Mount Zion College of Engineering and Technology

To Make Man Whole!!

MINUTES OF THE MEETING

MEETING NO.	MEETING DATE	MEETING TIME	MEETING LOCATION
MZCET/2024-2025/AC/CELL/02	27/02/2025	03:45 P.M	1024

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. Malapriyadharshini	CSE		
3. Mr. Arun Kumar	ECE		
4. Ms. Anitha	EEE		
5. Mr. Kannan	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. Alumni newsletter for 2024-2025 odd semester	Newsletter was designed	-	-	Completed
2. Alumni meet '24	Successfully conducted the alumni meet at Kuala Lumpur, Malaysia.	-	-	Completed

AGENDA FOR THIS MEETING

AGENDA TOPIC
1. Discussion on alumni support for student development
2. Review of alumni database and updating contact details.

Report of the Meeting

AGENDA. NO.	DISCUSSION	CONCLUSIONS	PERSON RESPONSIBLE
1.	Discussion on alumni support for student development	Alumni members expressed their willingness to support students through career guidance, mentoring, internships, guest lectures, and placement assistance	Department Alumni coordinator
2.	Review of alumni database and updating contact details.	The committee reviewed the existing alumni database and emphasized the need to update contact details and professional information regularly.	Department Alumni coordinator

Note Taker's Signature

Date

Alumni coordinator's Signature

Date

Mount Zion College of Engineering and Technology

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MINUTES OF THE MEETING

MEETING NO.	MEETING DATE	MEETING TIME	MEETING LOCATION
MZCET/2024-2025/AC/CELL/01	28/09/2024	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	23/9/24	28/9/24
2. Mrs. Sherly Monica	CSE	23/9/24	28/9/24
3. Mr. Arun Kumar	ECE	23/9/24	28/9/24
4. Ms. Anitha	EEE	23/9/24	28/9/24
5. Mr. Kannan	MECH	23/9/24	28/9/24

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. Industry Expert Talks, Webinars, and Guest Lectures by Alumni	5 Talks were delivered by the Alumni.	-	-	Completed
2. Support from Alumni for Student Internships and Industrial Training	Received massive support from the alumni for industrial training .	-	-	Completed

AGENDA FOR THIS MEETING

AGENDA TOPIC
1. Alumni newsletter for 2024-25 odd semester
2. Alumni meet '24

Report of the Meeting

AGENDA. NO.	DISCUSSION	CONCLUSIONS	PERSON RESPONSIBLE
1.	Alumni newsletter for 2024-25 odd semester	• Alumni newsletter has been planned to prepare for 2024-25 odd semester	Department Alumni coordinator
2.	Alumni meet '24	• Alumni meet was planned to conduct in Kuala Lumpur, Malaysia.	Department Alumni coordinator

28/9/24

Note Taker's Signature

Date

28/9/24

Alumni Coordinator's Signature

Date