



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.MohanaSundari.P

Dr.Emilda Judith Ezhil Rajan

Ms.Sivakamakshi.M

Dr.Arun Kumar.K

Dr.Vaishnavi

Minutes of the Meeting – 6th 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	
Name	* Status	Name	* Status	Name	* Status
Dr. Mohan Choudhary.B	A	Mrs.K.N.Priya	P	Ms.MohanaSundari.P	P
Dr. S.Mythili	P	Dr.N.Vanitha Rani	P	Dr.Emilda Judith Ezhil rajan	P
Dr. V.Deepa Parvathi	P	Mrs.Radhika.C.M	P	Dr.Karthigeyan.J	A
Dr. Koushik Muthu Raja.M	A	Mr. Abhinand.P.A	P	Mrs.Jayachelvi Babu	P
Dr.Aruna.S	A	Mr.D.Jagadeswaran	P	Ms.Sivakamakshi.M	P
Dr. Sudagar Singh.R.B	A	Mrs.Kalaivani.P	R	Dr.Arun Kumar.K	P
Mr.R.C. Perumal	P	Dr.Pavithra. V	P	Dr.Vaishnavi	P
* Status – P = Present R=Representative		* Status – A= Apologies		++ Special Invities	
	❖ Internal Audit ❖ M Swipe statement details				

Agenda	<ul style="list-style-type: none"> ❖ Alumni Registration ❖ Receipts - Bill book ❖ Paperless Registrations ❖ Alumni Society Registration ❖ Sri Ramachandra Medical Chapter - Alumni Association ❖ Alumni Contributions –NAAC ❖ Great Place to Study - Republic TV ❖ Alumni Policy Making ❖ AQAR report- IQAC ❖ Grand Carnival Alumni Meet ❖ Bridges ❖ Dental Alumni Contribution ❖ Additional representatives - Dr.Arun Kumar.K & Dr.Vaishnavi
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➤ **Internal Audit:-**

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.

➤ **M Swipe statement details: -**

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.

➤ **Alumni Registration:-**

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 alumnus/alumnae has to fill the feedback form and to register in Alum Book as 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.

➤ **Receipts – Bill Book:-**

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

➤ **AQAR Report-IQAC:-**

The IQAC has requested the Alumni Association to submit the AQAR 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.