

SAHRDAYA COLLEGE OF ENGINEERING AND TECHNOLOGY, KODAKARA - 680684

Minutes of the meeting

Name of the meeting: Alumni Committee Meeting










Date & Time of meeting: 21/8/2023; 12.00 noon.

Agenda*: Evaluation of activities in 2022-2023 and planning of activities for 2023-2024

Members attended:

Period of Review : 2022-2023

Venue: Jasmine Hall

Name	Designation	Signature
Ms. Vidyamol K,	Assistant Professor	
Ms. Jemey Antony(ASH)	Assistant Professor	Absent
Ms. Jasmy Davis (CS)	Assistant Professor	
Ms. Anly Antony (CS)	Assistant Professor	
Ms. Marria C Cyriac (BT)	Assistant Professor	
Ms. Reshma Jose (BM)	Assistant Professor	
Ms. Smeera Thomas (BT)	Assistant Professor	
Dr. Joseph Jestin (Librarian)	Assistant Professor	
Mr. Jibin Jose (BM)	Assistant Professor	
Ms. Riya Susan Andrew (CE)	Assistant Professor	For 
Mr. Sebin Davis K (EEE)	Assistant Professor	Absent

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Review of action points of the previous meetings:

Details of action	Target Date	Responsibility	Progress	Revised target date if any	Status
Evaluation of Activities 2022-2023	14/8/2023	Ms. Jasmi Davis (Former Convener)	Completed	Nil	Completed

2. Action points discussed in meeting:

Points of Review	Decisions taken	Responsibility	Target date
Formation of Executive Committee Members	Constitution of the committee is formed and intimated to IQAC	Ms. Vidyamol K	22/8/2023
Alumni meet planning to be initiated	Alumni of 2013 pass out batch students should be contacted to fix the alumni meet dates	All Department In charges	7/9/2023
Alumni Day to be planned or not	Suggestions to be invited from students	All Department In charges	7/9/2023
Other activities to be planned under Alumni Association	Suggestions to be invited from students	All Department In charges	7/9/2023

Date: 21/8/2023

Prepared by : Ms. Vidyamol K.

Approved by: Dr. Nixon Kuruvila