



MINUTES OF THE MEETING				
MEETING NO.	MEETING DATE	MEETING TIME	MEETING LOCATION	
MZCET/2025-2026/AC/CELL/02	4/12/2025	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	<i>G. J. H. P.</i>	<i>G. J. H. P.</i>	
2. Mrs. Malapriyadharshini	CSE	<i>malapriya</i>	<i>malapriya</i>	
3. Mr. Arun Kumar	ECE	<i>RA</i>	<i>RA</i>	
4. Ms. Anitha	EEE	<i>Anitha</i>	<i>Anitha</i>	
5. Mr. Kannan	MECH	<i>Kannan</i>	<i>Kannan</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. Alumni Mentorship Programme for Students.	3 Programmes were organized	-	-	Completed
2. Alumni feedback	Related data were collected.	-	-	Completed
AGENDA FOR THIS MEETING				
AGENDA TOPIC				
1. Graduation day				
2. To identify eligible students for NBA visit				

Report of the Meeting

AGENDA. NO.	DISCUSSION	CONCLUSIONS	PERSON RESPONSIBLE
1.	Graduation day	<ul style="list-style-type: none"> Discussed arrangement and responsibilities for graduation day. 	Department Alumni coordinator
2.	To identify eligible students for NBA visit	<ul style="list-style-type: none"> Shortlisted eligible students for NBA visit. 	Department Alumni coordinator

G. J. H. P.
Note Taker's Signature

Date

G. J. H. P.
Alumni coordinator's
Signature
4/12/25
Date



MINUTES OF THE MEETING

MEETING NO.	MEETING DATE	MEETING TIME	MEETING LOCATION
MZCET/2025-2026/AC/CELL/01	13/08/2025	03:45P.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)

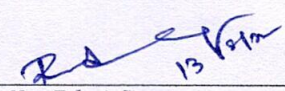
AGENDA TOPIC	ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	COMPLETION STATUS
1. Discussion on Alumni support for student development	3 programmes were organized	-	-	Completed
2. Review of alumni database and updating contact details	Related data were collected.	-	-	Completed

AGENDA FOR THIS MEETING

AGENDA TOPIC
1. Alumni Mentorship Programme for Students.
2. Alumni feedback

Report of the Meeting

AGENDA NO.	DISCUSSION	CONCLUSIONS	PERSON RESPONSIBLE
1.	Alumni Mentorship Programme for Students	<ul style="list-style-type: none"> The committee concluded that the Alumni Mentorship Programme would be implemented to provide students with academic guidance, career support, and industry exposure. 	Department Alumni coordinator
2.	Alumni feedback.	<ul style="list-style-type: none"> Planned to collect feedback from the alumni members. 	Department Alumni coordinator


Note Taker's Signature

Date


Alumni coordinator's Signature

Date