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## **YEARLY PLANS**

### ***IUBAT EEE Alumni Association***

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#### **1. Networking Events**

- Alumni Meetups: Quarterly gatherings.
- Industry Connect Programs: Inviting industry leaders or alumni to give talks or workshops.
- International Alumni Conference: Virtual or in-person event for international alumni.

#### **2. Educational and Research Activities**

- Workshops and Webinars: Covering current technology trends, career development, and research opportunities.
- Research Collaboration Meetings: Monthly research group meetings between students and alumni in academia or industry.
- Educational Fair/Conference: For students or alumni interested in further education.

#### **3. Social and Cultural Events**

- Cultural Night/Day: Featuring performances, art exhibitions, or talent shows.
- Alumni Sports Day: Football, cricket, or other sporting events.
- Festival Celebrations: E.g., Eid, Pohela Boishakh, or International Alumni Day.

#### **4. Social Welfare and Community Outreach**

- Charity Fundraiser: Annual charity event or fundraiser for a cause.
- Blood Donation Camps: Organizing a health or blood donation drive.
- Community Service Days: Initiatives like environmental clean-ups, health awareness campaigns.

#### **5. Alumni Career Services**

- Job Fair: Annual or bi-annual event connecting alumni and students with employers.
- Mentorship Programs: Ongoing career guidance sessions pairing alumni with current students.
- Resume and Career Counseling Workshops: Monthly or quarterly career guidance sessions.

#### **6. Finance and Fundraising**

- Fundraising Gala or Auction: One or two large events to raise funds for the association's initiatives.
- Sponsorship Drive: Reaching out to businesses or alumni to support activities.

#### **7. Women Welfare and Empowerment**

- Women Empowerment Seminars: Hosting guest speakers or webinars focused on women in engineering.
- Networking Events for Women Alumni: Monthly or quarterly gatherings for women professionals.

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## YEARL PLANS – MONTHLY

### IUBAT EEE Alumni Association

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#### Month 1: Planning & Networking

##### 1. Kick-off Meeting & Planning Session

- # Discuss the detailed strategy and form teams for each activity.
- # Assign leaders and resources for each category: networking, educational, social, etc.
- # Prepare a tentative budget.

##### 2. Alumni Meetups (Online/Physical)

- # First general meeting to introduce the **6-Month Plan** to the members.
- # Focus on setting up sub-committees (Finance, Event Planning, etc.).

##### 3. Webinar/Workshop (Educational)

- # Host a small, low-resource **webinar** focused on **career development** or an emerging technology. Which will be initial or 1<sup>st</sup> Educational workshop.

#### Month 2: Education & Community Service

##### 1. Workshops/Webinars

- # 2nd educational **workshop or seminar** for members.
- # Topics could focus on **research opportunities** or career growth.

##### 2. Social Welfare Event

- # Organize a **blood donation camp** or a small community outreach initiative.

##### 3. Job Fair/Mentorship Program (**Start Planning**)

- # Start planning a mentorship program or a small job fair for **Month 4/6**.
- # Begin **reaching out to employers or alumni** willing to mentor students.

#### Team To Do List

##### 1.

### **Month 3: Cultural & Social Events**

#### **1. Alumni Cultural Night (Start Planning)**

- # Host a cultural event to strengthen the community bond. Performances, cultural exhibits, or a talent show.

#### **2. Festival Celebration**

- # If any local festival falls in this month, organize a small celebration for the alumni.

#### **3. Alumni Sports Event**

- # Plan a fun, casual sports event (football, cricket, etc.) to bring the alumni together.

### **Month 4: Career Development & Social Welfare**

#### **1. Job Fair / Mentorship Program**

- # Execute the planned job fair or launch the mentorship program.
- # Invite industry representatives to offer insights and connect with students.

#### **2. Social Welfare Event**

- # Organize another community outreach event, such as an environmental clean-up drive or support for underprivileged students.

#### **3. Fundraising Drive (Start)**

- # Start organizing a fundraising campaign to support the association's future activities.

### **Team To Do List**

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## Month 5: Education & Research

### 1. Research Collaboration Meetings

- # Organize a research-focused meeting, encouraging collaboration between alumni and students.

### 2. Educational Fair / Research Conference

- # Plan a virtual or physical research fair where students can present their work to alumni.

