



SSM INSTITUTE OF ENGINEERING AND TECHNOLOGY

Dindigul- Palani Highway, Dindigul – 624 002.

Phone: 0451-2448800-99 (100 Lines) Fax: 0451-2448855

Email: ssmietdgl@gmail.com Website: www.ssmiet.ac.in

06.12.2021

Minutes of Alumni Meeting

Title: Alumni Meeting	Date & Time: 06.12.2021 01:00 p.m.
Members Present: As per list	Mode: IQAC Hall
Minuted by: V.Seenivasaperumal, AP/AUTO	Chaired by: Dr. D. Senthil Kumaran, Principal

AGENDA

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|--------------------------------------|---|
| 1. Review of Last Meeting | 2. Review of Alumni Association policy matters. |
| 3. SSMIET Alumni Association Account | 4. Annual Meeting |
| 5. Alumni enrollment form | 6. Convocation |
| 7. Events | 8. Any other matters |

S No.	Description	Discussion	Decision Taken
1.	Review of Last Meeting	❖ Minutes of the previous meeting were approved and follow up action initiated was reviewed.	
2.	Review of Alumni Association	Procedures	❖ The alumni association policy and procedures for the each academic year is reviewed.
3.	SSMIET Alumni Association Account	Membership	❖ The alumni association account should be opened and the membership fee for each alumni is collected and it will be used for the circulars, invitations, newsletters and magazines for the alumnus.
4.	Annual Meeting	General meeting	❖ Annual general meeting will be conducted near the convocation. ❖ General meeting will be conducted by current final year students for their alumni's convocation.
5.	Alumni enrollment form	Google form	❖ For 2019 and 2020 passed out batch the convocation willingness details to be collected for through Google form.
6.	Convocation	Batches	❖ Based on consolidation of Google form survey report, convocation for 2016-2020 batch is planned to be conduct in the month of May 2022 and convocation for 2017-2021 batch is planned to conduct in the month June 2022.
7.	Events	List	❖ The following list of events to be organized by the alumni's for the students are encouraged. 1. Guest lecture 2. Product Development 3. Industrial visit 4. Industry connect 5. Welfare



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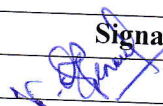




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8.	Any other matters	Office Bearers	<ul style="list-style-type: none">❖ Formation of alumni structure and the office bearers were discussed.❖ Renowned alumni list to be prepared for the 2017-2021 Batch.❖ Preparation of Alumni address book for 2021-2022 batch.
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The Principal thanked the members present and the meeting ended at 01:30 p.m.


PRINCIPAL

S No.	Department	Members Present	Designation	Signature
1.	Automobile	Mr. V. Seenivasaperumal	Assistant Professor	
2.	Civil	Dr. G. Selvabharathi	Associate Professor	
3.	CSE	Ms. N. Padmapriya	Assistant Professor	
4.	ECE	Mrs. G. Saranya	Assistant Professor	
5.	EEE	Mr. D. Manoj	Assistant Professor	
6.	Mechanical	Dr. V. Kandavel	Associate Professor	
7.	Chemistry	Dr. N. Sampathkumar	Associate Professor	



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28.12.2021

Minutes of Alumni Meeting

Title: Alumni Meeting		Date &Time: 28.12.2021		01:00 p.m.	
Members Present: As per list		Mode: IQAC Hall			
Minuted by: Dr.G.Selvabharathi, Dept. of Civil Eng.,		Chaired by: Dr. D. Senthil Kumaran, Principal			
AGENDA					
1. Review of Last Meeting		2. SSMIET Alumni Association Policy Matters			
3. SSMIET Alumni Association Account		4. NOSTALGIA Alumni Book 2021			
5. Consolidation Data		6. SSMIET Alumni Association Office Bearers			
7. SSMIET Alumni Association Activities		8. Any Other Matters			
S No.	Description	Discussion	Decision Taken		
1.	Review of Last Meeting	❖ Minutes of the previous meeting were approved and follow up action initiated was reviewed.			
2.	SSMIET Alumni Association Policy Matters	Approval	❖ Alumni association minutes and approval discussed under the guidance of Governing Council, Academic Council Member and Internal Quality Assurance Cell (GC, IQAC/ACM) were yet to be approved.		
3.	SSMIET Alumni Association Account	Membership	❖ Rs. 1500/- should be collected from each for alumni for Lifetime Membership that includes circular, invitations, newsletters and magazines.		
4.	NOSTALGIA Alumni Book 2021	Directives	❖ Alumni data book with photos ' NOSTALGIA ' Alumni Book 2021 format was shared to all department Alumni coordinators. ❖ Alumni coordinators from each department are asked to prepare the alumni book.		
5.	Consolidation Data	Review and Follow up	❖ Consolidation of Alumni data has to be collected. ❖ Separate files must be allotted for each batch Alumni. ❖ Work place report details of first batch onwards of SSMIET Alumni are yet to be prepared and submitted.		
6.	SSMIET Alumni Association Office Bearers	Directives	❖ Each department alumni association office bearers are requested to collect the list of following format <div style="display: flex; align-items: center;"><div style="margin-right: 20px;"><div style="text-align: center;">201- 2021</div><ol style="list-style-type: none">1. Chief Patron (Chairman of Governing Council)2. Patron (Principal)3. Faculty Advisors4. President5. Vice president6. Secretary7. Joint secretary8. Treasurer9. Executive committee members (Final year Students)</div><div style="font-size: 3em; margin-right: 10px;">}</div><div>(Alumni)</div></div>		



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7.	SSMIET Alumni Association Activities	Planning	<ul style="list-style-type: none"> ❖ Alumni cell activities are to be planned from January 2022 onwards. ❖ All department HoD's are requested to plan the alumni activities and programs based on <ul style="list-style-type: none"> ➤ Product Exhibition ➤ Meeting Entrepreneur ➤ Meeting with Alumni MNC employees ➤ Tech Talk by Alumni ➤ Alumni Heads meet with current SSMIET students
8.	Any Other Matters	Convocation	<ul style="list-style-type: none"> ❖ Based on consolidation of google form survey report, convocation for "2016-2020" Batch is planned to be conducted on <u>May 2022</u> and "2017-2021" Batch is scheduled in the month of <u>June 2022</u>.

The Principal thanked the members present and the meeting ended at 01:30 p.m.


PRINCIPAL

S No.	Department	Members Present	Designation	Signature
1.	Automobile	Mr.V.Seenivasaperumal	Assistant Professor	
2.	Civil	Dr.G.Selvabharathi	Associate Professor	
3.	ECE	Mrs.G.Saranya	Assistant Professor	
4.	EEE	Mr.D.Manoj	Assistant Professor	
5.	Mechanical	Dr.V.Kandavel	Associate Professor	
6.	Chemistry	Dr.N.Sampathkumar	Associate Professor and Head	

ED and Chairman - for kind information

Copy to:

1) HoDs a. Automobile b. Civil c. CSE d. ECE e. EEE f. Mechanical

g. English h. Mathematics i. Physics j. Chemistry

2) Faculty Circulation through HoDs

CSE - N.P.H.P.
EEE - A.R.
AUTO - V.S.
MECH - L.N.