# SRI RAMACHANDRA UNIVERSITY

**SRI RAMACHANDRA ALUMNI ASSOCIATION**

President: Dr. Mohan Choudhary.B  
Vice President: Dr. Deepak  
Treasurer: Mrs. V. Deepa Parvathi  
Secretary: Dr. Koushik Muthu Raja.M  
Joint Secretary: Mrs. Gayathri  

Executive Members:  
Dr. Sudagar Singh.R.B  
Mr. R.C.Perumal  
Ms. Sharanya  
Mrs. N.Vanitha Rani  
Mr. Abhinand.P.A  
Mr. D.Jagadeswaran  
Mrs. Kalaivani.P  
Mrs. Radhika.C.M

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**Minutes of the Meeting – January 2014**

**Name of the Meeting:** Alumni Association  

**Venue:** IQAC BOARD ROOM  
**Date:** 08.01.2014  
**Time:** 2:00 PM

**Presiding:** Ms. Roopa Nagarajan  
**Recorder:** Mr. Perumal

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**++ Special Invites**

**Agenda**

1. To actively take steps to improve the functioning of Alumni Association.
2. Others
• To create a database of all the Alumni (UG & PG of 8 continent chapters)
• To structure the bylaws commonly applicable to all the chapters
• To verify the status of the registration of Sri Ramachandra Alumni Association
• To restructure the Sri Ramachandra Alumni Association members
• To form Alumni Association for each chapter (Maximum 5 members, 2 alumni working in SRU as president and secretary and 3 alumni not at SRU, as members to obtain new and unbiased opinions.)
• Regular monthly meeting on first Monday of each month (excluding Dec & May) and as when necessary
• Next meeting on 5th February to assemble the material available with each chapter and to implement the best uniformly across the university
• Some chapter are having active web portal, a link for that has to be given in the Home page of Sri Ramachandra Alumni Association
• To create a link for alumni registration in the university Home page and to simplify the registration form
• To have 10 display boards – 2 general and one for each chapter at the Sri Ramachandra Alumni Association office
• Computer with a access to Face book
• Furnitures:- A letter with a list of required furnitures to be provided to the Purchase Department
• Telephone with facility for external calling

Dr. B. MOHAN CHAUDHARY
PRESIDENT-ALUMNI ASSOCIATION
SRI RAMACHANDRA UNIVERSITY
PORUR-CHENNAI
### Minutes of the Meeting – February 2014

**Name of the Meeting:** Alumni Association  
**Venue:** BOARD ROOM  
**Date:** 05.02.2014  
**Time:** 2:00 PM

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**Agenda**

1. To actively take steps to improve the functioning of Alumni Association.
2. Others
• Every chapter decided to submit their financial accounts to the main financial committee in the university under the name of “Sri Ramachandra University Alumni Association”
• Membership fees for the alumni in all the chapters were decided respectively after discussing with their members (document attached)
• Part-time & fulltime Ph.D., course students were also decided in the meeting to be included as alumni and the fees to be collected accordingly to the chapters they are registered
• Students of Hospital Ward Technicians were also decided to be included as alumni without any membership fee.
• Bylaws of Sri Ramachandra Alumni Association was checked & structured
• Office bearers list from each chapter was collected
• Most of the database of the Undergraduates & Postgraduates students was collected, compiled and individually made as bar charts for future references
• To design the alumni card without the barcode with help of Dr. Jagdish
• To submit the details of Post Graduate Alumni with present designation by the respective department Alumni/NAAC members for future references (Preferably soft copy)
• To submit eminent distinguished 10 Alumni from each chapter (Preferably soft copy)
• To contact Dr. Balaji Singh for the Medical College eminent distinguish alumni list
• Name Boards of our Association members with designation was decided
• Alumni Purchase Code created
• Printer to be indented
• Decision was made to combine as one room for Alumni & Placement cell

Dr. B. MOHAN CHOUDHARY  
PRESIDENT-ALUMNI ASSOCIATION  
SRI RAMACHANDRA UNIVERSITY  
PORUR-CHENNAI
Minutes of the Meeting – March 2014

Name of the Meeting: Alumni Association

Venue: BOARD ROOM  
Date: 24.03.2014  
Time: 2:00 PM

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Agenda

1. To actively take steps to improve the functioning of Alumni Association.
2. Others
• Every chapter had been requested to submit their financial accounts to the main financial committee in the university

• To decide for the registration of our Alumni association as a common chapter under the Tamil Nadu Society Registration

• To decide a constant membership fee for all the chapters. Each chapter to come up with the minimum amount to be paid after discussing it with their members. It should not be less than what has been collected before.

• To request the university officials to help us financially for the communication of all the chapter Alumni members

• Decision & permission to create a We chat application through Dr. Jagdish (1988-1999 MBBS Batch) for mobile phones was obtained

• Ideas regarding to revamp our alumni university website given by Dr. Jagdish was discussed

• To request the IQAC to upload the Syllabus details of all the courses

• To include all the other Paramedical small courses and PhD. Students as our alumni

• To issue the ID cards for all the alumni members with strict verification

• To collect Office bearers list from each chapter

• Change of number of chapters from 8 to be discussed in the next meeting

• Most of the database of the Undergraduates & Postgraduates students was collected and compiled from the student section

• Name Boards of our Association members with designation to be decided

• To create an Alumni Purchase Code

Dr. B. MOHAN CHOUHDHARY  
PRESIDENT-ALUMNI ASSOCIATION  
SRI RAMACHANDRA UNIVERSITY  
PORUR-CHENNAI
**SRI RAMACHANDRA UNIVERSITY**

**SRI RAMACHANDRA ALUMNI ASSOCIATION**

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Dr. Mohan Choudhary.B

**Vice President:**
Dr. Deepak

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Mrs. V. Deepa Parvathi

**Secretary:**
Dr. Koushik Muthu Raja.M

**Joint Secretary:**
Mrs. Gayathri

**Executive Members:**
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Mr. Abhinand.P.A
Mr. D. Jagadeswaran
Mrs. Kalaivani.P
Mrs. Radhika.C.M

**Minutes of the Meeting – April 2014**

**Name of the Meeting: Alumni Association**

**Venue: BOARD ROOM**

**Date: 16.04.2014**

**Time: 2:00 PM**

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**Agenda**

1. To actively take steps to improve the functioning of Alumni Association.
2. Others
• Discussed regarding the registration fee collected from the students from all chapters and was finalized that some percentage of the fee has to be given to the parent alumni body from each chapter.

• The secretary and treasurer brought to the notice of all the office bearers EC members that the registration fees across all the constituent colleges shall be collected by the university alumni cell only.

• Discussed among the board members to organize events to raise funds for the university & for the society through alumni association.

[Signature]

Dr. B. MOITAN CHOUDHARY
PRESIDENT-ALUMNI ASSOCIATION
SRI RAMACHANDRA UNIVERSITY
PORUR-CHENNAI
# Minutes of the Meeting – June 2014

**Name of the Meeting:** Alumni Association  
**Venue:** COLLEGE BOARD ROOM  
**Date:** 18.06.2014  
**Time:** 2:00 PM

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**Agenda**

1. To actively take steps to improve the functioning of Alumni Association.
2. Others
• Discussion of details regarding the alumni category has to be updated in Ramachandra website.

• The expenses for alumni events conducted by each Constituent college shall be taken care of by the University and budgets to be allotted for each Constituent college to conduct alumni events.

• Existing System for membership fees collection to be continued by each of the Constituent College until a official communication regarding the membership fees is issued by the University officials.

[Signature]

Dr. B. Mohan Choudhary
President-Alumni Association
Sri Ramachandra University
Porur-Chennai
Minutes of the Meeting – July 2014

Name of the Meeting: Alumni Association

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Agenda

1. To actively take steps to improve the functioning of Alumni Association.
• To thank the management for providing a new office and an exclusive secretary (Ms. Hemavathi) for Sri Ramachandra Alumni Association

• The expenses for alumni events conducted by each Constituent college shall be taken care of by the University and budgets to be allotted for each Constituent college to conduct alumni events.

• Existing System for membership fees collection to be continued by each of the Constituent College until an official communication regarding the membership fees is issued by the University officials.

• Updated information's of the outgoing students has to be collected at the time of CONVOCATION while giving their robes.

Dr. B. MOHAN CHOUDHARY
PRESIDENT-ALUMNI ASSOCIATION
SRI RAMACHANDRA UNIVERSITY
PORUR-CHENNAI
Minutes of the Meeting – August 2014

Name of the Meeting: Alumni Association

Venue: BOARD ROOM  Date: 06.08.2014  Time: 2:00 PM

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Agenda

1. To actively take steps to improve the functioning of Alumni Association.
2. Others
• Dr. Mythili S (Alumnae B.D.S 1995-1996, M.D.S (Oral Pathology) 2009-2010 batch) has been elected newly for the post of Vice President of Alumni Association.

• Eminent distinguished 10 Alumni from few chapters were submitted.

• The Protocol/ Blueprint for the Poster Presentation of each chapter during the NAAC Inspection was decided.

• Poster details from each chapter according to the format is decided to be submitted by Wednesday (13.08.14)

• All the chapters were meeting once in a year and decided to continue with the same.

• Regular monthly meeting on first Monday of each month (excluding Dec & May) and as when necessary was again emphasized.

• To decide to conduct a CME programme with outside alumni as speakers on the day of NAAC Inspection from each chapter.

• To contact Dr. Balaji Singh for the Medical College eminent distinguish alumni list.

• Printer to be indented.

• General Poster of the alumni for NAAC to be decided.

• Permission from the Dean was obtained to conduct a CME programme with outside alumni as speakers on the day of NAAC Inspection from each chapter.

• Eminent distinguished 10 Alumni for Faculty of Medicine to be collected

• Files & details regarding for NAAC Inspection on 19th & 20th of August 2014 for the Alumni cell was discussed.
• Permission to post the invite for alumni interaction with NAAC team members in
facebook to be obtained from Dean of Faculties
• Corrected Byelaws to be collected from Registrar
• Blueprints for the poster from each chapter with distinguished alumni photos and the
activities evidences from each chapter with alignment to be mailed to Suriya Digitals for
poster making.

Dr. B. MOHAN CHOU DHARY
PRESIDENT-ALUMNI ASSOCIATION
SRI RAMACHANDRA UNIVERSITY
PORUR-CHENNAI
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**Agenda**

1. To actively take steps to improve the functioning of Alumni Association.
2. Others
- General Poster & Posters for each chapter of the alumni for NAAC was updated
- We Chat application through the website srmcalumni.com was installed
- Financial maintenance from each chapter was decided to be maintained independently
- Registration of our alumni from all chapters together was suggested to be registered under the name of “Trust” for Tamil Nadu Society Registration
- 26 Shawls & 27 Mementoes were issued from the University & distributed to the alumni who had attended the NAAC alumni interaction meeting held on 20.08.14 from each chapter.

Dr. B. MOHAN CHOUDHARY
PRESIDENT - ALUMNI ASSOCIATION
SRI RAMACHANDRA UNIVERSITY
PORUR-CHENNAI
**Minutes of the Meeting – October 2014**

Name of the Meeting: Alumni Association

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* Status – A= Apologies
++ Special Invities

**Agenda**

1. To actively take steps to improve the functioning of Alumni Association.
2. Others
• Alumni office to send an email to the HODs and Principals requesting for individual chapter office bearer’s list for website updation.

• A name and logo for SRU alumni association to be finalized in the next meeting. Office bearers can suggest few names in the next meeting.

• The expenses for alumni events conducted by each Constituent college shall be taken care of by the University and budgets to be allotted for each Constituent college to conduct alumni events

Dr. B. Mohan Choudhary  
President-Alumni Association  
Sri Ramachandra University  
Porur-Chennai
Minutes of the Meeting – November 2014

Name of the Meeting: Alumni Association

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Agenda

1. To actively take steps to improve the functioning of Alumni Association.
2. Others
Dr. S. Rajendiran welcomed all the members.

1. Alumni meeting decided to conduct every month of 1st Friday at 3.00 p.m
2. Trust/Foundation to be decided as early as possible.
3. Individual Associations to continue function as usual.
4. Dr. Aruna (Alumnae M.Sc Nursing (2001-2002) batch) has been newly elected as Joint Secretary of the Alumni Association.
Minutes of the Meeting – January 2015

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* Status – P = Present  
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++ Special Invities

**Agenda**

1. To actively take steps to improve the functioning of Alumni Association.
2. Others
Dr. S. Rajendiran welcomed all the members.

1. New Year (2015) wishes to all.
2. SRU → Speech → Activity on 02.01.2015
3. Trust/Foundation to be decided as early as possible.
4. Individual Associations to continue function as usual.
5. All the members are requested to attend or to send one representative.
### Minutes of the Meeting – February 2015

**Name of the Meeting:** Alumni Association  
**Venue:** BOARD ROOM  
**Date:** 10.02.2015  
**Time:** 2:00 PM

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| Agenda | 1.  To actively take steps to improve the functioning of Alumni Association.  
|        | 2.  Others |

- Membership fees for the alumni in all the chapters were decided respectively after discussing with their members (document attached)

**ALUMNI FEE DETAILS**
<table>
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<th>SERIAL NO.</th>
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<td>6.</td>
<td>COLLEGE OF BIOMEDICAL SCIENCES</td>
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<td>7.</td>
<td>COLLEGE OF ALLIED HEALTH SCIENCES</td>
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<td>8.</td>
<td>COLLEGE OF MANAGEMENT</td>
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- Most of the database of the Undergraduates & Postgraduates students was collected, compiled and individually made as bar charts for future references.
- Committee has decided not to include Ph.D students as alumni.
- Coordinators were requested to send content for Alumni corner (Bridges) every month.
SRI RAMACHANDRA UNIVERSITY

SRI RAMACHANDRA ALUMNI ASSOCIATION

**President:**
Dr. Mohan Choudhary.B

**Vice President:**
Dr. Mythili S

**Treasurer:**
Mrs. V. Deepa Parvathi

**Secretary:**
Dr. Koushik Muthu Raja.M

**Joint Secretary:**
Dr. Aruna S

**Executive Members:**

Dr. Sudagar Singh.R.B
Mr. R.C.Perumal
Mrs. Sharanya
Mrs. N. Vanitha Rani
Mr. Abhinand.P.A
Mr. D. Jagadeswaran
Mrs. Kalaivani.P
Mrs. Radhika.C.M

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**Minutes of the Meeting – March 2015**

**Name of the Meeting:** Alumni Association

**Venue:** IQAC BOARD ROOM  
**Date:** 16.03.2015  
**Time:** 3:00 PM

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* Status – P = Present  
* Status – A = Apologies  
++ Special Invites

**Agenda**

1. To actively take steps to improve the functioning of Alumni Association.
2. Others
Dr. S. Rajendiran welcomed all the members.

