



Pune District Education Association's

College of Ayurved & Research Centre

(I.D.No. P.U./P.N./AYU./081/1990)

Sector No. 25, Pradhikaran, Nigdi, Pune-411 044 (Maharashtra State), India.

Phone - 020 - 27653965 / 27659578, Fax :- 020 - 27659578, Website - www.pdeaayurvedcollege.edu.in

E-mail - carc2006@rediffmail.com / carcakurdi@gmail.com Outlook- acrc_akurdi@pdeapune.org



PDEA'S COLLEGE OF AYURVED AND RESEARCH CENTRE-NIGDI -PUNE -44

Strategic Plan /Sop of Alumni Committee

INTRODUCTION:

Pune District Education Association is our parent institute under which our College of Ayurveda and Research centre Nigdi, Pune has flourished in last three decades. Since 1990, the year establishment of college 27 batches have passed out and all our alumni have very much flourished career.

Regular membership in the Association shall be extended to all Registered Alumni, including graduates of PDEAS's College of Ayurved, Nigdi, Pune and all other former students who have earned credit hours towards degree, Post Graduate Degree, Ph.D & Certificate courses.

Honorary members of the Association shall be those members who have evidenced particular interests in the welfare of PDEAS's College of Ayurved, Nigdi, Pune and desired to associate themselves in the activities of this Association shall be admitted.

AIMS

- 1) To support the parent organisations goals and to strengthen the organisation and student's unity.
- 2) To Support a network of Former graduates who will, in turn help to raise the profile of the Institute

OBJECTIVES:

- 1) To keep a record of the all alumni of college and their pertinent data and maintaining the updated and current information of all alumni
- 2) To encourage, foster and promote close relations among the alumni.
- 3) To promote a sustained sense of belongings and to provide the information regarding alumni to parent institute.
- 4) To Raise funds for the development.
- 5) To guide and assist alumni who have recently completed their Graduation from CARC to keep them engage in productive pursuits useful to the society.
- 6) To provide Forum for the alumni for the exchange of ideas on academic, cultural and social issues of the day by organising and co-ordinating reunion activities of the alumni.





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COMPOSITION:

PATRON: Dr. Patil Ragini (Principal & Dean)

Co-Patron: Dr. Thorat Dnyaneshwar
Dr. Gaikwad Dattatraya
Dr. Awari Sunil

President: Dr. Bhondve Abhijit

Vice President: Dr. Sandbhor Sandeep

Executive Secretary: Dr. Joshi Shrikrishna

Joint Secretary: Dr. Jadhav Jayesh

Treasurer: Dr. Mahadar Madhuri

Co-ordinator: Dr. Pathanu Madhu

Working Committee Member: Dr Lad Meenal

Executive

Committee Members: Dr. Bhor Ila
Dr. Bhanage Manisha
Dr. Jadhav Mayura
Dr. Singh Satyendra
Dr Divyashree K.S

ROLES and Responsibilities:

A. PRESIDENT:

The President of the Association will be its chief executive. The President shall preside over all meetings of the Association & all other meetings of the EC members and Board of Directors. The President shall represent the association in and at all functions & Activities required by his or her office, including meeting with Board of Trustees of THE ALUMNI ASSOCIATION OF PDEA'S COLLEGE OF AYURVED, NIGDI, PUNE.





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B. VICE- PRESIDENT:

The Vice- President shall be an assistant to the President of the Association and in the absence of the President shall exercise the power of the president & shall serve on the executive committee.

C. EXECUTIVE SECRETARY:

The Executive Secretary of the Association shall serve on the Executive Committee.

The duties of Executive Secretary are to

I] be the chief assistant to the Association.

II] keep minutes of all Association meetings.

III] be the chief financial officer of the Association.

IV] manage the affairs & daily operations of the Alumni Office.

D. JOINT EXECUTIVE SECRETARY:

The Joint Executive Secretary shall be an assistant to the Executive Secretary of the Association and in the absence of the Executive Secretary shall exercise the power of the Executive Secretary & shall serve on the executive committee.

E. TREASERUR:

The Treasurer shall be responsible for all the financial activities and commitments of the Association. He / She shall be in complete knowledge & authority of handling financial transactions of the Association with consent from the Executive Committee members & shall also serve on the executive committee.

F. CO-ORDINATOR:

The Coordinator shall act as a bridge between the Executive Committee & the subcommittee members. He shall also be functional in coordinating within the Executive Committee.

E. Executive Committee Members:

These members should conduct the various activities of the alumni committee under the guidance of Secretary.

Keep a record of activities.





