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## ALUMNI RELATIONS POLICY

Policy Title	Alumni Relations Policy
Policy Owner	Amity Institute of Higher Education, Mauritius (AIHE)
Policy Version	Versions Control: 1.0 (October 2023)  Current Version: 1.0 (October 2023)
Responsible Office	Marketing Department
Contact Information	Questions concerning the policies should be directed to the Registrar of Amity Institute of Higher Education (Mauritius)
Policy Review Frequency	Once in 3 Years
Pertinent Dates	Approved Date: October 2023 Date of Next Review: October 2026
Approved By	October 2023 Academic Council Meeting and SENATE of AMITY Institute of Higher Education (AIHE)
Entities Affected by This Policy	AIHE faculty, staff, and alumni

Who Needs to Know About This Policy	This policy governs AIHE employees engaged in activities related to Institution's Alumni.
Reason for Policy / Purpose	The Alumni Relations Policies provide all departments within AIHE with consistent language and operating principles when they associate with the alumni. It also provides structure for how alumni groups are developed. This will help ensure efforts to engage alumni are efficient, are aligned with overall goals, and provide a uniform positive experience for alumni. The objectives aim at fostering a sense of community, maintaining relationships, promoting engagement, and leveraging support for the institution's initiatives.

#### **Alumnus/i of AIHE:**

- Student graduated at AIHE is automatically considered as alumnus

#### **Policy Purpose:**

AIHE's Institution's relationship with its alumni is to be governed by a formal framework, and this formal framework is established by the AIHE's alumni policy, which also outlines engagement and connection-keeping tactics with graduated students

#### **Scope and Application of this Policy**

The scope of an Alumni Policy is wide-ranging because it aims to foster a strong and enduring relationship between AIHE and its alumni, leveraging the valuable resources, experience, and support that alumni can provide to AIHE while also serving the needs and interests of the alumni themselves.

## **Policy Statement:**

AIHE's commitment towards interacting positively and in a way that benefits both parties (AIHE and Alumni) are outlined in this alumni policy document, which is a brief but official declaration. It establishes the tone for how AIHE intends to communicate with its alumnus and what AIHE can anticipate from their alumni.

## **POLCIY FRAMEWORK**

### **1. Alumni Data, Database Management and Requesting Alumni Information**

- Alumni data, including contact information, academic history, and engagement preferences are collected by the Marketing Department and accurately maintained.
- Alumni information, databases and records are confidential. They may not be disclosed or shared with any individual, group, or entity, except for a legitimate Institutional related activity within AIHE while protecting the privacy and use of this data.
- Alumni data are used for alumni relations purposes only and consent is sought for specific communication activities.
- Alumni could refer the existing students for Internship / Placement / Employability in the company / Organisation they work.

### **2. Procedure for approaching Alumni Information from AIHE**

#### **A. Who can request Alumni Information:**

- Any universities or institutions where the alumni are pursuing further studies

#### **B. Purpose for Requesting Alumni Information**

- Information from the alumni database is not available for release for commercial or political purposes at any time.

- Alumni requesting information on other alumni is prohibited.
- Other universities or institutions seeking demographic data of an alumni with degrees from AIHE can be provided with information for legitimate purpose or activity only.
- The information provided will be limited to the alumni who are affiliated with the requesting university or institute only and for the specific purpose or activity.
  - Requests are approved mainly for university-related activities.
  - Alumni information provided may only be used for the purpose described in the request.
  - Absolute confidentiality of the information provided is imperative and is the responsibility of the requestor.
  - Transfer of the information to another party is strictly prohibited.

### **3. Communication and Engagement**

- Communication with alumni should be organized. Alumni must receive written or electronic communications containing information of relevance and interest.
- Staff and faculty members should ensure convenient and timely communication with the alumni.
- Alumni may request no contact / contact to be removed from AIHE alumni records. This should be respected.
- Email is the proper platform to be utilized for alumni communication and engagement.
- The type of content that will be shared by AIHE are university news, alumni success stories, career development resources, and event invitations.