1. Alumni roles and responsibilities prepared by Ms. Deepa Parvathi & Ms. Sharanya were discussed in the meeting.
2. University alumni day will be celebrated every year on 19th Sep along with university day function.
3. The expenses for alumni events conducted by each Constituent college shall be taken care of by the University and budgets to be allotted for each Constituent college to conduct alumni events.
4. A name and logo for SRU alumni association to be finalized in the next meeting. Office bearers can suggest few names in the next meeting.
Minutes of the Meeting – April 2015

Name of the Meeting: Alumni Association

Venue: Board Room
Date: 08.04.2015
Time: 12.00 PM - 1.00 PM

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Agenda
1. To actively take steps to improve the functioning of Alumni Association.
2. Others
• Registration of the central committee under the name of Foundation/ Association/ Trust was discussed.

• The members also requested for the registration of individual chapter committee.

• To regularize the alumni central committee meetings & then take a call for General Body Meeting.

• Discussed among the board members to organize events to raise funds for the university & for the society through alumni association.

• Alumni details form which is to be distributed to the alumni before the graduation day was formulated, circulated & explained to the board members.
Minutes of the Meeting – June 2015

Name of the Meeting: Alumni Association
Venue: BOARD ROOM
Date: 19.06.2015
Time: 3:00 PM

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Agenda

1. To actively take steps to improve the functioning of Alumni Association.
2. Others
Dr. S. Rajendiran welcomed all the members.

1. Alumni roles and responsibilities to be loaded in the e-Governance.

2. Celebrating the University alumni day on the morning of University day and facilitating best alumni of the year of each faculty in approved and waiting for the formal permission from our Chancellor.

3. Mrs. Deepa Parvathi to help to fill the e-Governance alumni details.
Minutes of the Meeting – July 2015

Name of the Meeting: Alumni Association
Venue: BOARD ROOM Date: 24.07.2015 Time: 3:00 PM

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Agenda

1. To actively take steps to improve the functioning of Alumni Association.
2. Others
Dr. S. Rajendiran welcomed all the members.

1) The Alumni day to be conducted along with University day on September 19th and in this regard each Constituent college and department of SRU can identify an Alumnus who made a remarkable contribution to the society and college.

2) The guidelines to choose an Alumnus will be prepared by Ms.Deepa Parvathi and Ms.Sharanya Paranthaman.

3) The application form to be filled by the Alumni members for the award function was circulated in the meeting by Dr.Rajendiran and it was reviewed. It was also conveyed that the award winning alumni members will be presented with a cash prize of 5,000 Rs along with a certificate and shawl.

4) There was discussion in the meeting regarding an alumnus of AHS department who passed away recently and if any funds can be contributed to his family members through the Alumni association. Further discussions to be made with the university officials in this regard.
**Minutes of the Meeting – August 2015**

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* Status – P = Present       * Status – A= Apologies     ++ Special Invites

**Agenda**

1. To actively take steps to improve the functioning of Alumni Association.
2. Any other matter
Dr. S. Rajendiran welcomed all the members.

- Dr Rajendiran informed all the members that the “Best alumni” awards for each faculty shall be nominated by a team after approval from Dean of Faculties. A memento and shawl (Ponnadai) shall be awarded to the “Best Alumni”. He emphasized that either the alumni/relative/representative must be positively available on the day to receive the award.

- On Sep 19th 2015, Alumni day shall be celebrated for an hour in the morning (awards shall be announced then) and the awards shall be distributed by our chancellor in the function held in the evening.
Minutes of the Meeting – September 2015

**Name of the Meeting:** Alumni Association  
**Venue:** BOARD ROOM  
**Date:** 09.09.2015  
**Time:** 2:00 PM

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* Status – P = Present  
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++ Special Invities

**Agenda**

1. To actively take steps to improve the functioning of Alumni Association.
2. Any other matter
• All the alumni activities in the university to be presented at this meeting and to be documented.

• Existing System for membership fees collection to be continued by each of the Constituent college until a official communication regarding the membership fees is issued by the University officials.

• With regard to Membership fees, the decision is yet to be made by the University officials. Each constituent college can continue to collect the membership fees from their passed out students according to their norms followed in the past until university officials fix the membership fees.

• The members requested to represent our request to frame specific rules and regulations for publishing news regarding our alumni achievements in the alumni corner of SRU news letter – Bridges.

[Signature]
Dr. B. Mohan Choudhary
President-Alumni Association
Sri Ramachandra University
Purur-Chennai
Minutes of the Meeting – October 2015

Name of the Meeting: Alumni Association

Venue: BOARD ROOM  Date: 05.10.2015  Time: 3:00 PM

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* Status – P = Present  * Status – A= Apologies  ++ Special Invites

Agenda

1. To actively take steps to improve the functioning of Alumni Association.
2. Any other matter
Mrs. Deepa Parvathi welcomed all the members.

- Dept. of SLHS has celebrates 20 years at SRU on 5th October 2015. The Alumni meet and SLHS 20 years celebrations scheduled on 7th October 2015 between 2 - 4 p.m. 40 years Alumni are expected to participate lunch for faculties and alumni organized as a part of alumni association.

- In the University day, 4 best alumni awards from Faculty of Management & Nursing (2 per faculty) were awarded. The lack of submission of applications from other colleges were discussed and in the forth coming years planned application submission has to be reinforced process of ‘alumni award’ selection has to be streamlined.

- ‘Alumni Day’ has to be reinforced.
Minutes of the Meeting – November 2015

Name of the Meeting: Alumni Association

Venue: BOARD ROOM Date: 18.11.2015 Time: 12.00 PM

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* Status – P = Present R=Representative  * Status – A= Apologies  ++ Special Invites

Agenda

1. To actively take steps to improve the functioning of Alumni Association.
2. Any other
• Decided to celebrate Alumni day on first Sunday of JANUARY every year.

• Discussion on participation of inhouse alumni as a team in the sports tournament has to be encouraged by each chapter alumni representatives.

• Flyers must be flashed near the important and noticeable areas for filling up the inhouse form and Best Alumni forum.

• Monthly alumni meeting has been fixed for first Wednesday of every month at 12.00pm to 1.00pm and a mail will be sent to all the coordinators regarding the same.

[Signature]

Dr. B. Mohan Choudhary
President-Alumni Association
Sri Ramachandra University
Porur-Chennai
Minutes of the Meeting – January 2016

Name of the Meeting: Alumni Association

Venue: BOARD ROOM Date: 04.01.2016 Time: 12:00 PM

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* Status – P = Present  * Status – A= Apologies  ++ Special Invites

Agenda

1. To actively take steps to improve the functioning of Alumni Association.
2. Others
• Discussion of details regarding the alumni category has to be updated in Ramachandra website.

• Ideas were suggested to collect the alumni database from each college through Registrar.

• Environ played an important role especially for the new batch of under graduates to approach SRU for their further career through the supporting feedbacks of the alumni in their respective fields.

• Finally concluded that whoever gets certificate from SRU with seal are considered as Alumni.

• Coordinators were requested to send content for Alumni corner (Bridges) every month.
Minutes of the Meeting – February 2016

Name of the Meeting: Alumni Association

Venue: BOARD ROOM  
Date: 03.02.2016  
Time: 12:00 PM

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Agenda

1. To actively take steps to improve the functioning of Alumni Association.
2. Others
• Dr. Pavithra and Dr. Sharanya with Prof. Rajendiran had agreed to formulate the rules and regulations to use each privilege by the alumnus.

• Special fees for research and training have to be decided with the help of chief financial officer.

• Alumni office to send an email to the HODs and Principals requesting for individual chapter office bearer’s list for website Updation.

• Alumni roles and responsibilities to be loaded in the e-Governance.
President: Dr. Mohan Choudhary.B
Vice President: Dr. Mythili S
Treasurer: Dr. V. Deepa Parvathi
Secretary: Dr. Koushik Muthu Raja.M
Joint Secretary: Dr. Aruna S

Executive Members: Dr. Sudagar Singh.R.B
                   Mr. R.C.Perumal
                   Dr. Sharanaya
                   Dr.N.Vanitha Rani
                   Mr. Abhinand.P.A
                   Mr.D.Jagadeswaran
                   Mrs. Kalaivani.P
                   Mrs.Radhika .C.M

Minutes of the Meeting – March 2016

Name of the Meeting: Alumni Association
Venue: BOARD ROOM  Date: 09.03.2016  Time: 12.00 PM

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* Status – P = Present
* Status – A= Apologies
++ Special Invites

Agenda
1. To actively take steps to improve the functioning of Alumni Association.
2. Any other matter
• Name Boards of our Association members with designation to be decided

• To create an Alumni Purchase Code

• To request the university officials to help us financially for the communication of all the chapter Alumni members

• Name Boards of our Association members with designation was decided

• Printer to be indented

• Discussed among the board members to organize events to raise funds for the university & for the society through alumni association.

[Signature]
Dr. B. Mohan Choudhary
President-Alumni Association
Sri Ramachandra University
Porur-Chennai
Minutes of the Meeting – April 2016

Name of the Meeting: Alumni Association

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* Status – A= Apologies

Agenda

1. To actively take steps to improve the functioning of Alumni Association.
2. Others
➢ Discussion on General financial Aspects & Registration fees
   Each chapter wanted to know the exact remuneration to be collected as registration fees for the forthcoming batches.

   The following amount has been collected from each chapter Alumni as registration fee.

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➢ No Dues Certificate
   Discussion was made and few of the alumni representatives requested to add a column for “Alumni registration” in the interns no dues certificate.

➢ Bridges
   We had requested Dr. Sheela Ravinder S Editor-in-chief to include an Alumni corner in the monthly bridges newsletter to highlight the alumni contributions & activities.

➢ Farewell party to the Interns by Alumni Association
   Discussion was made to conduct farewell party to the interns and the other chapter representative members requested to conduct only for the medical college chapter.

Dr. B. Mohan Choudhary
President-Alumni Association
Sri Ramachandra University
Porur-Chennai
SRI RAMACHANDRA UNIVERSITY

SRI RAMACHANDRA ALUMNI ASSOCIATION

President:
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Vice President:
Dr. Mythili S
Treasurer:
Dr.V. Deepa Parvathi
Secretary:
Dr. Koushik Muthu Raja.M
Joint Secretary:
Dr.Aruna S

Executive Members:
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Mr. R.C.Perumal
Dr. Sharanya
Dr.N.Vanitha Rani
Mr. Abhinand.P.A
Mr.D.Jagadeswaran
Mrs. Kalaivani.P
Mrs.Radhiya .C.M

Minutes of the Meeting – June 2016

Name of the Meeting: Alumni Association

Venue: Dhanvantri Hall
Date: 23.06.2016
Time: 12:00 PM - 1:00 PM

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* Status – P = Present
R=Representative
* Status – A= Apologies
++ Special Invities

Agenda

1. To actively take steps to improve the functioning of Alumni Association.
2. Others
➢ **Discussion on Financial Aspects for In-house Grand Get-Together**
   Each Chapter Alumni representative requested to submit a letter to their principal with the financial
details to get their individual discussed share amount from their chapters.

➢ **Certificate for cultural events**
   A model for certificate of appreciation for the cultural events for 1st Grand Alumni Get-Together were
discussed and finalized.

➢ **Invited Guest Lecture**
   Discussion was made to conduct a Guest lecture for the students in the month of November on the
topic related to **Exam Tips** by Dr.Kannan Gireesh, Psychiatrist (UG & PG Alumni of SRMC).

➢ **Grand Alumni Meet**
   Decided to be held on 7th January 2017(Sunday).
Name of the Meeting: Alumni Association

Venue: BOARD ROOM Date: 22.07.2016 Time: 3.15 PM

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* Status – P = Present  * Status – A= Apologies  ++ Special Invities

Agenda

1. To actively take steps to improve the functioning of Alumni Association.
2. Any other matter
• Introduction of Mrs. Ramya.R for the post of Junior- Executive officer for the Alumni & Placement cell.

• PCI Inspection to be held on 26\textsuperscript{th} and 27\textsuperscript{th} of July 2016 in College of Pharmacy so there was a requisition to produce all the alumni details respectively if incase asked by the inspectors.

• 1986 MBBS batch Alumni meet is to be held on 27\textsuperscript{th} July 2016 at 10.30 am in Dhanvantri hall.

• A short CV format for the alumni who are attending has been framed and approved by Dean of Faculties (attachment enclosed).

• Expected to celebrate University day on 19\textsuperscript{th} Sep 2016 and Alumni day on 18\textsuperscript{th} Sep 2016.

• Updated information's of the outgoing students has to be collected at the time of CONVOCATION while giving their robes.

\[\text{Dr. B. Mohan Choudhary} \]
\[\text{President-Alumni Association} \]
\[\text{Sri Ramachandra University} \]
\[\text{Porur-Chennai} \]
# Minutes of the Meeting – August 2016

**Name of the Meeting:** Alumni Association  
**Venue:** BOARD ROOM  
**Date:** 29.08.2016  
**Time:** 2:00 PM - 4:00 PM

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* Status – P = Present  
* Status – A = Apologies  
++ Special Invities

**Agenda**

1. To actively take steps to improve the functioning of Alumni Association.  
2. Any other
• The alumni cell must be registered under law as a common society including all the chapters.
• Discussed regarding the registration fee collected from the students from all chapters and was finalized that some percentage of the fee has to be given to the parent alumni body from each chapter.
• Online bill for the alumni registration fees has to be included in the SRU portal with the other fee bills.
• Discussed to provide ID card with the help of the new software to all the alumni.
• From 2017, the medical college chapter discussed about collecting back the registration fees from the alumni as it was stopped for few years.
• Privileges for the alumni from the university were discussed and the final conclusion was
• Privilege for using the hospital/college medical equipments for learning purposes.
• Privilege for using the college central Library to read and use the other facilities except for borrowing of the books.
• Privilege for attending Conferences/Workshops with the nominal fee.
• Privilege for special training programmes - after UG/PG.
• Privilege for Hands on training.
• Privilege for using sports centre and other sports facilities (play ground/tennis court, etc...).
• Privilege for using annexe building for boarding purposes.
• Providing treatment at a discounted price at medical centre for alumni’s first family (father, mother, wife and children).
• Privilege for guest lecture.
• September 20th 2016 has been finalized for a meeting with all the inhouse alumni including the faculties postgraduates and PhD students at our university between 1.00pm – 4.00pm with the dignitaries and few cultural activities will take part.
• On this day we had planned to give a demo regarding the Alum book software and also distribute ALUMNI ID CARDS to the inhouse alumni.
• The BEST ALUMNI of the year’s application form has to be forwarded to the alumni cell.
• “ALL ROUNDER REWARD” were decided to be given to the students from each college chapter for their priceless participation in both academics and extracurricular activities.
• Circular to all the HOD’s through dean of faculties to be sent to permit the inhouse alumni faculties and post graduates for the 20th September grand alumni meet.
• Ms.Sharanaya alumni coordinator from the college of management who is also a member of IQAC will hereafter coordinate for NAAC alumni details
• Mrs. Deepa Parvathi alumni coordinator of Human Genetics has agreed to help us with alumni’s necessary requirements for NAAC form.

