



## MINUTES OF MEETING

<b>Meeting Name:</b>	Alumni Committee Meet
<b>Date of Meeting:</b>	19- June-2019
<b>Minutes prepared by</b>	Dr. Aishwarya P
<b>Time:</b>	9:00am – 12:00pm
<b>Location:</b>	Board Room
<b>9. Meeting Objective</b>	
To let the alumni acknowledge their gratitude to their Alma Mater.	
<b>10. Attendee</b>	
<b>Faculty</b> Dr. K V Narayanaswamy, Dr. Aishwarya P, Dr. Manjunath , Mrs Vasanthi S , Mr.Rajendra, Mrs. Hema , Mr.Somesh ,Mrs. Archana Motta, & Alma Connect Committee members	
<b>11. Agenda Items</b>	
staging an annual programme of events and reunions; through communications, by providing a range of discounts and services for alumni; and by supporting student scholarships and other fund raising initiatives	
<b>12. Decisions</b>	
d. To keep a roster of all Alumni of college and their pertinent data. e. .Maintaining the updated and current information of all Alumni. f. Encourage, foster and promote close relations among the alumni themselves. g. Promoting a sustained sense of belonging to the Alma Mater among the Alumni by being in regular contact with them.	
<b>13. Action Items</b>	
Disseminate information regarding the Alma Mater, to the graduates, faculties and students to the Alumni	
<b>14. Alumni Mechanism</b>	
<ul style="list-style-type: none"> <li>• Review general concepts and goals of the Alumni/Alumnae Association</li> <li>• Outline Alumni/Alumnae Association functions             <ul style="list-style-type: none"> <li>• A. Communication (newsletters, mailings, directories, etc.)</li> <li>• B. Activities</li> <li>• C. Fund raising</li> <li>• D. Scholarships and fellowships</li> <li>• E. Assistance in Alumni/Alumnae coordinator programming</li> </ul> </li> <li>• Identify short- and long-term needs</li> <li>• Establish projected expenditures and due's structure</li> <li>• Solicit areas of interest and capabilities</li> <li>• Nomination and election of Alumni/Alumnae Association officers</li> <li>• Appointment of a committee to draw up the by-laws or organizational outline</li> <li>• Appointment of other committees and delegation of responsibilities (communications, recognition, events, recruiting, etc.)</li> <li>• Set date, time and location for follow-up meeting</li> </ul>	



- Adjourn

**15. Registration Date**

30-June-2019

**16. Other Notes and Information**

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

Dr. K V Narayanaswamy  
Principal  
Atria Institute of Technology