



SRI MUTHUKUMARAN MEDICAL COLLEGE HOSPITAL AND RESEARCH INSTITUTE

(Affiliated to the Tamil Nadu Dr.M.G.R. Medical University)

Chikkarayapuram, Near Mangadu, Chennai - 600069

Ph: 044 - 66344044, 66344000 Fax: 66344055, 66344050

E-Mail : smmchri2009@gmail.com, smmchri@yahoo.com

Website : www.smmchri.res.in

ALUMNI COORDINATION COMMITTEE STANDARD OPERATING PROCEDURE

1.Objectives:

- To establish and maintain connections with alumni.
- To provide a platform for alumni engagement and collaboration.
- To leverage alumni expertise for the benefit of current students and the institution.
- To promote the college's achievements through alumni success stories.

2. Structure of the Alumni Coordination Committee:

Coordinator:

Event Planning and Management:

- Organizing reunions, networking events, workshops, and other gatherings to bring alumni together.
- Coordinating with vendors, venues, and other stakeholders for events.

Communication:

- Keeping alumni informed about upcoming events, news, and updates through newsletters, emails, social media, and the association's website.
- Facilitating communication between alumni members, the association, and the alma mater.

Membership Engagement:

- Encouraging alumni to become active members of the association.
- Developing programs and initiatives to engage alumni and encourage their participation in association activities.

Fundraising and Development:

- Organizing fundraising campaigns to support scholarships, events, or other association initiatives.



SRI MUTHUKUMARAN MEDICAL COLLEGE HOSPITAL AND RESEARCH INSTITUTE

(Affiliated to the Tamil Nadu Dr.M.G.R. Medical University)

Chikkarayapuram, Near Mangadu, Chennai - 600069

Ph: 044 - 66344044, 66344000 Fax: 66344055, 66344050

E-Mail : smmchri2009@gmail.com, smmchri@yahoo.com

Website : www.smmchri.res.in

- Building relationships with potential donors and sponsors to secure financial support for the association.

Networking:

- Creating opportunities for alumni to network professionally and socially.
- Facilitating mentorship programs where alumni can offer guidance and support to recent graduates or younger alumni.

Database Management:

- Maintaining an updated database of alumni contact information, membership status, and engagement history.
- Ensuring data privacy and compliance with relevant regulations.

Collaboration with Alumni Board:

- Working closely with the alumni board or committee to develop strategies, set goals, and implement programs.
- Providing regular updates to the board on the association's activities, challenges, and achievements.

Promotion of Alumni Achievements:

- Recognizing and celebrating the achievements and milestones of alumni members.
- Showcasing success stories to inspire and motivate both current students and fellow alumni.

Continuous Improvement:

- Seeking feedback from alumni to understand their needs, interests, and suggestions for improving the association.
- Evaluating the effectiveness of programs and initiatives and making adjustments as needed.

Community Building:

- Fostering a sense of community among alumni by promoting inclusivity, diversity, and collaboration.
- Encouraging alumni to give back to their alma mater through volunteer opportunities,



SRI MUTHUKUMARAN MEDICAL COLLEGE HOSPITAL AND RESEARCH INSTITUTE

(Affiliated to the Tamil Nadu Dr.M.G.R. Medical University)

Chikkarayapuram, Near Mangadu, Chennai - 600069

Ph: 044 - 66344044, 66344000 Fax: 66344055, 66344050

E-Mail : smmchri2009@gmail.com, smmchri@yahoo.com

Website : www.smmchri.res.in

guest lectures, or other forms of involvement.

Faculty Member:

Advisory Role: Providing guidance and advice to the alumni association on academic and institutional matters.

Networking: Leveraging their professional networks to create opportunities for alumni, such as mentorship or job placements.

Guest Lectures: Offering to give talks or lectures on their areas of expertise, providing value to alumni events and programs.

Collaboration: Working with alumni on academic or research projects, fostering a culture of collaboration between alumni and current students.

Recognition: Recognizing alumni achievements by nominating them for awards or honors within the institution.

Support: Offering support for alumni events, workshops, or initiatives by attending, speaking, or participating.

Feedback: Providing feedback from an academic perspective to help the association improve its programs and initiatives.

Promotion: Encouraging current students to engage with the alumni association, highlighting the benefits of staying connected post-graduation.

Continued Learning: Offering opportunities for alumni to continue their education through workshops, seminars, or continuing education programs.



SRI MUTHUKUMARAN MEDICAL COLLEGE HOSPITAL AND RESEARCH INSTITUTE

(Affiliated to the Tamil Nadu Dr.M.G.R. Medical University)

Chikkarayapuram, Near Mangadu, Chennai - 600069

Ph: 044 - 66344044, 66344000 Fax: 66344055, 66344050

E-Mail : smmchri2009@gmail.com, smmchri@yahoo.com

Website : www.smmchri.res.in

Inclusivity: Ensuring that all alumni, regardless of their field of study or graduation year, feel welcome and included in the association's activities.

