



Guru Gobind Singh Indraprastha University

"A State University established by the Govt. of NCT of Delhi"

Sector-16C, Dwarka, New Delhi-110078

University Alumni Cell

director.uac@ipu.ac.in M. 9540993242

CIRCULAR

F.64 (13)(15)/2026/UAC/300

Date: 8/10/2026

Subject: Invitation of Applications from Students of USS/Centers for Joining the UAC Functional Teams

The University Alumni Cell (UAC) is undertaking various initiatives for strengthening sustained engagement between the University and its alumni, including preparation of the Alumni Directory, identification and documentation of Distinguished Alumni, alumni networking and outreach, alumni talks/meets and entrepreneurial interactions, social media and digital engagement, development/updation of the UAC webpage/portal, collection and analysis of alumni data, publicity and communication activities, event management and mobilization of sponsorship/resources for alumni-related programs.

With the increasing scale and diversity of UAC activities, the University Alumni Cell proposes to constitute a structured UAC Student Team/Volunteer Corps with the objective of strengthening the University–Student–Alumni connect and providing students practical exposure in leadership, communication, digital media, research, data management, creativity, IT, networking and event management.

Accordingly, applications are invited from interested and eligible students studying in the University Schools of Studies (USSs) and University Centers for engagement as Team Heads/Core Team Members and Student Volunteers in the following UAC Student Engagement Teams:

S. No.	UAC Student Engagement Team	Broad Area of Work
1.	Core Team – Student Core Coordination Team: Student Coordination Head, Additional Student Coordinator, Deputy Student Coordinator & Associate Student Coordinator	Overall coordination and management of Student Engagement Teams in alignment with the directions of the Project Director, UAC and Associate Project Directors, UAC
2.	Social Media Management	Management of UAC social media platforms, digital campaigns, alumni stories, online outreach and engagement
3.	Website & IT Management	UAC webpage/portal updates, online forms, registrations, database support and other digital/IT activities
4.	Creative, Publicity & Printing Management	Preparation of posters, creative, invitations, brochures, certificates, banners and publicity/printing material
5.	Alumni Research & Data Management	Collection, compilation, verification and analysis of alumni data; support for Alumni Directory and Distinguished Alumni Database; coordination for data from USSs and affiliated institutions
6.	Alumni Events Management	Planning and coordination of alumni talks, meets, TiE Talks, networking programmes, online engagement and other UAC events
7.	Sponsorship & Fund-Raising Management	Identification of potential sponsors, alumni donors, industry partners and CSR organizations; assistance in preparation of sponsorship proposals and resource mobilization activities under UAC supervision

Approximately 5–10 students shall be selected for each functional team, depending upon requirement. Suitable students may be designated as Team Leads/Coordinators. Selection for positions in the Core Team shall be based upon demonstrated leadership ability, communication skills, relevant experience and performance during interaction/interview.

Eligibility

1. The applicant must be a regular student of any program of a University School of Studies/Centre of GGSIP University.
2. The applicant should have an interest/aptitude in one or more areas such as leadership, communication, social media, content creation, designing, IT/web management, research, data handling, public relations, event management, sponsorship or related activities.
3. A student having an academic backlog in the University programme shall not be eligible to apply.
4. A student against whom any disciplinary action/proceedings are pending or who has been booked under disciplinary action at School/Centre/University level shall not be eligible.
5. For Core Team & Team Lead/coordinator of the functional teams, students in the final year of UG/PG are eligible only.

Selection Process: Selection shall be made through interaction/interview by the University Alumni Cell and may broadly be based on:

1. Interest and motivation;
2. Relevant skills and experience;
3. Creativity and communication ability;
4. Leadership and team-working ability;
5. Aptitude for the preferred functional area; and
6. Performance during interaction/interview.

Applicants shall indicate their first and second preference of functional team in the prescribed application form.

The engagement shall be voluntary and non-remunerative and shall not create any financial liability upon the University. Students demonstrating satisfactory and meaningful contribution may be considered for issuance of a Certificate of Appreciation/Participation by the University Alumni Cell.

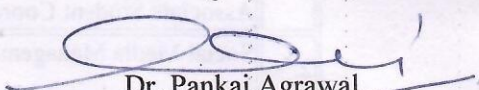
Students selected for the Sponsorship & Fund-Raising Management Team shall not independently solicit, collect, receive or accept any funds/sponsorship/donation. All such activities and communications shall be undertaken only with prior approval and under the supervision of the Project Director/Associate Project Directors, UAC, in accordance with University rules/policies.

Interested students are required to submit the prescribed Application Form, duly recommended by the UAC Alumni Coordinator of the concerned School/Centre and forwarded by the concerned Dean/Director, to the University Alumni Cell, Room no.22, old USMC Block to Mr Nitin Jr Asst University Alumni Cell.

Last Date for Submission of Application: 30.10.2026

The date, time and venue/mode of interaction/interview shall be communicated separately to shortlisted applicants.

Students are encouraged to become part of this initiative and contribute towards building a vibrant, connected and professionally engaged GGSIPU Alumni Network.