• Dr. Koushik Muthu raja, Secretary of Alumni cell had discussed to coordinate with the LOYALA college alumni and invite them for a guest lecture to strengthen more on alumni activities.

• Demo of the software regarding the Alum book was decided to be given in the next meeting on 7th September 2016.

• Photos of the inhouse alumni have to be collected for the ID card to be given on the grand alumni meet.

Dr. B. Mohan Choudhary
President-Alumni Association
Sri Ramachandra University
Porur-Chennai
Minutes of the Meeting – September 2016

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**Agenda**

1. To actively take steps to improve the functioning of Alumni Association.
2. Any other.
3. To formulate rules for Disciplinary action for the alumni to use the privileges.
• Dean of Faculties has requested to forward the link of e-resources to our Alum book software. He had also requested for a separate column in our monthly newsletter bridges for Alumni activities.
• Dr.Koushik Muthuraja, Secretary of alumni cell had presented a PowerPoint presentation regarding the privileges that can be assigned to the alumni’s and discussions were made on the same.
• On discussing the conduct of the alumni, the committee had decided that Dean of Faculties with the concern department referral person to be held on responsibilities.
• Prof. Rajendiran had agreed to create separate registration forms for the alumni to use the privileges.
• Dr.Naveen Alexander was requested to help us with formulating the criteria for the “BEST ALUMNI”.
• For the use of the library, the committee had decided no borrowing of books by the alumnus and a separate paper ID card will be given for the use of library after submitting their registration form to the chief librarian.
• For training and research programmes the committee has decided to give the alumnus only the weekend slots to use the medical, surgical and laboratory equipments.
• For training and research programmes the committee had decided as it will be a case by case study with the duly signed registration form by Dean of Faculty, Dean of Education, Alumni President, Secretary and the concern Department HOD.
• A health card with certain discount for the alumnus & their family was discussed in the committee And Dr.P.V.Vijayaraghavan Dean-Academic Administration had requested us to get help from the insurance officer.
• Designing of logo and alumni ID card was discussed & finalized.
• The program schedule & the time for the GRAND ALUMNI get together on
  o 20th September 2016 were also discussed.
• From each chapter the alumni committee member was requested to submit the following by 15th September 2016
  o Nomination for the best alumni with CV.
  o Approximate participant number from each alumni chapter for the grand alumni get together 2016.
  o List of participant interested in the cultural events.
• Flyers were prepared for the grand alumni get together was decided to flash within the university.
• Invitation for the grand alumni meet was updated in SRU website & in digital board.
Minutes of the Meeting – October 2016

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Agenda

1. Data requirements for NIRF 2017
✓ Internal Quality Assurance Cell had requested for higher studies, Placement & Entrepreneur details of all the alumni from various colleges for the last three graduating years from the alumni association for NIRF 2016.

✓ Discussed to submit the required data for NIRF 2017 from each chapter.

✓ Miss Sharanya & Dr. Pavithra will be coordinating with the NIRF team. Decision was made to send an email to all alumni of Sri Ramachandra University regarding the same to collect the necessary details.
Minutes of the Meeting – November 2016

Name of the Meeting: Alumni Association

Venue: BOARD ROOM  Date: 23.11.2016  Time: 12.00 PM

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Agenda

- Alum Book- Discussion on Registration & Mobile App with Mr. Saravana Kumar Aashi Technology
- Website Updation.
- Bridges Alumni Corner
- NIRF 2016
- Grand Alumni meet 2017- Process
- Finance - OBC Bank Letter
Discussed regarding the permission & policies for Alum book registration.

The committee members decided to have a separate /individual team to authorize the registration and to monitor the website activities.

Security system must be improved to avoid the hackers (Alum book).

Mr. Saravana Kumar demonstrated the mobile app (SRUAA).

Students sections of the different faculties to be included for approval of registrations of alumni by Alum book.

The criteria for the best alumnae should be framed.

Decided to conduct a guest lecture for the outgoing interns.

Circular must be sent from dean for collecting fund from the alumni.

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<td>11</td>
<td>Clinical Nutrition</td>
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Discussed on letter from OBC Porur, regarding requirements of valid proofs & document verification in lieu with RBI regulations.
Minutes of the Meeting – January 2017

**Name of the Meeting: Alumni Association**

**Venue:** IQAC BOARD ROOM  
**Date:** 04.01.2017  
**Time:** 12.00 PM

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**Agenda**
- Alumni registration fee discussion
- Id Cards
✓ Discussed to collect Alumni registration fees along with the University fees for the upcoming batch of MBBS.

✓ Planned to give Alumni ID cards for the In-house faculties/Alumni

✓ The ID card must be printed with bar code.

✓ Requested to approve maintenance of all alumni fees across all colleges & departments under one university alumni account.

Dr. B. Mohan Choudhary
President-Alumni Association
Sri Ramachandra University
Porur-Chennai
Minutes of the Meeting – FEBRUARY 2017

Name of the Meeting: Alumni Association

Venue: BOARD ROOM  Date: 08.02.2017  Time: 12.00 PM - 1.00 PM

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Agenda

- Discussion on Alumni registration for all the chapters.
- Alum book.
- Bridges Newsletter contribution for each month.
- Discussion of Alumni Get-together after graduation day with career guidance.
- Maintenance of registration fee account.
- In – House id card
- NIRF
Discussion on Alumni registration for all the chapters:-

Collection of Rs3000/- as alumni registration fee for MBBS course was discussed. An amount of Rs. 510000 was collected from MBBS (2011-2012) batch as on 08.02.17. Details are as under:

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It was discussed in the meeting that an official letter regarding alumni fee registration, registration amount and maintenance of alumni fund across various departments and colleges to be maintained under one account through college accounts. It was discussed to collect alumni registration fees along with the final year examination fees with approval from CFO. Further it was discussed that a letter of request for funds must be raised through the treasurer to the CFO for release of funds towards alumni activities.

Alum book:-

A short write up on alum book was requested to help the alumni understand its features and applications.

Alum book Authentication:-

All coordinators were requested to personally authenticate the profile of the concerned chapter’s alumni.
Bridges Newsletter contribution for each month:-
  Coordinators were requested to send content for Alumni corner (Bridges) every month.

Discussion of Alumni Get-together after graduation day with career guidance:-
  For medical college, the committee has decided to start farewell party and career guidance from this year with the permission from concerned higher authorities.

Maintenance of registration fee account:-
  Discussed about increasing the registration fee for all chapters.
Details of current Alumni registration fee collected are as under:

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<th>S.No</th>
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<tr>
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<td>11</td>
<td>Clinical Nutrition</td>
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In – House id card:-
  Circular has to be sent to register all the in house faculties for alumni in card & alum book registration.

NIRF – Public Perception:-
  Coordinators were sensitized about NIRF’s public perception registration by filling the form from alumni point of view.

Public Health Department:-
  A New chapter for public health had been added to alumni association. Dr. Sharanya Paranthaman (Management coordinator) had agreed to coordinate with the department and assign a representative for future coordination.

PhD student/Scholars(Full/Part time):-
  Committee has decided not to include Ph.D students as alumni.
Minutes of the Meeting – MARCH 2017

Venue: BOARD ROOM
Date: 01.03.2017
Time: 12.00 PM - 1.00 PM

Name of the Meeting: Alumni Association

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++ Special Invites

Agenda
- Discussion on Alumni registration for all the chapters.
- Alum book.
- Bridges Newsletter contribution for each month.
- Maintenance of registration fee account.
- In – House id card
Discussion on Alumni registration for all the chapters:
- Rs 1000/- has been decided by the alumni association as a registration fee for the alumni holding the DIPLOMA degrees.
- A circular has been decided to send to all the higher officials and all the individual chapter members regarding the finalized registration fee of all the chapters.

Alum book:
- Discussed to provide the pre-filled formats (Name, Registration no, Date of Birth & Blood Group) for secured Registration purpose.
- Many issues regarding the registration in the mobile app was also been discussed.

Bridges Newsletter -Alumni Corner Achievements- February 2017:
- Dr. Mohan M. (Alumni, DM Cardiology 2008-2009) received the best Complex Case CD Presentation Award at First CTO Left Main & Imaging Summit – 2017, Chennai.
- Dr. Vijaya Karthikeyan, (Alumni, MBBS 2003-2004) Collector, Coimbatore was awarded the most innovative citizen by Government of India

Maintenance of registration fee account:
- Alumni association has decided to open a common bank account which will be functioning at the Indian Bank. The authorized member from each chapter should submit the financial accounts to the alumni cell for depositing it in the above account.
- After an official discussion of the financial accounts with the board members of Sri Ramachandra Alumni Association, 25% will remain in the common account and the remaining 75% will be transferred to the individual chapter account.

The following authorized members will handle the common account.

- **President**
  - Dr. Mohan Choudhary
- **Secretary**
  - Dr. Koushik Muthu Raja
- **Treasurer**
  - Dr. V. Deepa Parvathi

In – House id card:
- Rs .200 has been decided to receive from the In-House alumni faculty members for the alumni ID card. The required details to be printed in the ID card have been suggested by the members in the meeting to collect it from the HR department.
SRI RAMACHANDRA UNIVERSITY

SRI RAMACHANDRA ALUMNI ASSOCIATION

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Vice President: Dr. Mythili S
Treasurer: Dr. V. Deepa Parvathi
Secretary: Dr. Koushik Muthu Raja.M
Joint Secretary: Dr. Aruna.S

Executive Members: Dr. Sudagar Singh.R.B
Mr. R.C.Perumal
Dr. Sharanya
Dr. N. Vanitha Rani
Mr. Abhinand.P.A
Mr. D. Jagadeswaran
Mrs. Kalaivani.P
Mrs. Radhika.C.M

Minutes of the Meeting – April 2017

Name of the Meeting: Alumni Association

Venue: BOARD ROOM
Date: 05.04.2017
Time: 12.00 PM - 1.00 PM

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Agenda

- Alum book
- Bridges Newsletter contribution for each month.
- Grand Alumni Meet.
- Discussion on events for financial contribution towards alumni association.
- Discussion on financial account.
Alum book:-

- Mr. Saravana Kumar marketing manager from Aashi Technology was invited & alumni board members discussed regarding the following issues and problems.
  1. Support provision for users via mail (or) phone for queries.
  2. Removing admin approval for messaging, alumni needs, alumni posts. Instead spamming option has to be there if any of the above is reported it has be notified to the admin also particular post or message has to be blocked.
  3. Registration for Alumni portal has to be removed i.e it has to be done only web site. If user try to register via app it has to take to website.
  5. Registration and its approval process has to be changed, for which alumni association will be providing all the alumni details with name, Exam registration no, joining year, date of birth, blood group, college, course, degree, mobile and email which will be forwarded from the respective students section.
  6. After integrating point 5 to web portal find my register number option has to be provided to help alumni’s to find their exam registration number.

Bridges Alumni Corner:-

- Sri Ramachandra Speech & Hearing Alumni Association (SRSHAA) sponsored Rs.5000/- as a travel grant to Hari Priya M.V, Internee, Department of Speech, Language & Hearing Sciences for National Conference held in Kolkata, India from January 6th to 8th 2017.
- Dr. Guru Shankar (Alumni MBBS 1998-1999) present Managing Director of Meenakshi Mission, Madurai had a meeting with Delhi Union Minister of Health & Family Welfare J.P. Nadda on March 2017 and discussed about the recent violent attacks on doctors in Tamil Nadu & suggested the ways to prevent these atrocities from happening again.
- Dr. Kannan Gireesh (Alumni MBBS 1998-1999, MD Psychiatry 2005-2006) was awarded The PRIDE of Tamil Nadu Award under the category of Education by Round Table of India on 20th March 2017.

Grand Alumni Meet:-

- January 1st Sunday- Alumni Meet-Discussed on registration process & the timing for the grand alumni night was decided from 6.00-10.00pm with dinner.

Discussion on financial account :-

- Alumni Association account (Indian bank, SRMC Branch, A/C No. 6516777342) has been opened on 30.03.2017. Alumni registration fees for all undergraduate and postgraduate courses (across all the constituent colleges of the university) collected from the year 2017 shall be duly verified by the treasurer and deposited in the above account.
The members suggested we hold a swiping machine linked to the above bank account to mediate credit and debit card registration fee payments from students.

Please refer circular dated 14.03.2017 towards alumni registration fee for each of the constituent college of the university. The circular has been sent to all the Deans, Principals, Course Chairpersons and Heads of the department.

The members discussed initiation of fund raising events towards a cause by the alumni association and the funds raised through the same can be claimed for tax exemption under clause 80G of IT. The same has to be discussed and approved by the registrar and CFO, SRU.

It has been decided by office bearers and members of the executive committee that an audit of the amount collected (through registration fees only) from each department/college shall be made by the treasurer and the alumni representative from the respective college shall be informed about the same. 25% of the amount thus collected shall be retained for the university alumni fund and 75% of the funds collected shall be made available to the respective department/college (after verification of the funds) for conduct of alumni activities. The fund shall be transferred to the alumni account of the department/college and the accounts for the same should be duly submitted to the alumni office with bills and vouchers for yearly financial audit.
Minutes of the Meeting – April 2017

Name of the Meeting: Alumni Association

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++ Special Invites

Agenda
- Get-together on 22nd April 2017- Future perspectives in Medicine.
- Alumni fund transfer from respective colleges to central alumni account.
FINANCE:-

- Committee discussed and decided to apply for a pan card for the university alumni association & a debit/credit card swiping machine to collect the registration fees.
- Committee recommended the appointment of an auditor/ legal advisor for generating bylaws and financial audit.
- The secretary and treasurer brought to the notice of all the office bearers EC members that the registration fees across all the constituent colleges shall be collected by the university alumni cell only.
- 75% of the total amount collected from the respective department /college shall be disbursed to that department /college upon a written request and the remaining 25% of the fund shall be retained by the university alumni association.
- Dr. Sudagar Singh & Mr. RC Perumal suggested that bylaws are revised with all the required legal details and requested each chapter to provide a yearly financial audit statement to the university alumni association.
- The members also discussed about the General Body Meeting with the external office bearers.

