

Location: IQAC Cell

Date: 02/04/2024 Time: 11:00 A.M.

### Attendees:

1. Principal- Dr. Rahul Paul

2. IQAC Coordinator- Dr. Preeti Upadhyay

3. Secretary, Alumni Association- Dr. Mudita Gupta

4. Treasurer, Alumni Association -Dr. Debarghya Bhattacharyya

## Agenda Items:

1. Suggestions for the next alumni meet.

2. To invite guest speakers or organize panel discussions.

ACTION#	ACTION POINT	CONCERNED STAFF	ETA
1	To gather ideas and recommendations for organizing the next alumni meet, including potential themes, dates, venues, activities, and any special features to enhance engagement and participation	Dr. Mudita Gupta	1 month
2	To propose and finalize guest speakers or arrange panel discussions featuring distinguished alumni or experts, focusing on topics that inspire, educate, and engage the alumni community	Dr. Debarghya Bhattacharyya	1 month





Location: **IQAC Cell** Date: 04/01/2024 Time: 10:30 A.M.

Attendees:

1. Principal- Dr. Rahul Paul

2. IQAC Coordinator- Dr. Preeti Upadhyay

3. Secretary, Alumni Association- Dr. Mudita Gupta

4. Treasurer, Alumni Association -Dr. Debarghya Bhattacharyya

Agenda Items:

1. Recent expenditures and sources of funding by alumni fund

2. To request insights and suggestions from participants.

ACTION#	ACTION POINT	CONCERNED STAFF	ETA
1	To encourage registered alumni members to share their suggestions and insights through a Google Form.	Dr. Mudita Gupta	1 month
2	Recent expenditures from the alumni trust account should be calculated, and alternative funding sources beyond registrations need to be identified.	Dr. Debarghya Bhattacharyya	1 month





Location: IQAC Cell

Date: 03/10/2023 Time: 10:00 A.M.

#### Attendees:

1. Principal- Dr. Rahul Paul

2. IQAC Coordinator- Dr. Preeti Upadhyay

3. Secretary, Alumni Association- Dr. Mudita Gupta

4. Treasurer, Alumni Association -Dr. Debarghya Bhattacharyya

## Agenda Items:

- 1. To update number of new registered members
- 2. To recognize notable alumni achievements if any
- To update on welcome kit planned/musical instrument to be donated in the last meeting

ACTION#	ACTION POINT	CONCERNED STAFF	ETA
1	College Diary to be designed with alumni badges to be distributed to new alumni registrations	Dr. Mudita Gupta	1 month
2	Musical drum to be donated to college music band, quotations to be requestd from music instrument vendors or local stores to ensure the best quality within budget.	Dr. Mudita Gupta	1 month
3	To take an update on total registered alumni members including new entrants	Dr. Debarghya Bhattacharyya	1 month
4	To honor and highlight the exceptional accomplishments of distinguished alumni, where applicable.	Dr. Debarghya Bhattacharyya	1 month





Location: IQAC Cell

Date: 03/07/2023 Time: 11:00 A.M.

### Attendees:

1. Principal- Dr. Rahul Paul

2. IQAC Coordinator- Dr. Preeti Upadhyay

3. Secretary, Alumni Association- Dr. Mudita Gupta

4. Treasurer, Alumni Association -Dr. Debarghya Bhattacharyya

### Agenda Items:

1. To discuss potential future initiatives to engage registered alumni

2. To request registered alumni members to make donations

3. To discuss current financial situation including summary of recent income, expenses, and current balance

ACTION POINT	CONCERNED STAFF	ETA
A welcome kit to be planned for all registered alumni members	Dr. Mudita Gupta	1 month
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A musical instrument to be donated for college musical band from alumni fund	Dr. Debarghya Bhattacharyya	1 month
	A welcome kit to be planned for all registered alumni members  A musical instrument to be donated for college musical band	A welcome kit to be planned for all registered alumni members  Dr. Mudita Gupta  A musical instrument to be donated for college musical band  Bhattacharyya

