



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

Dr.R.C. Perumal

Dr.Karthigeyan.J

Dr.N.Vanitha Rani

Mrs.Radhika.C.M

Dr.Abhinand.P.A

Mr.Thulasi Dass

Mrs.Kalaivani.P

Mrs.Jayachelvi Babu

Ms.MohanaSundari.P

Ms.Sivakamakshi.M

Dr.Arun Kumar.K

Dr.Vaishnavi

Minutes of the Meeting – 30th July 2020

Name of the Meeting : Alumni Association					
Venue: Mini Conference Room, 3 rd floor, Medical College Building Google Meet Link: meet.google.com/ucn-eowy-ipn		Date: 30.07.2020 Day: Thursday		Time: 12.00 PM – 1.00 PM	
Name	* Status	Name	* Status	Name	* Status
Dr. Mohan Choudhary.B	P	Dr. Sudagar Singh.R. B	A	Mrs.Kalaivani.P	A
Dr. S.Mythili	O	Dr.R.C. Perumal	O	Mrs.Jayachelvi Babu	O
Dr.Pavithra. V	P	Dr.Karthigeyan.J	O	Ms.MohanaSundari.P	O
Dr. V. Deepa Parvathi	P	Dr.N.Vanitha Rani	O	Ms. Sivakamakshi.M	O
Mrs.K.N.Priya	P	Mrs.Radhika.C.M	O	Dr. Arun Kumar.K	A
Dr. Koushik Muthu Raja.M	O	Dr. Abhinand.P.A. A	O	Dr. Vaishnavi	O
Dr. Aruna.S	P	Mr. Thulasi Dass	O		
* Status – P = Present R=Representative		* Status – A= Apologies		* Status – O = Online	

<p>Agenda</p>	<p><u>Finance</u></p> <ul style="list-style-type: none"> ❖ Alum Book - Contract details and payment ❖ SLHS – Sponsorship amount ❖ Nursing Chapter – Purchase of computer ❖ Sub Accounts ❖ Human Genetics - Travel Bill ❖ Any other agenda
----------------------	--

Finance :-

➤ **Alum Book - Contract details and payment: -**

- Dr. Pavithra updated the EC members that the alum book bill payment was not done for the previous year and bill for payment along with bill for SMS charges was presented by office of alum book.
- Dr. Koushik Muthu Raja suggested that the usage of alum book is limited and had also asked the views from the EC members regarding the usage/application of alum book app. The EC members informed that the usage of alum book app is not very efficient and also suggested that the members have only downloaded the app and they are not using it.
- Dr. Pavithra suggested to the coordinators that the Alum Book App is effective and has a large amount alumni data which will be lost unless we transfer all the data to the internal software team. Additionally, she also mentioned that usage of alum book should be made effective through the coordinators to their alumni who have graduated in the past years.
- Dr.Koushik Muthu Raja suggested that usage is limited and maintenance of alum book costs a maintenance fee to the association. He insisted that the coordinators ensure that the Alum book app is made more visible to the alumni and appropriate feedback was mandatory.
- Dr.Pavithra informed that coordinators from each and every individual chapter should start posting information about conduct of their activities, programs and events to flash in the alum book app. She explained it was similar to facebook and only with usage its visibility and advantage can be increased amongst alumni.
- Dr.Koushik Muthu Raja had suggested to EC members to have a look on the usage of the app till December and then later on to take a call in January 2021 to decide if we can continue with alum book or any other platform.
- The EC members agreed and approved the pending payment to be cleared for the alum book.

➤ **SLHS – Sponsorship amount: -**

- Dr. V. Deepa Parvathi brought to the notice of the EC members that the SLHS department had

submitted request letter for their sponsorship grant (alumni/students) for Rs.10,000/- which is proposed to be split amongst 5 students for an amount of Rs.2000/- each. This sponsorship has been offered by the SLHS alumni chapter every year. The same was presented the previous year as well. This has been a part of their internal policy and approved by SRAA as well.

- Dr. Mohan Choudhary asked if the amount they have requested (Rs.10,000/-) was from their 75% funds eligibility or from the central alumni fund. Dr. V. Deepa Parvathi answered that the request is processed within their 75% eligibility. Dr. Mohan Choudhary approved the request and Dr.V. Deepa Parvathi suggested that the amount can be issued by cheque to the student/ wire transfer and to prepare a scholarship letter from the SLHS chapter with the approval from secretary, SRAA.

➤ **Nursing Chapter:-**

- Dr.Aruna brought to the notice of the EC members that the request letter from nursing chapter has been submitted to SRAA for purchase of computer with their existing funds(as an FD for approximately one lakh). The alumni unit of nursing chapter had discussed in their general body meeting to donate three computers to their Nursing College.
- Dr. Koushik Muthu Raja suggested to route the purchase of computers through college (purchase and stores) through a department request. However, Dr. Aruna explained that this donation will be useful for nursing college. Dr. Koushik Muthu Raja requested Dr. Aruna to get quotation from the purchase department and from outside also and then submit the quotations to the alumni office.
- Dr. Mohan Choudhary suggested based on the quotation/cost we can decide the vendor for purchase of the computers.

