

**St. Anthony's College Shillong Alumni Association**

**SACSAA**

**POLICY FOR ORGANISING  
DEPARTMENT-LEVEL ALUMNI MEET**

*Under the General Constitution of SACSAA*

<b>Policy Owner</b>	St. Anthony's College Shillong Alumni Association (SACSAA)
<b>Applicable To</b>	All departments, centres and recognized academic units of St. Anthony's College, Shillong
<b>Website</b>	<a href="http://alumni.anthonys.ac.in">http://alumni.anthonys.ac.in</a>
<b>Status</b>	Approved

**Policy Statement**

Individual departments of St. Anthony's College, Shillong may organize their own alumni meets in coordination with SACSAA. Such events shall remain aligned with the parent Constitution of SACSAA. At least three members from the SACSAA General Body shall be invited, finances shall be managed internally by the department concerned, and SACSAA shall extend all possible non-financial and institutional support. There are no financial implications either way.

**1. Preamble**

The St. Anthony's College Shillong Alumni Association, popularly known as SACSAA, is the official alumni association of St. Anthony's College, Shillong. It functions as the parent alumni body of the College and seeks to strengthen the bond between the institution and its alumni across batches, departments, regions and professions.

While SACSAA remains the general and central alumni body of the College, individual departments may organize their own alumni meets, reunions, interactions, mentoring sessions, professional networking programmes or department-specific alumni events. Such initiatives are encouraged as they strengthen departmental identity, academic networking, student support, career guidance and alumni engagement.

This policy provides a clear framework for departments to organize alumni events while maintaining proper coordination with SACSAA and respecting the general constitution and objectives of the parent alumni body.

**2. Purpose of the Policy**

1. To encourage departments to engage meaningfully with their alumni.
2. To provide a common procedure for organizing department-level alumni meets.

3. To ensure that departmental alumni activities remain aligned with the vision, mission, values and constitution of SACSAA.
4. To promote coordination between departments and the general alumni body.
5. To clarify matters related to representation, communication, finance, documentation and support.
6. To avoid duplication, confusion or conflict between department-level alumni activities and the parent alumni association.

### **3. Scope of the Policy**

This policy applies to all academic departments, centres, units and recognized academic bodies of St. Anthony's College, Shillong, which wish to organize alumni-related activities at the departmental level.

- Department alumni meets and batch reunions.
- Career guidance sessions by alumni
- Alumni-student mentoring programmes
- Professional networking events
- Felicitation of distinguished alumni
- Department foundation day alumni interactions
- Fundraising for department-specific academic support, where permitted
- Alumni lectures, seminars, workshops or panel discussions

### **4. Relationship with the Parent Body of SACSAA**

7. SACSAA shall remain the official parent alumni body of St. Anthony's College, Shillong.
8. Department-level alumni events shall function under the broad guidance and goodwill of SACSAA.
9. Departmental alumni meet shall not be treated as separate or parallel alumni associations unless formally permitted by the competent authority of the College and SACSAA.
10. All department-level alumni initiatives shall respect the general constitution, rules, objectives and values of SACSAA.
11. Departments may use the name of SACSAA in the event communication only with proper coordination and approval from the designated SACSAA office bearers.

### **5. Permission to Organize Department-Level Alumni Meets**

Individual departments of St. Anthony's College, Shillong, are permitted and encouraged to organize their own alumni meets, provided that:

12. The event is organized in consultation with the College Authorities.
13. The department informs SACSAA in writing in advance about the proposed event.
14. The event is aligned with alumni engagement, academic enrichment, institutional bonding, student welfare or departmental development.
15. The event does not conflict with any major SACSAA event or official College events.
16. The department follows the financial and reporting guidelines mentioned in this policy.

### **6. Representation from SACSAA General Body**

17. At least three members from the SACSAA General Body shall be invited to every department-level alumni meet.

18. These members may include office bearers, executive members or other members nominated by SACSAA.
19. The role of SACSAA representatives shall be to extend support and goodwill, brief alumni about SACSAA, encourage registration with SACSAA, ensure coordination, and offer guidance where required.
20. The presence of SACSAA representatives shall not interfere with the internal functioning of the department event but shall strengthen institutional coordination.

## **7. Financial Management**

21. All expenses related to department-level alumni meets shall be managed internally by the concerned department.
22. SACSAA shall not be financially responsible for expenses incurred by department-level alumni events unless prior written approval or special support has been granted.
23. The department may raise funds through voluntary alumni contributions, departmental arrangements, permitted sponsorship, registration fees, or contributions from well-wishers subject to institutional norms.
24. All financial transactions must be transparent, accountable and properly recorded.
25. The department should maintain a simple statement of income and expenditure for the event.
26. Any surplus amount should be used only for departmental alumni activities, student support, academic enrichment or other purposes approved by the department and College authority.
27. No fundraising shall be done by the department in the name of SACSAA unless approved by SACSAA.

## **8. Support from SACSAA**

Although the concerned department shall internally manage finances, SACSAA may extend non-financial and institutional support, including:

- Sharing alumni contact networks, where available and appropriate.
- Helping in communication and outreach to alumni.
- Publicizing the event through SACSAA platforms.
- Encouraging alumni registration on the official SACSAA portal.
- Providing guidance on programme structure.
- Assisting in identifying distinguished alumni speakers or guests.
- Offering templates for invitations, registration forms, feedback forms and reports.
- Providing institutional goodwill and representation.
- Helping to document and archive the event for future alumni records.

