



FACULTY OF AYURVED

PARUL INSTITUTE OF AYURVEDA

RESPONSIBILITIES OF ALUMNI COORDINATOR

1. Acts as a link between Students, Alumni and the Placements Cell.
2. Provides the list of students eligible for placements from time-to-time to the Placements Cell.
3. Keeps close contact with Placements Cell on daily basis for information and circulate the same to concerned students, HoD and others related in the matter.
4. Highlights the absentees' names along with Roll numbers and provide the same to the Placements Cell and HoD.
5. Provides information with regard to the students going abroad for higher education to the Placements Cell from time-to-time so that Placements Cell can update its database that can be shared later with the junior students whenever a need arises.
6. Facilitates in up-gradation of the students' skill sets commensurate with the expectations of the industry.
7. Interacts with students of parent department with regard to any issues and bring the same to the notice of the Placements Cell in written form.
8. Provides suggestions in improving the functioning of the Placements Cell may also be given in written form to the Placements Cell.
9. Attends all meetings called by Placements Cell and conveys the outcomes of such meetings to the concerned students, and HoD.
10. Facilitates printing the material provided for students (testing material, reading material, etc.) by Placements Cell.
11. Facilitates Placements Cell in procuring any material that may be of



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some value addition to the students as suggested by Placements Cell.

12. Contacts alumni of the department and finding the various opportunities that may be available to students for internships, placements, etc. in the organization in which alumni is working.
13. Contacts alumni and apprises them about the various activities undertaken by the institute.
 - a. Contacts the alumni and requests them to deliver some lectures for the benefit of the department's students (lectures on special topics of relevance, career guidance to students, etc.)
 - b. Contacts the alumni and requests them to attend alumni association meeting conducted from time-to-time.
14. Maintains database of the department's alumni and sharing the same with the Placements Cell.
15. Keeps close contact with alumni who went for higher education and enquire vis-à-vis their well being and performance and share the same with the HoD, and the Placements Cell. Passes this information to the students concerned on request.