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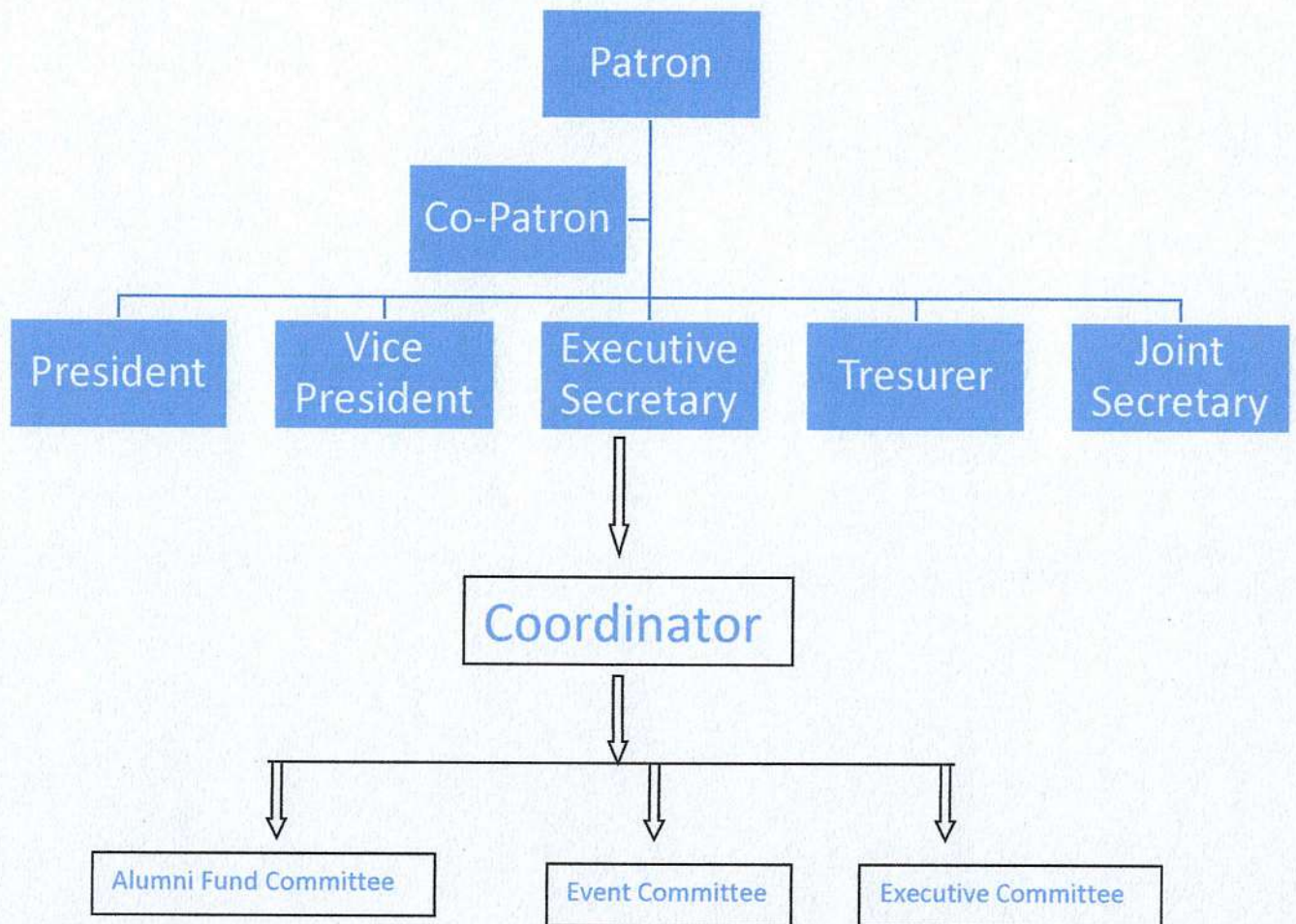
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ORGANOGRAM





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SOP/Strategic plan:

FUNCTIONS:

1.Enrollment of alumni with association: Alumni association shall enrol all the degree holders. The office staff will provide and collect the filled enrolment form with the prescribed registration fees of respective chapter as per bylaws, from the degree holder. The cashier shall provide the receipt with permanent Alumni Id number to the respective Alumni.

2) Activities: alumni association shall conduct at least minimum two activities per year. The activities shall include social activities, donation, carrier guidance seminar, Alumni get to gather, community outreach program etc. the copy of the final activity report with all the related proof for each activity should be given to the president of the governing body in both hard and soft copy. All the activity reports with proof also have to be maintained

3)The Alumni Association will work with 3 Sub Committee's

1] Alumni Fund Committee:

Dr. Swapnil Chaudhari

Dr. Akshay Malshikare

Dr. Dilkhush Tamboli

Dr. Ajit Kadam

Dr. Aishwarya Supekar

2] Event Committee:

Dr. Harshwardhan Gaikwad

Dr. Parth Shinde

Dr. Manisha Babar

Dr. Ahefas Mulani

Dr. Prachi Ghode

3] Executive Committee:

In Addition to selected Executive members at first meeting following members has been nominated as E.C. members of Association.

Dr. Ila Bhor

Dr. Mayura Jadhav

Dr. Manisha Bhanage

Dr. Satyendra Singh

Dr. Divyashree K.S





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CONDUCTION OF MEETINGS:

The meeting is conducted at governing body twice a year. The minutes of meeting will be maintained by the secretary of Governing body of the association. The secretary of governing body shall circulate the agenda at least seven days prior to the commencement of meeting. The secretary shall procure the action taken report as per requirement before commencement of next meeting.

FEED BACK:

Feedback from Alumni regarding curriculum will be taken once a year. The copy of final feedback analysis and report shall be submitted to the President of governing body for further action. The president shall analyse & compile the feedback report.