BYE-LAWS:-

- Dr.Koushik Muthuraja, Dr. Sudagar Singh & Mr. Perumal had requested for the renewal of bylaws.

REGISTRATION OF THE COMMITTEE:-

- Registration of the central committee under the name of Foundation/ Association/ Trust was discussed.
- The members also requested for the registration of individual chapter committee.
- Dr. Koushik Muthuraja had requested for a year to regularize the alumni central committee meetings & then take a call for General Body Meeting.

NIRF:-

- Alumni details form which is to be distributed to the alumni before the graduation day was formulated, circulated & explained to the board members.

FUND RAISING EVENTS:-

- Discussed among the board members to organize events to raise funds for the university & for the society through alumni association.

BEST ALUMNI AWARD:-

- Best Alumni awards rules & regulations to be revised & framed.
SRI RAMACHANDRA UNIVERSITY

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Mr. Abhinand.P.A
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Mrs. Kalaivani.P
Mrs.Radhika .C.M

Minutes of the Meeting – June 2017

Name of the Meeting: Alumni Association

Venue: IQAC BOARD ROOM, 3rd Floor, Medical College
Date: 15.06.17
Time: 12.00 PM - 1.00 PM

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Agenda
- Change of Committee Member – Faculty of Management
- Registration of Alumni Committee
- Bridges
- Financial Account
- Appointment of Auditor
- M Swipe-Credit/Debit card Swiping Machine
- Grand Alumni Carnival meet
- Request for a Secretary
Change of Committee member- Faculty of Management:

- The Committee member welcomed Mrs. K.N. Priya, MBA (2004-2006) to the committee as an executive member. She is presently an Executive at Sri Ramachandra Hospital and has been inducted in place of Dr. Sharanya Paranthaman.

Registration of the Alumni Committee:

- The committee members had requested for the registration of the committee under the Tamilnadu government as soon as possible as it is mandatory for many other official process.

Bridges:

- The bridges April issue was circulated among the committee members and also requested for active contribution from each constituent college.
- Mr. Abhinand executive member from Bio-informatics wants to write a note about Alum book & include few alumni activities in the “Did You Know” corner of the upcoming bridges newsletter.

Discussion on financial account:

- Dr. V. Deepa Parvathi (Treasurer) had been requested by the committee member to summarize the financial accounts with the number of registration from each constituent college till the month of June 2017.
- The treasurer emphasized on applying for PAN card for deposit of registration fees in Indian Bank.
- The committee presented the fact that those students across various constituent colleges who had completed their undergraduate course at SRU and have already paid alumni fees as a part of their UG need not pay alumni registration fees for post graduation. However, they have provided fee receipt as a proof of payment failing which registration fees shall be collected.

Appointment of Auditor:

- Dr. Koushik Muthuraja (Secretary) provided contact of an auditor Mr. Ramalingam for framing the bylaws for the registration of the committee under the Tamilnadu government.

M Swipe – Credit/ Debit swiping machine:

- Representative of M Swipe which is the cordless credit/debit card swiping machine was invited for a demo and discussion about their charges to the committee members.
- The committee members had agreed for the purchase with one year of subscription.
Grand ALUMNI CARNIVAL meet:

- The initiative to be taken for the grand alumni meet which is to be held in the month of January 2018 was discussed by the committee members.
- The discussion was based on:
  - Registration & Budget planning
  - To involve a fulltime event manager from outside the university.
  - Sponsorship.
  - Musical Night.
  - Counter for alumni to sponsor.
- The committee has decided to invite only the alumni without their family members to participate in the carnival.

Request for a secretary:

- Since Mrs. Ramya will be shortly talking her maternity leave, the committee members requested for temporary secretary assistance till she rejoins.
Minutes of the Meeting – JULY 2017

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* Status – P = Present
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++ Special Invities

Agenda
- Grand carnival alumni meet
- Bridges
- B Sc Optometry alumni meet
- Alternative secretary for alumni association
- Suggestions for few more AHS coordinators
Grand carnival alumni meet:

- Bric A Brac Event Management Company showcased a power point on the various ideas regarding organizing our grand carnival alumni meet at our University campus along with their planners and budget.

Bridges:

- The bridges May issue was circulated among the committee members and also requested for active contribution from each constituent college.

B Sc Optometry alumni meet:

- Mrs. Valarmathi, Lecturer from the department of B Sc optometry discussed with Mr. Jagadeeswaran regarding organizing their Optometry alumni meet in the Seminar Hall and requested for a short presentation from the alumni association highlighting the privileges and contributions of our Association towards alumni on 21\textsuperscript{st} July 2017.

Alternative secretary for alumni association:

- Dr. Koushik had requested the Director of Academic Administration to arrange for an alternative secretary at the earliest since Mrs. Ramya had left for her maternity leave.

Suggestions for few more AHS coordinators:

- Since there are many AHS Courses which has been Introduced, Mr. Jagadeeswaran had suggested for few more AHS coordinators to join as executive members in the alumni association for easy communication of the decisions taken in our association.
**Minutes of the Meeting – August 2017**

<table>
<thead>
<tr>
<th>Name of the Meeting : Alumni Association</th>
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++ Special Invites

- Alumni Registration/Financial Status
- Best Alumni Award
- Grand Alumni carnival meet
- Pharmacy alumni meet
- Alum book
- In house Alumni ID Cards
- Representative for the alumni meets
- Bridges
- Authorization letter (OBC bank)
Alumni Registration/Financial Status

- Dr. Deepa (Treasurer) had presented the Power point regarding the financial status and the alumni registrations of all the departments of the constituent colleges.

Best Alumni Award:

- The committee members had requested Dr. Deepa to define the Criteria for the Best Alumni Award
- The committee has decided to present the award to minimum Best three alumni every year during the Grand Alumni Day with their recorded short video clippings about their achievements for the selected categories which will be played at the background at the time of receiving the award.

Grand Alumni Carnival meet:

- The committee members have decided to organize for a poll in the social networking sites (Alum book, Face book, whatsapp) to finalize the month for the meet to happen every year.
- Many of the NRI Alumni preferred the month of August for the Grand Alumni Meet.

Pharmacy alumni meet:

- Mrs. Vanitha Rani (Executive member – Department of Pharmacy) had thanked the committee for approving Rs.15000/- from their Alumni fund to organize the Pharmacy College Alumni meet on 17th August 2017.

Alum book:

- The committee members had requested Mr. Abhinand (Executive member – Department of Bioinformatics) to supervise and revise the contents in the Alum book.
- The committee had also discussed for a placement of a full time secretary/Alumni officer to monitor and coordinate the Alum book notifications with the respective constituent colleges committee members.
- Mr. Saravana Perumal (Alum book website co-coordinator) was asked to be contacted regarding printing of the Alumni Id cards directly from the alum book website by Dr. Rajendiran.

In house Alumni ID Cards:

- Dr. Rajendiran had requested to provide the alumni ID cards for the In House Alumni faculties as soon as possible.

Representative for the alumni meets:

- Dr. Rajendiran had requested the committee to send an alumni representative from the respective constituent colleges to the alumni meets which are held outside the campus to collect the informations from the gathered alumni. He had also requested for a short presentation with the benefits, privileges and what we expect from them to be presented during the meet.
- He also shared the information that Dr. Andal (MBBS Alumni 1987-1988) and Dr. Bhaskar Raj (MBBS Alumni 1997-98 batch) would extend their help to alumni association.
- Dr. Koushik and Dr. Rajendiran had also discussed regarding projects (Wireless campus, Library) which can be sponsored and funded by the alumni.
Bridges:

- The bridges June issue was circulated among the committee members and also requested for active contribution from each constituent college.
- Mr. Abhinand (executive member from Bio-informatics) volunteered to write a note about Alum book & include few alumni activities in the “Did You Know” corner of the upcoming bridges newsletter.
- The committee members had also requested Mr. Abhinand (who is also a member of bridges) to speak to their Bridge’s team members regarding the inclusion of honors, achievements and higher placements of the alumni in the alumni corner without any hassle.

Authorization letter (OBC bank):

- Dr. Koushik had discussed regarding the letter of authorization to be framed & received from the previous alumni committee members Dr. Surendiran (Surgery) & Dr. Rajkumar (Surgery) to transfer the money from their old OBC account to our current account.

Auditor:

- Dr. Koushik had requested to contact Mr. Ramalingam (Auditor) regarding the byelaws for the association.

AHS & Public Health coordinators:

- Mr. Jagadeeswaran had volunteered to coordinate for few more AHS representatives for the association and the committee members had requested to finalize them by next month.
- Dr. Rajendiran had volunteered to talk to Dr. Shankar for an alumni representative from the faculty of Public Health.

Personal Birthday greetings:

- Dr. Koushik had initiated and also requested to send birthday cards online to all the current batch registered alumni members & inhouse alumni.

In house & Chennai Alumni meet:

- The committee members had suggested for alumni meet for In house and Chennai alumni members on Jan 2018 since the grand alumni carnival meet might be shifted to the month of August 2018.

Privileges for Alumni:

- Dr. Rajendiran had requested Dr. Koushik to get the approval for all the framed privileges from Prof. P. V. Vijayaraghavan (Vice Chancellor).

Additional Vice President:

- All the committee members accepted for the suggestion of Dr. Pavithra as another Vice President of the Alumni association.
SRI RAMACHANDRA UNIVERSITY

SRI RAMACHANDRA ALUMNI ASSOCIATION

President: Dr. Mohan Choudhary.B
Vice President: Dr. Mythili .S
Dr. V. Pavithra
Treasurer: Dr. V. Deepa Parvathi
Secretary: Dr. Koushik Muthu Raja.M
Joint Secretary: Dr. Aruna.S

Executive Members: Dr. Sudagar Singh.R.B
Mr. R.C.Perumal
Mrs. K.N.Priya
Dr.N.Vanitha Rani
Mrs. Radhika.C.M
Mr. Abhinand.P.A
Mr.D.Jagadeswaran
Mrs. Kalaivani.P

Minutes of the Meeting – September 20th and 25th 2017

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++ Special Invities

Agenda
- M swipe
- Alum book
- Representative for AHS and Public health
- Personal Birthday greetings
- Bridges
- In house & Chennai Alumni meet
- Privileges for Alumni
| Forensic Medicine Alumni meet | Seminar on Stress Management for Exam going students |

**M swipe**

M Swipe representatives conducted a demo for the members present and payment of Rs.14, 160/- for 3 years subscription was finalized and M swipe has been successfully installed.

**Alum Book**

Few technical problems faced we discussed and the IT team of Alum book were notified regarding the same.

Registrations of Alumni were requested to be monitored to check the actual Alumni status of the registrants.

**Representative for AHS and Public health**

A separate Alumni representative for the departments of Optometry, ETCT and EHE were requested. Mr. Perumal accepted to coordinate requirements from department of Clinical Psychology.

**Personal Birthday greetings**

Dr. Koushik suggested that we coordinate with HR to obtain Birthday details of In house alumni (Faculty and Staff) and send them a personal birthday note as an alumni initiative.

**Bridges**

The members requested to represent our request to frame specific rules and regulations for publishing news regarding our alumni achievements in the alumni corner of SRU news letter – Bridges. Members suggested for personal discussion with Dr. Sheela Ravinder and Mrs. Hemalatha regarding the same.

**In house & Chennai Alumni meet**

The In house and Chennai alumni meet has been tentatively planned to be conducted during Jan 2018.

**Privileges for Alumni**

The request for privileges for alumni has been presented to the Vice Chancellor by Dr. Koushik and a meeting with the VC and officials was scheduled on 5th October 2017 to discuss the same.

**Forensic Medicine Alumni meet**

The Forensic Medicine department Conducted their alumni meet on 16th September 2017 Dr. Pavithra, Vice-president SRUAA made power point presentation regarding the activities of the University Alumni Association.

**Seminar on Stress Management for Exam going students**

The SRUAA planned to conduct a Seminar on Stress Management for Exam going students (MBBS & BDS) on the 9th October 2017. Dr. Kannan Gireesh was the resource person for the same. A similar program for students of paramedical courses shall be organized shortly.

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Dr. B. Mohan Choudhary  
President-Alumni Association  
Sri Ramachandra University  
Porur-Chennai
SRI RAMACHANDRA UNIVERSITY  
SRI RAMACHANDRA ALUMNI ASSOCIATION

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Secretary: Dr. Koushik Muthu Raja.M
Joint Secretary: Dr. Aruna.S

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Dr.N.Vanitha Rani
Mrs. Radhika.C.M
Mr. Abhinand.P.A
Mr.D.Jagadeswaran
Mrs. Kalaivani.P

Minutes of the Meeting – 27th October 2017

Name of the Meeting : Alumni Association

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Agenda
- Alumni Registration/Financial Status
- Additional Representative Executive members to be finalized
- Discussion of Vice Chancellor meeting & Privileges
- Seminar on Stress management
- Personalized Birthday Greeting
- Alum Book & Website upgrade
- Bridges
- Grand Alumni Carnival Meet
- In house Alumni meet
SLHS- Alumni meet
By-Laws
Rules for Best Alumni Award
Biomedical Science & Dental Alumni meet
Request for a Separate Mobile & Sim card for alumni purpose

Alumni Registration/Financial Status
- Dr. Deepa (Treasurer) had presented the financial status and the alumni registrations of all the departments of the constituent colleges.

Additional Representative Executive members:
- The committee had decided to appoint additional executive members from few representative departments due to the increase in the student load. The following new additional executive members will be invited to attend the meeting from the month of November 2017:
  - Dr. Divya D, Department of Pathology – Medical College
  - Ms. Mohana, Department of Emergency & Trauma Care Technology - Allied Health Sciences
  - Mrs. Valarmathi A, Department of Optometry – Allied Health Sciences
  - Dr. Karthikeyan J, Department of Prosthodontics - Dental College

Discussion of Vice Chancellor meeting & Privileges:
- Meeting with Vice Chancellor, Dean of Faculties, Dean of Education, Director of Finance officer & Special Officer (Admn) was held on 5/10/17 in the Vice Chancellor’s office room regarding the framed alumni privileges which was submitted to Vice Chancellor in the month of August 2017.
- Dr. Koushik (Secretary) had explained the privileges with its rules & regulations. Many of the alumni privileges were accepted by the Officers of the University.
- Dean of Faculties had requested to strengthen our Alumni website.
- Vice chancellor & Director of Finance had requested the committee to be registered either as Trust, Foundation or Association and to seek the help of Special Officer Mr. Natrajansir to prepare the bylaws for our alumni organization.
- The meeting ended with Dr. Koushik requesting for a special Alumni Officer & Secretary to manage the Alumni day to day activities.
- Dr. Sudhakar Singh (Executive member), Dr. V. Pavithra (Vice President), Dr. Deepa (Treasurer) & Mr. Jagadeswaran (Executive member) were also present at the meeting.

