

Alumni Portal

Introduction

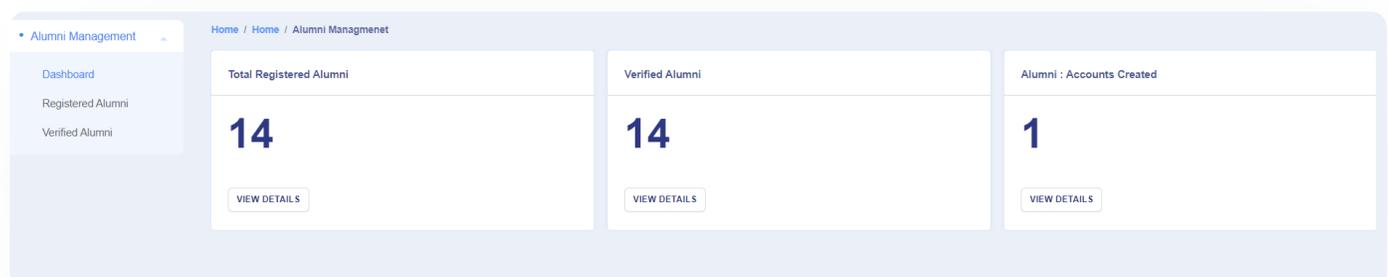
The Alumni module aims to build a system that will handle alumni requests and manage alumni data of a college, providing easy access to the same. It will have three types of users:-

- **Admin:** The admin will be responsible for approving incoming alumni. The admin will also have to ensure that graduating students are shifted into the alumni module.
- **Alumni_ou_admin:** The Organisational Unit admin will be responsible for approving incoming department alumni. The admin will also have to ensure that graduating department students are shifted into the alumni module.
- **Alumni:** An alumnus of the college will be able to access other alumni information and also will be able to view all their contact information (unless it is made private).

Dashboard

A dashboard is a visual display of all relevant data. Its primary intention is to provide information at-a-glance. The Alumni Module Dashboard shows:

1. Total Registered Alumni
2. Verified Alumni
3. Alumni: Account Created



When the student graduates from the university/College, s/he becomes alumni of the university. All Registered Alumni will be reflected here. After registration, the request goes to the admin for approval and appears in this section. Admin can then click on the Approve button to approve the request.

Verified Alumni

When the admin approves the list of students and requests registered as alumni, then the list of verified alumni details will appear in this section.

Add Alumni

Admin can add the list of verified alumni by clicking on the "Add Alumni" button present on the top right side of the portal and fill in the required details:

1. Programme (Select from the drop-down)
2. Name
3. Year of Passing(Select from the Calendar)
4. Enrollment Number
5. Institute/College/Department(Select from the drop-down)
6. Mobile
7. Email

Import Alumni

Admin can add the bulk alumni by clicking on the "Import Alumni" button.

After clicking on the "Import Alumni," an Import Alumni will open; for downloading the prescribed format, click on the "Download Excel Format" button.

Fill all the details in the "Excel Sheet" in the prescribed format to save the excel file. The details which are needed:

1. Name
 2. Programme_code
 3. Year of Passing
 4. Enrolment Number
 5. OU Code
 6. Mobile
-

then select the file.

To upload the selected excel file, users have to click on the button "Upload The File", then the next page reflects all the data of the file that will be uploaded into the system. Users can check the data then click on the "Submit" button to finally upload the file.

Send Account Creation Email

Admin can send the bulk Account creation email to Alumni. Admin selects the Alumni and then clicks on the "Send Account Creation Email". It will send the email to all selected Alumni.

Admin can send the Account creation email to Alumni. Admin selects the Alumni and then clicks on the Email icon. It will send the email to all selected Alumni.

Settings

This section contains the configuration detail related to the Alumni Management module.

Only the admin with the rights of Alumni_Admin can view and access it. The Alumni settings contain:

1. Mail Templates
2. OU Admin Mappings

Mail Templates

These Settings show all the email templates, and the admin can create email templates for sending emails to the Alumni by clicking on "Create Mail Template".

After clicking on "Create Mail Template," the admin have filled in all details and save:

1. Mail- Mail type
2. Subject - Subject of the email
3. Mail Body- It includes all the necessary details.
4. Status- Active or inactive status

OU Admin Mappings

Admin can view the details by clicking on the icon available in front of every entry.