## **9. Responsibilities of the Department**

28. Planning and conducting the alumni meet.
29. Preparing the programme schedule.
30. Inviting alumni, faculty, students and SACSAA representatives.
31. Managing venue, hospitality, logistics and communication.
32. Handling the finances of the event.
33. Maintaining attendance and registration records.
34. Encouraging alumni to register with SACSAA (<http://alumni.anthonys.ac.in> )

35. Submitting a brief report to SACSAA after the event in the template shared
36. Ensuring that the event reflects the dignity, values and reputation of St. Anthony's College, Shillong.

## **10. Responsibilities of SACSAA**

37. Supporting departments in alumni outreach and coordination.
38. Nominating or confirming at least three General Body members to attend the department-level event.
39. Providing guidance on maintaining alignment with SACSAA objectives.
40. Encouraging the integration of departmental alumni into the larger SACSAA network.
41. Helping departments document and promote successful alumni initiatives.
42. Maintaining records of department-level alumni events.
43. Offering advice on alumni engagement, mentoring and institutional networking.

## **11. Registration of Alumni**

44. All alumni attending department-level alumni meets shall be encouraged to register with SACSAA through the official alumni portal (<http://alumni.anthonys.ac.in> )
45. Departments may collect updated alumni contact details during the event and share them with SACSAA for official alumni records.
46. Department-level alumni groups, mailing lists or databases should ideally be linked with the larger SACSAA database for better coordination.
47. Care shall be taken to respect privacy and responsible use of alumni contact information.

## **12. Use of Name, Logo and Communication**

48. Departments may mention that the alumni meet is organized “in coordination with SACSAA” or “with support from SACSAA,” where applicable.
49. Use of the SACSAA logo, official name or branding must be done with prior permission.
50. Public announcements, posters, banners, brochures and social media posts should maintain the dignity and official identity of the College and SACSAA.
51. Any public communication must clearly mention the organizing department.

Suggested event credit line: Organized by the Department of \_\_\_\_\_, St. Anthony's College, Shillong, in coordination with St. Anthony's College Shillong Alumni Association — SACSAA.

## **13. Documentation and Reporting**

After the event, the department shall submit a brief report to SACSAA within a reasonable time, preferably within two weeks. The report may include:

- Name of the department; date, time and venue of the alumni meet.
- Number of alumni participants and names of SACSAA General Body members present.
- Major highlights of the programme and suggestions or feedback received.
- Photographs, media links and future plans for alumni engagement.
- Brief financial statement, if required internally by the department or College authority.

## **14. Coordination with College Authority**

52. Department-level alumni meets should be conducted with the knowledge and approval of the Head of the Institution, the Principal.

53. Wherever necessary, permission may be obtained from the principal or the competent College authority.
54. If the event involves the use of college infrastructure, official guests, fundraising, media coverage or external sponsorship, proper institutional approval shall be obtained.

### **15. Code of Conduct**

All department-level alumni activities shall uphold:

- The values and reputation of St. Anthony's College, Shillong.
- Respectful and inclusive participation.
- Transparency in communication and finance.
- Proper academic and institutional decorum.
- Responsible use of alumni data.
- No political, communal, divisive or commercial misuse of the alumni platform.
- No activity that weakens or contradicts the role of SACSAA as the parent alumni body.

### **16. Integration with SACSAA Activities**

55. Departments should encourage alumni to participate in general SACSAA events.
56. Department alumni coordinators may share updates with SACSAA.
57. Distinguished alumni identified by departments may be recommended for SACSAA programmes, talks, mentoring or felicitation.
58. Department-level alumni records may be integrated into the general alumni database, subject to privacy norms.
59. Departments may collaborate with SACSAA for larger alumni conventions, career fairs, mentoring programmes and social initiatives.

### **17. Review of the Policy**

This policy may be reviewed from time to time by SACSAA in consultation with the College authority and department representatives. Amendments may be made to improve coordination, accountability and the effectiveness of alumni engagement.

### **18. Conclusion**

Department-level alumni meetings are a valuable way of strengthening the relationship between alumni, students, faculty, departments and the College. Such events help build academic networks, professional mentoring opportunities, departmental pride and institutional loyalty.

SACSAA welcomes and supports these initiatives, provided they remain coordinated with the parent alumni body and uphold the values of St. Anthony's College, Shillong. Through this policy, departments are encouraged to organize meaningful alumni activities while ensuring proper representation, transparency, financial responsibility and institutional unity.

### **19. Approval Note**

This policy may be approved by the Executive Committee/General Body of SACSAA and placed on record as the official guideline for department-level alumni meets under the St. Anthony's College Shillong Alumni Association.

**Approved by**

*Executive Members of SACSAA*

**Date**

17<sup>th</sup> April 2026

**Name and Designation**

**Deep Gurung, President; Fr. Joby Joseph sdb, Delegate**

**Signature**



**Appendix: Quick Checklist for Department Alumni Meets**

No.	Requirement	Check List
1	Consultation with Head of Department completed	
2	SACSAA informed us about the proposed event	
3	At least three SACSAA General Body members invited	
4	Venue, date, time and programme finalized	
5	Alumni invitation and registration process arranged	
6	Finance arranged internally by the department	
7	Income and expenditure record maintained	
8	SACSAA registration to be promoted among the alumni ( <a href="http://alumni.anthonys.ac.in">http://alumni.anthonys.ac.in</a> )	
9	Photographs and documentation to be collected	
10	Post-event report to be submitted to SACSAA as per the template	