➤ **Sub Accounts:-**

- Dr. Koushik Muthu Raja had requested whether sub accounts has been opened for individual chapters and Dr.V. Deepa Parvathi stated that sub accounts has been opened and minimum amount of Rs.25,000/- has been transferred to all the sub accounts.
- Dr. Koushik Muthu Raja had informed that the sub account details can be operated by the treasurer of each chapter (with appropriate authorization) along with Dr. V. Deepa Parvathi (SRAA Treasurer). He added that based on request from each department/chapter the funds can be transferred (from their 75% eligibility) to the sub accounts to process payments. Transfers will be made only after the request letters with the bills and vouchers are submitted to the office of SRAA and based on their eligibility.
- Dr.V Deepa Parvathi circulated the sample format of income expenditure for the last three

financial years(of SLHS department) mentioning their income through registrations/other bank transfers, 75% and 25% eligibility for each year, utilization of each year and balance amount which is available. She mentioned if the format is acceptable to all, a similar report will be prepared for all chapters/department which will be endorsed by the treasurer of each chapter. All EC members approved the format.

- Dr. Koushik Muthu Raja requested Dr. V. Deepa Parvathi to ask Mr. Ramalingam (External Auditor) whether the accounts can be audited every six months /quarterly and then get it endorsed by the individual treasurer and executive member from each and every chapter.
- Dr. V. Deepa Parvathi requested to EC members that the same format will be processed and requires endorsement by treasurer of each respective chapters and funds available will be transferred need based to the sub accounts on their request only. All EC members accepted.

➤ **Human Genetics - Travel Bill: -**

- The discussion was based on travel bill of Dr. Vikram Jayanth who was invited as a chief guest for the Human Genetics alumni meet which was conducted on 12th February 2020.
- Though the funds available under 75% eligibility (Human Genetics Chapter) was discussed, Dr. Koushik Muthu Raja suggested that the total expenses for the program was Rs.1,31,656/- (including the international travel bill of Rs.62,700/-).He noted that over 50% of the total expenditure of the event was directed towards one international travel fare. He also stated that the decision to invite an international speaker and the cost incurred was not updated to central alumni(SRAA) and Human Genetics Executive member. He added that all other bills presented by the HG chapter has been processed totaling to an amount of Rs.68,956/-He added that the most of the 75% eligibility of a chapter should not be spent on flight ticket of one individual and requires judicious utilization of the funds towards alumni activities/need. He also added that even the university accounts do not process bills for international travel of guests/speakers including alumni visiting us to receive their distinguished alumni awards. This decision is in line with the university policy as well.
- Dr.Koushik Muthu Raja had also stated that the HG chapter did not submit details of their EC members and the requests did not come from the EC members of HG chapter. Also, internal meeting(Zoom) and decision letter from EC was submitted only after the bill was withheld.
- Dr.Mohan Choudhary requested that 25% of the funds can be cleared since the bill is withheld for many days the EC members also approved payment of 25% of the travel bill. He requested the EC members to create credible internal policies for the travel grants.

➤ **Any other Agenda: -**

- Dr. Koushik Muthu Raja had requested EC members if the funds currently available in the central

alumni cell can be invested as a fixed deposit which will generate interest to the alumni office for routine expenditure.

- Dr.V.Deepa Parvathi stated that we can have a look at general expenditure and other expenses (chapter based) and then decide with the FD deposit.
- Dr. Koushik Muthu Raja suggested since general expenditure for ID card, convocation and other general expenses happen on an annual basis, the FD concept will generate income every month which will provide enough finance to meet the regular expenditure.
- Dr. Aruna suggested that we can invest 75% of the amount in FD and retain 25% in the account. Dr.Mohan Choudhary accepted the suggestion. All the EC members accepted as well.
- Dr. Koushik Muthu Raja stated that since there is no revenue to the alumni office, the concept of FD can be practiced and then later on to decide in the future towards constructing an alumni block when the fund reaches sufficiency.
- Dr. Perumal suggested if the FD can be generated into two /more deposits instead of a single deposit.
- Dr. V.Deepa Parvathi suggested to get an appropriate guidance from the auditor and discuss with Axis Bank manager regarding the FD towards interest and multiple deposits.
- All the EC members agreed and approved and gave their consent for generating into FD for 3/4th of the income to be deposited.
- Dr. Koushik Muthu Raja has also informed that the alumni association should focus on activities that offer benefits for the alumni.
- Dr. Perumal suggested that fee waiver, concession for training to the alumni and scholarship has been given to the SLHS alumni and Dr.V. Deepa Parvathi suggested that internal policies can be generated from each chapter and then in the future based on their policies the request can be approved.
- Dr. Koushik Muthu Raja requested Dr.Mohan Choudhary to have discussion with VC regarding offering discount to alumni for upcoming conferences/events.