



## MEETING MINUTES

<b>Meeting Name:</b>	Alumni Committee Meet		
<b>Date of Meeting:</b>	17-NOV-2018	<b>Time:</b>	9:00am – 12:00pm
<b>Minutes prepared by</b>	Dr. Aishwarya P	<b>Location:</b>	Board Room
<b>1. Meeting Objective</b>			
Student Progression through strong alma matter			
<b>2. Attendee</b>			
<b>Faculty</b> Mr Kaushik Raju, Dr. K V Narayanaswamy, Dr. Aishwarya P, Dr. Manjunath , Mrs Vasanthi S , Mr.Rajendra, Mrs. Pallavi N, Mr.Somesh ,Mrs. Archana Motta, Mrs. Madhushree, Mr.Suha B, Mr.Srinivas B V,			
<b>Alumni</b> 65 Alumni Participants			
<b>3. Agenda Items</b>			
<ul style="list-style-type: none"><li>• Alumni participation in academic and industry interface activities (Curriculum Upgradation, industry interface activities, mentorship, and placement)</li><li>• To decide date for the next Alumni Meet</li><li>• To discuss strategies for implementing future plans of action for the year 2019-20.</li></ul>			
<b>4. Decisions</b>			
<ol style="list-style-type: none"><li>a. Decided to Equip the alma association with strong support by registering the association in the national level and maintaining the connection between alumni and college</li><li>b. To avail the funds from alumni in the national level and international level .</li><li>c. Transparent usage of funds from alumni</li></ol>			
<b>5. Action Items</b>			
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<b>6. Mechanism of Alumni</b>			



- Review general concepts and goals of the Alumni/Alumnae Association
- Outline Alumni/Alumnae Association functions
  - A. Communication (newsletters, mailings, directories, etc.)
  - B. Activities
  - C. Fund raising
  - D. Scholarships and fellowships
  - E. Assistance in Alumni/Alumnae coordinator programming
- Identify short- and long-term needs
- Establish projected expenditures and due's structure
- Solicit areas of interest and capabilities
- Nomination and election of Alumni/Alumnae Association officers
- Appointment of a committee to draw up the by-laws or organizational outline
- Appointment of other committees and delegation of responsibilities (communications, recognition, events, recruiting, etc.)
- Set date, time and location for follow-up meeting
- Adjourn



## 8. Other Notes and Information

To prepare and invite alumni for the competitive programs

Dr. Aishwarya P  
HOD CS&E  
Convener-Atria Alma matter

Mrs. Hemalatha K N  
Convener  
Asst. Prof, CSE Dept.

Dr.K V Narayanaswamy  
Principal  
Atria Institute of Technology