Noida Institute of Engineering & Technology

19, Knowledge Park-II, Institutional Area, Greater Noida, G. B. Nagar, U.P.

NIET
Greater Noida

Ref: NIET/Director/ 2025/121   04 Feb'2025

Organization of NIET Alumni Cell (NAC)

1. This is to notify that NIET Alumni Cell (NAC) is constituted as follows:

NIET Alumni Cell (NAC) Composition

S.N	Name	Department	Appointment
1	Dr. C S Yadav	MCA	Head – Alumni Cell
2	Departmental Faculty Members	All Department	Faculty Alumni Coordinator-FAC
3	NIET Alumni Association	NAA	Members
4	Student Apex Coordinator	All Department	Student Alumni Coordinator-SAC
5	Students Members		

2. A well formulated document covering the detailed structure of department (NAC) list of NAA Members, associated faculty & student coordinators at the department level, roles & responsibilities of NAC, NAA individual roles/responsibilities of faculty coordinators etc. is attached at Appendix A.

3. It is reiterated that the objective is *to* engage Alumni, develop strong relations, get senior Alumni involved in the professional integration of students, implementing mentor/ mentee relationship between Senior/ Junior Alumni to share expertise and best practices in their respective fields and empower the Alumni network (Students, Recruiters, Faculty members and Alumni).

4. Student coordinators will be responsible to their respective Faculty Coordinators for the assigned role- as per the requirement projected by respective Coordinators from time to time. However, all FACs mentioned at Para 1 above will take full ownership and will be accountable to Head-AC for their designated roles & responsibilities.

5. The above appointees shall be performing their designated duties in addition to their regular academic engagement in their respective parent department.

6. Head - AC will be reporting to the Director for his duties in the designated capacity.

7. The above Order is applicable with immediate effect.

Director

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Responsibilities of the NIET Alumni Association (NAA) & Associated members of NIET Alumni Cell

Head Alumni Cell:

- To develop and implement strategies to engage alumni through newsletters, emails, social media, and events and serve as the primary point of contact for alumni-related inquiries.
- To support and guide the Alumni, an alumni Portal shall be created and Alumni Mentorship program shall be conducted to provide an opportunity to NIET students to access experienced Alumni.
- To maintain updated records of alumni, including contact details and professional accomplishments.
- To strengthen the networking for Alumni and student body in order to benefit all through maintainence of Alumni portal, facebook, LinkedIn, and other social sites.
- To Plan and organize alumni reunions, networking events, webinars, or guest lectures and provide assistance / guidance to students in their carrier building.
- To coordinate fundraising initiatives and campaigns, encouraging alumni to contribute financially to the institution.
- To raise the awareness among Alumni Community members about Institute's developments and achievements via webs.
- To establish or strengthen regional or international alumni chapters, encouraging alumni to maintain local or global networks.
- To built & foster the relationship with broad range of Alumni on national and global level to sustain and maintain the regular communication with Alumni via email, direct contact etc.
- To conduct an Alumni, talk show once in a month during academics.
- To arrange the personal contact of Alumni on higher position in industries to intract with the current NIET students.

NIET Alumni Association Members:

- To act as a signatory for the committee in all purposes.
- To keep Alumni in the loop about the Institution.
- To conduct regular meetings with FACs, SACs and renowned Alumni members and work as a bridge between Institute and Alumni.
- To maintain the smooth functioning of all the Alumni events by coordinating all designated FACs & SACs.
- To attend and help in organizing alumni events, such as reunions, networking meetups, and fundraising events, to maintain a strong connection with the institution and fellow Alumni.
- To get involved in alumni-led projects, whether for social causes, career development, or local community initiatives.
- To be strengthen Mentor-Mentee system by guiding students from 1st year onwards.

Faculty Alumni Coordinator (FAC):

- Regular communication with Alumni and gather information about the opportunities in upcoming year, employement, in public and commercial sectors.
- To serve as the bridge between faculty members and alumni, ensuring faculty stay connected with their former students.