### 3. Women Empowerment Seminar

- # Host a seminar focused on women in engineering or career growth for women professionals.

## Month 6: Fundraising & Celebration

### 1. Fundraising Gala or Auction

- # Host a larger fundraising event like a gala, auction, or sponsorship drive. This can ensure funding for future initiatives.

### 2. Wrap-up Celebration / Annual General Meeting

- # Conclude with a wrap-up event where you showcase achievements over the 6-month period.
- # This could be a dinner, party, or formal meeting to review outcomes and plan for future leadership.

## Team To Do List

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## Ongoing Initiatives (Throughout the 6 months)

- **Mentorship Program:** Once launched, keep it active with monthly check-ins.
- **Monthly Meetups:** Regular alumni meetups or virtual networking sessions.
- **Publications/Newsletters:** Keep members updated with regular publications.

## Month 7: Reflection & Planning

### 1. Mid-Year Review Meeting

- # Assess the outcomes of the first 6 months.
- # Collect feedback from the alumni and event organizers.
- # Adjust the plan for the next 6 months based on lessons learned.

### 2. Strategic Planning for Bigger Initiatives

- # Start planning large-scale events such as the **International Alumni Conference** or **Annual Gala** for later months.
- # Prepare for long-term projects like establishing scholarships or long-term community programs.

### 3. Educational Workshop

- # Host another webinar/workshop on current tech or industry trends.
- # Engage alumni who are subject matter experts.

## Month 8: Career & Mentorship Development

### 1. Job Fair (if not done earlier)

- # Organize a job fair connecting alumni and students with potential employers.
- # Highlight companies offering internships or job opportunities for fresh graduates and alumni.

### 2. Mentorship Program (Expansion)

- # Expand the mentorship program by adding new mentors or introducing structured career guidance sessions.
- # Pair up junior alumni with senior professionals for personal career advice.

### 3. Finance and Fundraising Drive

- # Focus on increasing financial contributions from members or external sponsors.
- # Establish a **Scholarship Fund** for current students or financially struggling alumni.

## Month 9: International & Research Collaboration

### 1. International Alumni Conference

- # Organize a virtual or hybrid international conference to engage alumni living abroad.
- # Invite speakers and industry leaders from different parts of the world to discuss the latest trends and innovations in engineering.

## **2. Research Collaboration Projects**

- # Encourage joint research projects between alumni in academia and current students.
- # Host meetings where alumni researchers or professionals can mentor students on specific research areas.

## **3. Alumni Networking Event**

- # A virtual or physical meetup for networking and career development opportunities.

# **Month 10: Social Welfare & Women Empowerment**

## **1. Major Charity Event**

- # Organize a large-scale charity fundraiser (e.g., a marathon or auction).
- # Focus on causes like education for underprivileged students or technology support for local schools.

## **2. Women Empowerment Workshop**

- # Continue the focus on supporting women in engineering.
- # Organize leadership or skill-building workshops, networking for women alumni.

## **3. Sports & Cultural Event**

- # Plan a sports event with a cultural element, combining fun activities with social bonding among alumni.

# **Month 11: Educational & Academic Focus**

## **1. Annual Educational Fair**

- # Host an education and career fair where alumni can present research, discuss higher education opportunities, or conduct skill-building sessions.

## **2. Career Counseling**

- # Organize workshops for career counseling and CV building, especially for new graduates.
- # Invite HR professionals or alumni in recruitment roles to share insights.

## **3. Publication of Annual Report**

- # Publish a comprehensive report or newsletter detailing the activities, achievements, and future plans of the association.
- # Include success stories of alumni and their contributions to the association.

## Month 12: Grand Finale & Future Planning

### 1. Annual Gala / Alumni Reunion

- # Host the **Annual Gala** or **Alumni Reunion** to conclude the year's activities.
- # Celebrate the achievements and contributions of the alumni, giving awards or recognition to active members.

### 2. Strategic Planning for the Future

- # Set up a session to plan the next 12-month tenure, involving the newly elected or continued leadership team.
- # Focus on long-term goals, like increasing international engagement, expanding the scholarship fund, or forming more global partnerships.

### 3. Handover or Election Process (if applicable)

- # If your association has a leadership election or handover process, this would be the time to elect new leaders for the next term or reassign positions.

