

Officers of the All India Services and the Central Services who are alumni of the Academy are requested to kindly view the note attached to this email. The Academy intends to work to create a structured Alumni Association set-up that will include mentorship as well as a chatbot, the possibility of services for retired officers, better connect between serving and retired batches, inter-batch and inter-service connect; apart from the regular meetings – offline and online.

With this objective in view, the Academy wishes to invite applications from alumni officers who are willing to work on this and deliver a functional project within the stipulated time. In order to do this, they will be required to visit the Academy for a period of one week every month over three months – January, 2020 to March, 2020. The period of one week per month can be extended up to three weeks if demanded by the project's work.

The officers selected will be guests of the Academy for the period that they stay here. No honorarium will be paid for services rendered in this regard. Officers selected will also be considered to be on official duty for the period that they spend at the Academy and shall seek approval to leave their respective Hqs from their controlling authorities for attending to official work at the Academy.

Applications should reach the following email address - suman.rawat13@nic.in by December 10, 2020, 5 pm. Please write Alumni Association Project in the subject space.

Alumni Association of Lal Bahadur Shastri National Academy of Administration

Overview

The Lal Bahadur Shastri National Academy of Administration is a premier institution for the training of officers of various All India Services and Central Services and the green environs of the Academy with the magnificent Himalayas sheltering it, has been the locus of unforgettable memories for generations of officers for whom the Academy remains the point of connect throughout their careers. Various members of the Council of Ministers and both Houses of Parliament along with several Secretaries to the Government of India, Ambassadors, officers at senior positions from different services, District Magistrates and more, are alumni of the Academy.

Although various alumni pages have been created on the individual level on various social media platforms, there is yet an absence of a dedicated Alumni Association for these officers who are serving and have served the nation. A dedicated and formal alumni association is required to bring together these people on a single platform and work towards strengthening ties between officers from various services and with the Academy. This will have a positive impact on prompt and effective resolution to inter-departmental issues and hurdles that require cross-service and cross-batch interaction.

Objective

- To encourage, foster and promote contact and positive relations between the Academy and its alumni and amongst the alumni themselves.
- To act as a focal point of contact for the alumni to interact and network with each other.
- To provide and disseminate information about the Academy, its members and the alumni among them.
- To generate a synergy in the working of the Academy and the work done by the Alumni. In this way, the Academy could evolve into a place of dynamic record of best practices.
- To engage alumni with the Academy via workshops and mentorship programs for the benefit of the current trainees.
- To facilitate interaction among alumni and between the alumni and trainees about issues pertaining to the development of the nation, policy initiatives and other ideas and suggestions.
- To honour distinguished alumni for their service.
 - To allow the Academy to work as a centre of research in a way that strengthens the objectives of the civil service – integrity, courtesy, effective response, dynamism and innovation – readying it to meet the demands of a changing India.

Specifications

The Alumni Association of the Academy shall work towards enrolling and engaging all alumni of the Academy with the Association and shall dedicate themselves to organizing events – virtual and offline that will contribute to learning in specific areas and draw on an inter-generational connect.

1. Alumni Mentorship Program – a. The Program shall provide a platform to the alumni to mentor current trainees at the Academy. A sign up form shall be generated to match the interests of both the mentors and wards and to ensure participation from only genuinely interested members. Each mentor shall be assigned a maximum of 5 wards under the program.

b. **Pairing of a senior alumnus from the one service with a relatively junior alumnus from the same service and pairing of a senior alumnus with a relatively junior one from different services** – This will enable the formation of a connect and facilitate exchange of information and ideas.

2. Commemorating Special Occasions - To commemorate special occasions of the officers such as their birthdays, anniversaries of joining the service, etc. digital postcard wishes shall be shared with them via email or WhatsApp messages. Congratulatory messages shall also be sent to the alumni to mark their achievements.

