

SAHRDAYA COLLEGE OF ENGINEERING AND TECHNOLOGY, KODAKARA - 680684

Minutes of the meeting

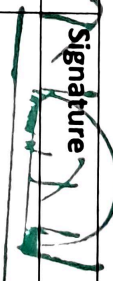









Name of the meeting: Alumni relations committee

Date & Time of meeting: 6th December 2022

Agenda*: Alumni meet and Activities

Members attended:

Period of Review : (optional)
Venue: Jasmine Hall

S. No.	Name	Designation	Signature
1.	Dr Nixon Kuruvila	Principal	
2	Ms Jasmy Davies	Convener	
3.	Dr Joseph Jestin	Member	
4	Ms Jency Antony	Member	
5	Mr Jibin Jose	Member	
6	Ms Smeera Thomas	Member	
7	Mr Sebin Davis	Member	
8	Ms Priya K V	Member	
9	Ms Vidyamol	Member	
10	Ms Riya	Member	

*Agenda is optional. Each agenda item must be numbered and typed in separate line)

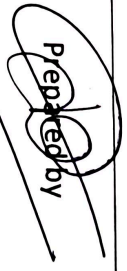
1. Review of Action Points of the Previous Meeting:


Details of Action	Target Date	Responsibility	Progress	Revised Target	Status (Closed/Cancelled/ Continuous/ Ongoing/Deferred)
Digital Library	30/4/2022	SECAA	A digital library was sponsored by the Sahridaya Engineering college Alumni Association		Closed
Memtor-Mentee relations	31/12/2022	All dept. staff	Every year we are conducting Alumni interactions to the students.		Closed
Training Programs	31/12/2022	IQAC	The latex training program was organized for the staff and the students		Closed

2. Decisions taken during this meeting

Points of Review	Decisions taken	Responsibility	Target date
Alumni meet	An Alumni meet is decided to conduct on 31 st December 2022 for the three batches 2010, 2011, 2012 pass out and all alumni from the respective department should invite for the Alumni meet.	Dept	15/12/2022
Alumni memento	A memento should purchase for the alumni	Ms Jasmy Davies	10/12/2022
Memory Video	A memories video is required to be planned for the alumni gathering.	Ms Priya K V	20/12/2022
Program Schedule	A programme schedule should be prepared.	Ms Jasmy Davies	28/12/2022
Food and Refreshment	On the alumni meet, refreshments and food should be provided.	Mr Mathews	28/12/2022

Date : 8/12/22.
C.C.TO:

Prepared by

8/12/22.

Approved by

Principal
Sahrdaya College of Engineering
and Technology
P.B.No.17,Kodakara. 680 684.