Student Member:

Engagement: Actively participating in association events, meetings, and activities to represent the voice and interests of current students.

Feedback: Providing insights and feedback on programs, events, and initiatives to ensure they meet the needs and interests of current students.

Networking: Building connections with alumni to explore mentorship opportunities, internships, or career guidance.

Promotion: Encouraging fellow students to join the alumni association and participate in its activities, highlighting the benefits of early engagement.

Event Participation: Assisting in organizing and volunteering at events to gain hands-on experience and contribute to the association's success.

Collaboration: Working closely with alumni and faculty members on joint initiatives or projects that benefit both current students and alumni.

Awareness: Raising awareness about the history, achievements, and contributions of alumni to inspire and motivate current students.



SRI MUTHUKUMARAN MEDICAL COLLEGE HOSPITAL AND RESEARCH INSTITUTE

(Affiliated to the Tamil Nadu Dr.M.G.R. Medical University)

Chikkarayapuram, Near Mangadu, Chennai - 600069

Ph: 044 - 66344044, 66344000 Fax: 66344055, 66344050

E-Mail : smmchri2009@gmail.com, smmchri@yahoo.com

Website : www.smmchri.res.in

Transition Support: Helping graduating students transition smoothly from student life to becoming active alumni members.

Inclusivity: Ensuring that the association is inclusive and welcoming to all students, regardless of their background or interests.

Learning Opportunities: Taking advantage of educational and professional development opportunities provided by the association to enhance their skills and knowledge.

Committee Members:

S. No.	Name	Designation/Department	Position Held
1.	Dr. Naveen G	Assistant Professor, Dept. of Anesthesiology, SMMCH&RI	Coordinator
2.	Dr. Divya R	Senior Resident, Dept. of General Medicine, SMMCH&RI	Faculty Member
3.	Dr. S. Muthukumar	Professor, Dept. of Physiology, Phase I MBBS Faculty Representative	Faculty Member
4.	Dr. Lionel Rohith Mathew	Associate Professor, Dept. of Pathology, Phase II MBBS Faculty Representative	Faculty Member
5.	Dr. Saranya Chithra	Assistant Professor, Dept of Otorhinolaryngology, Phase III MBBS part I Faculty Representative	Faculty Member
6.	Dr. Sravani Chithra	Assistant Professor, Dept of OBG, Phase III MBBS part II Faculty Representative	Faculty Member
7.	Dr. Murali N	Post Graduate	Student Member
8.	Dr. Sundari V	Post Graduate	Student Member



SRI MUTHUKUMARAN MEDICAL COLLEGE HOSPITAL AND RESEARCH INSTITUTE

(Affiliated to the Tamil Nadu Dr.M.G.R. Medical University)

Chikkarayapuram, Near Mangadu, Chennai - 600069

Ph: 044 - 66344044, 66344000 Fax: 66344055, 66344050

E-Mail : smmchri2009@gmail.com, smmchri@yahoo.com

Website : www.smmchri.res.in

9.	AkhilManickam K (2020-21)	Undergraduate	Student Member
10	Athyrai B (2022-23)	Undergraduate	Student Member

4. Functions

Networking:

- Facilitating connections between alumni for professional and personal growth.
- Creating opportunities for mentorship, job referrals, and business partnerships.

Professional Development:

- Offering workshops, seminars, and training sessions to enhance skills and knowledge.
- Providing career guidance, job placement assistance, and access to job postings.

Lifelong Learning:

- Organizing lectures, webinars, and educational events to promote continuous learning.
- Connecting alumni with academic resources, research opportunities, and educational programs.

Social Engagement:

- Organizing reunions, social events, and gatherings to foster camaraderie and friendship among alumni.
- Creating online platforms and communities for alumni to stay connected and share updates.

Philanthropy and Fundraising:

- Encouraging alumni to give back to their alma mater through donations, scholarships, or volunteerism.



SRI MUTHUKUMARAN MEDICAL COLLEGE HOSPITAL AND RESEARCH INSTITUTE

(Affiliated to the Tamil Nadu Dr.M.G.R. Medical University)

Chikkarayapuram, Near Mangadu, Chennai - 600069

Ph: 044 - 66344044, 66344000 Fax: 66344055, 66344050

E-Mail : smmchri2009@gmail.com, smmchri@yahoo.com

Website : www.smmchri.res.in

- Organizing fundraising campaigns and initiatives to support institutional programs and projects.