Admin can edit/update the details by clicking on the icon available.

Logins

There will be three types of the login:

Alumni_Admin

who can approve the request of students to be alumni of the university and can add verified alumni details.

Steps to be followed

Step 1:- Login as Alumni admin to view the Alumni Section.

Step 2:- To approve the request of students to be alumni of the university, go to "Registered Alumni".

Step 3:- To add verified alumni details, go to "Verified Alumni".

Step 4:- Send Account creation email to Verified Alumni.

Alumni_ou_admin

Who can approve the request of their department students to be alumni of the university and can add verified alumni details.

The Alumni Admin User ID:

1. Dashboard
2. Registered Alumni
3. Verified Alumni

Steps to be followed

Step 1:- Login as Alumni admin to view the Alumni Section.

Step 2:- To approve the request of students to be alumni of the university, go to "Registered Alumni".

Step 3:- To add verified alumni details, go to "Verified Alumni".

Alumni_user

Alumni users can log in to their accounts by click on the link provided by the university. Alumni have to click on "here".

After clicking on the link, the user can create his password for login.

Then Alumni users have to login into the portal by using their credentials.

The Alumni User has:

1. Personal Details
2. Programs Studied in University/HEI.
3. Qualification
4. Experience

Personal Details

The Alumni User can view their details and also update details by clicking on "Edit Profile".

TEST
Enrollment No: 34654654456

9988776655
hemex68893@britten.com

Personal Details [Edit Profile](#)

Full Name	TEST	Year of Passing	2013
Programme	Bachelor of Science(Computer Science)	Gender	
Enrollment No.	34654654456	Category	
Date of Birth		Nationality	NA
Marital Status	NA	Email	hemex68893@britten.com
Mobile Number	9988776655	Highest Qualification	
Guardian Name		Employer's name	
Employment Status	NA		
Address			

After clicking on the button, the update profile will open, and the user can update their details.

1. Guardian Name
2. Category
3. Nationality
4. Gender

-
7. Employment Status
 8. Employer Name
 9. Highest Qualification
 10. Add Photo
 11. Add Resume (in pdf or Doc formats)
 12. Address
 13. Social Media profiles like LinkedIn, Facebook, Instagram.

Programs Studied in University/HEI

The Alumni User can view their Programme studied in University/HEI details, and they can add details by clicking on "Add".

After clicking on the "Add" button, the Alumni users can add the details.

1. Organisational Unit (Department Name)
2. Programme (Programme Studied)
3. Year of passing

Qualifications

The Alumni User can add their Qualification details by clicking on "Add".

After clicking on the "Add" button, Alumni users can add the details.

1. Level (Bachelor, Master, PhD)
2. Degree (Programme Studied)
3. Result Type (Percentage or Grade)
4. Aggregate Score
5. Year
6. Institute (Name of the Institute)

Experience

The Alumni User can add their Experience by clicking on "Add".

After clicking on the "Add" button, the Alumni user can add the details.

1. Name of Institute /Organisation
 2. Designation
-

5. From Date (Start Date)

6. To date (End Date)

Steps to be followed

Step 1:- Click on the link provided by University/HEI.