Seminar on Stress management
- The SRUAA conducted a Seminar on Stress Management for Exam going students (MBBS & BDS) on the 9th October 2017 at University Auditorium. Dr. Kannan Gireesh (Alumni MBBS & MD Psychiatry) was the resource person for the same. A similar program for students of paramedical courses shall be organized shortly in the month of January 2018 as two batches.

Personalized Birthday Greeting
- Model Birthday greetings prepared by the alumni Secretary was sent to all the members of the alumni association through what’s app. Mr. Perumal Sir had requested to send as e- greetings for all the alumni members but Dr. Koushik had requested for personal cards to be posted to their address or sent to their respective departments for the inhouse alumni. Later, the committee members had decided to start with posting New Year greetings from the alumni association to all the alumni who had registered presently and then decide about the birthday greetings.
**Alum Book & Website upgrade**
- The committee members were not happy in functioning of Alum book and so they wanted to meet the representative of the Alum book to discuss about the flaws in their website & app.
- Dr. Deepa was requested to upgrade the changes in the Sri Ramachandra University website.

**Bridges**
- The bridges August issue was circulated among the committee members. Due to the space constraints this issue had no photos in the alumni corner although we had submitted them.
- Dr. Koushik had requested for a separate Alumni Newsletter once in every six months or 12 months combining all the events & achievements of the alumni association & alumni.

**Grand Alumni Carnival Meet**
- The committee members have decided to organize an exclusive meeting with the event management team in the month of November 2017 to discuss the requirements for the meet.

**In house Alumni meet**
- Due to financial constraints the inhouse alumni meet has been cancelled and the committee members have decided to have the stress management course for the paramedical courses during those days.

**SLHS- Alumni meet**
- SLHS had organized for an alumni meet on 5/10/17 and had requested for Rs. 18,592 from the alumni association for their various expenses.
- Dr. Pavithra (Vice President) had presented a PowerPoint on behalf of alumni association regarding the association functions.

**By-Laws**
- The committee members have decided to arrange for an exclusive meeting with Auditor Mr. Ramalingam for further discussions regarding the registration of the alumni & about the by-laws. tentatively by November 17th 2017

**Best Alumni Award:**
- The committee members had requested Dr. Deepa to define the Criteria for the Best Alumni Award

**Biomedical Science & Dental Alumni meet**
- There was a proposal that the College of Biomedical Science & Dental College has planned for an alumni meet.

**Request for a Separate Mobile & Sim card for alumni purpose**
- The committee members has requested for a separate mobile phone & Sim card for the alumni purposes to collect data and for various other informations.
**SRI RAMACHANDRA UNIVERSITY**

**SRI RAMACHANDRA ALUMNI ASSOCIATION**

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Mr. Abhinand.P.A
Mr. D. Jagadeswaran
Mrs. Kalaivani.P
Mrs. Valarmathi.A
Ms. Mohana Sundari
Dr. Divya
Dr. Emilda Judith Ezhil Rajan

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**Minutes of the Meeting – 17th November 2017**

Name of the Meeting: Alumni Association

Venue: College Board Room, Ground Floor, Medical College Building

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<tr>
<td>☑ Discussion with Auditor Mr. Ramalingam for our Alumni Association Registration</td>
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<tr>
<td>☑ Personalized New year Greeting Card for inhouse alumni faculty &amp; PG’s.</td>
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<td>☑ Additional executive representatives - Welcome</td>
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<td>☑ Bridges &amp; Grand Alumni Carnival Meet</td>
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<td>☑ Biomedical Science Alumni meeting</td>
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<td>☑ Financial Submission details for Salem Unique cards</td>
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<td>☑ NIRF 2018 &amp; UGC inspection</td>
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**Discussion with Auditor Mr. Ramalingam for our Alumni Association Registration:**

A detailed discussion with Mr. Ramalingam was made. Outcomes of the discussion led to few decisions made by members of the committee along with secretary.

- The auditor clarified that the alumni unit cannot be classified as a trust as alumni cannot be included in the trust and trust is constituted only of trustees.
- Auditor also clarified that we could register a society towards charity causes under society registration act as a nonprofit organization and can be eligible for IT exemption as it us under “charitable” clause. It was unanimously decided to register SRAA under Society.
- The society after registration must file IT returns annually, conduct general body meeting and one AGB to be conducted annually. The member list has to be provided for registration. The board must have a minimum of 7 members including (President, Vice President(s), Secretary, treasurer and EC members). One Ex officio member from the University (Vice Chancellor) should also be a part of the committee.
- The auditor said he will prepare and frame the byelaws for SRAA towards society registration.
- After registration, TDS numbers (TAN), PAN have to be applied for.
- Auditor also clarified few financial related queries and said no cash transactions are permitted (towards bill payments) above Rs.10,000/- However he insisted all transactions be made through online transfer or though cheques. Also more than one lakh per vendor should not be entertained and cheques can be issued for only Rs.30,000/- or less on a given date for a bill. It is ideal to receive bills for less than or equal to Rs.30,000/-

**Personalized New year Greeting Card for In-house alumni & faculty:**

- The Association decided to send personalized New Year greetings for the in-house alumni faculties & postgraduates.

**Additional Representative Executive members - Welcome:**

- The committee had welcomed the newly appointed additional executive members from few representative departments due to the increase in the student load. The following new additional executive members were added:
  - Dr. Divya D  Department of Pathology – Medical College
  - Ms. Mohana  Department of Emergency & Trauma Care Technology - Allied Health Sciences
  - Mrs. Valarmathi A  Department of Optometry – Allied Health Sciences
  - Dr. Emilda Judith Ezhil Rajan – Department of Clinical Psychology – Allied health Sciences

**Bridges:**

- The bridges September issue was circulated among the committee members.

**Grand Alumni Carnival Meet:**

- Dr. Koushik & Dr. Pavithra had a meeting with the event manager regarding the Video creation for advertisements for the Grand Alumni Carnival meet in the social media sites. They had requested to send a budget for the same.
Biomedical Science Alumni meet:
- Biomedical Science Department had organized for an alumni meet on 14th November 2017. The department requested an amount of Rs.57,000/-. Based on the bills submitted and their eligibility, an amount of Rs.55,235/- was issued from the central alumni fund towards the expenditure. The department of BMS has submitted the program report and budgetary expenses statement to the alumni office.
- Dr.V.Deepa Parvathi (Treasurer & Alumni Representative from Biomedical Sciences) had presented a PowerPoint on behalf of alumni association regarding the functions and activities of the association.

Financial Submission details for Salem Unique cards:
Payment for printing ID cards was finalized. Bill was received for an amount of Rs.87,900/- towards alumni ID card printing.
Payment was made through online fund transfer. Details are as under:
1. Rs.29,306/- on 21.11.2017
2. Rs.29,306/- on 24.11.2017
3. Rs.29,306/- on 24.11.2017

NIRF 2018:
- Internal Quality Assurance Cell had requested for Higher studies, Placement & Entrepreneur details of all the alumni from various colleges for the last three graduating years from the alumni association for NIRF 2018
- Dean of Medical College Dr.Anandan Sir had deputed Dr.Divya D (Department of Pathology) & Dr.Vaishnavi (Department of Ophthalmology) for collection of the above details.
- The details were collected from all the alumni representatives of the respective colleges it was collated in the format which was given by them and was submitted to the dean of medical college & to the Internal Quality Assurance Cell.

UGC inspection:
- UGC Mock inspection was held on 20th – 22nd November 2017.
- Inspectors had an interaction with the Alumni and they had requested for more external alumni participation rather than in-house.
- Dr. V.Deepa Parvathi (Treasurer) had presented a PowerPoint on behalf of our alumni association to the inspectors on 21st November 2017 at the IQAC board room. There were very few suggestions made by the Inspectors and were asked to rectify during the main visit.
Minutes of the Meeting – December 5th 2017

Name of the Meeting: Alumni Association

Venue: College Board Room, Ground Floor, Medical College Building
Date: 05.12.17
Time: 2.00 PM - 3.00 PM

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**UGC inspection**:  
- Alumni association members were briefed about their help for UGC inspection which was planned for December 7th to 9th, 2017.  
- Dr. Pavithra (Vice President) was requested to present the power point for the UGC inspectors on the day of inspection.  
- The alumni member of each constituent faculty was requested to invite their external alumni for an interaction with the inspectors on Dec 7th and also be a part of the committee during the time of the PowerPoint presentation.  
- The committee had agreed for a memento to be presented to each and every external alumni who participates at the UGC inspection.  
- Dr. Pavithra had requested Dr. Deepa Parvathi (Treasurer) & Dr. Emilda (Executive member) to assist her for the presentation and also to include the suggestions made by the inspectors during the MOCK UGC inspection.

**New year greetings**:  
- The alumni members had planned to send New Year seasonal greeting cards for all the in-house faculties and they had requested to collect their details from the HR department of our college side and from the establishment section.  
- Suggestions were made by all the executive members to purchase the New Year cards from Vidyasudha (Learning Centre with Special Needs).
Minutes of the Meeting – 17th January 2018

Name of the Meeting : Alumni Association

Venue: College Board Room, Ground Floor, Medical College
Date: 17.01.2018
Time: 2.00 PM - 3.00 PM

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* Status – P = Present
R=Representative
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++ Special Invites

Agenda
- UGC Inspection
- University Day
UGC Inspection:

- It was held from 7th to 9th December 2017. Inspectors interacted with our external alumni on 7th December 2017. Approximately 55 external alumni participated from various constituents of the colleges and highlighted the strengths of our Institute. As a token of appreciation, a memento was given to all the external alumni.
- Dr. Pavithra represented the association & presented a PowerPoint on Alumni activities to the Inspectors on 8th December 2017.

University Day:

- It was held on 16th December 2017 at our University Auditorium. Best Alumni awards was awarded for the year 2016 & 2017 by our Chancellor to:

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<td>1</td>
<td>Dr. Kannan Gireesh</td>
<td>2017</td>
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<td>2005-2006-MD(Psychiatry)</td>
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<td>Dr. Sharmila Anand</td>
<td>2016</td>
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<td>Mr. Ranjith</td>
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<td>2004-2005 MASLP</td>
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<td>4</td>
<td>Mr. S. Raja Pandian</td>
<td>2016</td>
<td>2000-2004 BASLP</td>
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Rules for Best Alumni Award:

- The committee members had requested Mr. Perumal to define the Criteria’s for the Best Alumni Award.

Grand Carnival Meet 2018:

- Discussion was held for the registrations whether to include the families for the carnival meet.
Introduction of Newly appointed Secretary for Alumni:

- The newly appointed secretary Mrs.Supramma was introduced formally by Dr.Pavithra to all the committee members.

Student support for various Alumni activities:

- Dr.Pavithra had put forward an idea to the committee members whether to get help from the students & students council during our alumni activities and collection of data’s. The committee members had accepted and agreed to share some of the student’s names for the above activities from the various constituent colleges.

Registration in the Society:

- Mr. Ramalingam (Auditor) was requested to meet the members regarding the draft of our bylaws to register in the society on 18/01/18 between 12-1 pm.

What’s App Group for various colleges:

- A suggestion was recommended to add two or three active members from each batch of the constituent colleges to share and get the information’s of their batch mates if needed.

CRRI- Farewell Meeting - Dr.Koushik Muthu Raja (04.01.18):

- Dr.Koushik Muthu Raja had presented a power point presentation for the CRRI farewell meeting which was held on Jan 4th 2018 at the Dental Auditorium

Dr.Sharmila Anand – World Ranking (12.01.18):

- Dr.Sharmila Anand (Alumna MBBS 1997-1998), Managing Director of SEHPL presented a power point at the Vice Chancellor’s office urging Sri Ramachandra Medical College to go for World Ranking. She had also explained in her PowerPoint the various models in achieving the goal.

Alumni Representatives for College Quality Cell:

- IQAC had requested alumni members to be added to each College Quality Cell. In the meeting the above list of members under each College was suggested:
  - Medical College – Dr.Divya(Pathology) / Dr.Vaishanvi (Ophthalmology)
  - Dental College – Dr.Mythili / Dr.Karthigeyan.J
  - Pharmacy College – Dr.Vanitha Rani
  - Nursing College – Dr. Aruna / Mrs.Sara Sapharina
  - Physiotherapy College – Mrs.Radhika
  - Allied Health Science College – Mr. Perumal / Mr.Jagadeeswaran
  - Biomedical Sciences, Technology & Research – Dr.Deepa Parvathi
  - Public Health – Mrs.Jayachelvi Babu
  - Management – Mrs.K.N.Priya

Bridges:

- The bridges November issue was circulated among the committee members and also requested for active contribution from each constituent college.
Sri Ramachandra Alumni Association – Dental Chapter had conducted an interactive session “AKSHAYA PATRA” by Dr. Issa Fathima (M.D.S), Alumni (2000-2001) batch on the community service rendered by her.

Alum book:
- Dr Mythili had volunteered to update the informations in the Alum book.

Dr. Kannan Gireesh Guest Lecture:
- The committee members requested to conduct the stress management course by Dr. Kannan Gireesh preferably for the first years of the paramedical courses as two sessions in the morning and afternoon on the same day.
SRI RAMACHANDRA MEDICAL COLLEGE AND RESEARCH INSTITUTE

SRI RAMACHANDRA ALUMNI ASSOCIATION

President:
Dr. Mohan Choudhary.B

Vice President:
Dr.S.Mythili
Dr.V.Pavithra

Treasurer:
Dr.V. Deepa Parvathi

Secretary:
Dr. Koushik Muthu Raja.M

Joint Secretary:
Dr. Aruna.S

Executive Members:
Dr. Sudagar Singh.R.B
Mr.R.C. Perumal
Dr.Karthigeyan.J
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Mrs.Jayachelvi Babu
Ms.MohanaSundari.P
Dr.Divya D
Dr.Emilda Judith Ezhil Rajan
Ms.Sivakamakshi.M

Minutes of the Meeting – 15th February 2018

Name of the Meeting : Alumni Association

Venue: College Board Room, Ground Floor, Medical College

Date: 15.02.2018

Time: 12.00 PM - 1.00 PM

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++ Special Invites

Bylaws
**Agenda**

- Finance  
- B.Sc Optometry New Executive Member  
- Grand Alumni Carnival meet  
- Kannan Gireesh – Guest Speaker  
- Courier Services  
- Best Alumni Award  
- Bridges

---

**Bylaws:**

The committee members had requested to contact Mr. Ramalingam (Auditor) regarding the byelaws for the association.

