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Date 6/7/22

From

**Shri Anupam Saha, IAS**  
SPD, OSEPA & Member Secretary,  
Mo School Abhiyan Parichalana Sangathan

To

**All District Education Officers,  
Odisha,**

Sub: Creation of Alumni database and formation of Alumni committee at school level

Madam/Sir,

With reference to the subject cited above, I am to intimate you that a decision has been taken in the 9<sup>th</sup> Governing Council Meeting of Mo School Abhiyan Parichalana Sangathan, held on dated 11. 02. 2022 regarding the creation of Alumni Database and formation of Alumni Committee to bring ahead the vision of Mo School and inspiring the service contribution made by the alumni for their respective schools. The purpose of formation of this Alumni Committee is to promote sports, science, cultural and other aspirational activities among students through service contribution. The approved guidelines and format for the formation of school level Alumni Committee and Database is attached for the reference at Annexure-I & Annexure-II.

It is therefore, requested to take necessary steps for formation of school level alumni committee in consultation with Alumni/Alumni groups/Mo School committee. The schools may be advised to upload the alumni database in micro website or submit the database electronically to Mo School through Email: alumni.moschool@gmail.com

This is for favour of your kind information and necessary action.

Yours Faithfully,

**SPD, OSEPA & Member Secretary,  
Mo School Abhiyan Parichalana Sangathan**

**MO SCHOOL ABHIYAN PARICALANA SANGATHAN**

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**Notes on formation of School Level Alumni Committee and School Alumni Database**

Pursuant to the decision taken in the 9<sup>th</sup> meeting of the Governing Council of Mo school Abhiyan Parichalana Sangathan (MSAPS) held on 11.2.2022, each school will create its alumni database and form the school level Alumni committee to take forward the vision of Mo school in the long run and to encourage the service contribution for the holistic development of the schools. The alumni data base of the school shall have the details of information of the alumni with current address and contact details including the current profession. The format for the data base is attached for ready reference at Annexure-1 The details of the alumni data base shall be communicated to the office of Mo School through the DEO for record.

The Governing Council further instruct to form a school level alumni committee to promote sports, science, and cultural activities among students. The formation of the committee will be made through following procedure.

**Formation process**

- There shall be a school level alumni committee at each school of the state.
- The Head teacher at the school will convene a meeting of the alumni, SMDC/SMC & student representatives for formation of the school level alumni committee of the school. In the meeting the Chairperson, Vice Chairperson, and members to be selected. The objective for the formation of the committee will be communicated to all the participants before the selection of the committee. The resolution to that effect signed by all the participants along with the details of the committee shall be communicated to Mo School through the DEO for record.
- The HM will nominate a teacher at the school to act as nodal person for the committee. The nodal teacher at the school will act a bridge between the school and the alumni.

**Membership**

- The alumni committee will consist of 9 members form among the alumni, students, teacher and SMC/SMDC of the school. The following shall be the members of the alumni committee at school level.

Sl No	Present position	Designation in the committee
1.	Alumni representative	Chairperson
2.	Alumni representative	Vice chairperson
3.	Women Alumni representative	Member
4.	Nodal Teacher	Member
5.	Student representative, Boy	Member
6.	Student representative, Girl	Member
7.	Representative of SMDC	Member
8.	Representative of SMC	Member
9.	Alumni representative	Member convenor

### **Functions, Management, and the Role of the Committee**

- The committee shall meet at least once in every month. The quorum of the committee shall be no less than  $\frac{1}{2}$  of the total strength of the committee for the proceedings of the meeting to be valid.
- The role of the committee will be to take forward the mission of service volunteering at the school level.
- To undertake all activities necessary for the fulfilment of the vision and objective of the alumni connect program to establish the link between Alumni and school.
- To develop the annual action plan for the alumni on different aspirational activities which will contribute to the overall development of the existing students such as Science exhibition, cultural event, sports & game, students' aspiration, alumni talk etc.

### **Duration (tenure) of the committee**

The tenure of the committee shall be one year from the date of formation at school level. However, the membership of any member in the alumni committee may be revoked through a resolution in the committee on the ground of consistent absence of three or more consecutive meetings and unsoundness of mind or actions that compromises the autonomy and objective of such committee.

### Annexure -1

[illegible]