

MINUTES OF THE MEETING			
MEETING NO.	MEETING DATE	MEETING TIME	MEETING LOCATION
MZCET/2023-2024/AC/CELL/02	8/02/2024	03:45 P.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. Ms.Sakuntaladevi	CIVIL	G. S. H. D.	G. S. H. D. 8/2/24
2. Mrs. Gayathri	CSE	B. G. H. D.	B. G. H. D.
3. Mr. Arun Kumar	ECE	R. A. C. E. R	R. A. C. E. R
4. Ms. Gayathri	EEE	G. H. D.	G. H. D. 8/2/24
5. Mr. Sundara Vignesh	MECH	S. A. C. E. R	S. A. C. E. R 8/2/24

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. Presentation of Alumni Association activities	<ul style="list-style-type: none"> Compiled activity reports with photographs, participation data, and outcomes for record and future reference. 	-	-	Completed
2. Alumni interaction and sharing of professional experiences	<ul style="list-style-type: none"> Scheduled periodic alumni talks, webinars, or panel discussions based on different engineering domains. Collect feedback from students and alumni to improve the effectiveness of future interaction sessions. 	-	-	Completed

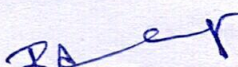
AGENDA FOR THIS MEETING

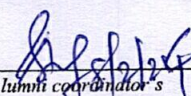
AGENDA TOPIC

- Industry Expert Talks, Webinars, and Guest Lectures by Alumni
- Support from Alumni for Student Internships and Industrial Training

Report of the Meeting

AGENDA. NO.	DISCUSSION	CONCLUSIONS	PERSON RESPONSIBLE
1	Industry Expert Talks, Webinars, and Guest Lectures by Alumni	<ul style="list-style-type: none"> The members discussed organizing regular industry expert talks, webinars, and guest lectures by alumni to expose students to current industry trends and technologies 	Department Alumni coordinator
2	Support from Alumni for Student Internships and Industrial Training.	<ul style="list-style-type: none"> Alumni shared their professional journeys, industry insights, and career growth experiences, which were informative and motivating for students. 	Department Alumni coordinator


 Note Taker's Signature
 8/2/24.
 Date


 Alumni coordinator's
 Signature
 Date

MINUTES OF THE MEETING

MEETING NO.	MEETING DATE	MEETING TIME	MEETING LOCATION
MZCET/2023-2024/AC/CELL/01	10/08/2023	03:45 P.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. Ms.Sakuntaladevi	CIVIL	<i>G. S. H. P. P.</i>	<i>G. S. H. P. P. 123</i>
2. Mrs. Gayathri	CSE	<i>B. G. S. H. P.</i>	<i>B. G. S. H. P. 123</i>
3. Mr. Arun Kumar	ECE	<i>RA</i>	<i>RA 10/8/23</i>
4. Ms. Gayathri	EEE	<i>G. S. H. P.</i>	<i>G. S. H. P. 10/8/23</i>
5. Mr. Sundara Vignesh	MECH	<i>RA</i>	<i>RA 10/8/23</i>

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	Relevant data were gathered.	-	-	Completed
2. Planning alumni reunions, annual meets, and networking events	Alumni meet activity was conducted on 04-07-2023	-	-	Completed

AGENDA FOR THIS MEETING

AGENDA TOPIC
1. Presentation of Alumni Association activities
2. Alumni interaction and sharing of professional experiences

Report of the Meeting

AGENDA. NO.	DISCUSSION	CONCLUSIONS	PERSON RESPONSIBLE
1.	Presentation of Alumni Association activities	<ul style="list-style-type: none"> The Alumni Association activities carried out during the year were presented and reviewed, highlighting alumni engagement programmes, guest lectures, and student support initiatives 	Department Alumni coordinator
2.	Alumni interaction and sharing of professional experiences	<ul style="list-style-type: none"> Alumni shared their professional journeys, industry insights, and career growth experiences, which were informative and motivating for students. 	Department Alumni coordinator

RA 10/8/23

Note Taker's Signature

Date

RA 10/8/23

Alumni coordinator's Signature

Date