### 4. Fundraising Wrap-up

- # Close any ongoing fundraising campaigns and summarize financial achievements.

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## **YEARL PLAN - QUATERLY**

### ***IUBAT EEE Alumni Association***

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#### **Quarter 1: January – March (Foundation and Planning)**

##### **1. January: Kick-off & Strategy**

- **Kick-off Meeting:** Hold a general meeting to outline the association's goals for the year.
- **Committee Assignments:** Finalize committee members for Finance, Event Management, Social Welfare, etc.
- **Budget Planning:** Set a tentative budget for the year.
- **Mentorship Program (Planning):** Start planning a mentorship program, pairing students with alumni.

##### **2. February: Networking & Education**

- **Alumni Networking Meetup:** Host a virtual or physical alumni gathering.
- **Educational Workshop 1:** Organize a workshop on industry trends or skill development for both alumni and students.
- **Fundraising Campaign Launch:** Begin a small fundraising drive to support future activities.

##### **3. March: Social Welfare & Cultural Planning**

- **Community Service Event:** Organize a social welfare event, such as a charity fundraiser or a blood donation drive.
- **Cultural Event Planning:** Start preparing for a mid-year cultural event. Form a committee for event management.

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#### **Quarter 2: April – June (Growth & Expansion)**

##### **1. April: Career Development & Women Empowerment**

- **Job Fair:** Host a small job fair or career networking event, connecting alumni with students and industry professionals.
- **Women Empowerment Workshop:** Organize a session focusing on women in engineering, leadership, or entrepreneurship.

##### **2. May: Educational & Research Focus**



- **Research Collaboration Meeting:** Organize a session encouraging research collaborations between students and alumni.
- **Educational Webinar:** Host a webinar on cutting-edge technology or innovation.
- **Launch Mentorship Program:** Formally launch the mentorship program.

### 3. June: Sports & Cultural Event

- **Alumni Sports Day:** Organize a casual sports day for alumni, featuring football, cricket, or badminton.
  - **Cultural Event:** Host a cultural night featuring alumni performances, music, and celebrations.
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## Quarter 3: July – September (Engagement & Community Impact)

### 1. July: International Outreach & Alumni Research Conference

- **International Alumni Conference:** Organize a virtual or in-person conference to connect with international alumni.
- **Research Conference:** Host a conference where alumni and students present their research findings.

### 2. August: Social Welfare & Community Engagement

- **Major Social Welfare Event:** Organize a large community event, such as charity work, environmental clean-up, or tech support for underprivileged students.
- **Fundraising Drive (Mid-Year):** Start a second fundraising drive for scholarships or community projects.

### 3. September: Alumni Networking

- **Quarterly Alumni Meetup:** Organize a casual gathering for alumni to network and discuss potential collaborations.
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## Quarter 4: October – December (Celebration & Review)

### 1. October: Women Empowerment & Mentorship

- **Women Empowerment Seminar:** Hold another workshop or seminar focusing on leadership, skill-building, or professional growth for women.
- **Mentorship Check-in:** Evaluate the progress of the mentorship program and make adjustments if needed.

### 2. November: Education & Career Fair

- **Educational Fair:** Organize an educational event where alumni can offer guidance on higher studies, career development, and personal growth.

- **Career Counseling Workshop:** Host workshops to help students and alumni refine their CVs and prepare for job interviews.

### 3. **December: Grand Cultural Event & Annual General Meeting**

- **Cultural Event:** Organize the year's final cultural event, featuring music, performances, and awards for alumni contributions.
  - **Annual General Meeting (AGM):** Conclude the year with the AGM, presenting financial reports, reviewing activities, and planning for the next year.
  - **Awards & Recognition:** Give awards to outstanding alumni for their contributions.
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### **Ongoing Initiatives Throughout the Year**

- **Publications/Newsletters:** Send out quarterly newsletters or reports to keep alumni updated.
- **Social Media Engagement:** Maintain an active presence on social media platforms to keep members engaged.
- **Mentorship Program:** Ensure the mentorship program runs smoothly with regular check-ins between mentors and mentees.
- **Fundraising:** Continue efforts to raise funds for association initiatives.
- **Networking Events:** Hold virtual or in-person meetups to keep alumni connected.