



National College for Teacher Education

(NAAC Accredited with 'B' Grade)

Iqbal Square, Meprathupady, Vengola, Perumbavoor, Ernakulam - 683 556

KEY INDICATOR

5.4 ALUMNI ENGAGEMENT

METRIC: 5.4.3

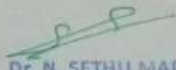
Number of meetings of Alumni Association held during the last five years

Additional Information

Affidavit

I do hereby certify that, all pages in this document are duly authenticated by me, under my privilege as the Head of the institution of National College for Teacher Education, Vengola, Ernakulam, Kerala




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ALUMNI ASSOCIATION POLICY FRAMEWORK

The Alumni Association – NOSA (NATIONAL OLD STUDENTS ASSOCIATION), a non-registered yet fully functional body of members is dedicated to cultivating a dynamic network of former students who remain actively engaged with our institution. Our aim is to integrate alumni into the institution's journey, celebrating their achievements and encouraging their ongoing involvement.

➤ Objectives

- Build and sustain an engaged alumni network.
- Recognize and honour alumni achievements.
- Provide opportunities for alumni to contribute to and benefit from the institution.
- Support the institution's vision and goals through active alumni participation.

➤ Structure of the Executive Committee

The Executive Committee is responsible for the strategic management of NOSA and includes:

- President: Provides leadership, represents NOSA at official events, and ensures alignment with the association's vision.
- Secretary: Ensures Meeting Coordination, Communication, Administrative Support and Record Keeping
- Joint Secretary: Assists the Secretary, manages correspondence, and supports the President in overseeing the association's activities.



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- Treasurer: Manages financial accounts, oversees fundraising, and ensures transparent financial reporting.
- Executive Members (Minimum of Five): Participate in decision-making, contribute to sub-committees, and support various initiatives.

➤ Selection and Appointment of Members

- President: Elected by the Executive Committee from among its members. Term: Five years.
- Secretary: Elected by the Executive Committee. Term: Five years.
- Joint Secretary: Elected by the Executive Committee. Term: Five years.
- Treasurer: Elected by the Executive Committee. Term: Five years.
- Executive Members: Nominated and elected by alumni or the Executive Committee. Term: Five years.

➤ Financial Management

- Annual Meet: Funded by alumni contributions.
- NOSA Gala Meet: Funded by the institution.
- The Treasurer is responsible for managing financial records, overseeing budgets, and ensuring transparent reporting.
- Annual financial reports will be presented to the Executive Committee and shared with alumni members.

❖ Meetings and Events

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- Annual Meet: Held on the second Saturday of January each year, funded by alumni contributions. This event provides updates on the institution's progress, discusses future plans, and fosters networking among alumni.
- NOSA Gala Meet: Conducted every five years, funded by the institution. This event celebrates significant milestones, honours distinguished alumni, and strengthens ties between alumni and the institution.
- Executive Committee Meetings: Held quarterly to review activities, plan events, and manage financial matters.
- Annual General Meeting: Held annually to review the year's activities, address member concerns, and discuss future directions.
- Informal Meets: Held at least twice a year, either online or offline, depending on circumstances. These informal meetings provide a platform to discuss the needs of the student community and explore ways alumni can extend support. The format and agenda of these meets will be flexible to accommodate current conditions and requirements.
- **Recognition, Allocation of Funds and Honors**
 - Establish awards, generate scholarships from Alumni Fund to deserving students in the community, recognition programs to honour outstanding alumni and also by contributing amenities that can be of support.
 - Organize special events and ceremonies to celebrate alumni achievements and significant milestones.

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➤ Amendments and Review

- The policy will be reviewed every five years to ensure its relevance and effectiveness.
- Amendments must be approved by a majority vote of the Executive Committee.

The NOSA Alumni Association is committed to creating a vibrant and supportive network of alumni. Through active participation and engagement in events and initiatives, alumni contribute to the continued success and growth of our institution.

The institution aims to develop a prospective network of B.Ed. and M.Ed. graduates who will lead the way in shaping the future of education. NOSA will actively support this initiative by fostering connections among educational alumni, facilitating mentorship programs, and organizing forums to discuss and advance educational practices. This network is intended to set a model for excellence in education and contribute to national development by sharing and communiting the expertise and skills that is envisioned as one of the lofty aims the institution upholds.




