

Following steps are taken to maintain updated records of Alumni and their employment status:

- **Alumni Portal**

All Alumni of IoBM get registered on the Alumni portal/website. They make a profile on the portal in which their updated information is available as it is very important for the events that are being held at IoBM, for potential employers, for meet up with old students, etc.

- **Email**

Alumni office at IoBM sends emails to its graduates and correspond the recent developments, new programs, training sessions, workshops, seminars taking place on campus.

- **Guest Speaker Session**


IoBM invites its graduates as guest speaker to share their valuable experience with current students and make them knowledgeable about the recent developments and industry dynamics.

- **Alumni dinners & Meet ups**

Alumni dinner & meet ups are arranged at IoBM, as it plays a vital role as an informal meeting of Alumni, IoBM management and students.

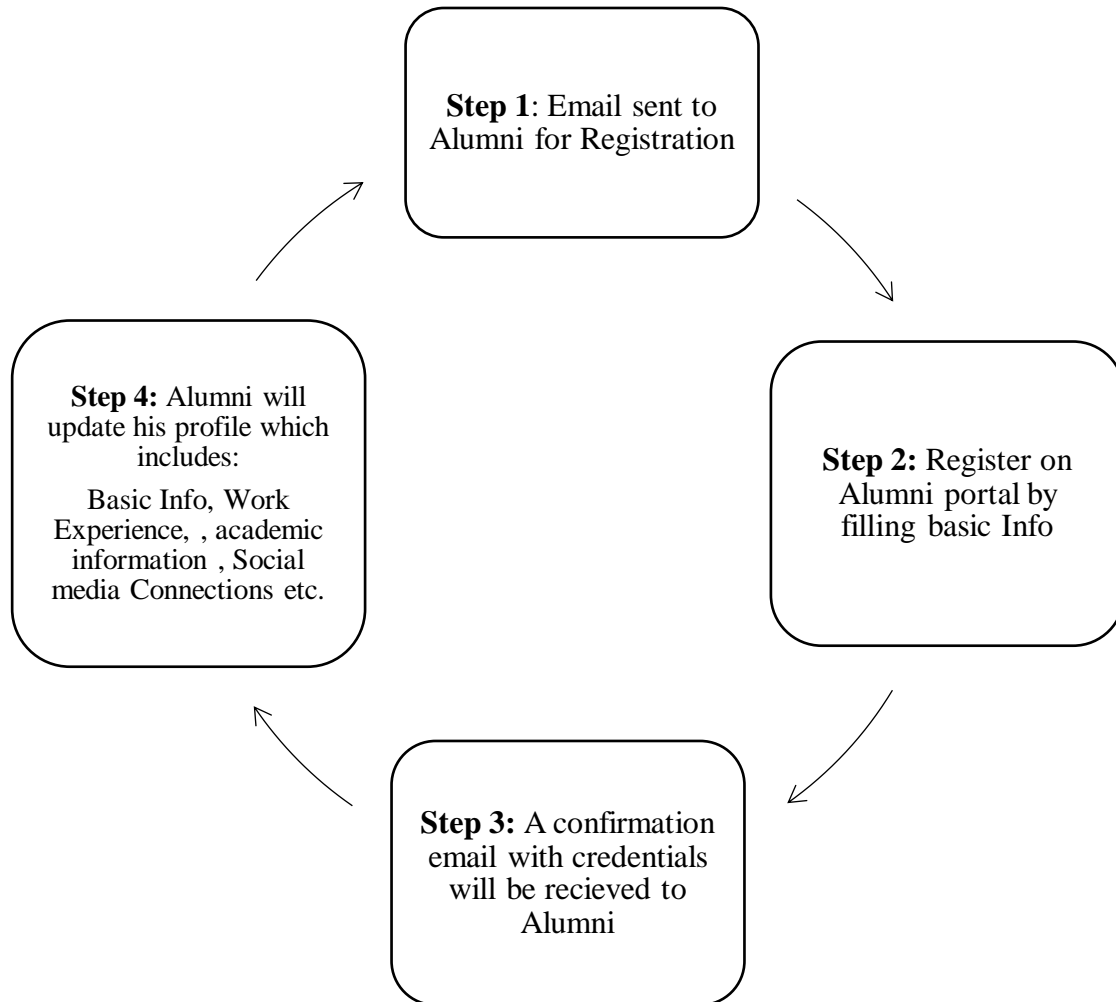
- **Seminar Participations**

Graduates are encouraged to participate in seminars for their career development which is pivotal for their professional growth.