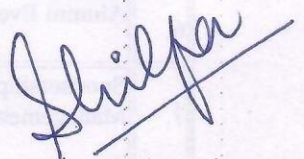

Dr. Pankaj Agrawal
Project Director

Copy to:

- i. All Deans/Directors/Heads of Schools/Canters with a request to kindly encourage and facilitate participation of students.
- ii. All Alumni Coordinators with a request to coordinate with the students
- iii. I/c UITS with a request to upload on University website and University Alumni Cell
- iv. I/C, UIRC with a request to display on the notice board
- v. Guard File.

Copy for information to:

- i. AR to Hon'ble Vice-Chancellor
- ii. AR to Registrar


Dr. Shilpa Jain
Associate Project Director



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Date: -08-10-2026

APPLICATION FORM UAC STUDENT ENGAGEMENT TEAMS

A. Student Details

1. Name of Student: _____
2. Enrollment No.: _____
3. Programme: _____
4. Year/Semester: _____
5. University School of Studies/Centre: _____
6. Mobile No.: _____
7. University/Personal E-mail ID: _____
8. CGPA/Percentage in last declared examination: _____
9. Do you have any academic backlog? ☐ No ☐ Yes
10. Have you ever been booked under any disciplinary action/proceedings at School/Centre/University level? ☐ No ☐ Yes

B. Preference for UAC Student Engagement Team

(Tick the positions you want to be considered for. You can apply only for two positions at a time but will be inducted only for one)

Sr. No.	Type of Team	Positions			
		Student Coordination Head	Additional Student Coordinator	Deputy Student Coordinator	Associate Student Coordinator
1	Core Team				
2	Social Media Management	Team Lead/Coordinator	Team Member		
3	Website and IT Management	Team Lead/Coordinator	Team Member		
4	Creative, Publicity & Printing Management	Team Lead/Coordinator	Team Member		
5	Alumni Research & Data Management	Team Lead/Coordinator	Team Member		
6	Alumni Events Management	Team Lead/Coordinator	Team Member		
7	Sponsorship & Fund-Raising Management	Team Lead/Coordinator	Team Member		

C. Skills and Experience (attach documents *if any* with the application for claimed skills and Experience)

1. Relevant Skills(tick as applicable)

- ☐ Leadership
- ☐ Public Speaking/Communication
- ☐ Social Media Management
- ☐ Content Writing
- ☐ Graphic Designing
- ☐ Photography/Videography
- ☐ Video/Reel Editing
- ☐ Website/IT
- ☐ Data Management/Excel
- ☐ Research & Documentation
- ☐ Event Management
- ☐ Public Relations/Networking
- ☐ Sponsorship/Corporate Outreach
- ☐ Other: _____

2. Previous experience in student societies, clubs, events, NSS/NCC, placement/alumni activities or other institutional responsibilities, if any:

3. Mention any software/platform/tools in which you are proficient:

4. Briefly mention any event/project/activity successfully undertaken by you:

D. Statement of Interest

In not more than 100 words, explain why you wish to join the University Alumni Cell and how you can contribute to your preferred team:

E. Availability

Approximate time that you can devote to UAC activities:

- ☐ 2–3 hours per week
- ☐ 4–5 hours per week
- ☐ More than 5 hours per week
- ☐ As required during UAC events/programmes

F. Declaration by the Applicant

I hereby declare that the information furnished above is true and correct to the best of my knowledge. I further declare that:

1. I do not have any academic backlog in my University Programme.
2. No disciplinary proceedings/action are pending against me at School/Centre/University level.
3. I understand that engagement with the University Alumni Cell is **voluntary and non-remunerative**.
4. I shall maintain discipline, confidentiality, institutional decorum and responsible use of University data/social media platforms.
5. I shall not issue any communication, make any commitment, approach any sponsor/donor, collect funds or represent the University Alumni Cell before any outside organization without prior authorization of the competent UAC authority.
6. I shall perform the responsibilities assigned to me under the supervision of the Project Director/Associate Project Directors, UAC.
7. I understand that continuation in the UAC Student Team/Volunteer Corps shall be subject to satisfactory performance and conduct.

Date: _____

Place: _____

Signature of Student: _____

Name: _____

G. Recommendation of UAC Alumni Coordinator of the School/Centre

The applicant is a regular student of the School/Centre. The particulars furnished above have been seen and the application is:

☐ Recommended

☐ Not Recommended

Remarks, if any:

Name of UAC Alumni Coordinator: _____

Signature: _____ Date: _____

H. Forwarding by Dean/Director of USS/Centre

The application of the above student is hereby forwarded to the University Alumni Cell for consideration.

Name of Dean/Director: _____

Signature with Seal: _____

Date: _____

FOR OFFICE USE – UNIVERSITY ALUMNI CELL

Application No.: _____

Shortlisted for Interaction/Interview: ☐ Yes ☐ No

Functional Team Recommended: _____

Position Recommended:

☐ Core Team

☐ Team Head/Coordinator

☐ Team Member

Remarks of Selection Committee:

Final Status: ☐ Selected ☐ Waitlisted ☐ Not Selected

Signature of Authorized UAC Officer: _____