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KEY INDICATOR

5.4 ALUMNI ENGAGEMENT

METRIC: 5.4.3

Number of meetings of Alumni Association held during the last five years

Agenda and Minutes of the Meeting of Alumni Association

Affidavit

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5.4.3: Agenda and minutes of the meeting of Alumni Association

Calling of ALUMNI Executive Committee Meeting

The Executive Committee Meeting of Alumni was officially called to order by 2pm in the presence of Chairman, College Principal, Vice Principal, HoD, NOSA Co-ordinator. The Principal Chaired the meeting. The primary Agenda for the meeting was the Formation of Executive Committee Meeting

Minutes of the Alumni Meeting dated 13th January 2024

The Executive Committee Meeting of Alumni was officially called to order by 2pm in the presence of Chairman, College Principal, Vice Principal, HOD, NOSA Co-ordinator and Members. The Principal Chaired the meeting and welcomed the members and briefly introduced the purpose of the meeting.

The proposed Agenda for the meeting were as follows:

- Review of previous Meeting dated 14th January 2023
- Discussion of Action taken Report.
- Presentation of Student willingness to transfer caution deposit to AADYA Charitable Student Wing Foundation
- Formation of Executive Committee Meeting for the year 2023-2024
- Miscellaneous / Any other matters with the permission of the Chair



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Decisions taken

- The minutes of the last meeting held on 13th of January 2023 was read out and confirmed. The Chair presented the willingness supported by the students of the following batches to transfer the caution deposit amount over the years to AADYA Student Charitable foundation wing of the institution.

2018-2019

2019-2020

2020-2021

2021-2022

2022-2023

The consent of the students was well appreciated and regarded in allocating a sum of Rs. 1,00,000/- and 5000/- for charity. The support given by Alumni was acknowledged and reciprocated in the meeting.

- Executive Committee Meeting for the year 2023-2024 was reconstituted with the listed members enclosed. The decisions taken regarding the formation was applauded by the members unanimously.
- It was decided to avail the continued support of Alumni during Student Induction and Practice teaching phase of the students. The Alumni extended their support in activities as of previous



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years. Upon request, the members will update their profile in order to ease the documentation process related to NAAC SSR submission.

- With no further matters to discuss, the meeting was adjourned by 3.30 pm

The following members were unanimously elected for the Committee:

Sl No	Name	Designation	Period of Graduation
1	Dr N Sethumadhavan	Principal	NA
2	Shri Jayakrishnan P.V,	Vice Principal	NA
3	Moncy Rajan		2021
4	Shaji KT		2006
5	Libin Bomard		2006
6	Eldho Behnan		2005
7	Joshy John		2022
8	Chinnu Somen		2012
9	Sajad TM		2016
10	Jiya MS		2014
11	Dhanyasree		2014
12	Nishad VMC		2013
13	Mishraj N P		2014
14	Biju P B		2014
15	Sajad TM		2016

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In Attendance

Shri TA Ahmed Kabir	The Chairman
Dr N Sethumadhavan	The Principal
Shri Jayakrishnan P.V	The Vice Principal
Moncy Rajan	Alumni Members
Shaji KT	
Libin Bomard	
Eldho Behnan	
Joshy John	
Chinnu Somen	
Sajad TM	
Jiya MS	
Dhanyasree	
Nishad VMC	
Mishraj N P	
Biju P B	
Sajad TM	

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5 Minutes of the Meeting dated 14th January 2023

Agenda:

1. Expression of Gratitude by the Chair
2. Formation of WhatsApp Group to ease Communication among members
3. Generation of Aadya Alumni Fund of Rs 50,000 for Deserving Students
4. Contribution of Water Purifier by the Alumni of 2008 Batch

Minutes:

1. Expression of Gratitude:

- The Vice Principal expressed immense gratitude to the alumni for their unwavering support and contributions to the institution.
- The alumni were acknowledged for their role in creating a strong and supportive community.

2. Formation of WhatsApp Group:

- The Vice Principal proposed the formation of a WhatsApp group to connect alumni under one roof if the members are willing.
- This platform would facilitate communication, networking, and sharing of information among alumni, especially those who are overseas.
- The alumni enthusiastically supported the idea and agreed to join the group.

3. Utilization of Alumni Fund:

- The chair reported that the alumni fund of Rs. 50,000 would be accrued and utilized to support needy students who have applied for financial concessions.
- The alumni expressed their satisfaction with this decision and reaffirmed their commitment to supporting students in need.

4. Contribution of Water Purifier:

- The alumni communicated their decision to contribute a water purifier to the institution.

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- This gesture was appreciated by the Vice Principal, who highlighted the importance of providing clean drinking water to students and staff.