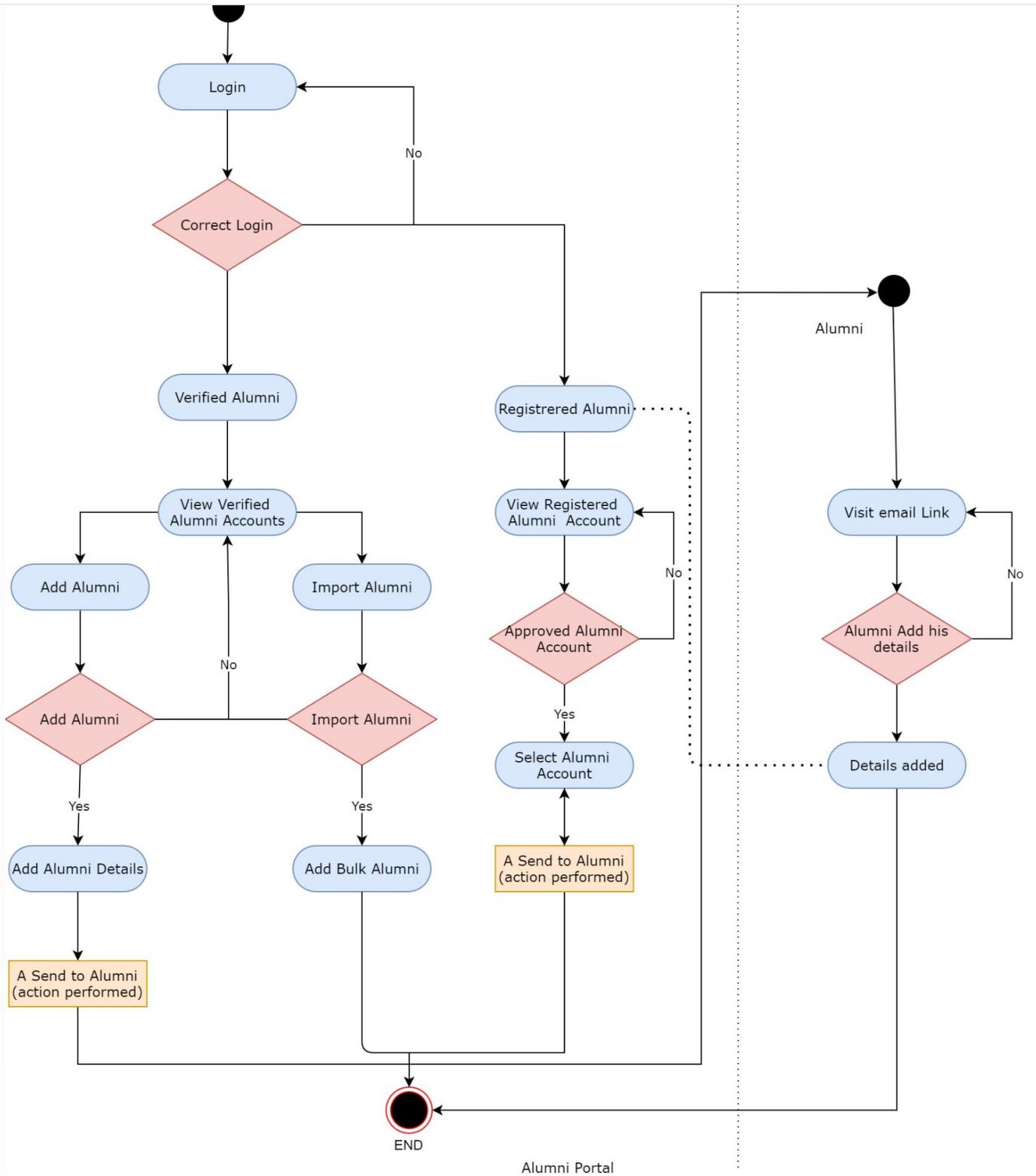
Step 2:- Submit the password.

Step 3:- Log in using the User ID and Password.

