

K. J. Somaiya College of Engineering, Mumbai-77
(Autonomous College Affiliated to University of Mumbai)

K.J.SOMAIYA COLLEGE OF ENGINEERING

ALUMNI CELL

2018-19

ALUMNI EXECUTIVE HEAD



YASH ACHARYA

TE –ETRX



Vidyanagar, Vidyavihar, Mumbai-400 077, India.
Telephone (91-22) 6644 9191 Fax: (91-22) 21025272
College Website: www.somaiya.edu/kjsce



ALUMNI ASSOCIATE HEAD



PRANAVI CHOUDARY
TE- COMPUTER



TARUN LOHANA
TE-COMPUTER

ALUMNI NETWORKING TEAM



NEHA MISHRA

TE-IT

TEAM HEAD

K. J. Somaiya College of Engineering, Mumbai-77
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ADITI BHAGWAT

SE-COMPUTER



DHAIRYA PAREKH

SE - IT



ISHIKA GUPTA

SE – IT



ANUJ SHAH

SE - COMPUTER



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ALUMNI COORDINATION TEAM



AMIT BHUJBAL

TE-COMPUTER,

TEAM HEAD



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PARAM BATAVIA
SY IT



KAJAL SETHIA
SY - IT



SRUSHTI APARAJIT
SY EXTC



AMAN SAVLA
SY ETRX



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CREATIVE & SOCIAL AFFAIRS TEAM

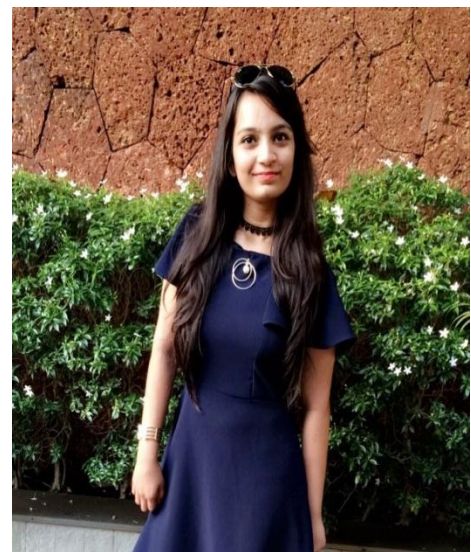


VIDYA NAIR, TEAM HEAD

TE- MECHANICAL



HUNAIN ADHIKARI
SY IT



DRISHTI JAIN
SY IT

BE MENTORS



CHINMAY WAZALWAR

LY COMPUTER



MRUNALINI PATIL

LY IT



REVATI ANAWARDEKAR

LY ETRX



RAJASI AHUJA

LY EXTC

K. J. Somaiya College of Engineering, Mumbai-77
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ALUMNI CELL FACULTY IN CHARGE



Prof ROHINI NAIR



Vidyanagar, Vidyavihar, Mumbai-400 077, India.
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DEPARTMENTAL ALUMNI COORDINATORS



Prof ERA JOHRI



Prof CHIRAG DESAI

INFORMATION TECHNOLOGY



Prof BHARTI KHEDKAR



Prof MAKARAND KULKARNI

ETRX



EXTC

Prof RUPALI PATIL



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Prof PRASHANT YELPALE



Prof PRIYANKA PATIL

MECHANICAL



Prof ROHINI NAIR
COMPUTER

ADVISORS:

1. BABITA KRISHNAN, HEAD, ALUMNI RELATIONS, SOMAIYA VIDYAVIHAR
2. DR. SUDHA GUPTA, DEAN-STUDENT AFFAIRS

ROLE AND RESPONSIBILITIES

Faculty In-charge Roles:

- Monitoring the Selection procedure of Alumni Cell students
- Monitoring of all the Events/Seminars/Workshop being conducted by Alumni Cell.
- Communicating with alumni for various events like FE Orientation, Mock placements,
- Somaiya Alumni Reunion, REPLAY-alumni sports event, Convocation ceremony
- Verifying all the bills (Stationary, college, KJSCE contribution to SVV events, etc) and expenses made by the Alumni Cell for conducting the events and signing on the reimbursement form.
- Checking the Report of each event conducted by the Council.
- Verifying the Annual report of activities of Alumni Cell.
- Maintaining Alumni File at Institute level and sharing it with NBA/NAAC Department level Committees.

Faculty in charge Responsibilities:

- Elections for selecting student body every academic year which includes sending out mails ,conducting interviews and finally selecting deserving students for various posts
- Organization and Conduction of various events like
 - FE Orientation
 - Discussing with Head of Department, names of various Alumni to be invited for FE Orientation and subsequently informing alumni cell to coordinate with the alumni