**Finance:**

Dr. V. Deepa Parvathi (Treasurer) had been requested by the committee member to summarize the financial accounts with the number of registration from each constituent college till the month of January 2018.

**B.Sc Optometry New Executive Member:**

The newly appointed Ms. Sivakamakshi.M, Executive Member of Optometry was introduced by Dr. Pavithra to all the committee members.

**Grand Alumni Carnival meet:**

The initiative to be taken for the grand alumni meet which is to be held in the month of August 2018 was discussed by the committee members.

**Kannan Gireesh – Guest Speaker:**

The committee members requested to conduct the stress management course by Dr. Kannan Gireesh preferably for the final years on the same day.

**Courier Services:**

The id cards for the Medical college alumni have been dispatched by the First Flight couriers on Jan 25th and Feb 5th 2018.

**Best Alumni Award:**

The committee members had requested Mr. Perumal to define the Criteria’s for the Best Alumni Award.

**Bridges:**

The bridges January issue was circulated among the committee members and also requested for active contribution from each constituent college.
Minutes of the Meeting – 20th March 2018

Name of the Meeting : Alumni Association

Venue: IQAC Board Room, Third Floor, Medical College
Date: 20.03.2018
Time: 12.00 PM - 1.00 PM

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Agenda

- Discussion with auditor Mr.Ramalingam
A detailed discussion with Mr. Ramalingam was made. Outcomes of the discussion led to few decisions made by members of the committee:

- The auditor had asked to include the name list of Patrons, Ex-officio members, Board of Advisors and executive members list.
- Every year new registration members list should be provided.
- President and secretary should be present for registration.
- After registration the membership should be started in new accounts.
- Two receipt books should be maintained one is for membership(Income) and the second one is for fund donations(Capital Income).
- The members discussed and decided to apply for a pan card for the university alumni association.
- Registration of the central committee under the name of Foundation/Association/Trust was discussed.
- The members also requested for the registration of individual chapter committee.
- Dr. Koushik Muthuraja had requested for a year to regularize the alumni central committee meetings & then take a call for General Body Meeting.
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SRI RAMACHANDRA ALUMNI ASSOCIATION

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Mr.Abinandan.P.A
Mr.D.Jagadeswaran
Mrs.Kalaivani.P
Mrs.Jayachelvi Babu
Ms.MohanaSundari.P
Dr.Divya D
Dr.Emilda Judith Ezhil Rajan
Ms.Sivakamakshi.M

Minutes of the Meeting – 5th April 2018

Name of the Meeting: Alumni Association

Venue: MEU Board room, 4th Floor, College Building
Date: 05.04.2018
Time: 2.00 PM - 3.00 PM

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Agenda
- Bylaws
- NAAC
Bylaws :-

The information of the prepared bylaws for the association by the auditor was revised by Dr.Pavithra.V, Dr.Vanitha Rani and Dr.Deepa Parvathi and was sent to the auditor was conveyed at the meeting to the members. Mr.Perumal executive committee member had requested to add the clause regarding the sub accounts for individual chapters in the bylaws.

NAAC 2019:-

Dr.Pavithra had explained to the committee members regarding the NAAC 2019 format which was exclusive to alumni criteria’s alone. She had also requested the committee members to send the mail to alumni office mentioning about the academic years of the students to share the information’s from the student database available at the alumni office. The committee members had requested to send those formatted questions to their individual mails to collect the information’s regarding their alumni from their individual chapters. Dr.Koushik Muthu Raja had requested to submit the accounts if it has been audited for the purpose of NAAC from their individual chapters. Dr.Aruna had agreed to share the audited accounts from the College of Nursing. He had also suggested to Dr.Deepa Parvathi to audit the central alumni account with the help of Mr.Vaiythiyanathan.

NIRF 2018:-

Dr.Deepa Parvathi and Dr.Pavithra had shared the information’s regarding the NIRF 2018 ranking and congratulated the alumni members and the team for having contributed for the successful ranking.

Grand Alumni Carnival Meet :-

Dr.Koushik Muthu Raja had put forward the idea of organizing the Alumni Carnival meet individually by each chapter of faculties for just this year to assess the strength of the Alumni presence from each chapter to organize a Grand Alumni meet for the year 2019.

The committee members had agreed for the same and the below following tentative months were mentioned for their individual chapters:-

- MBBS – August 2018
- SLHS – May 2018
- Nursing – June 2018
- Dental – September / October 2018
Convocation 2018:-

Dr. Pavithra had requested the committee members to help and send volunteers from their individual chapters on the day before the convocation (20th April) to collect the information’s from the Alumni when they are coming for the rehearsal. Dr. Deepa Parvathi prepared the convocation report regarding the alumni association for the annual book.

Alum Book:-

Many complaints were lodged by the committee members regarding alum book for not being functioning well. Dr. Pavithra and Dr. Deepa Parvathi had mentioned regarding the visit of the Alum book representative for the purpose of payment for annual renewal. The committee members had requested for the meeting with their representatives and to ask for the change of the primary location of the alum book IP address to Sri Ramachandra Software Department.

Others:-

Dr. Deepa Parvathi had agreed to revamp our Alumni information’s in our Sri Ramachandra Medical College & Research Institute and she also agreed to revamp our Alum book with the help of Mr. Abhinand
**Minutes of the Meeting – 6\(^{th}\) June 2018**

**Name of the Meeting:** Alumni Association

**Venue:** Board room, Ground Floor, College Building  
**Date:** 06.06.2018  
**Time:** 2.00 PM - 3.00 PM

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<td>Dr.Pavithra. V</td>
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<td>Dr.Vaishnavi</td>
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* Status – P = Present  
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++ Special Invites

- **Internal Audit**
- **M Swipe statement details**
Dr. V. Deepa Parvathi explained the internal audit statement to the EC members and the same was circulated and acknowledged by all the members. She also brought to the attention of all members that a total amount of Rs.5,31,500/- was collected as a part of MBBS registration; March 2017 (178 students) was with CFO. Amount of Rs.3,78,500/- collected as cash has been deposited in the college accounts under SRU MBBS Alumni fund (sub account number -20391) and all card transactions (Rs.1,53,000/-) were credited to G - Block IP bank account. With the consensus of members it was decided to write a letter to CFO requesting for transfer of Rs.1,53,000/- (collected through card payments) from G-block IP account to Indian Bank alumni association account.

Dr. V. Deepa Parvathi brought to the notice of all members that card transactions for registration fees involved a surcharge and over the last one year; the association has been bearing the surcharges and hence the registration fee wasn’t received in full. The surcharges varied between the type of cards - (Credit/Debit/ Visa/Master/Rupay). Hence it was decided to charge Rs.50/- additionally to students who wish to make payments through card. It was also decided that once the alumni association is registered and Pan card is obtained, we can obtain a swiping machine from Indian Bank to minimize surcharges.

Registration of our alumni from all colleges was suggested to be registered under tentative dates in order to prevent bulk registrations due to lack of space, since the alumnius/alumnae has to fill the feedback form and to register in Alum Book as an online process. There was a request given to the IT official through Balaji Singh sir for an extra computer for the registration purpose. International alumni / Old alumni who are willing to donate or register can use the Net banking service.

Dr. Deepa had informed in the meeting that Mr. Vaidyanathan (Audit officer) had requested for the next audit year to handover the original bill copies to the student and the carbonised copy to be retained by the association for the audit purpose. Suggestions were made by Dr. Deepa to have self embossed carbon bill books too.
Paperless Registrations:
Dean of Faculties has requested to go for the paperless registrations by July 2018, and the committee members have suggested to create a link for the alumni registration in the University Portal or Alum Book in order to simplify the registration process and Dr. Emilda had also suggested for a bill payment portal/bill printing portal in the Alum book website.

Alumni Society Registration:
Registration of our alumni from all chapters together was suggested to be registered under the name of Tamil Nadu Society Registration Act.

Sri Ramachandra Medical Chapter- Alumni Association:
As discussed in the CQC meeting, the higher officials had requested to form a Medical College Chapter Alumni Association as soon as possible. Dr. Arunkumar (New member) has given the responsibility to find the inhouse faculty Medical College alumni.

Alumni Contributions – NAAC
All the Colleges were requested to submit their NAAC Alumni Details to alumni mail to further collate and then send it to IQAC by Supramma. Circular was sent through Dean of Medical College to all the NAAC coordinators & HOD of Medical specialties to submit the Alumni details.

Great Place to Study – Republic TV:
A new video promo about Sri Ramachandra Medical College & RI was planned through Republic TV, so Special registrar had asked to submit from all the chapters a list of Notable Alumni, Exceptional achievements by the Alumni and also 2-3 alumni who can give interviews regarding the strengths about the institution.

Alumni Policy Making:
Policy making committee headed by Dean of faculties had invited Dr. Pavithra as a special invitee to make policies and procedures which are mandatory for alumni association. In the meeting the alumni members suggested and taken the responsibility to make policies for the below titles:
- Alumni Registration & Bylaws – Dr. Pavithra
- Alumni Id cards – Dr. Mythili
- Best alumni award – Mr. Perumal
- Maintenance of Alumni Records & Performance Target – Dr. Emilda
- Alumni contributions – Dr. Deepa

AQR Report – IQAC:
The IQAC has requested the Alumni Association to submit the AQR report from Jan 2018-May 2018. The details for the report was shared in the meeting and will be sent in the mail to each alumni coordinators.

Grand Carnival Alumni Meet:
Dr. Mythili had informed that Dental College has started with the process of Grand Alumni Meet and most probably it might be held in the month of October 2018.
Mr. Perumal too shared the information that the SLHS department will be conducting the Meet very shortly.
- **Bridges:-**
  The bridges March 2018 issue was circulated among the committee members and also requested for active contribution from each constituent college.

- **Dental Alumni Contribution:-**
  Requested Dr. Mythili to send the Dental Alumni contributions and notable achievements to Alumni office for the purpose of Video Promo.

- **Additional Representatives – Dr. Arun Kumar.K & Dr. Vaishnavi**
  The newly appointed Dr. Arun Kumar.K (Surgery Department) & Dr. Vaishnavi (Ophthalmology Department) Executive Members of Medical College was introduced by Dr. Pavithra to all the committee members.
Minutes of the Meeting – 19th July 2018

Venue: Board room, Ground Floor, College Building

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** Special Invites

Financial Statement – CFO
Financial Statement – CFO :-
Dr. V.Deepa Parvathi, requested all the executive committee members to furnish details of the sub account numbers of their alumni chapters with the college accounts of SRMC to help us collate the funds into central alumni fund.

Alumni Society Registration:-
- Registration of our Central alumni association was suggested to be registered under the name of Tamil Nadu Society Registration Act on 27th July 2018
- The committee members requested Dr.Deepa to coordinate with the auditor Mr.Ramalingam for the above purpose.

Sri Ramachandra Medical Chapter- Alumni Association:-
As discussed in the CQC meeting, the higher officials had requested to form a Medical College Chapter Alumni Association as soon as possible.

Alumni Policy Making:-
- Dr.Pavithra had congratulated all the committee members (Esp. Dr.Mythili, Dr.Deepa, Mr.Perumal & Dr.Emilda) for their active support towards the framing of policies within the stipulated time of period
- The framed policies were forwarded to the Dean of Faculties & Special officer for their kind perusal.

New Alumni Office:-
The new alumni office will be shifted to the third floor, Medical College Building, IQAC Wing.

Best Alumni Award 2018:-
- Minor changes for The “Best Alumni Award” form was done and was circulated to all the executive members
- Dr.Pavithra had requested to nominate the names from their respective colleges for the University Founder’s Day 2018 and submit by 6/08/18 and had also requested Mr.Perumal to define the Criteria`s for the Best Alumni Award.
Grand Carnival Alumni Meet:-
The Grand Carnival Alumni Meet has been eventually planned on the following months
  • Nursing College Alumni Meet – 31st July 2018
  • Environmental and Health Engineering Alumni Meet – August 2018
  • Medical College Alumni Meet – September 2018.

Dr.S.P.Thyagarajan Sir – Alumni Globe :-
  • Dr.S.P.Thyagarajan Sir had congratulated for the tremendous work which was done for the collection of data’s for the alumni globe.
  • Dr.Pavithra had also congratulated all the committee members for their active support in collecting the data of their respective colleges for the alumni globe within the short period of time.

Alum Book Registrations:-
  • Alum book registrations in mobile app has been increasing
  • The committee members were requested to share the link of alum book app in watsup and facebook in order to reach to all the alumnus/alumnae.
  • Security point of view was discussed in the committee and Dr.Koushik had requested the Alum book in charge to speak to our software developer and find a solution.

USMLE Perspectives:-
Dr.Pavithra had explained to the committee members that our alumnus Dr.Deepak Dev (MBBS 2011-2012 batch) will be giving a talk on tips to crack USMLE for our MBBS students as assistance for the competitive exam on 25th July 2018 and also requested from the other respective colleges to organize events periodically for the purpose of career counseling and competitive exams counseling.

Convocation 2018:-
August 20th 2018 was confirmed by the officials to conduct the convocation for the students, due to the short notice and lack of time, Dr.Pavithra had explained to the committee members that the preparation for ID cards might be delayed and probably this time it will be sent as post rather than handing it over to them the day before the convocation.