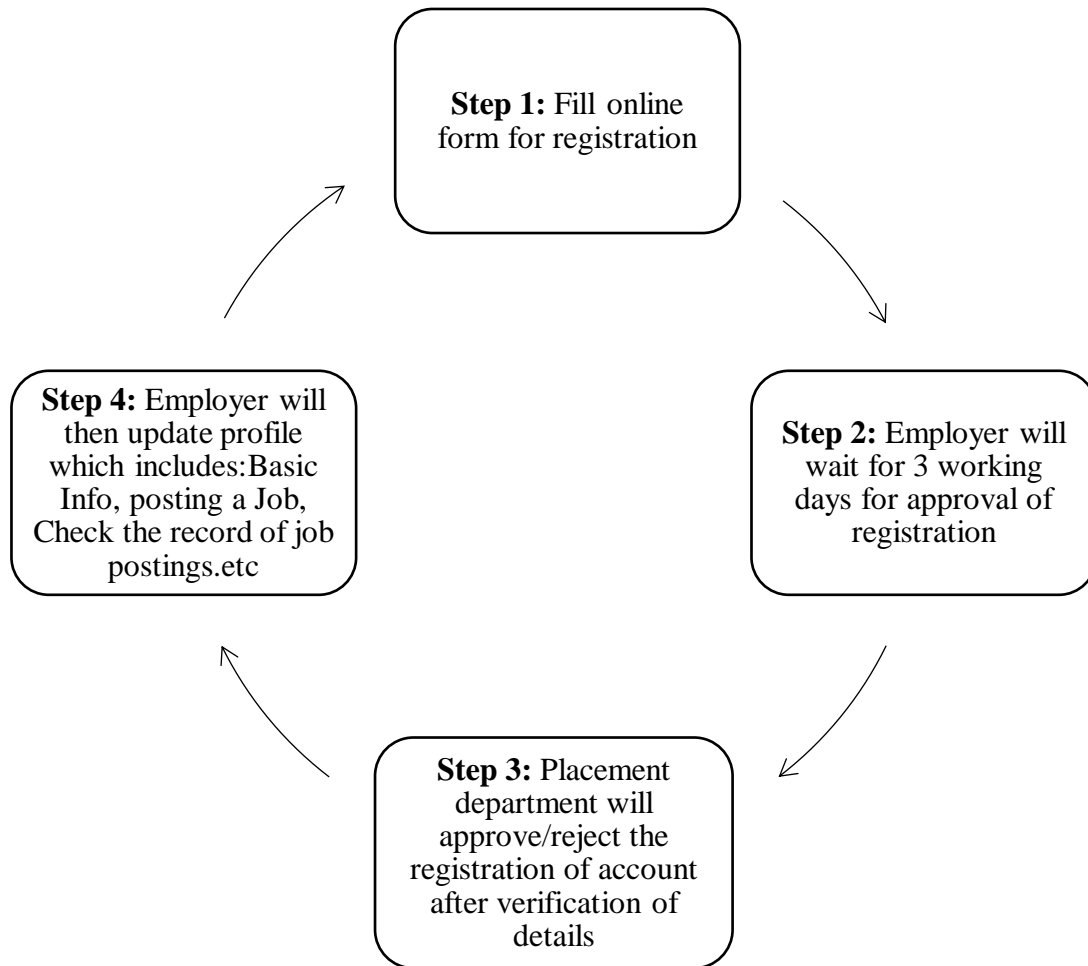


The image shows a screenshot of the IoBM Alumni Website. At the top, there is a navigation bar with links for Prospective Students, Student Centre, Faculty Centre, Alumni, Library, OGS Office, ORIC, Email, and myIoBM. Below this is a red header with the IoBM logo and the text 'INSTITUTE OF BUSINESS MANAGEMENT'. A secondary navigation bar contains links for ABOUT IOBM, ADMISSIONS, ACADEMICS, ORGANIZATION, RESEARCH, CORPORATE, and CONTACT US. A third navigation bar includes links for IoBM Home, About, Support IoBM, Stay Connected, Newsletter, Success Stories, and Photo Gallery. The main content area features a large photograph of a group of people standing on a stage during an event. Below the photo, the text reads 'Welcome to Network of Alumni, IoBM'. At the bottom, a paragraph states: 'You can now stay connected and be a part of the IoBM Fraternity through the IoBM Alumni Website. You can remain up to date with all the events and activities happening at IoBM and know about fellow IoBM Alumni Success Stories. The Web page is a great place to share your insight, ideas, corporate and business opportunities with fellow Alumni.'

### Registration Process for Alumni on Alumni Portal



**Registration Process for Employer on Alumni Portal**



Data on alumni containing their personal and professional information is on IoBM’s computerized database. As a policy Alumni data is updated and kept current – this is an on-going process. All graduates who pass out from IoBM every year are included in the computerized Alumni databank. IoBM’s Alumni are also required to obtain Alumni cards for which they fill an online form available on IoBM’s website and submit their professional and personal particulars.

Data collected from online form undergoes the process of double verification (transcript and security check) as per the Sop’s.

**Process of Alumni Card**

➤ **Step 1: Online Form on Website:**

