

Pune Institute of Business Management

Alumni Meeting 2021

Minutes of the Alumni Meeting:

The meeting of the members of the Placements & Academics was held on 5th November 2021 at 5:00 PM in Conference Room.

Agenda of Meeting:

1. To Organize the Alumni Meet for Year 2021
2. Discussion regarding the Alumni Association for upcoming year
3. Discussion Regarding the involvement of Alumni in Academic Calendars
4. Creation of database for alma mater

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. Anshul Makhloga	Placements
4	Ms. Harshada Sarma	Examination
5	Mr. Poorna Chandra	Academics
6	Mr. Datta Jadhav	Academics
7	Mr. Hemant Thakkar	Student
8	Ms. Mili Halder	Student

Discussion Pointers of Meeting:

The Meeting for Alumni Meet was held in Conference Room as per the following schedule:

1. To discuss on the date for alumni meet and to check the academic & Examination calendar to avoid further clashes.
2. The date finalized is 18th December 2021.
3. To Finalize the Theme, Venue & Flow of Alumni Meet Event
4. To check on availabilities of vendors to finalize the quote and committee members to organize the Alumni meet
5. The roles and responsibilities for committee members
 - a. To update the database & to connect with alumni to check post-covid how is their Job routine and who all can visit for the 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
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: 5:30 PM

Duration: 30 minutes.