LAKSHMI NARAIN COLLEGE OF TECHNOLOGY BHOPAL (M.P.)

ALUMNI CELL

LNCT/AC/2022/   Date:09/07/2022

<u>Minutes of Meeting</u>

A meeting was organized at 3:30 PM on 09/07/2022 (Saturday) in Alumni Cell of LNCT.

The Head read out the agenda and objectives of the Committee.

Discussion:

1. Review the last meeting proceeding.

2. Evaluate the mentorship program's progress.

3. Discuss any necessary adjustments or improvements.

4. Brainstorm additional ways alumni can support current students

Head (Alumni Cell)

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LAKSHMI NARAIN COLLEGE OF TECHNOLOGY BHOPAL (M.P.)

ALUMNI CELL

LNCT/AC/2022/   Date:13/08/2022

Minutes of Meeting

A meeting was organized at 3:30 PM on 13/08/2022 (Saturday) in Alumni Cell of LNCT .

The Head read out the agenda and objectives of the Committee.

Discussion:

1. Review the last meeting proceeding.

2. Discuss new fundraising initiatives or events

3. Allocate tasks to fundraising team members.

4. Share updates on the distribution of alumni publications.

5. Optimize methods for alumni to access publications.

Head (Alumni Cell)

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LAKSHMI NARAIN COLLEGE OF TECHNOLOGY BHOPAL (M.P.)

ALUMNI CELL

LNCT/AC/2022/   Date: 10/09/2022
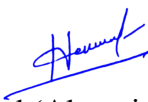
<u>Minutes of Meeting</u>

A meeting was organized at 3:30 PM on 13/08/2022 (Saturday) in Alumni Cell of LNCT .

The Head read out the agenda and objectives of the Committee.

Discussion:

1. Review the last meeting proceeding.

2. Identify trends, suggestions, and areas for improvement.

3. Develop an action plan based on feedback.

4. Review the results of alumni surveys conducted.

5. Discuss further enhancements to student support.

Head (Alumni Cell)

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LAKSHMI NARAIN COLLEGE OF TECHNOLOGY BHOPAL (M.P.)

ALUMNI CELL

Minutes of Meeting

A meeting was organized at 3:30 PM on 13/08/2022 (Saturday) in Alumni Cell of LNCT .

The Head read out the agenda and objectives of the Committee.

Discussion:

1. Review the last meeting proceeding.

2. Conduct a data privacy audit to ensure compliance.

3. Review the current security measures for alumni data.

4. Review the progress of upcoming alumni events.

5. Assess the impact of alumni cell activities conducted so far in the year.

Head (Alumni Cell)

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LAKSHMI NARAIN COLLEGE OF TECHNOLOGY BHOPAL (M.P.)

ALUMNI CELL

LNCT/AC/2022/   Date:12/11/2022

<u>Minutes of Meeting</u>

A meeting was organized at 3:30 PM on 12/11/2022 (Saturday) in Alumni Cell of LNCT .

The Head read out the agenda and objectives of the Committee.

Discussion:

1. Review the last meeting proceeding.

2. Review the support provided to current students by alumni.

3. Analyze the effectiveness of mentorship and guidance programs.

4. Finalize plans for recognizing exceptional alumni.

5. Plan year-end publications and content highlights.

Head (Alumni Cell)

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LAKSHMI NARAIN COLLEGE OF TECHNOLOGY BHOPAL (M.P.)

ALUMNI CELL

LNCT/AC/2022/   Date:10/12/2022

Minutes of Meeting

A meeting was organized at 3:30 PM on 10/12/2022 (Saturday) in Alumni Cell of LNCT .

The Head read out the agenda and objectives of the Committee.

Discussion:

1. Review the last meeting proceeding.
2. Reflect on the achievements and challenges of the year.
3. Evaluate the progress made toward alumni cell objectives.
4. Set goals and objectives for the Alumni Cell in the coming year.
5. Explore new initiatives to enhance alumni involvement.
6. Summarize the feedback received throughout the year.
7. Determine how to incorporate feedback into 2023 planning.

Head (Alumni Cell)

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ALUMNI CELL

LNCT/AC/2023/01   11/01/2023

OBJECTIVES / FUNCTIONS:

To encourage and foster life long connections for commemorating the success in order to motivate and guide the students.

1. **Facilitate Mentorship:**
   Pair current students with experienced alumni who can provide guidance and advice in various academic and career-related areas.

2. **Career Development:**
   Connect students with alumni working in their desired fields, providing insights into industry trends, job opportunities, and skill development.

3. **Networking Opportunities:**
   Organize networking events, panels, and seminars where alumni can share their experiences and expand their professional networks.

4. **Professional Development:**
   Host skill-building workshops, resume-building sessions, and mock interviews to enhance the employability of current students and collaborate with alumni to offer guest lectures and industry-specific training.

5. **Alumni Engagement:**
   Recognize outstanding achievements of alumni and showcase their success stories to inspire current students.

6. **Feedback and Improvement:**
   Solicit feedback from both students and alumni to continually improve the club's offerings and activities.

7. **Promoting College Pride:**
   Promote a sense of pride and loyalty among alumni by involving them in college events, fundraisers, and volunteer opportunities.

