



MINUTES OF THE MEETING

MEETING NO.	MEETING DATE	MEETING TIME	MEETING LOCATION
MZCET/2022-2023/AC/CELL/02	15/02/2023	10:45 A.M	2024
MEETING CALLED BY	Alumni Coordinator		
TYPE OF MEETING	Alumni coordinator Meeting		
FACILITATOR	Mrs. Taksala Devapriya.A		

NAME OF THE ATTENDEE	DEPARTMENT	CIRCULAR RECEIVED SIGNATURE	MEETING ATTENDED SIGNATURE
1. Mr. Anand	CIVIL		
2. Mrs. Rohini	CSE		
3. Mr. Arun Kumar	ECE		
4. Ms. Gayathri	EEE		
5. Mr. Tamilarasan	MECH		

MINUTES OF THE PREVIOUS MEETING(* Incomplete action items of even earlier meetings must be included in this sheet)

AGENDA TOPIC	ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	COMPLETION STATUS
1. Review of alumni database and updating contact details	Details were collected and updated	-	-	Completed
2. Planning alumni reunions, annual meets, and networking events	Annual meet was organized and conducted.	-	-	Completed

AGENDA FOR THIS MEETING

AGENDA TOPIC

- 1.Planning of Alumni Reunions, Annual Meets, and Networking Events
2. Alumni Mentorship Programme for Students (Academic & Career Guidance)

Report of the Meeting

AGENDA.NO.	DISCUSSION	CONCLUSIONS	PERSON RESPONSIBLE
1	Planning of Alumni Reunions, Annual Meets.	<ul style="list-style-type: none"> The committee discussed organizing periodic alumni reunions and annual meets to strengthen alumni engagement and institutional bonding. 	Department Alumni coordinator
2	Alumni Mentorship Programme for Students (Academic & Career Guidance)	<ul style="list-style-type: none"> Alumni expressed willingness to support students through mentoring sessions, career talks, and one-to-one interactions. 	Department Alumni coordinator

Note Taker's Signature

15/2/23

Date

Alumni coordinator's Signature

15/2/23

Date



MINUTES OF THE MEETING				
MEETING NO.	MEETING DATE	MEETING TIME	MEETING LOCATION	
MZCET/2022-2023/AC/CELL/01	17/05/2022	10:45 A.M	2024	
MEETING CALLED BY	Alumni Coordinator			
TYPE OF MEETING	Alumni coordinator Meeting			
FACILITATOR	Mrs. Taksala Devapriya.A			
NAME OF THE ATTENDEE	DEPARTMENT	CIRCULAR RECEIVED SIGNATURE	MEETING ATTENDED SIGNATURE	
1. Mr. Anand	CIVIL	<i>[Signature]</i>	<i>[Signature]</i> 17/5/22	
2. Mrs. Rohini	CSE	<i>[Signature]</i>	<i>[Signature]</i> 17/5/22	
3. Mr. Arun Kumar	ECE	<i>[Signature]</i>	<i>[Signature]</i> 17/5/22	
4. Ms. Gayathri	EEE	<i>[Signature]</i>	<i>[Signature]</i> 17/5/22	
5. Mr. Tamilarasan	MECH	<i>[Signature]</i>	<i>[Signature]</i> 17/5/22	
MINUTES OF THE PREVIOUS MEETING(* Incomplete action items of even earlier meetings must be included in this sheet)				
AGENDA TOPIC	ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	COMPLETION STATUS
1. Graduation day	Students actively participated and received their degrees.	-	-	Completed
2. Alumni feedback	Collected the feedback .	-	-	Completed
AGENDA FOR THIS MEETING				
AGENDA TOPIC				
1. Review of alumni database and updating contact details				
2. Planning alumni reunions, annual meets, and networking events				
Report of the Meeting				
AGENDA. NO.	DISCUSSION	CONCLUSIONS	PERSON RESPONSIBLE	
1	Review of alumni database and updating contact details	<ul style="list-style-type: none"> The alumni database was reviewed, and it was decided to update and verify alumni contact details regularly to ensure effective communication and engagement. 	Department Alumni coordinator	
2	Planning alumni reunions, annual meets, and networking events	<ul style="list-style-type: none"> It was concluded to organize regular alumni reunions, annual meets, and networking events to strengthen alumni bonding and promote active participation in institutional activities. 	Department Alumni coordinator	

[Signature]

Note Taker's Signature

17/5/22

Date

[Signature]

Alumni coordinator's
Signature

17/5/22

Date