

# Pune Institute of Business Management

## Alumni Meeting 2018-2019

### **Minutes of the Alumni Meeting:**

The meeting of the members of the Placements & Academics was held on 4<sup>th</sup> November 2019 at 2:00 PM in Boardroom.

### **Agenda of Meeting:**

1. Planning of Alumni Meet for Year 2019
2. Discussion regarding the communication with Alumni
3. Discussion Regarding the involvement of Alumni in Academic Calendars

### **Attendees of Meeting:**

The following members have participated in the meeting:

Sr. No	Name of the Member	Department
1	Ms. Rajashree Pillai	Director
2	Ms. Choden Goperma	Placements
3	Mr. Kundan Dwivedi	Placements
4	Ms. Harshada Sarma	Examination
5	Ms. Poornima Sherawat	Academics
6	Mr. Datta Jadhav	Academics
7	Mr. Subham Jaiswal	Student
8	Ms. Kanika Dang	Student

## **Discussion Pointers of Meeting:**

The Meeting of Alumni committee was held in Boardroom as per the following schedule:

1. Date Finalization with respect to Academic & Examination Schedule and the date finalized is 21st Dec 2019
2. Finalizing the Theme, Venue & Flow of Alumni Meet Event
3. Finalizing the vendors and committee members to organize the Alumni meet
4. The roles and responsibilities decided for committee members
  - a. To Create a Student database & to connect with them to invite for Alumni meet
  - b. To design the Invitation and send the Invites to every individual
  - c. Alumni Award Distribution
  - d. Gift finalization for Alumni
  - e. Budget planning for Event
5. To Share the Roles and Responsibilities of every individuals to make this alumni meet Event Successful

Note: These minutes of the meeting are prepared to the best of my understanding and the other members of the meeting are requested to suggest for any changes within 24 hours for the time of receipt this email.

Meeting end time: 2:30 PM

Duration: 30 minutes.