Recruitment and Support:

- Assisting the alma mater in recruiting students, faculty, or staff by leveraging alumni networks.
- Providing support and resources to alumni in times of need, such as during job transitions or personal challenges.

Brand Ambassadors:

- Serving as ambassadors for the institution by promoting its achievements, values, and impact.
- Representing the alma mater positively in their communities and professional networks.

Feedback and Advocacy:

- Offering feedback and insights to the alma mater on academic programs, services, and initiatives.
- Advocating for the institution's interests, needs, and values within the broader community.

Cultural and Heritage Preservation:

- Celebrating the history, traditions, and achievements of the institution.
- Preserving the cultural heritage and identity of the alma mater through events, publications, and initiatives.

Inclusivity and Diversity:

- Promoting inclusivity, diversity, and equity within the alumni network.
- Creating spaces and opportunities for all alumni to participate, contribute, and benefit from the network.



SRI MUTHUKUMARAN MEDICAL COLLEGE HOSPITAL AND RESEARCH INSTITUTE

(Affiliated to the Tamil Nadu Dr.M.G.R. Medical University)

Chikkarayapuram, Near Mangadu, Chennai - 600069

Ph: 044 - 66344044, 66344000 Fax: 66344055, 66344050

E-Mail : smmchri2009@gmail.com, smmchri@yahoo.com

Website : www.smmchri.res.in

5. Alumni Engagement Activities:

1. Alumni Events:

Objective: Strengthen alumni connections and foster networking opportunities.

Actions:

- Organize annual alumni reunions.
- Host networking events with alumni.
- Conduct professional development sessions.
- Coordinate webinars, workshops, and seminars featuring alumni speakers.

2. Mentorship Programs:

Objective: Facilitate knowledge exchange and career guidance between alumni and current students.

Actions:

- Establish mentorship programs linking alumni mentors with students.
- Promote career guidance initiatives.
- Facilitate internship opportunities and industry exposure for students.

3. Alumni Recognition:

Objective: Celebrate and showcase alumni achievements to inspire and motivate current and future alumni.

Actions:

- Acknowledge outstanding alumni through awards and recognitions.
- Highlight alumni success stories in college publications, newsletters, and social media platforms.



SRI MUTHUKUMARAN MEDICAL COLLEGE HOSPITAL AND RESEARCH INSTITUTE

(Affiliated to the Tamil Nadu Dr.M.G.R. Medical University)

Chikkarayapuram, Near Mangadu, Chennai - 600069

Ph: 044 - 66344044, 66344000 Fax: 66344055, 66344050

E-Mail : smmchri2009@gmail.com, smmchri@yahoo.com

Website : www.smmchri.res.in

4. Communication Channels:

Objective: Keep alumni informed and engaged through effective communication channels.

Actions:

- Regularly update alumni via newsletters, emails, and social media posts.
- Maintain an interactive alumni portal or website for sharing news, events, and resources.

5. Feedback Mechanism:

Objective: Continuously improve alumni engagement activities based on alumni feedback and needs.

Actions:

- Conduct surveys and feedback sessions with alumni to gather insights.
- Analyze feedback to identify areas for improvement and innovation in engagement initiatives.

6. Collaboration with Alumni Leaders:

Objective: Engage with alumni leaders to leverage their expertise and networks for the benefit of the alumni community.

Actions:

- Foster relationships with alumni leaders through regular communication and collaboration.
- Seek their input and involvement in planning and executing engagement activities.

7. Record Keeping:

1. Data Collection and Entry:

Objective: Ensure accurate and comprehensive collection of alumni information. Actions:

- Collect alumni data during graduation or through online forms.



SRI MUTHUKUMARAN MEDICAL COLLEGE HOSPITAL AND RESEARCH INSTITUTE

(Affiliated to the Tamil Nadu Dr.M.G.R. Medical University)

Chikkarayapuram, Near Mangadu, Chennai - 600069

Ph: 044 - 66344044, 66344000 Fax: 66344055, 66344050

E-Mail : smmchri2009@gmail.com, smmchri@yahoo.com

Website : www.smmchri.res.in

- Verify data for accuracy before entry.
- Categorize data into relevant fields (e.g., contact details, graduation year, profession).

2. Database Management:

Objective: Maintain an organized and easily accessible alumni database. Actions:

- Use a secure and reliable database management system.
- Regularly update alumni records with new information or changes.
- Backup the database regularly to prevent data loss.

3. Data Security and Privacy:

Objective: Protect alumni data from unauthorized access, disclosure, or misuse. Actions:

- Implement security measures like encryption and password protection.
- Restrict access to alumni records to authorized personnel only.
- Comply with data protection regulations and privacy laws.

4. Record Retention and Archiving:

Objective: Ensure long-term preservation and accessibility of alumni records.