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- To assist in developing communication strategies, including newsletters, social media posts, and other outreach materials to keep alumni informed.
- Identification of Volunteer student coordinators to develop the inlovemnet of students with Alumni Association members
- To use database software to track alumni involvement, gather feedback, and generate reports on alumni interactions with the faculty or department.
- To update the Alumni about Institute fest, Reminiscence, News Releases to increase the promotional opportunities though Alumni.
- To arrange the personal contact of Alumni on higher position in industries to intract with the current NIET students.
- To associate appropriate Alumni members with the students to guide in various coding competitions / hackthons / project development.

Student Alumni Coordinator (SAC):

- To facilitate connections between current students and alumni to help students with career advice, internships, and networking opportunities.
- To encourage the unregistered Alumni to register on Alumni portal.
- To organize networking events where students can meet alumni who are working in relevant industries.
- To gather feedback from students about their interactions with alumni and use this information to improve alumni-student programs.

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Departmental Faculty Alumni Coordinators

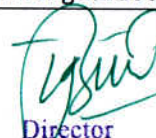| S. No.	Name	Designation	Department	Contact Number	Email Id
1	Mr. Sanjay Kr Nayak	Assistant Professor	CSE	9891673095	sanjaynayak.cse@niet.co.in
2	Mr. Ram Kumar	Assistant Professor	IT	9654624322	ramkumar.sharma@niet.co.in
3	Mr. Amar Pal Yadav	Assistant Professor	AI	9953148371	amarpal@niet.co.in
4	Ms. Nidhi Sharma	Assistant Professor	ECE	9873716529	nidhisharma@niet.co.in
5	Mr. Sanjay Kr Maurya	Assistant Professor	ME	9899472101	sanjay.kumar@niet.co.in
6	Mr. Anuj Kumar	Assistant Professor	MCA	9711242541	anujkumar.mca@niet.co.in
7	Dr. Simran Kaur	Assistant Professor	MBA	9818446881	simrankaur.mba@niet.co.in
8	Mr. Ramish Maqsood	Assistant Professor	BT	7355756380	ramish@niet.co.in
9	Dr. Kumod Kr. Gupta	Associate Professor	AIML	9411681176	kumodkumar.gupta@niet.co.in
10	Mr Amit Kumar	Assistant Professor	IoT	9457033871	amit.kumar.ece@niet.co.in
11	Mr. Raviraj Singh	Assistant Professor	DS	8770640911	raviraj.singh@niet.co.in
12	Dr. Vineet Kumar	Assistant Professor	Cyber Security	9205265619	vineet.kumar@niet.co.in
13	Ms. Garima Jain	Assistant Professor	CSBS	7417294620	garimajain@niet.co.in
14	Mr. Ajay Kumar	Assistant Professor	CS	7985182659	ajay.kumar@niet.co.in
15	Dr. Rajnish Kumar	Associate Professor	B. Pharmacy	8506970934	rajnishkumarpharmacy@niet.co.in
16	Ms. Aditee Mattoo	Assistant Professor	M. Tech(CSE) Integrated	9086611105	aditeematoo@niet.co.in

Departmental Student Alumni Coordinators

S. No.	Name	Department	Contact Number	Email Id
1	Arnav 2nd year	CSE	9870826106	0231cse108@niet.co.in
2	Jhalak Sharma 3rd year	CSE	9837337978	0221cse087@niet.co.in
3	Sanchit Jakhetia 2nd year	IT	7455888225	0231ITE074@niet.co.in
4	Nagesh Rathore 3rd Year	IT	9319372239	0221ITE281@niet.co.in
5	Komal 2nd Year	AI	8368322374	0231csai039@niet.co.in
6	Abhay Gupta 3rd Year	AI	7827092040	0221csai219@niet.co.in
7	Saloni Tiwari 2nd Year	ECE	8303241266	0231ece133@niet.co.in
8	Atharv Sinha 3rd Year	ECE	8800783132	0221ece055@niet.co.in

