of excellence among alumni, encouraging professional and personal development.
- Implement mechanisms to gather feedback from alumni, such as surveys, and analyze the feedback to improve alumni relations.
- Create a sub-committee within the Alumni relations office focused on leveraging data analytics to understand alumni engagement patterns and improve outreach strategies.

CREATION OF ALUMNI PORTAL

- The creation of an interactive alumni portal will be the cornerstone of robust alumni relations.
- The alumni portal will serve as a unified platform for communication and collaboration, maximizing alumni engagement while minimizing the university's efforts.
- The portal will be accessible to alumni, current students, faculty, and administrators.
- Introduce Virtual Networking Rooms within the portal for alumni to participate in online discussions, webinars, and networking events.

FEATURES OF ALUMNI PORTAL

Alumni Directory: Allows alumni to register, update profiles, and receive notifications for jobs, events, and other opportunities.

Admin Directory: Enables management to update events, communicate with alumni, and manage profiles.

Photo Galleries: Facilitates sharing of photos from various alumni events.

Posting Notifications: Allows both alumni and MSE management to share notifications regarding events and opportunities.

Exclusive Job Board: Allows companies post job openings specifically targeted at MSE alumni.

Knowledge Sharing: Platforms such as blogs, forums, and discussion boards where alumni can share articles, research, and industry insights.

FUND RAISING

- The Alumni Relation Office is responsible for raising funds from alumni and other stakeholders.
- Ensure transparency in the utilization of donations and provide periodic financial and impact reports.
- Inform donors about the impact of their contributions, fostering trust and encouraging further donations.
- Provide necessary financial documentation to donors to claim tax benefits.
- Develop a Crowdsourcing Platform on the alumni portal for specific projects or causes that alumni can support directly.
- Offer Recognition Tiers for donors, such as naming rights for facilities or scholarship programs.

MEMBERSHIP

Life membership can be granted to anyone who has completed an academic program at MSE

ALUMNI MENTORSHIP AND ADVISORY PROGRAM

- Establish a structured mentorship program where experienced alumni provide guidance to current students and recent graduates.
- Create an Alumni Advisory Council to offer strategic advice on academic programs, industry trends, and global best practices.

ALUMNI AMBASSADOR PROGRAM

- Introduce an Alumni Ambassadors Program where selected alumni represent MSE in their respective regions, helping to expand the institution's reach and fostering a sense of belonging among distant alumni communities.
- Ambassadors will organize regional events, provide localized support

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