Mount Zion College of Engineering and Technology

To Make Man Whole!!

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.Sakuntaladevi	G.Sakuntaladevi 8/2/24
2. Mrs. Gayathri	CSE	B.Gayathri	B.Gayathri
3. Mr. Arun Kumar	ECE	RA	RA 8/2/24
4. Ms. Gayathri	EEE	Gayathri	Gayathri 8/2/24
5. Mr. Sundara Vignesh	MECH	S.Sundara	S.Sundara 08/2/24

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	• Compiled activity reports with photographs, participation data, and outcomes for record and future reference.	-	-	Completed
2. Alumni interaction and sharing of professional experiences	• 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
1. Industry Expert Talks, Webinars, and Guest Lectures by Alumni
2. 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	• 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.	• Alumni shared their professional journeys, industry insights, and career growth experiences, which were informative and motivating for students.	Department Alumni coordinator

RA

Note Taker's Signature

8/2/24.

Date

Alumni coordinator's Signature

Date

Mount Zion College of Engineering and Technology

To Make Man Whole!!

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		
2. Mrs. Gayathri	CSE		
3. Mr. Arun Kumar	ECE		
4. Ms. Gayathri	EEE		
5. Mr. Sundara Vignesh	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	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	• 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	• 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

Date

Alumni coordinator's Signature

Date