3. Reunions and Get-togethers - The Alumni Association shall organise various events to promote close relations between the Academy and its Alumni. Batch-wise reunions may be organised virtually and/or offline to bring together officers from the same batch and help them rekindle their friendships. An annual Gala or Fundraiser may also be arranged where all the members of the Alumni Association shall be invited to celebrate and raise money for a cause. The distinguished alumni shall also be awarded with awards and medals during these events.

3. Fundraisers - The Association shall organise fundraisers for Alumni who wish to donate funds to the Academy or create infrastructure for the Academy to run various courses. These may be organised during the annual gala or digitally on the website and mobile application. Alumni shall also be able to donate during registration and may also contact the Association at any time for the same. A brochure of various focus areas in requirement of funds shall be made available at the website and mobile application.

4. Alumni City Chapters - The Alumni Association shall have separate chapters set up in

the prominent cities of India where a majority of the alumni are posted, to build a network of leaders and to engage them at the local level. The City Chapters shall have their own WhatsApp groups and organize regular meets and discussion sessions to talk about various issues in governance and public policy and come up with ideas, suggestions and solutions.

5. Social Media - An official Academy Alumni account shall be created on all social media platforms such as Facebook, Instagram, LinkedIn, etc. where the alumni will be able to connect digitally. Various engagement programs shall be initiated on social media platforms and regular updates about the Academy and the activities of the Association shall be provided. Success Stories of officers shall be shared among citizens to attract the younger generation to opt for the civil services.

6. Website and Mobile Application - A dedicated Academy Alumni website and mobile application shall be developed to ensure that the alumni are always connected with the Association and the Academy. The website and app shall entail features to connect the alumni to each other digitally and to learn about the works of and the best practices established by other alumni. It shall notify the alumni about various events being organised at the Academy and by the Association.

7. Chatbot - A dedicated Chatbot on the website of the Alumni Association of the Academy shall be developed to assist the alumni to navigate through the website and learn about the Association, Academy or other Alumni. The chatbot shall also provide them with details of various best practices in the sphere of governance and public policy and initiatives launched by the alumni.

8. Hall of Fame - A digital Hall of Fame shall be set up on the Association's Website where the distinguished work of the LBSNAA Alumni shall be displayed along with details. The news about achievements of various alumni, their success stories and awards received by them shall also be displayed. It shall not only act as a motivator for other alumni but also for the current trainees.

9. Human Library - Update of past and current work and posting of every alumnus shall be made available on the website. Regular updates and news related to their achievements

shall be shared via notifications on the mobile application. This shall help the alumni stay up to date with the work of their peers, act as a motivator and shall also help them connect with long lost friends. Eulogies shall also be posted on the website and app where alumni shall be able to offer condolences to the family in grief.

10. Annual Fees Collection - A nominal sum shall be collected from the alumni upon registration upon which they shall be issued a hard and soft copy of a Photo ID card and granted access to various facilities such as the website and mobile application for the Academy Alumni Association which shall be accessible via an email id and password and an OTP to ensure safety of information from outsiders. The details of the alumni, complete with their photograph, batch year, and details of their journey in serving the country shall be added to the directory. An annual sum shall also be collected from alumni as fees which shall be utilised for the functioning of the Association and the organization of events.

11. Maintenance of Alumni Directory - A comprehensive directory comprising details of all registered members and other relevant stakeholders shall be created, providing easy access to alumni from across the world.

13. Webinars, Discussion Sessions and Blogs - Webinars and other sessions on relevant policy and administrative issues shall be organized regularly in collaboration with subject matter experts to facilitate conversations at a more granular level with those having the same interests. The schedule of upcoming events shall be posted on the portal and sent to the entire alumni mailing list as weekly feeds. A blog inviting entries from experts and alumni on such relevant topics shall also be maintained.

14. Project Portal - A separate section for uploading of projects shall also be created allowing officers to collaborate with the alumni network for inter-state/inter-department execution.