Bridges:-
The bridges April and May 2018 issue was circulated among the committee members and also requested for active contribution from each constituent college.
SRI RAMACHANDRA MEDICAL COLLEGE AND RESEARCH INSTITUTE

SRI RAMACHANDRA ALUMNI ASSOCIATION

**President:**
Dr. Mohan Choudhary.B

**Vice President:**
Dr. S. Mythili  
Dr. V. Pavithra

**Treasurer:**
Dr. V. Deepa Parvathi

**Secretary:**
Dr. Koushik Muthu Raja.M

**Joint Secretary:**
Dr. Aruna.S

**Executive Members:**
Dr. Sudagar Singh.R.B  
Mr. R.C. Perumal  
Dr. Karthigeyan.J  
Mrs. K.N. Priya  
Dr. N. Vanitha Rani  
Mrs. Radhika.C.M  
Mr. Abhinand.P.A  
Mr. D. Jagadeswaran  
Mrs. Kalaivani.P  
Mrs. Jayachelvi Babu  
Ms. Mohana Sundari.P  
Dr. Emildevi Judith Ezhil Rajan  
Ms. Sivakamakshi.M  
Dr. Arun Kumar.K  
Dr. Vaishnavi

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**Minutes of the Meeting – 6th August 2018**

**Name of the Meeting:** Alumni Association

**Venue:** Mini Conference Room, Third Floor, Medical College Building  
**Date:** 06.08.2018  
**Time:** 12.00 PM - 1.30 PM

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### Scholarships

#### Scholarship eligibility:

1. The candidate must have been an undergraduate and/or postgraduate student of Sri Ramachandra Institute of Higher Education And Research. The details of registration number and course of study must be mentioned in the application.
2. The candidate must not be an employee/faculty at Sri Ramachandra Institute of Higher Education And Research.
3. The candidate must be the presenting author of the oral or poster presentation.
4. Attendance certificate along with certificate of presentation confirming participation in the conference and a photograph of recipient of this award at the time of presentation must be enclosed.
5. Acknowledgements and grant from other funding agencies must be declared. Statement of conflict of funding must be provided.
6. Acknowledgement of SRAA towards financial support must be included in the ppt/poster presentation.
7. Resume of the applicant mentioning the credentials
8. Two letters of Recommendation.
9. Covering Letter forwarded by the Head of the Department and the concerned alumni co-ordinator.
10. The application form must be duly filled and submitted within the deadline.
11. The originals bills and travel receipts (tickets and original boarding pass) must be submitted during reimbursement.
12. All reimbursements will be done only after the conference.
13. Mode of reimbursement will be cheque in favour of the recipient of the award.

#### Travel Grant resolution:

The EC members discussed about the scholarships to be offered to alumni of Sri Ramachandra Institute of Higher Education And Research towards participation in conferences on 06.08.2018. Dr. Mohan Choudhary approved an amount of Rs 2,00,000/- per year (Rs.50,000/- quarterly) shall be issued as scholarships to alumni under all constituent colleges. The applications shall be shortlisted by the EC members quarterly. An amount of Rs.5000/- for conferences held within India and Rs.10,000/- for conferences held abroad was budgeted as scholarship amount.
**SRI RAMACHANDRA ALUMNI ASSOCIATION**

**President:**
Dr. Mohan Choudhary.B

**Vice President:**
Dr. S. Mythili

**Treasurer:**
Dr. V. Pavithra

**Secretary:**
Dr. V. Deepa Parvathi

**Joint Secretary:**
Dr. Aruna S

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Mrs. Jayachelvi Babu
Ms. MohanaSundari.P
Dr. Emilda Judith Ezhil Rajan
Ms. Sivakamakshi.M
Dr. Arun Kumar.K
Dr. Vaishnavi

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**Minutes of the Meeting – 5th September 2018**

**Name of the Meeting**: Alumni Association

**Venue**: IQAC Board Room, Third Floor, Medical College
**Date**: 05.09.2018
**Time**: 12.00 PM - 2.00 PM

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++ Special Invites
Agenda

- Finance
- Grand Alumni Carnival meet

**Finance:**

- Dr. Deepa Parvathi had presented the Power point regarding the financial status for the alumni registrations of all the departments of the constituent colleges.

**Grand Alumni Carnival meet:**

- Bric A Brac Event Management Company - Ms. Shanmathy presented a power point on the various ideas organizing our grand carnival alumni meet at our University campus along with their planners and budget.
- Event to be organized outdoor
  
  **Event Departments**
  - Event Decor and Stage
  - Photography
  - Entertainment
  - F&B (Food and Beverage)

  **Pre- Event Promotion**
  1. Alumni Promotional Video 10 MIN
  2. Alumni Cell logo animation 30 SEC
  3. Facebook Marketing
  4. Metro Promotions

  **SHOOT SPECIFICATION**
  - 9 COLLEGES INSIDE RAMACHANDRA
  - 1 ALUMNI FROM EACH COLLEGE
  - 2 OR MORE PLACES TO BE TRAVELLED
  - COVER OF CHANCELLOR AND VICE CHANCELLOR

  **SPECIFICATIONS:**
  - Promotional Advertisement Video - Before the Event
  - Event Cover - On the day of Event

  **REQUIREMENT:**
  
  **Pre- Event Promotion**:
  1. Alumni Promotional Video 10 MIN
  2. Alumni Cell logo animation 30 SEC
  3. Celebrity Promo Video 30-1 min sec

  **On the date of the Event**:
  1. Helicam and Crane Coverage
  2. Photo Booth-2
  3. Event Videographer-4
  4. LED Wall -2
  5. Live Streaming-1
  6. Photographers-5
  7. Live Mixer-1
DELIVERABLES:-
Entire Event Video
Candid Video
Celebrity Promo Videos
Candid Photos and Traditional Photos (unlimited)

- The members eventually planned to conduct alumni meet in the month of August 2018 for all the constituent colleges.
- The committee members has decided to organize for a poll in the social networking sites (Alum book, Face book, whats app) to finalize the month for the meet to happen every year.
- The committee members discussion was based on:
  - Registration & Budget planning
  - Sponsorship.
  - Musical Night.
  - Counter for alumni to sponsor.
- The committee has decided to invite only the alumni without their family members to participate in the carnival.
Minutes of the Meeting – 26th October 2018

Name of the Meeting : Alumni Association

Venue: Mini Conference Room, Third Floor, Medical College Building
Date: 26.10.2018
Time: 12.00 PM - 1.30 PM

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Agenda
- Alumni Privileges
- Alumni ID Card
- Distinguished Alumni Award 2018
- Criteria - Distinguished Alumni Award
Alumni Privileges:-

- The request for privileges for alumni has been presented to the Vice Chancellor and it was discussed in advisory council meeting on 18.07.18. The draft was presented and approved by the Vice Chancellor and henceforth to consider with Director of Finance and the respective departmental heads regarding the discounted tariffs on percentage basis for few of the privileges.
- Dr. Pavithra had requested all the alumni coordinators to add special discounted fee for the registration purpose of the alumni for the various conferences and CME’s conducted by the departments.

Alumni ID Card:-

- The committee members had requested to the association that if the alumni id cards has to be posted for any alumni who are staying abroad, the courier charges has to be borne by that alumni itself.
- Dr. Koushik Muthu Raja had suggested to add alumni logo hologram in the alumni ID cards.

Distinguished Alumni Award 2018:-

- Founder’s day and University day celebration was held on 18th September 2018 at our University Auditorium. Distinguished Alumni awards was awarded for the year 2018 by our Chancellor to:

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<tr>
<th>Sl. No</th>
<th>Name of the Alumni</th>
<th>Course &amp; Year of Study</th>
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<tr>
<td>1</td>
<td>Dr. P.K. Rajesh</td>
<td>MBBS (1985-1986)</td>
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<td>2</td>
<td>Dr. Sengottuvel. G</td>
<td>D.M Cardiology (1996-1997)</td>
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The lack of submission of applications from other colleges was discussed and in the forthcoming years planned application submission has to be reinforced.

Dr. Mohan Choudhary had suggested that the process of ‘Alumni Award’ selection has to be streamlined by June 15th 2019 and the reminder mail for every two months has to be sent to all the executive members to nominate the names for the University and Founders Day 2019.

Criteria - Distinguished Alumni Award:-
- The Distinguished Alumni Award criteria was drafted by Mr. Perumal and henceforth the mail was sent to Mr. Natarajan (Special Officer) for further changes.

Nostalgia – 2018:-
- Sri Ramachandra Medical College organized Alumni Reunion for MBBS and Postgraduate students of all the batches on 22/09/18 which was held from 6pm onwards at Hotel Feather’s, Chennai. Approximately 150 alumni attended and they had an interactive session with the juniors and seniors. Dr. Mohan Choudhary, Dr. V. Pavithra & Dr. Koushik Muthu Raja organized the event and explained about the contributions done by the Alumni Association to the Alumni and Students.

New Year Greetings:-
- The committee members had planned to send New Year seasonal greeting cards for all the in-house faculties and they had requested to collect their details from the HR department and from the establishment section.
- Suggestions were made by all the executive members to purchase the New Year cards from Vidyasudha (Learning Centre with Special Needs).

Financial Details:-
- Dr. V. Deepa Parvathi briefed the EC members about the funds issued towards Optometry alumni (Rs. 16, 261/-) meet held on 19.09.2018 and Nursing alumni (Rs. 31, 536/-) held on 31.07.2018.
- Sri Ramachandra Dental College has planned to organize “The Evoque 2018” alumni event along with a scientific program on the 01.12.2018. They have requested for financial support from the alumni association.
- Dr. V. Deepa Parvathi informed all the EC members that the amount of alumni registration fees of Medical College, Pharmacy College, Dental College and Department of Clinical Psychology held with college accounts has been approved by CFO to be transferred to Alumni Association, Indian Bank.

Optometry Alumni Meet:-
- The alumni chapter of the Department of Optometry had organized a CME programme and Workshop on 19th September 2018. An amount of Rs. 16, 261/- was issued from the alumni association account towards conduct of the event. The department of Optometry had submitted the program report and budgetary expenses statement to the alumni office.
Nursing Alumni Meet:-
- Sri Ramachandra College of Nursing had organized 16th Alumni Reunion on 31st July 2018. An amount of Rs. 31,536/- was issued from the alumni association account towards conduct of the event. The College of Nursing had submitted the budgetary expenses statement and they are yet to submit the program report.

Physiotherapy Alumni Meet:-
- The Physiotherapy Alumni meet has been eventually planned on December month.

Transcripts:-
- The Nursing College alumni co-ordinator Dr. Aruna had requested to the association if it is possible for the association to help their alumni students with the tracking courier id number when the transcripts are posted for their students.
- Dr. Koushik Muthu Raja had suggested to get further clarifications on the above issues from Mr. Deivasigamani (Deputy Registrar - Academic)

Mementos for Alumni:-
- Dr. Koushik Muthu Raja had suggested to all the alumni co-ordinators that the mementos will be contributed by the association to the alumni who has been invited as guest speakers for lectures / seminars / conferences / workshops etc, conducted by the respective college chapters.
- The committee members had discussed to give mementos like paper weight with clock.

Alumni Policies:-
- The alumni policy was drafted in the prescribed format which was requested by Dean of Faculties and the same was circulated to all the executive members.

Research Scholarships:-
- Research scholarships for alumni discussed in the previous meeting held on 06.08.2018 was approved by the committee for Ms. Sangamitra

EHE – Registrations:-
- We requested Ms. Jayachelvi to ensure all UG non alumni of Sri Ramachandra Institute of Higher Education and Research to register for alumni registration fees on enrollment for MPH.

NIRF 2019:-
- Internal Quality Assurance Cell had requested for higher studies details of all the alumni from various colleges for the last three graduating years from the alumni association for NIRF 2019.
- All the Colleges were requested to submit their NIRF Alumni Details by 3rd November 2018 to alumni mail to further collate and then send it to IQAC.

Dental College Alumni Meet:-
- Sri Ramachandra Alumni Association Dental Chapter is organizing Alumni Meet on 01.12.18 at Radisson Blu, Egmore and had requested funds from the alumni association towards the conduct of the event.

Bridges:-
- The bridges June and July 2018 issue was circulated among the executive members.

Other Agenda :-
- Dr. Pavithra had requested to all the executive members that if any alumni visits the college, the members responsibility is to inform and introduce them to the alumni office and explain about the alumni registrations, privileges and ID cards.
**Minutes of the Meeting – 19th November 2018**

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<th>Name of the Meeting : Alumni Association</th>
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**Venue:** Mini Conference Room, Third Floor, Medical College Building  
**Date:** 19.11.2018  
**Time:** 01.30 PM - 2.30 PM

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<td>❖ Pan Card</td>
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<td>❖ Sub Accounts</td>
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<td>❖ Nursing - Alumni Health Camp – December 1st</td>
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<td>❖ Gaja Cyclone – Funds</td>
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- **Net Banking – Indian Bank:**
  Indian bank had requested for Pan card and alumni society registration details for the purpose of the net banking.

- **Pan Card:**
  New form for pan card has been applied due to the change in our central alumni association name.

- **Sub Accounts:**
  Dr.Koushik & Mr.Perumal had requested to create sub accounts for all the chapters in the Indian Bank.

- **Nursing - Alumni Health Camp – December 1st:**
  Sri Ramachandra Alumni Association of Nursing chapter has planned to organize alumni Meet on 01.12.18 at Government Higher Secondary school at Elapakkam, Kanchipuram District and Dr.Aruna had requested for funds from the alumni association towards the conduct of the event.

- **Gaja Cyclone – Funds:**
  - Dr.Koushik had requested the committee members to collect the relief materials and funds for the purpose of Gaja cyclone. He had also requested to collect information regarding any NGO’s who can help us to negotiate the relief materials to the various affected areas.
  - A total relief fund of Rs 1,00,000 was decided in the meeting to be given to the cyclone affected areas as donation. 25 % was decided to be taken from the central alumni fund and the rest of the 75% in total to be contributed from each chapter’s alumni fund.
Minutes of the Meeting – 9th January 2019

Name of the Meeting : Alumni Association

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**Discussion with Mr. Ramalingam (Auditor):**

The executive committee members discussed registration and financial related queries with Mr. Ramalingam.

**Mr Ramalingam presented the following inputs:**

- All existing society registrations and bank accounts related to alumni to be closed and merged with the new registered body. All existing bank accounts for alumni as departments or colleges to be closed with immediate effect.
- All financial transactions to be done on a new bank account as per registration. To close existing Indian Bank account of Alumni Association. Financial Audit to be done from the date of registration (13.11.2018) to March 31 2019.
- TDS shall be deducted for all services and contracts above Rs.30,000/- Transactions of greater than Rs. One lakh shall bear 2% TDS.
- To complete 12 A registration (for GST exemption) and 80G exemption.
- To print and use different receipts for membership fees and voluntary contributions including all donations. Vouchers to be printed separately.
- To initiate sub accounts as per the resolutions of the alumni association with each account to have signatory authorization. Sub accounts shall be controlled by the main body for all transactions. Separate cheque books shall be given to each sub account.
- Auditing should be done every 3 months and must include valuation of receipts.
- Installation of Tally software was recommended to ease all financial transactions and for tracking of income and expenses.
- IT return to be filed in July every year and TDS return must be filed by 15th of every quarter.
- Annual GB meeting minutes along with IT return statement must be recorded.
- For all transactions without PAN, 20% of the total amount should be deducted.
Other Account at Private Bank:-
- The EC committee members decided on opening one main account with Axis Bank, Kattupakkam Branch along with sub accounts.
- Internet banking option to be requested.
- To request bank for separate payment gateway

Alumni Society Registration – PAN Card & TAN Number:-
The Pan and Tan of alumni association was required to be modified for 12 A and 80 G exemption. The PAN and AADHAR DETAILS OF ALL THE EC members were required to be submitted for the same.

