

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

**K.J.SOMAIYA COLLEGE OF ENGINEERING**

**ALUMNI CELL**

2019-20

**ALUMNI EXECUTIVE HEAD**



**DHAIRYA PAREKH**

TE – IT

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



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(Autonomous College Affiliated to University of Mumbai)

**Jt. EXECUTIVE HEAD, ALUMNI RELATIONS**



**DRISHTI JAIN**

TE- IT

**Jt. EXECUTIVE HEAD, OPERATIONS**



**ANUJ SHAH**

TE - COMPUTER

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**NETWORKING & MARKETING TEAM**

**TEAM HEAD**



**ROHAN VAKIL**

TE-EXTC

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**ANUSHKA SINHA**

SE-EXTC



**VIPUL DUBE**

SE - EXTC



**ESHA PONDA**

SE – EXTC



**BHARVI ACHARYA**

SE – EXTC

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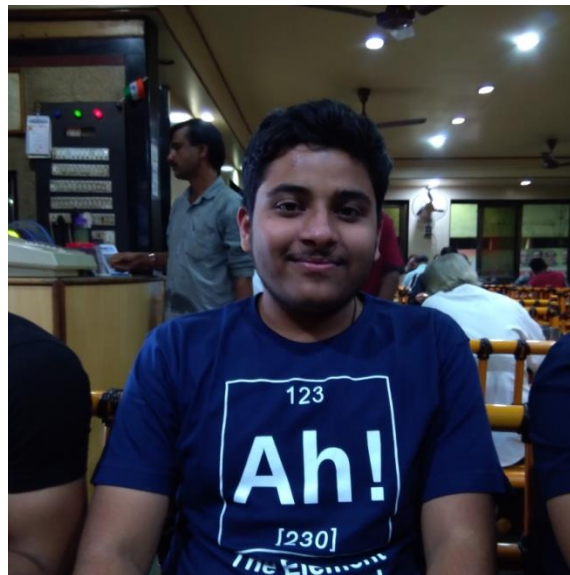
**EVENTS & LOGISTICS TEAM**



**AMAN CHOUBEY**  
SE -EXTC



**VIKAS GUPTA**  
SE – IT



**VEDANT KONDE**  
SE-EXTC

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**DESIGN & SOCIAL MEDIA TEAM**

**TEAM HEAD**



**SHAILEE PATEL**  
TE- IT



**TOSHIT MANGLANI**  
SE- EXTC

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**YASH ACHARYA**

BE-EXTC



**TARUN LOHANA**

BE-COMPUTER



**PRANAVI CHOUDARY**

BE-COMPUTER

## ALUMNI CELL FACULTY IN-CHARGE



**Prof ROHINI NAIR**  
COMPUTER

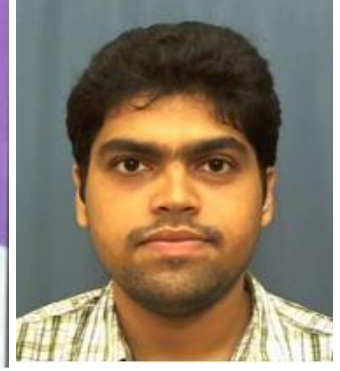




Prof Rupali Patil



Prof Ankit Khivsara



Prof Ameya Gawade

## EXTC

## ETRX



Prof Bharathi Khedkar



Prof Makarand Kulkarni

## Mechanical



Prof Priyanka Patil



Prof Prashant Yelpale

## Information Technology



Prof Era Johri



Prof Chirag Desai

## COMPUTER



Prof Rohini Nair

## **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.
    - Arrangements for the sessions in various seminar halls followed by lunch



- in the boardroom
  - 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
  - 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)

Jt. Executive Heads (2)

Networking &Marketing Team (5)

Event & Logistics Team (5)

Design &Social Media (2/3)

**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

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: Networking & Marketing 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: Event & Logistics Team (3):

(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: Design & Social Media Team(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.