Action Items:

1. Create a WhatsApp group for alumni to connect and network.
2. Utilize the alumni fund to support needy students.
3. Install the donated water purifier in the institution.

Next Meeting: The next alumni meeting will be held on 13th January 2024 as NOSA Gala Meet.

In attendance

- The President
- The Secretary
- The Joint Secretary
- The Treasurer
- The Executive Members

Signature of Meeting Chair

Signature of Meeting Secretary



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4. Minutes of the Alumni Meet - 8th January 2022

The meeting of the Alumni Association was convened on 8th January 2022. The Chair welcomed the members and briefed the Agenda fixed for the meeting.

Minutes of Alumni Meet 2022 (Virtual)

Agenda:

1. Welcoming Students Back to Academic Hours
2. Mentoring Second-Year Students for Teaching Practice
3. Scheduling Lectures Beyond Academics

Minutes:

1. Welcoming Students Back to Classes:

- The alumni expressed their excitement and enthusiasm for the return of students to in-person classes after the pandemic.
- They shared their experiences and offered words of encouragement to current students.

2. Mentoring Second-Year Students:

- The chair initiated a discussion on the importance of providing mentorship to second-year students who are preparing for teaching practice.
- The alumni shared their experiences and offered advice on effective teaching practices, classroom management, and student engagement.
- A commitment was made to establish a mentorship program to pair alumni with second-year students.



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3. Scheduling Lectures Beyond Academics:

- The institution's decision to schedule lectures beyond the core academics was discussed.
- The alumni expressed their support for this initiative and suggested potential topics for these lectures, such as industry trends, career development, and personal growth.

Action Items:

1. Establish a mentorship program to pair alumni with second-year students.
2. Identify potential topics for lectures beyond academics and invite alumni speakers.
3. Promote alumni engagement and networking opportunities.

Next Meeting: The next alumni meeting will be held on 14th January 2024

In attendance

- **The President**
- **The Secretary**
- **The Joint Secretary**
- **The Treasurer**
- **The Executive Members**

Signature of Meeting Chair

Signature of Meeting Secretary

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3. Minutes of the Alumni Meeting 9th January -2021

On the verge of Cove Pandemic, an online zoom meeting was scheduled with the support of Alumni Members to address certain pertinent issues that had to be addressed under the guidance of the Chair Dr N Sethumadhavan, the Principal.

Mode - Virtual Platform. - Zoom

Agenda:

1. Addressing COVID-19 Setbacks
2. Supporting Students
3. Precautions for a Healthy Lifestyle Post-COVID
4. Impact of Online Education
5. Alumni Support
6. Organizing Awareness Classes

Minutes:


1. Addressing COVID-19 Setbacks:

- The alumni discussed the challenges and difficulties faced due to the pandemic, including health concerns, financial hardships, and disruptions to daily life.
- They shared their experiences and offered support and encouragement during this critical time.

2. Supporting Family Members and Students:

- The alumni emphasized the importance of providing emotional and practical support to family members and students affected by the pandemic.
- It was decided to offer assistance, provide resources, and render words of encouragement.

3. Precautions for a Healthy Lifestyle:


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- The alumni discussed the importance of maintaining a healthy lifestyle, even after recovering from COVID-19.
- They shared tips on nutrition, exercise, stress management, and preventive measures to reduce the risk of reinfection.

4. Impact of Online Education:

- The alumni discussed the challenges and limitations of online education, including technical difficulties, lack of social interaction, and potential learning gaps.
- They shared their experiences and offered advice to students on how to navigate online learning effectively.

5. Alumni Support:

- The alumni discussed ways in which they could provide support to the institution and its students during this challenging time.
- Suggestions included offering mentorship, sharing career advice, and providing financial assistance.

6. Organizing Awareness Classes:

- The Chair requested the alumni to consider organizing awareness classes on topics related to COVID-19, mental health, and healthy living.
- The alumni expressed interest in contributing their expertise and organizing such classes.

Action Items:

1. Continue providing emotional and practical support to family members and students.
2. Share information and resources on maintaining a healthy lifestyle post-COVID.
3. Offer mentorship and support to students struggling with online education.
4. Explore opportunities to provide financial assistance or other resources to the institution and its students.



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5. Organize awareness classes on topics related to COVID-19, mental health, and healthy living.

Next Meeting: The next alumni meeting is proposed to be held on 8th January 2022.

Attendees:

- The President
- The Secretary
- The Joint Secretary
- The Treasurer
- The Executive Members

Signature of Meeting Chair

Signature of Meeting Secretary



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2. Minutes of the Alumni Meeting - 11th January 2020

The meeting was convened at the College Seminar Hall under the Chairmanship of the Principal Dr N Sethumadhavan.