Safety Locker:
Dr Deepa Parvathi V requested for purchase of Godrej locker to safeguard cash collected as a part of registration fees. The request was approved by all EC members.

Payment Gateway :
Dr.Koushik Muthu Raja had discussed regarding the same to be issued after the process of PAN card and TAN number.

Ph.D registration for Alumni:-
The alumni members had agreed for full time Ph.D alumni to be registered as alumni of our institute with a fee of respective chapters.

International Alumni Meet:
Alumni members were requested to conduct international alumni meets when they get to travel abroad for their personal or official purposes.

Gaja Relief:
- Biscuits which were brought for the purpose of Gaja relief were handed over to Dr.Julius Scott (Paediatric Oncologist) to distribute to the cancer affected children admitted at our hospital.
- Dr.Koushik had discussed the ideas of donating the funds which were collected towards Gaja Relief to either build a water plant, Primary Health Care or school in the affected Gaja cyclone areas.

New Year greeting Cards 2019:
The new year greeting cards were distributed to all the in house alumni of all the chapters.

Mementos:
Dr.Koushik Muthu Raja had requested Dr.Pavithra and Dr.Deepa Parvathi to discuss with Mr.Hemanth (ID card distributor) regarding the same and insisted to imprint our alumni logo in the memento.

NAAC Posters:
- Dr.Pavithra had discussed regarding the posters of the NAAC which has to be ready before the NAAC inspection.
• Previous NAAC posters were circulated among the executive members.

➢ Distinguished Alumni Award 2019:-
   • Dr. Pavithra had informed that the registration form for the distinguished alumni award has been flashed in the website and requested all to spread the news to all the alumni and respective chapter deans and principals.
   • She had requested the forms to reach the alumni office by June 2019 for formal selection.

➢ Discussion on General Body meeting regarding Alumni:-
   Dr. Pavithra had discussed the alumni feedback which was analyzed at the general body meeting at IQAC to the committee members.

➢ Women’s Day Programme:-
   Dr. Koushik Muthu Raja had discussed to conduct prevention of sexual harassment workshop as a social initiative for the Women’s Day Programme.

➢ No Plastics Awareness Programme:-
   Dr. Koushik Muthu Raja had discussed to conduct a marathon/walkathon as a public awareness programme at Besant Nagar Beach.

➢ Bridges:-
   The bridges August, September and October issue was circulated among the executive members.
Minutes of the Meeting – 14th February 2019

Name of the Meeting : Alumni Association

Venue: Alumni Board Room, Third Floor, Medical College Building
Date: 14.02.2019
Time: 2.00 PM – 4.00 PM

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++ Special Invites

Agenda

- Axis Bank Account
- Safety Locker
- POSH Workshop
- Biscuits
- **Axis Bank Account:-**
  Alumni Association of Sri Ramachandra Institute of Higher Education and Research account was opened on 21\textsuperscript{st} February 2019 bearing account number 919010015397298

- **Safety Locker:-**
  Safety locker to handle cash was purchased on 21\textsuperscript{st} January 2019.

- **POSH Workshop:-**
  - Alumni Association of Sri Ramachandra Institute of Higher Education and Research along with KEN Interactive (India) Private Limited, Bangalore organized Prevention of Sexual harassment (POSH) workshop for the students of all the colleges, faculties and employers.
  - Mr.Vishwanath.R (Vice President of KEN Interactive (India) Private Limited) and Ms.Janaki (Trainer of KEN Interactive (India) Private Limited) was invited as a special invitee to give a talk on awareness of sexual harassment on 7\textsuperscript{th} February 2019.

- **Biscuits:-**
  As a part of the social service twelve boxes of biscuits were donated by the association to our Paediatric Medical Oncology Department headed by Dr.Julius Scott Xavier for the Med hope Foundation.

- **NAAC 2019:-**
  - Dr.Pavithra had explained to the committee members regarding the NAAC 2019 format which was exclusive to fifth criteria’s alone
  - She had also requested the committee members to send the mail to alumni office mentioning about the academic years of the students to share the information’s from the student database available at the alumni office.
  - The committee members had requested to send those formatted questions to their individual mails to collect the information’s regarding their alumni from their individual chapters.

- **Dr.M.H.Thoufeeq – D.M Medical Gastroenterology:-**
  Sri Ramachandra Institute of Higher Education and Research Alumni Association along with the Department of Medical Gastroenterology organized a CME on “Colonic Polyps and Management of difficult colonic polyps” by inviting Dr.MH Thoufeeq F.R.C.P (Alumnus MBBS 1992-1993 batch) Consultant Gastroenterologist, Sheffield Teaching Hospitals, Sheffield UK on 29/01/19.
- **Anaesthesiology – Alumni Meet**: The department of anaesthesiology organized Alumni meet for Postgraduate students of all the batches on 25/01/19 which was held at Hotel Feathers, Chennai.

- **AHS – 2nd Grand Radiology Alumni Meet**: The alumni association of Sri Ramachandra college of Allied Health Science (Division of Radiology) had organized the 2nd Grand alumni meet at Ambassador Pallava, Chennai on 26/1/19.

- **Management – Guest Lecture & Career Talk**: The faculty of management conducted effective hands on posting lecture on 07.02.2019 by (Mrs. Radhika Krishna Alumnae M.B.A 2014-2015 batch) and knowledge sharing session on 29.01.19 by Ms. Vedanagavalli.

- **Clinical Nutrition – Alumni Meet**: Department of Clinical Nutrition Organized the Alumni Meet on 2nd February 2019. Mr. Santhosh C.E.O in Purple Teal was invited as a guest speaker to deliver lecture and training on “Tweak & Eat App”.

- **Bridges**: The bridges December and January issue was circulated among the executive members.

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President of the Alumni Association of Sri Ramachandra Institute of Higher Education and Research
Minutes of the Meeting – 8th March 2019

Name of the Meeting : Alumni Association

Venue: Alumni Board Room, Third Floor, Medical College Building
Date: 08.03.2019
Time: 2.00 PM – 4.00 PM

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Agenda
- PAN & TAN Application
- Tally Software
- Sub - Accounts
- **Website Upgradation**
- **Alumni Board Room**
- **Distinguished Alumni Award 2019**
- **Alum Book App - Portal**
- **NEET – Coaching Classes**
- **Bridges**
- **Next Meeting Date**

- **PAN & TAN Application**:-
  Updated PAN & TAN details were circulated among the committee members.

- **Tally Software**:-
  Requirement of Tally software for accounts and audit was discussed among the committee members.

- **Sub – Accounts**:-
  Opening of sub accounts will be initiated shortly. Details of authorised signatory for each chapter were requested.

- **Website Upgradation**:-
  The committee members had requested Mrs.K.N.Priya to upgrade the changes regarding alumni activities in the college website.

- **Alumni Board Room**:-
  The committee members decided in the meeting to hand over the alumni board room key to Dr.Koushik Muthu Raja. If in case the members wants to use the room for official purposes, they are requested to inform orally to Ms.Supramma (Secretary) or by giving the request letter to the Alumni Association.

- **Distinguished Alumni Award 2019**:-
  - Dr.Pavithra had informed that the registration form for the distinguished alumni award has been flashed in the website and requested all to spread the news to all the alumni and respective chapter deans and principals.
  - She had requested the forms to reach the alumni office by June 2019 for formal selection.

- **Alum Book App – Portal**:-
  The committee members had discussed to create a link for the alumni feedback and that link has to be given in the home page of Alumni Association of Sri Ramachandra Institute of Higher Education and Research.
NEET – Coaching Classes:
Dr. Koushik Muthu Raja had invited Dr. Srinivas R (Executive Director of Venper Academy) to provide the details of having a MOU collaboration with their academy for the NEET preparation coaching classes for our Medical & Dental College students.

Bridges:
The bridges December and January issue was circulated among the executive members.

Next Meeting Date:
The committee members discussed to conduct regular Alumni meeting once in each month was decided to be on second Friday of every month at 12.00 p.m.
# Minutes of the Meeting – 18th April 2019

Name of the Meeting : Alumni Association

**Venue:** Alumni Board Room, Third Floor, Medical College Building  
**Date:** 18.04.2019  
**Time:** 12.00 PM – 1.00 PM

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++ Special Invities
Internal Audit:-
Dr.V. Deepa Parvathi explained the internal audit statement has been submitted to Mr. Vaidyanathan (Internal Auditor) from the period of April 2018 to February 21st 2019 and external audited statement to Mr.Ramalingam (External Auditor) from the period of February 28th 2019 to March 31st 2019.

Voucher & Bill Books:-
The receipts and voucher books have been initiated in the name of Alumni Association of Sri Ramachandra Institute of Higher Education and Research.

Axis Bank Swiping Machine :-
The card payment has been initiated effectively from May 1st 2019.

NAAC Peer team Visit :-
- Dr.Pavithra had presented the power point regarding the NAAC peer team visit on June 19th, 20th & 21st.
- The committee members suggested few changes in the presentation regarding future plans of the alumni.

NAAC Posters:-
- The committee members discussed regarding the posters of the NAAC which has to be ready on August 2019 before the NAAC inspection.

Alumni feedback:-
- The link for the alumni feedback has been given in the home page of Alumni Association of Sri Ramachandra Institute of Higher Education and Research.

Distinguished Alumni Award 2019:-
- Dr.Pavithra had informed that the distinguished alumni award forms will be formally selected by the committee members in the next meeting and requested the members to spread the news to all the alumni across the faculties.

Optometry – Optroezienz 2019 :-
Department of Optometry of Sri Ramachandra Institute of Higher Education and Research conducted OPTROEZIENZ’19 – World Optometry Day celebration with State Optometry fraternity and Alumni on 20th March 2019.

- Bridges:
  The bridges February and March issue was circulated among the executive members.
ALUMNI ASSOCIATION OF SRI RAMACHANDRA INSTITUTE OF HIGHER EDUCATION AND RESEARCH

President:  
Dr. Mohan Choudhary.B

Vice President:  
Dr.S.Mythili  
Dr.V.Pavithra

Treasurer:  
Dr.V. Deepa Parvathi

Joint Treasurer:  
Mrs.K.N.Priya

Secretary:  
Dr. Koushik Muthu Raja.M

Joint Secretary:  
Dr. Aruna.S

Executive Members:  
Dr. Sudagar Singh.R.B  
Mr.R.C. Perumal  
Dr.Karthigeyan.J  
Dr.N.Vanitha Rani  
Mrs.Radhiika.C.M  
Mr.Abhinand.P.A  
Mr.D.Jagadeswaran  
Mrs.Kalaivani.P  
Mrs.Jayachelvi Babu  
Ms.MohanaSundari.P  
Dr.Emilda Judith Ezhil rajan  
Ms.Sivakamakshi.M  
Dr.Vaishnavi

Minutes of the Meeting – 25th June 2019

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<td>Dr. Mohan Choudhary.B</td>
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<td>Mrs.K.N.Priya</td>
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<td>Ms.MohanaSundari.P</td>
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<td>Dr.Arun Kumar.K</td>
<td>A</td>
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<tr>
<td>Mr.R.C. Perumal</td>
<td>P</td>
<td>Dr.Pavithra. V</td>
<td>P</td>
<td>Dr.Vaishnavi</td>
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* Status – P = Present  
R=Representative  
* Status – A= Apologies  
++ Special Invites

Agenda

❖ Sub Accounts
Sub Accounts:-

- The sub account for all the constituent chapters has been opened on 1st June 2019 bearing account number
  1. Alumni- Faculty of Medicine – 919010043176504
  2. Alumni- Faculty of Dental Science – 919010043158645
  3. Alumni- Faculty of Nursing – 919010043186420
  4. Alumni- Faculty of Pharmacy – 919010043949687
  5. Alumni- Faculty of Physiotherapy – 919010040329875
  6. Alumni- Faculty of Biomedical Sciences – 919010043601505
  7. Alumni- Faculty of Allied Health Sciences – 919010042850742
  8. Alumni- Faculty of Management - 919010043014309

- An amount of Rs 25,000 has been transferred to all the sub accounts in order to maintain the minimum balance.

General Body Meeting and Alumni meet :-

- The discussion regarding the general body meeting was made by the committee members and it was decided to be held on 19th July 2019 and tentatively the timing was decided to schedule from 10.30 a.m to 12.00 p.m followed by lunch.
- Dr.Koushik Muthu Raja had informed that the special invitees of the program will be inaugurated by Vice Chancellor and Dean of Faculties.
- According to the date of society registration the members count was 918 and based on the registration count the members decided to invite at least 500 members for the general body meeting.
- Based on the registration the members suggested to create an online link in Google forms to take a survey based on the number of participation by mentioning basic details like name, course, lunch preference and participation confirmation.
- Dr.Koushik Muthu Raja suggested to conduct annual in house alumni meet followed by general body meeting.
- The members discussed that some special program can be conducted since it was a full day programme.
- The committee members discussed that the general body meeting timings can be scheduled from 10.30 am to 12.00 p.m followed by lunch and music till 4.00 p.m.
• Dr. Pavithra suggested that formally letter has to be sent to the dean of faculties and dean of students to relieve the faculties and students for attending the general body meeting and alumni meet.

• Dr. Deepa Parvathi requested the EC members to fix a budget allocation plan for the conduct of the programme and Dr. Koushik Muthu Raja stated that 5 lakhs can be estimated every year financially and all the members agreed for the consent of the same.

• Dr. Deepa Parvathi requested the EC members to fix certain percentage basis based on 75% and 25% amount collected by all the chapters respectively.

• The members discussed to conduct the general body meeting on July 3rd week every year financially.

• Dr. Perumal informed that the agenda of the general body meeting will be based on the below steps
  1. Presidential Welcome Address
  2. Annual Report by the Secretary
  3. Financial report by the treasurer
  4. Future plans and proposals.
  5. Any other agenda with the permission of the chair.

• Dr. Emilda suggested to get signatures from the members who had attended general body meeting in separate note and to maintain the same note every year.

• Dr. Koushik Muthu Raja suggested Mr. Abhijit Nair (Violinist) for the music programme.

➤ **Dental College – “The Key to Neet”**: -
Dental Chapter organized a lecture titled “THE KEY TO NEET” on 18.06.19, Faculty of Dental Sciences. Dr. Krithiga, M.D.S, Ph.D, Senior Lecturer, Department of Paedodontics and Preventive Dentistry, gave a motivating lecture to the Interns of 2014-15 batch on the ways to approach and the methods to adhere in order to attain success in NEET.