- Alumni Card Form online available at: <https://alumni.iobm.edu.pk/> Alumni fill the form online for Alumni card.

➤ **Step 2: Alumni Data received online:**

- Alumni Card Data Form Responses:  
[https://docs.google.com/spreadsheets/d/1QX1wXC\\_JkX8PYePru3Oi2lk3BLdF-HnmBMN4gcgMXTc/edit#gid=1731155190](https://docs.google.com/spreadsheets/d/1QX1wXC_JkX8PYePru3Oi2lk3BLdF-HnmBMN4gcgMXTc/edit#gid=1731155190)

- Alumni data is gathered on an excel sheet as response of Google form available on website.

➤ **Step 3: Data Verification:**

- Data is first verified from the graduate’s record list available on website in convocation section or contact to Sir Humayun Baig, Senior Registrar Officer
- After transcript verification, an excel sheet will be made with following details:

S. No	Full Name	ID	Degree	Year of Graduation	Transcript Verification	Security Verification

- This data will be sent to Mr. Faheem Siddiqui ([faheem.siddiqui@iobm.edu.pk](mailto:faheem.siddiqui@iobm.edu.pk)) – Assistant Security Officer – For the security verification.
- Check in the All Alumni data if the card is already made then Duplicate Card is issued and Alumni have to pay Rs.500/- fine to finance department and if the card holder is male then they even have to get FIR registered at police station (in case of snatching)

➤ **Step 4: Card sent for printing:**

- Once the verification is done, next step is to send the data for card printing.
- New excel sheet will be made with following details:

S. No	STD	Full Name	CNIC No.	Program	Card No.	Issue Date	Alumni No.

- This data will be sent to Mr. Arsalan Khan ([arsalan.irfan@iobm.edu.pk](mailto:arsalan.irfan@iobm.edu.pk)) – Security Assistant II CCTV – for card printing
- Alumni number will be generated by Alumni Department while Card No. and Issue date will be generated by card printing section.

➤ **Step 5: Data Recording:**

When the cards are received from Mr. Arsalan Khan, add the data into Alumni Summary list and take receiving from Card holder/Authorized person.