



MINUTES OF MEETING

Meeting Name:	Alumni Committee Meet
Date of Meeting:	20- Nov-2021
Minutes prepared by	Dr. Aishwarya P
Time:	9:00am – 12:00pm
Location:	Board Room
1. Meeting Objective	
<ul style="list-style-type: none"> • The role of students in alumni network • Discussion of pathways to alumni engagement 	
2. Attendee	
Faculty Dr. T N Sreenivasa, Dr. Aishwarya P, Dr. Manjunath , Mrs Vasanthi S , Mr. Rajendra, Mrs. Hema , Mr. Somesh ,Mrs. Archana Motta, & Alma Connect Committee members	
3. Agenda Items	
<ul style="list-style-type: none"> • 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 fundraising initiatives 	
4. Decisions	
<ol style="list-style-type: none"> a. To Have a felicitation by the next half year for all the b. To keep a roster of all Alumni of college and their pertinent data. c. Maintaining the updated and current information of all Alumni. d. Encourage, foster and promote close relations among the alumni themselves. e. Promoting a sustained sense of belonging to the Alma Mater among the Alumni by being in regular contact with them. 	
5. Action Items	
Disseminate information regarding the Alma Mater, to the graduates, faculties and students to the Alumni	
6. 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 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

A handwritten signature in black ink, appearing to read "Aishwarya P".

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

A handwritten signature in black ink, appearing to read "T N Sreenivasa".

Dr. T N Sreenivasa
Principal
Atria Institute of Technology