### **4. Alumni Events and Programs**

- Alumni events, including reunions and networking activities are organised.

### **6. Alumni Recognition and Awards**

- Mechanisms are established to recognize and honour alumni achievements through awards, accolades, and speeches.

### **7. Student Referral Policy**

- As part of AIHE recruitment strategy, for any intake, an alumnus who refer a new student to join AIHE (Mauritius) obtain a financial reward of 10% of the first-year fees of the referred student (15% effective form June 2023)

Conditions:

10% commission ((15% effective form June 2023) is received only after successful enrolment of a student. After AIHE (Mauritius) have received, in its bank account, the new student's full tuition fees. Note that this offer is applicable for the collection of the full tuition fees.

### **DISCLAIMER**

This document may be subjected to change upon the directions and instructions of Senate / Academic Council. The changes once approved by AIHE's respective Councils and Boards, will be mentioned and notified to accreditation body – Higher Education Commission (HEC) by the Vice Chancellor of AIHE.

### **ANNEXURE 1:**

#### **ALUMNI FEEDBACK FORM TEMPLATE:**

Dear Alumni of AMITY (Mauritius)

Good day to you.

I invite you to fill in this short questionnaire and give me your views on your journey at AMITY (Mauritius). Your feedback will be invaluable for me to assess your perception and challenges of your journey at AMITY (Mauritius) so that I may improve these for future cohorts of students.



Your feedback will also be useful to enhance student life and students' experience at AMITY(Mauritius).

I invite you to fill in this short questionnaire and give me your views on your journey at AMITY (Mauritius). Your feedback will be invaluable for me to assess your perception and challenges of your journey at AMITY (Mauritius) so that I may improve these for future cohorts of students.

Your feedback will also be useful to enhance student life and students' experience at AMITY(Mauritius).

I invite you to come forward and give me your honest, free and frank anonymous feedback. With kind regards

Vice-Chancellor, AIHE

\* Required

1. First Name (You may choose to remain anonymous and leave this blank)

2. Last Name (You may choose to remain anonymous and leave this blank)



3. Nationality \*

4. Programme enrolled

5. Cohort/year

6. Were you satisfied with the services offered to you? \*

Yes

No



7. Overall Academic Experience \*

Strongly

Agree

Agree

Disagree

Neutral

Strongly

Disagree





Overall,  
the course  
delivery by  
the faculty  
was  
comprehen  
si ve and  
relevant

The faculty  
was  
responsive  
to the  
queries of  
the student  
regarding  
the  
modules.

The  
learning  
outcomes  
of the  
module is  
fulfilled by  
the faculty



The faculty  
were  
interactive  
inclass.

I am  
satisfied  
with the  
structure of  
the course  
content

The course  
content  
helped me  
in my  
profession  
al career

The  
course  
content  
at AMITY  
allowed me  
to easily  
understand



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my task in  
myjob

8. Campus experience \*

Strongly  
Agree

Agree

Disagree

Neutral

Stronglydisagree

I was  
satisfied  
with the  
connectivity  
(WiFi) on  
the  
campus.

The  
computer  
lab had the  
necessary  
equipment  
and  
software

I liked the  
student's

corner and  
the indoor  
games/facil  
iti es  
placed

I was  
satisfied  
with the  
facilities  
provided to  
me

I liked the  
extra-  
curricular  
activities  
organised  
by the  
university



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9. Did you like the activities organised by AMITY (Mauritius)? \*

Yes

No

10. If your answer to Question 9 is no, then please specify, the reason.

11. What challenges did you face with AMITY(Mauritius)? \*

12. What would you improve at AMITY (Mauritius)? \*

13. Would you recommend AMITY (Mauritius) to members of your network? \*

Yes

No



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14. If your answer to Question 13 was "No", why do you feel so?

15. How long did it take you to obtain a job after your graduation from AMITY (Mauritius)

- I already had a job.
- Between 1 to 4 months
- Between 4 and 8 months
- Between 8 and 12 months
- I went to pursue further studies after my graduation and am still studying  
Other