



ATRIA INSTITUTE OF TECHNOLOGY			
MEETING MINUTES			
Meeting Name:	Alumni Committee Meet		
Date of Meeting:	19-JUNE-2020	Time:	9:00am – 12:00pm
Minutes prepared by	Dr. Aishwarya P	Location:	Online-Google Meet
1. Meeting Objective			
<ul style="list-style-type: none"> To consider and approve the initiatives for change in name and by laws of Alumni Association 			
2. Attendee			
<p>Faculty Dr. K V Narayanaswamy, Dr. Aishwarya P, Dr.Surendra Mrs Vasanthi S , Mr.Rajendra, Mrs. Pallavi N, Mr.Somesh , Mrs. Archana Motta, Mrs. Madhushree, Mr.Suha B, Mr.Srinivas B V, Alumni: Mr.Ameenualla, Mr. Arvind T, Mr. Tarun Bhaskar,</p>			
3. Agenda Items			
<ul style="list-style-type: none"> To appraise the members on the developments related to running program for enhancing employability To review progress by chapters on various alumni activities To approve Report of Committee for selection of eligible students and mode of distribution of Scholarship 			
4. Decisions			
<p>h. To make sure that Alumni has good social media presence in the form of Facebook Pages and LinkedIn page.</p> <p>i. To review progress by chapters on various alumni activities</p> <p>j. To approve Standard Operating Procedure and Guidelines for operation of Bank Accounts by Chapters</p> <p>k. To update members on current financial situation of Alumni Association and seek necessary budgetary approval pertaining to plans and initiatives</p>			
5 Action Items			
Approval for major initiatives to be implemented including the forthcoming Alumni meet Dec 2021			
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

7 Registration Date

30-June-2020

6. Other Notes and Information

To consider and deliberate upon the Vision and Mission Statement of Atria. I.T

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

Dr.K V Narayanaswamy
Principal
Atria Institute of Technology