

Date: 12th January, 2026

Minutes of Meeting

A meeting regarding planning, logistics, budgeting, outreach, and execution strategy for the tentative Alumni Meet and alumni database updates was held on 12th January, 2026 in the T&P Cell Conference Room (Room No. 3), Academic Building, IIIT Kota. The meeting was chaired by Dr. Chetna Sharma, AD (AIO).

Following members participated in the deliberations

Name	Designation/Role
Arijit (2022KUCP1077)	Head, Outreach and Alumni Engagement
Nitesh Kumar Dixit (2023KUEC2058)	Head, Web Development
Mahak Gupta (2024KUCP1102)	Assistant, Alumni Relations
Dheeraj Kushwaha (2024KUAD3019)	Assistant, Web Development

Absentees: Prachi Gupta (2024KUCP1056), Assistant, Events & Communications

Agenda 1: Comprehensive Planning for Tentative Alumni Meet

The meeting focused on initiating structured planning for the tentative Alumni Meet. The following aspects were discussed and outlined for detailed preparation:

1. Documentation and Event Planning

- Preparation of a comprehensive and structured plan for the Alumni Meet.
- Consolidation of the event agenda, execution timeline, roles and responsibilities, logistics, and operational workflow into a single reference document.

2. Budgeting, Accommodation, and Logistics

- Estimation of the overall budget requirements for the event.
- Planning of food arrangements, including breakfast, lunch, snacks, high tea, and gala dinner.
- Assessment of accommodation and food support to be provided by the institute.
- Transportation planning, including constraints and cost-optimization strategies.
- Provision for miscellaneous and contingency expenses.

3. Alumni Participation and Outreach

- Tentative estimation of alumni participation and expected footfall.
- Assessment of alumni availability from major locations such as Jaipur, Delhi, Noida, and Gurgaon.
- Circulation of a Google Form to collect details regarding availability, location, accommodation needs, and preferences.
- Review and updating of the alumni database, along with strategies for sustained engagement and inclusion of newly graduated alumni.

4. Engagement Activities and Recognition

- Involvement of institute clubs and societies to support and enhance the Alumni Meet.
- Ideation of events focusing on interaction, networking, and alumni–student engagement.
- Planning of felicitation and recognition of selected alumni, including the proposal for customized mementos.
- Preparation of a detailed plan for the alumni meet.
- Compilation of agenda, budget, logistics, and execution details into a single reference document.

Action Plan / Next-Meeting Preparedness: Student Coordinators were directed to prepare a detailed and structured plan encompassing all the above aspects for further discussion and approval in the subsequent meeting.

Agenda 2: Local Chapters meet ups

It was noted that the first local alumni chapter meet held at Kota on <date> received encouraging and positive feedback from participating alumni. Building on this momentum, it was proposed to expand alumni outreach through local chapter meetups in major cities such as Bengaluru, Delhi, and other key locations, in coordination with current students undergoing internships in these cities, with the objective of strengthening alumni connect and broadening participation.

Action Plan / Next-Meeting Preparedness: Student Coordinators are instructed to prepare and present a concise action plan for conducting local alumni chapter meetups, building on the positive feedback from the Kota chapter meet. The plan should identify priority cities (e.g., Bengaluru, Delhi, etc.), propose coordination mechanisms with current students undergoing internships in these locations, and outline a tentative schedule and basic execution framework for expanding alumni outreach, to be submitted for review in the next meeting.

Agenda 6: integrate this seamlessly into the earlier single-agenda MoM structure

Action Items

- Prepare and circulate the detailed alumni meet plan.
- Draft and circulate Google Form among alumni.
- Finalize tentative dates for the event.

- Prepare a detailed budget breakup.
- Propose event ideas and felicitation framework in the next discussion.
- Plan and implement steps to increase alumni registrations on the alumni portal.

Next Meeting: To be decided

Arijit Head, Outreach and Alumni Engagement	Nitesh Kumar Dixit Head, Web Development
Mahak Gupta Assistant, Alumni Relations	Dheeraj Kushwaha Assistant, Web Development
	Dr. Chetna Sharma Associate Dean (Alumni and Industry Outreach)