

Pune Institute of Business Management

Alumni Meeting 2020

Minutes of the Alumni Meeting:

The meeting of the members of the Placements, Examination & Academics was held on 23rd November 2020 at 10:00 AM Online.

Agenda of Meeting:

1. To Organize the Alumni Meet for Year 2020
2. Discussion regarding how to plan Online Alumni meet in Covid.
3. Discussion Regarding the involvement of Alumni in Academic Calendars
4. Creation of database & Committee to Schedule this event successful

Attendees of Meeting:

The following members have participated in the meeting:

Sr. No	Name of the Member	Department
1	Dr. B. Naresh.	Academic Director
2	Ms. Choden Goperma	Placements
3	Mr. Kinshuk Seth	Placements
4	Ms. Harshada Sarma	Examination
5	Mr. Poornima Sherawat	Academics
6	Mr. Datta Jadhav	Academics
7	Ms. Alisha Cicily Kerketta	Student
8	Ms. Aastha Khullar	Student

Discussion Pointers of Meeting:

The Meeting for Alumni Meet was held Online as per the following schedule:

1. To discuss on the date for online alumni meet the date finalized is 26th December 2020.
2. To finalize the flow and details to schedule the meet Online for the first time.
3. To check for online site to create Webinars and to finalize the quote for same.
4. To create the and committee members to organize the Alumni meet
5. The roles and responsibilities for committee members
 - a. To update the database & to re-connect with alumni.
 - b. To Connect with alumni and know about their Job, family and to invite them for Online Alumni Meet.
 - b. To design the Invitation and send the Invites to every individual
 - c. Alumni Award Distribution
 - d. Gift finalization & Online Courier services for Alumni
 - e. Budget planning for Event
6. 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: 10:30 AM

Duration: 30 minutes.