- Signing permission letters and ensuring proper documentation of the same
- Arrangements for the sessions in various seminar halls followed by lunch in the board room
- Collecting feedback from alumnus post the event either physically via forms or online Google forms
- Mock Placements
 - Inviting alumni through Alumni Cell for mentoring students
 - Signing permission letters and ensuring proper documentation of the same
 - Seating Arrangements of various alumni for area/specialization specific discussions with students followed by arrangements for packed lunch for alumnus
 - Collecting feedback from alumnus post the event either physically via forms or online Google forms
- Somaiya Alumni Reunion(SAR)
 - Attending various meetings with Somaiya Alumni relations to discuss various activities to be carried out
 - Sending out invites to all alumni for the event
 - On day of the event ,managing the allotted responsibility with Alumni cell students like Food arrangements, Logistics, decoration, Entertainment by alumni, Registrations of entire SVV,etc
- REPLAY- Annual Sports event by Alumni
 - Inviting alumni for the event
 - Signing permission letters and ensuring proper documentation of the same
 - Overlooking the arrangements for a variety of sports events like carom, box cricket , badminton , chess ,etc
 - Arrangements of light refreshments for alumni
 - Collecting feedback from alumnus post the event either physically via forms or online Google forms
- Guest lectures
 - Inviting alumni for the event for speaking

- Signing permission letters and ensuring proper documentation of the same
- Overlooking the arrangements for the event
- Arrangements of light refreshments for alumni
- Collecting feedback from alumnus post the event either physically via forms or online Google forms
- Convocation ceremony
 - Informing alumni about the convocation ceremony
 - Arrangements for the event with list of toppers in various council
 - Collecting feedback from alumnus post the event either physically via forms or online Google forms

STUDENT TEAM:

Executive Head (1)

Associate Executive Heads (2)

Alumni Networking Team (5)

Alumni Coordination Team (5)

Alumni Publicity Team (2/3)

Design Team (2)

Position: Executive Head (1) and Associate Executive Heads (2): (TE)

Purpose of the position/ Role:

- Leading the council and ensuring team coordination.
- All finance related activities from budgeting to reimbursements.
- Needs to be up-to-date with every monetary transaction in bills and cheques pertaining to the committee.
- Expected to maintain highest level of transparency about financial transactions of the council.
- The point of contact between various Alumni Cells on the Somaiya campus and coordination with SVV Alumni Relations office



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Major Areas of Responsibility:

- Preparing the calendar of alumni activity.
- Planning and deciding work details of every alumni event.
- Updating faculty about alumni events.
- Working closely with ASECA(Association of Somaiya Engineering College Alumni) and ensure efficient communication and transparent working of the committee in charting out alumni activities in the academic calendar.
- The team would be mainly responsible for organizing all alumni events in KJSCE.
- Coordinate with every member of the committee for successful completion of all the activities and events.
- They would be responsible for deciding the location and dates of the alumni events.
- The team would be dealing with outside vendors (food, decorations, etc).
- Deciding the content of the events (cultural, interactive sessions etc.)

Position: Alumni Networking Team (5): (TE / SE)

Purpose of the position/ Role:

- All the official interactions and networking with the alumni is handled by the team.
- Linking students to alumni in various fields in the form of Mentorship Programs, Internship Drives and Job Opportunities throughout the year.
- Maintaining contacts of all alumni and is responsible for database management.



- Sourcing content for social media, E-mails and look over the database.
- Keeping the alumni updated about the latest events and activities in the college through newsletters.

Major Areas of Responsibility:

- Inviting alumni from different sectors to the college for lecture series, expert talks, and industry insights and also for collaborating with various technical teams of the college.
- Working closely with ASECA(Association of Somaiya Engineering College Alumni) and ensure efficient communication and transparent working of the committee.
- Creating contents for Google forms, feedback forms.
- Preparing reports for every alumni activity.
- Assisting executive heads in organizing alumni events

Position: Alumni Coordination Team (5): (TE / SE)

Purpose of the position/ Role:

- The communication with the alumni and students of KJSCE.
- Linking students to alumni in various fields in the form of Mentorship Programs, Internship Drives and Job Opportunities throughout the year.
- Inviting alumni from different sectors to the college for lecture series, expert talks, industry insights and collaboration with technical teams of the college.

Major Areas of Responsibility:

- Maintain the database of alumni and their details.
- Managing Google Drive docs, feedback forms and handle database of the whole network.
- Coordinating with all departmental faculty in-charge and HOD's for permission and related purposes for events of the Cell throughout the year.



- Assisting executive heads in organizing alumni events

Position: Public Relation Officers (2/3): (TE / SE)

Purpose of the position/ Role:

- The team would be responsible for promotion for any alumni event.
- Needs to keep the college aware of all the events and activities of the Committee and maintaining relation with the Alumni through communication networks.
- Responsible for the digital media presence of the Cell and managing its interactions on various social networks working closely with the Creative Team.

Major Areas of Responsibility:

- They are required to make class to class announcements of events and initiatives taken up by the Cell throughout the year.
- Publicize about the events through posters/banners.
- Keeping the alumni updated about the latest events and activities in the college through newsletters.
- Assisting executive heads in organizing alumni events.

Position: Design Head (2): (TE / SE)

Purpose of the position/ Role:

- Looks after the designing and the creative activities for the committee.
- Responsible for designing all the flexes, banners, photographs and related work.
- Expected to have a good grip over designing and editing software tools.

Major Areas of Responsibility:

- Working closely with the Public Relations' Team for designing content on various social media platforms.
- Assisting executive heads in organizing alumni events.

