



MINUTES OF MEETING

Meeting Name:	Alumni Committee Meet
Date of Meeting:	30- NOV-2019
Minutes prepared by	Dr. Aishwarya P
Time:	9:00am – 12:00pm
Location:	Board Room
Meeting Objective	
Interaction of Alumni with the management, principal and faculties	
Attendee	
Faculty 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	
Agenda Items	
<ul style="list-style-type: none"> • Formation of 5 Member Core Committee and main Office bearer with immediate effect. • Selecting members those who can involve in college activity and devote time from any department. 	
Decisions	
<ul style="list-style-type: none"> • Maintaining the updated and current information of all Alumni. • Encourage, foster and promote close relations among the alumni themselves. • Promoting a sustained sense of belonging to the Alma Mater among the Alumni by being in regular contact with them. 	
Action Items	
Disseminate information regarding the Alma Mater, to the graduates, faculties and students to the Alumni	
Alumni Mechanism	
<ul style="list-style-type: none"> • Review general concepts and goals of the Alumni/Alumnae Association • Outline Alumni/Alumnae Association functions <ul style="list-style-type: none"> • 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 dues 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

Other Notes and Information

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

Dr. K V Narayanaswamy
Principal
Atria Institute of Technology