Agenda:

1. Scheduling of Programs for School Induction
2. Planning Mentoring Sessions for New Students
3. Organizing Skill Enhancement Programs
4. Coordinating Community-Linked Programs

Minutes:

1. School Induction Programs:

- The alumni discussed the importance of a warm welcome and orientation for new students.
- They suggested organizing a series of events, including a welcome assembly, campus tours, and introductory sessions with faculty and current students.
- A tentative schedule for the induction programs was proposed, subject to further discussion and finalization.

2. Mentoring Sessions:

- The alumni emphasized the value of mentorship in guiding new students and helping them adjust to the academic environment.
- They discussed the possibility of pairing alumni with new students for regular mentoring sessions.
- A plan for recruiting mentors who are teachers in Schools and matching them with mentees was outlined.

3. Skill Enhancement Programs:

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- The members recognized the need to equip students with essential skills for their future careers and personal development.
 - It was suggested to organize workshops, seminars, and guest lectures on various topics such as communication, leadership, problem-solving, and technology.
 - A brainstorming session was held to identify potential skill enhancement programs that can be scheduled with the support of Alumni.
4. **Community-Linked Programs:**
- The alumni discussed the importance of fostering a sense of social responsibility among students.
 - They proposed organizing community service projects, volunteer initiatives, and outreach programs.
 - A plan for collaborating with local organizations and identifying suitable community-linked activities was discussed.

Action Items:

1. Finalize the schedule for school induction programs.
2. Recruit mentors and develop a matching process for mentoring sessions.
3. Identify and plan skill enhancement programs based on student needs and alumni expertise.
4. Explore opportunities for community-linked programs and establish partnerships with local organizations.

Next Meeting: The next meeting is proposed to be scheduled to 9th January 2024.



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In attendance

- **Attendees:**
- **The President**
- **The Secretary**
- **The Joint Secretary**
- **The Treasurer**
- **The Executive Members**

Signature of Meeting Chair

Signature of Meeting Secretary




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i. Minutes of Alumni Meeting Dated 12th January 2019

Alumni Meeting convened on 12th January 2019 at Seminar Hall under the esteemed presence of the Chair, Dr Achamma P Mathew.

Agenda:

1. To review the discussion points of previous meeting dated 13-01-2018
2. To facilitate Communication Channels Between Students
3. To render Cooperation for Institutional Academic and Curricular Undertakings
4. To maintain Group Cohesion
5. To encourage Participation and Updating of Personal Profiles

Minutes:

1. Communication Channels:

- The alumni expressed a need for improved communication channels between students to foster better interaction and collaboration.
- Suggestions included creating online forums, social media groups, or dedicated mobile apps for students to connect and discuss academic and personal matters.
- The alumni agreed to explore and recommend suitable platforms to the institution.

2. Cooperation for Institutional Undertakings:

- The importance of alumni involvement in supporting the institution's academic and curricular activities was emphasized.

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- The alumni discussed ways to contribute, such as providing mentorship to current students, sharing industry insights, and offering financial support for scholarships or research projects.
- A commitment was made to establish a mechanism for alumni to participate actively in the institution's development.
- – Meetings/activities to be organized by Alumni Association: Food for poor 18/2/2019 Exhibition on Innovations in science on 28/2/2019 and providing help for community living camp- and Onam celebration on 29/8/2018

3. Group Cohesion:

- The alumni discussed the value of fostering a sense of community and belonging among the alumni body.
- Ideas for enhancing group cohesion included organizing regular social events, alumni reunions, and networking opportunities.
- The alumni agreed to explore ways to strengthen their connection to the institution and each other.

4. Updating Personal Profiles:

- The importance of maintaining updated personal profiles was highlighted to facilitate communication and networking.
- The alumni agreed to regularly update their contact information and professional details through the designated channels.
- The institution will provide a centralized platform for alumni to manage their profiles.



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Action Items:

1. Form a committee to investigate and recommend suitable communication platforms for students.
2. Develop a plan for alumni involvement in institutional activities, including mentorship, industry insights, and financial support.
3. Organize social events and alumni reunions to foster group cohesion.
4. Implement a system for alumni to update their personal profiles.

Next Meeting: The next alumni meeting will be held on 11th January 2020.

Attendees:

- The President
- The Secretary
- The Joint Secretary
- The Treasurer
- The Executive Members

Signature of Meeting Chair

Signature of Meeting Secretary