

## NOTIFICATION

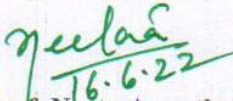
Ref.: GLBGI/DO/2022/025

Date: 16/06/2022

This is to inform that **Mr. Sanjiv Singh**, Asstt. Professor in the department of Computer Science & Engineering is hereby given an additional responsibility of **Faculty Incharge - Alumni Relations Cell** with immediate effect till further orders.

The primary responsibility, but not limited to, shall be as follows –

1. Invite Alumni Registrations, Promotes and fosters effective alumni relations through written as well as oral communications.
2. To develop, design and arrange publicity and promotional materials for alumni functions/events and/or services under the guidance of the Director and/or assigned person by the Director.
3. To coordinate and develop alumni relations, recommends long and short-range goals and overall direction of alumni programs.
4. Plan, coordinate and schedule all logistical details and make necessary arrangements for programs and/or services in assigned area of responsibility.
5. Perform necessary administrative functions such as record keeping, reports, correspondence, program budget oversight, etc.
6. Seeks to develop and establish new alumni chapters, programs and services, as & when assigned.
7. Evaluate and monitor effectiveness of programs/services and identify problems, and recommend improvements.
8. Performs other related duties as & when required and/or assigned.

  
16.6.22  
**Prof. Neeta Awasthy**  
**Director**

Copy to

- Registrar
- Dean-Student Welfare
- HoDs
- Coordinator-IQAC
- **Mr. Sanjiv Singh, Asstt. Professor:** To take charge with immediate effect.
- All faculty & staff members
- **Web Master:** To upload at our college website.