Actions:

- Establish a record retention policy specifying the duration for which records should be kept.
- Archive older records in a secure and organized manner.

5. Dispose of outdated or irrelevant records in compliance with data protection laws.

Record Updates and Maintenance:

Objective: Keep alumni records up-to-date with current information.

Actions:

- Regularly request alumni to update their contact and professional information.
- Verify and validate updated information before making changes to the database.



SRI MUTHUKUMARAN MEDICAL COLLEGE HOSPITAL AND RESEARCH INSTITUTE

(Affiliated to the Tamil Nadu Dr.M.G.R. Medical University)

Chikkarayapuram, Near Mangadu, Chennai - 600069

Ph: 044 - 66344044, 66344000 Fax: 66344055, 66344050

E-Mail : smmchri2009@gmail.com, smmchri@yahoo.com

Website : www.smmchri.res.in

- Review and clean the database periodically to remove duplicates or errors.

6. Access and Retrieval:

Objective: Ensure efficient and timely access to alumni records as needed. Actions:

- Designate specific personnel responsible for managing and retrieving records.
- Implement a system for quickly locating and retrieving alumni records.
- Provide training to staff on how to access and use the database effectively.

7. Record Disposal and Destruction:

Objective: Safely dispose of records that are no longer needed while maintaining confidentiality.

Actions:

- Shred or securely delete physical and digital records before disposal.
- Document the disposal process and maintain records of disposed items.
- Comply with data retention and destruction policies to ensure legal compliance.

8. Audit and Compliance:

Objective: Ensure compliance with internal policies and external regulations related to record keeping.

Actions:

- Conduct regular audits of the alumni record keeping process.
- Address any discrepancies or issues identified during audits.
- Stay updated on changes to data protection and privacy laws to maintain compliance.

9. Communication Strategy:

Objective: Enhance communication with alumni to foster engagement and keep them updated on college developments.

Actions:



SRI MUTHUKUMARAN MEDICAL COLLEGE HOSPITAL AND RESEARCH INSTITUTE

(Affiliated to the Tamil Nadu Dr.M.G.R. Medical University)

Chikkarayapuram, Near Mangadu, Chennai - 600069

Ph: 044 - 66344044, 66344000 Fax: 66344055, 66344050

E-Mail : smmchri2009@gmail.com, smmchri@yahoo.com

Website : www.smmchri.res.in

- Establish regular communication channels, including newsletters, emails, and social media updates.
 - Promote transparency by sharing college news, achievements, and upcoming events.
10. Encourage alumni to provide feedback, suggestions, and share their success stories. Performance Review and Evaluation:

Objective: Assess and improve the effectiveness of the Alumni Committee's initiatives.

Actions:

- Conduct regular performance reviews to evaluate the impact and reach of alumni engagement activities.
- Solicit feedback from alumni, faculty, and students through surveys, focus groups, or feedback sessions.
- Analyze feedback to identify areas for enhancement and innovation.

11. Amendments to SOP:

Objective: Ensure the SOP remains relevant and adaptable to changing needs and policies.

Actions:

- Review the SOP periodically to accommodate evolving requirements or institutional changes.
- Document all amendments and communicate them to relevant stakeholders promptly.
- Seek approval from the Dean or relevant authority for any significant changes to the SOP.

12. Periodic Review and Revision:

Objective: Maintain the relevance and effectiveness of the SOP over time. Actions:

- Conduct periodic reviews of the SOP to assess its applicability and efficiency.
- Revise the SOP as needed to align with updates in academic policies, technological advancements, or organizational structure.
- Ensure stakeholders are informed about revisions and understand their implications.



SRI MUTHUKUMARAN MEDICAL COLLEGE HOSPITAL AND RESEARCH INSTITUTE

(Affiliated to the Tamil Nadu Dr.M.G.R. Medical University)

Chikkarayapuram, Near Mangadu, Chennai - 600069
Ph: 044 - 66344044, 66344000 Fax: 66344055, 66344050
E-Mail : smmchri2009@gmail.com, smmchri@yahoo.com
Website : www.smmchri.res.in

13. Approval Process:

Objective: Ensure the SOP is endorsed by the appropriate authority and remains compliant with institutional standards.

Actions:

- Obtain approval for the SOP from the Dean.
- Schedule annual reviews of the SOP to ensure its continued relevance and effectiveness.
- Communicate the approved SOP to all relevant stakeholders and ensure adherence to its guidelines.

Smita M.

IQAC COORDINATOR



R. Jayaram

DEAN

DEAN

SRI MUTHUKUMARAN MEDICAL COLLEGE
HOSPITAL & RESEARCH INSTITUTE
Chikkarayapuram Near Mangadu,
Chennai-600 069