

Alumni Meeting Minutes for the meeting held on 11/02/2023.

- **The Agenda for the meeting**
- Introduction of new members to the existing committee.
- Finalizing the process of activation of Alumni A/c.
- To prepare personnel files of the committee members. For which you have to carry 2 copies of their Aadhaar and PAN card and 2 passport size photos. (Ignore if already submitted).
- To discuss format of Lifetime Membership ID and its content.
- To find essential features for Alumni Website.
- To prepare Academic Calendar for the Year 2023-24.
- To discuss additional aspects which may come up during the meeting.

Attendees of the Meeting

1. Jafar Shaikh
2. Muazzam Mukadam
3. Kavish Shaikh
4. Pradnya Thorat
5. Yogesh Udayar
6. Parvez Idrisi
7. Augustin Abraham
8. Kirubakaran Samuel
9. Mitrapal Singh

As per agenda the following points were discussed in the meeting:

- Our President Mr. Jafar Shaikh introduced the new members to the committee and each member introduced themselves respectively.
- Previous meetings minutes were discussed in which major alumni account related and settlement work is pending due to the resignation of our General Secretary. We received the resignation from the general secretary on 11th Feb, 2023, she resigned due to some personal reason.
- Accordingly some internal changes has been made in the committee, to fill up the Secretarial post it has been discussed in the Meeting that our existing Asst. Treasurer Ms. Pradnya Thorat will be promoted to General Secretary position. All the committee members unanimously agreed for the same and Ms. Pradnya Thorat accepted the offer too.
- So w.e.f. 12th February, 2023 Ms. Pradnya Thorat will be the new General Secretary for the SNGC Alumni Association.
- Accordingly Mr. Augustin Abraham has been promoted to the post of Asst. Treasurer. All the committee members unanimously agreed for the same and he accepted the offer too. W.e.f. 12th February, 2023 Mr. Augustin Abraham will be new Asst. Treasurer for the SNGC Alumni Association.
- The President will issue the Promotion Letter to both New General Secretary & New Asst. Treasurer.
- The committee has to give a request letter to the Principal to appoint new member in the committee as Principal's Nominee and also the member suggested that the new member should be from the IT department for smooth working.
- According to the agenda the content of member's ID and Lifetime Membership ID was finalized and for the Alumni Website it was discussed to have an event to develop the website by our students.
- It was discussed that the registration ID on the form should be put as the Membership ID on the card and our Vice-President Mr. Muazzam M suggested to have a soft copy of Lifetime Membership ID to minimize the cost and handling issues.



- It was also discussed in the meeting that we need to update the details of the new Alumni Committee Members in our College website.
- It was suggested by our Member Mr. Augustin that the Signature option should be removed from the alumni registration form and it was seconded by another Member of the committee Mr. Parvez.
- Ms. Pradnya suggested to have a discussion with the Placement Cell Head Ms. Shankari Madam regarding placement activities
- It was decided to make a team of the current Second Year students to carry out the placement activities.
- A suggestion was given by Mr. Samuel to have a small group of Third Year students who are interested for Campus Placement as there is time constrain. It was seconded by Mr. Jafar that mentoring wise work can be done in systematic manner.
- In the meeting we've discussed about the academic calendar for the Alumni, it been decided we'll have some motivational session for TY students before they appeared for their final exam. The tentative date decided for it is 4th March, 2023
- A Makeup workshop to be conducted for the girl students by our Alumni Mr. Sandeep, the tentative date dedicated is 25th March, 2023.
- It was discussed that we'll have a website creation competition for BScIT students, it will give them a platform to showcase their website creation skills. The dates are yet to be decided, however, the committee is planning include this completion in BScIT dept fest.
- The committee is also planned to clear the backlog at the earliest.
- President of the meeting thanked all the members for their presence.

Ms. Pradnya Thorat
General Secretary
SNGC Alumni Association