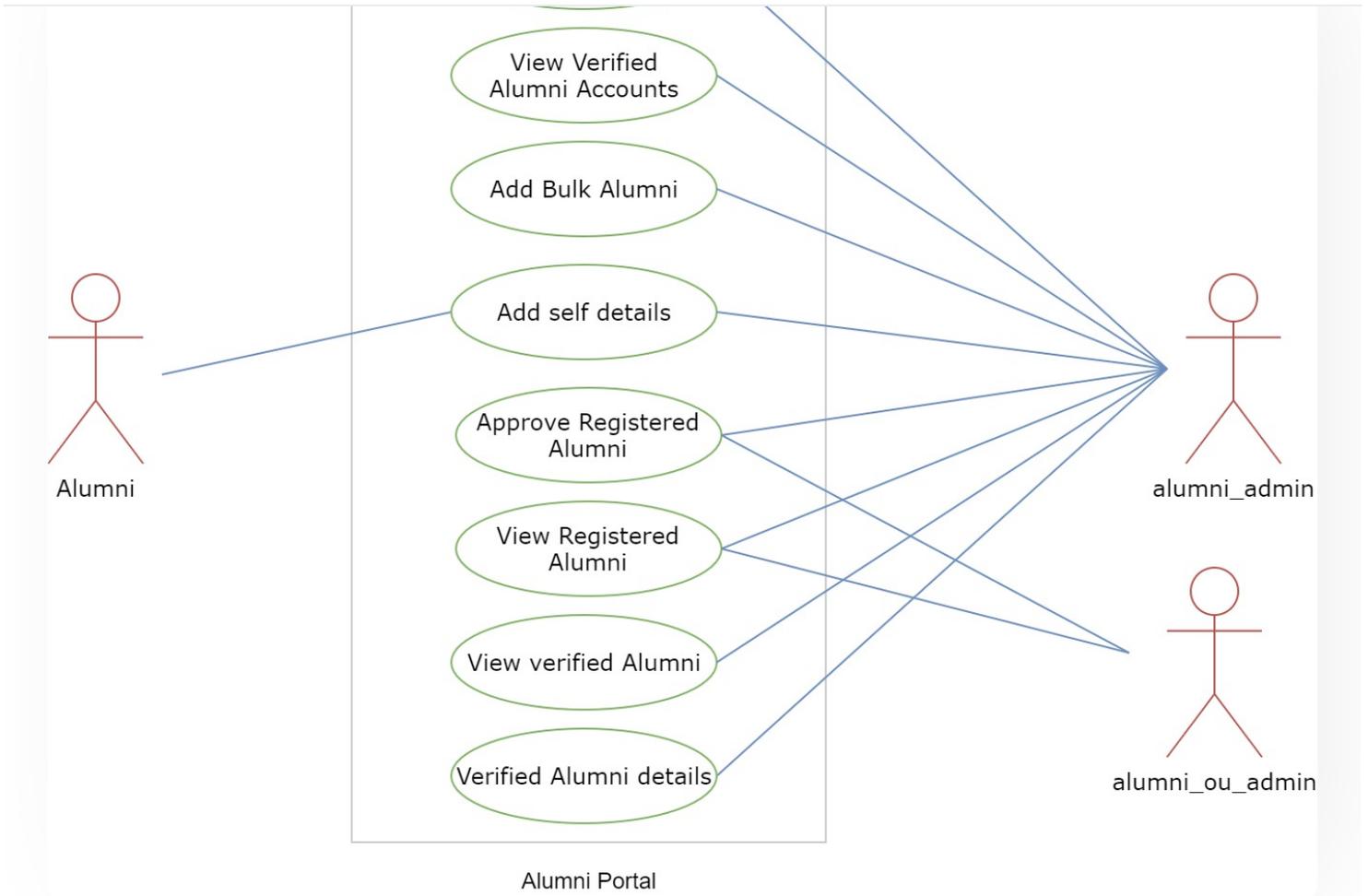
Step 4:- Add/update profile details, Programme Studied, Qualification, and Experience.

Diagram

Activity Diagram



Use Case Diagram



External Resources

[Module Training Video ↗](#)

[Edit this page](#)

[← Affiliation Management](#)

[Bill Tracking System →](#)

INTRO

Getting Started

ACADEMICS

Academics

[Alumni Portal](#)

Evaluation & Grading

Evaluation & Grading (for evaluator)

Hostel Management

Programme Management System

Student Feedback Management

Training and Placement

ACCOUNTS & FINANCE

Bill Tracking System

Budget & Accounts

Endowment

Payroll Management System

Research Project & Management System

ADMISSIONS

CU Admission Userguide

CUCET Administrative Portal - CUSB

CUCET User Guide for Registration 2021

DU Admission - PG

DU Admission - UG

DU Admission Backend

BASE MODULES

University Profile - Organizational Unit & Organigram

User Administration

Minutes Resolutions Archive Retrieval System
University Web Portal - Technical Document

EMPLOYEE SERVICES

Career Advancement Scheme
Employee Management - Admin
Employee Management - Non Teaching
Employee Management - Teaching
Knowledge
Leave Management System
ToT Management

GOVERNANCE

Affiliation Management
Estate Management System
File Management & Tracking System
Inventory Management System
IT Service Desk
Legal Case Management System
Residence Allocation (E-housing)
RTI Management System

RECRUITMENT

Recruitment Management (Candidate Portal) - Non-Teaching
Recruitment Management (Candidate Portal) - Teaching

Screening Process of Non-Teaching Recruitment
Screening Process of Teaching Recruitment
Screening Process of Teaching Recruitment- University of Delhi
Recruitment Management System (Teaching) - Admin Portal

Essential Services

Grievance Management

Health Management System

Security Management System

Sports Management System

Transport Management System