



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

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 – 9th January 2019

Name of the Meeting : Alumni Association					
Venue: College Board Room, Ground Floor, medical College Building		Date: 09.01.2019		Time: 12.00 PM – 4.00 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	R	Dr.Emilda Judith Ezhil rajan	R
Dr. V.Deepa Parvathi	P	Mrs.Radhika.C.M	P	Dr.Karthigeyan.J	A
Dr. Koushik Muthu Raja.M	P	Mr. Abhinand.P.A	P	Mrs.Jayachelvi Babu	P
Dr.Aruna.S	A	Mr.D.Jagadeswaran	R	Ms.Sivakamakshi.M	P
Dr. Sudagar Singh.R.B	A	Mrs.Kalaivani.P	P	Dr.Arun Kumar.K	A
Mr.R.C. Perumal	P	Dr.Pavithra. V	P	Dr.Vaishnavi	P
* Status – P = Present R=Representative		* Status – A= Apologies		++ Special Invities	

Agenda	<ul style="list-style-type: none"> ❖ Discussion with Mr. Ramalingam (Auditor) ❖ Other Account at Private Bank ❖ Alumni Society Registration – PAN Card & TAN Number ❖ Safety Locker ❖ Payment Gateway ❖ Ph.D registration for Alumni ❖ International Alumni Meet (U.K) ❖ Gaja Relief ❖ New Year greeting Cards ❖ Mementos ❖ NAAC Posters ❖ Distinguished Alumni Award 2019 ❖ Discussion on General Body meeting regarding Alumni ❖ Women’s Day Programme ❖ No Plastics Awareness Programme ❖ Bridges ❖ Any Other Agenda
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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.