



**SHURPARAKA EDUCATIONAL & MEDICAL TRUST'S
M.B. HARRIS COLLEGE OF ARTS &
A. E. KALSEKAR COLLEGE OF COMMERCE & MANAGEMENT**

AFFILIATED TO MUMBAI UNIVERSITY
ACCREDITED "B++" GRADE BY NAAC

Ref. No. _____

Date.: _____

Standard Operating Procedure for Greeting Alumni at A.E. Kalsekar College of Commerce & Management

- 1. Initiate the Welcome Process:** Establish a seamless protocol to warmly receive and engage any alumnus visiting the institution, ensuring a memorable and hospitable experience.
- 2. Extend Invitations and Circulate Details:** Send a formal invitation to the alumnus, while promptly sharing comprehensive details of the visit with all relevant departments and stakeholders across the institution.
- 3. Proactive Coordination:** The faculty and administrative team shall connect with the alumnus in advance to confirm arrangements and address any specific needs or preferences.
- 4. Thorough Preparation:** The Principal or designated head shall oversee all preparations, guaranteeing completion at least one week prior to the scheduled visit to uphold the highest standards of hospitality.
- 5. Hospitality Arrangements:** Organize appropriate refreshments, such as snacks or meals, tailored to the occasion and the alumnus's schedule.
- 6. Warm Reception:** Greet the alumnus with a thoughtful gift emblazoned with the institution's name, symbolizing our enduring gratitude and connection.
- 7. Guided Tour:** Escort the alumnus on a curated tour of the campus, highlighting recent advancements, achievements, and developments to inspire pride and foster ongoing ties.
- 8. Event Facilitation:** If the alumnus is scheduled to deliver a lecture, workshop, or session, make advance arrangements by notifying and preparing the target audience to ensure maximum impact and participation.
- 9. Gather Feedback:** Solicit insightful feedback from the alumnus about their experience to continually refine our engagement practices and strengthen alumni relations.

Approved by:

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