9	Suraj Rakesh Sahani 2nd Year	ME	9373122188	0231mec010@niet.co.in
10	Sparsh Saxena 3rd Year	ME	8126409011	0221mec010@niet.co.in
11	Raju Tiwari 1st Year	MCA	8084848631	0241mca217@niet.co.in
12	Ritika bharadwaj 3rd Year	MCA Int	7827743310	0221mcaint036@niet.co.in
13	Krishna Pachauri 1st Year	MBA	6397163158	0241mba027@niet.co.in
14	Md Salman 2nd Year	MBA	7361837471	0231mba086@niet.co.in
15	Ansh Deep Thomas 2nd year	BT	7985568043	0231BIO002@niet.co.in
16	Pragya Singh 3rd year	BT	9953552547	0221BIO038@niet.co.in
17	Swati Jha 2nd Year	AIML	8287404056	0231csml016@niet.co.in
18	Dev Goyal 3rd Year	AIML	7668340103	0221csml146@niet.co.in
19	Shlok Singh 2nd Year	IoT	6397489467	0231csiot126@niet.co.in
20	Sumesh Sarkar 2nd Year	IoT	95570 28599	0221csiot105@niet.co.in
21	Vidit Goel 2nd Year	DS	9990219521	0231csds104@niet.co.in
22	Utkarsh Gupta 3rd Year	DS	9140487245	0221csds056@niet.co.in
23	Ark Pratap Singh 2nd Year	Cyber Security	9026673451	0231cys043@niet.co.in
24	Ajitabh Kalia 3rd year	Cyber Security	8273241493	0221cys045@niet.co.in
25	Meet Thakur 2nd Year	CSBS	9760060211	0231csbs052@niet.co.in
26	Mukul Mishra 3rd Year	CSBS	6391289668	0221csbs032@niet.co.in
27	Shourya Pandey 2nd Year	CS	9696939742	0231cs033@niet.co.in
28	ANSHI TYAGI 3rd Year	CS	7451977633	0221cs155@niet.co.in
29	Shashanka Mehrotra 2nd year	B. Pharmacy	9799097208	shashankameh0601@gmail.com
30	Mr. Parv Bhardwaj 3rd Year	B. Pharmacy	8755054842	parvbhardwaj1@gmail.com
31	Ritika Srivastava 2nd Year	M.Tech(CSE) Int.	91517 79282	0231mcsd057@niet.co.in
32	Rishita Bansal 4th Year	M.Tech(CSE) Int.	9795187683	0211mcsd053@niet.co.in
33	Kuldeepak Chaturvedi 2nd Year	CSE R	8544385655	0231cseh027@niet.co.in
34	Shubham Upadhyay 3rd Year	CSE R	6397489467	0221cseh064@niet.co.in

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NIET Alumni Association Members (NAA)

S.No	Name	Designation	Contact Number	E mail ID
1	Kartikey Goel	President	8527276264	kartik87@gmail.com
2	Ankit Giri	Vice President	8743923360	aankitgiri@gmail.com
3	Suneel Kumar	General Secretary	9871924792	sunilsharma721@gmail.com
4	Shubham Bhardwaj	Joint Secretary(Overseas)	7503769329	shubhambhardwaj2992@gmail.com
5	Akansha Soneja	Joint Secretary(India)	9999259281	akankshaec@gmail.com
6	Vikrant Malik	Treasurer	9350710881	Vikrant.malik@niet.co.in
7	Tushar Madhesia	Executive Member	8802824807	tshr.729@gmail.com
8	Himanshu Sharma	Executive Member	8445737857	himanshusharma842000@gmail.com
9	Krishna Kant Jha	Executive Member	9716601464	krishankantjha@gmail.com
10	Harsh Gaur	Executive Member	9654236101	harshgaur2009@gmail.com

Director
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19, Knowledge Park-II, Greater Noida-201 306