






**SAHRDAYA COLLEGE OF ENGINEERING AND TECHNOLOGY, KODAKARA - 680684****Minutes of the meeting****Name of the meeting: Executive Committee meeting****Date & Time of meeting: 5/10/2022****Agenda\*: Academic Year Planning****Members attended:****Period of Review : (optional)****Venue: Principal's Office**

S. No.	Name	Designation	Signature
1	Dr Nixon Kuruvila	President	
2	Ms Amrutha Basant	Vice President	Online
3	Ms Priya K V	Secretary	
4	Ms Gincy Varghese	Joint Secretary	Online
5	Ms Jasmy Davies	Treasurer	
6	Ms Jemcy Antony	Member	
7	Mr Jibin Jose	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)
Last year's academic programs		SECAA Members	Done		Closed
Alumni meet		All Dept.	Finalized the dates		Closed

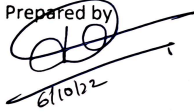
**2. Decisions taken during this meeting**

Points of Review	Decisions taken	Responsibility	Target date
Newly Elected Secretary	Ms Priya K V was elected as the newly Secretary of SECAA	SECAA	
Programs	In this Academic year Alumni interactions, Alumni sponsored workshops and seminars should be arranged	SECAA	
Alumni Cards	Issue of Alumni Cards maintained properly in right time	Dept.	

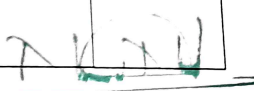
Planting the sapling	Year sapling of plant should be continued	SECAA	
Alumni meet	An Alumni meet should be arranged for the 2010,2011 and 2012 pass-out students	SECAA	
Donate Books	Alumni can donate the book to department library	Dept.	

Date : 6/10/22.  
C.C.TO:

Prepared by

  
6/10/22

Approved by

  
Principal  
Sairudaya College of Engineering  
and Technology  
P. B No. 17, Kodakara. 681 684.