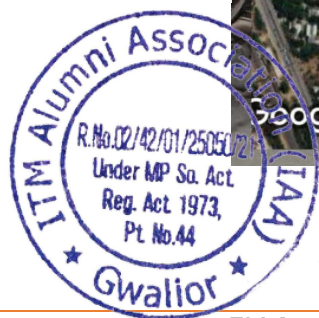
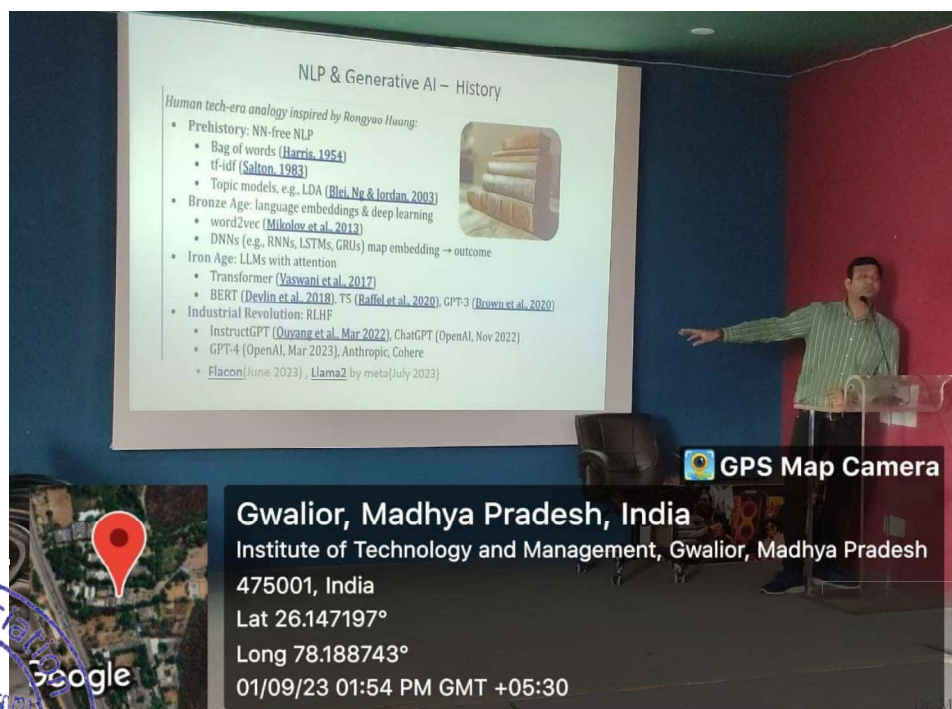


ATR-1

Activity Flyer used during activity promotion



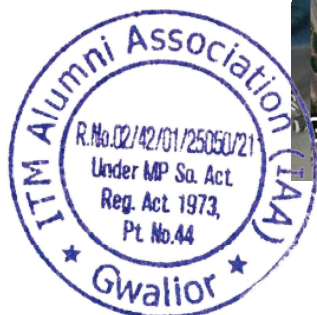
Mr. Sachin Gupta interacted with ITM students and provided an in-depth explanation of the topic during the expert talk



Dr. Anshu Kumar
DIRECTOR
Institute of Technology & Management
Alumni Relations Cell
Institute of Tech. & Management, Gwalior
Alumni Relations Cell

ATR-2

During the alumni talk, students actively engaged by asking questions and participating in discussions



Dr. Meenakshi Chaudhary

Coordinator
Institute of Technology & Management
Alumni Relations Cell
Institute of Tech. & Management, Gwalior



No: ITMAA/ARC/2023/05
Date: 20.08.2023

NOTICE

This is to inform all concerned that a meeting will be held to discuss the following agenda, all dept coordinators are requested to attend the meeting.


Meeting Agenda:

- Overview and Preparation of Alumni Meet-2023
- Planning and Coordination for the Event
- Inviting Alumni and Event Promotion

Meeting Date: 21.08.2023

Time: 3.30 PM

Meeting Venue: Office of the Alumni Relations Cell
Room No. 102, Ground Floor, Kautilya Block
ITM Gwalior



Coordinator
Alumni Relations Cell
Alumni Relations Cell
Institute of Tech. & Management, Gwalior

Copy to:

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- Dean Academics
- DSW
- Registrar
- All HODs/ AHODs
- Copy ITMAA President
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- Dept Alumni Coordinators
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For kind information: by email

- Hon'ble Managing Director
- Dean Administration


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Institute of Tech. & Management, Gwalior




Coordinator
Alumni Relations Cell
Alumni Relations Cell
Institute of Tech. & Management, Gwalior

Dr. Meenakshi Mazumdar

DIRECTOR
Institute of Technology & Management
Gwalior (M.P.)



No: ITMAA/ARC/MOM/2023/05
Date: 05.09.2023

Minutes of Meeting

Date: 05.09.2023

Time: 03:30 PM

Location: Alumni Relations Cell, R. No. 102, Ground Floor Kautilya Block, ITM Gwalior

Facilitator: Mr. Shyam Babu (Coordinator, Alumni Relations Cell)

Attendees:

Mr. Shyam Babu (Coordinator, Alumni Relations Cell) and Department Alumni Coordinators.

Agenda:

A successful completion of Alumni Meet – 2023.

Summary of Discussion:

Mr. Shyam Babu introduced the purpose of the meeting, which was to prepare major topics for discussion regarding the conduction of the Alumni Meet – 2023.

S. No.	Major Topics were Discussed
1	The Alumni Meet-2023 is scheduled to be held during the Diwali festival at ITM Gwalior. The event aims to reconnect alumni with their alma mater and provide a platform for sharing experiences and discussing industry trends.
2	To Finalize the event date, event execution committee, identify appropriate location venue for alumni meet.
3	To assign tasks to teams for event logistics, setup, and hospitality, need to discuss with ITM Management and ITM Alumni Association for support and guidance to conduct the event, additionally need to take formal approval from the Director, ITM Gwalior.
4	To create a guest list of alumni from various branches and fields.
5	To develop promotional materials such as posters, flyers, and social media content.

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- Dean Administration

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Alumni Relations Cell
Institute of Tech. & Management, Gwalior

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Institute of Tech. & Management, Gwalior



Coordinator
Alumni Relations Cell
Institute of Tech. & Management, Gwalior (M.P.)



No: ITMAA/ARC/ATR/2023/05
Date: 11.11.2023

Action Taken Report (ATR)

Date: 11.11.2023
Prepared By: Mr. Shyam Babu
Position: Coordinator, Alumni Relations Cell
Subject: To conduct alumni meet – 2023.

The following actions were taken:

S. No.	Actions Taken Points
1	The Alumni Meet-2023 was successfully held on 11.11.2023 at ITM Premises flyer enclosed.
2	Activity notice copy circulated.
3	Alumni from various branches and fields attended the event, contributing to its success activity pictures and vedio. Alumni Meet Reference Vedio Link: https://www.facebook.com/share/v/M6ZWcEwZMcBwZfMK/?mibextid=oFDknk
4	Details of alumni visited during the alumni meet – 2023

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Alumni Relations Cell

DIRECTOR
Institute of Technology & Management
Gwalior (M.P.)