RESPONSIBILITIES:

The Alumni Cell plays a pivotal role in maintaining a strong and engaged alumni community.

The following responsibilities are entrusted to the cell:

1. Alumni Database Management:
   The Alumni Cell maintains a comprehensive database of alumni, which includes contact information, graduation years, and current professional details.

2. Communication and Outreach:
   Regularly communicates with alumni through newsletters, emails, social media, and alumni association websites.

Sends invitations and updates about alumni events, reunions, and club activities.

3. Networking Opportunities:

Facilitates networking among alumni by organizing events like alumni reunions, mixers, and industry-specific gatherings. Collaborates with alumni clubs or chapters in different regions to expand networking opportunities.

4. Mentorship Programs:

Establishes mentorship programs where experienced alumni offer guidance and advice to current students or recent graduates. Matches mentors and mentees based on shared interests and career paths.

5. Support for Current Students:

Provides career counseling, resume workshops, and job placement assistance to current students. Offers scholarships, grants, or financial aid opportunities to deserving students.

6. Fundraising and Donor Engagement:

Organizes fundraising campaigns to garner financial support from alumni for college initiatives. Recognizes and appreciates alumni donors through acknowledgment programs.

7. Event Management:

Plans and coordinates alumni-related events, including homecoming, award ceremonies, and panel discussions. Collaborates with alumni volunteers and club leaders to host events.

8. Feedback and Surveys:

Collects feedback from alumni to assess their needs and preferences. Uses surveys and feedback to Improve alumni engagement strategies.

9. Collaboration with Alumni Clubs:

Works closely with alumni clubs or chapters, if present, to align efforts and coordinate activities. Supports club initiatives and provides resources as needed.

10. Alumni Publications:

Publishes alumni newsletters, magazines, or online content that showcase alumni achievements, college updates, and success stories.

11. Alumni Recognition:

Recognizes outstanding alumni achievements through awards and honors. Celebrates alumni accomplishments and contributions to the college community.

12. Database Security and Privacy:

- Ensures the security and privacy of alumni data, complying with data protection regulations.

13. Evaluation and Reporting:

Measures the effectiveness of alumni engagement efforts through metrics like event attendance, mentorship participation, and fundraising success. Provides reports and insights to college leadership for strategic planning.

An effective Alumni Cell fosters a strong sense of community among graduates, enhances the reputation of the college, and helps alumni stay connected and engaged throughout their lives. It requires ongoing dedication, communication, and collaboration with alumni to achieve its goals.

LAKSHMI NARAIN COLLEGE OF TECHNOLOGY BHOPAL (M.P.)

COMPOSITION:

S.No	Name	Designation	Department
1.	Dr. Hemant Mahala	Head	EX
2.	Prof. Vikash Kumar Singh	Member	CE
3.	Dr. Deepak Rathore	Member	CSE
4.	Prof. Neelesh Gour	Member	CSE
5.	Prof. Sunny Jain	Member	EC
6.	Dr. Naveen Asati	Member	EX
7.	Dr. Vipin Shrivastava	Member	ME
8.	Dr. Kiran Mani Tripathi	Member	Humanities

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LAKSHMI NARAIN COLLEGE OF TECHNOLOGY BHOPAL (M.P.)

ALUMNI CELL

Minutes of Meeting

A meeting was organized at 3:30 PM on 21/01/2023 (Saturday) in Alumni Cell of LNCT .

The Head read out the agenda and objectives of the Committee.

Discussion:

1. Review the last meeting proceeding.

2. Discuss the creation of an Alumni Interaction Club.

3. Define the club's objectives and purpose

4. Identify initial club roles and responsibilities

Head (Alumni Cell)

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LAKSHMI NARAIN COLLEGE OF TECHNOLOGY BHOPAL (M.P.)

ALUMNI CELL

Minutes of Meeting

A meeting was organized at 3:30 PM on 11/02/2023 (Saturday) in Alumni Cell of LNCT .

The Head read out the agenda and objectives of the Committee.

Discussion:

1. Review the last meeting proceeding.

2. Establish the structure of the Alumni Interaction Club.

3. Discuss the roles and responsibilities of core team members.

4. Nominate individuals for key core team positions.

Head (Alumni Cell)

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LAKSHMI NARAIN COLLEGE OF TECHNOLOGY BHOPAL (M.P.)

ALUMNI CELL

LNCT/AC/2023/ Date :11/03/2023

Minutes of Meeting

A meeting was organized at 3:30 PM on 11/03/2023 (Saturday) in Alumni Cell of LNCT .

The Head read out the agenda and objectives of the Committee.

Discussion:

1. Review the last meeting proceeding.

2. Set clear objectives for the Alumni Interaction Club.

3. Align club goals with alumni cell objectives.

4. Define key performance indicators (KPIs) for success.

Head (Alumni Cell)

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LAKSHMI NARAIN COLLEGE OF TECHNOLOGY BHOPAL (M.P.)

ALUMNI CELL

Minutes of Meeting

A meeting was organized at 3:30 PM on 08/04/2023 (Saturday) in Alumni Cell of LNCT .

The Head read out the agenda and objectives of the Committee.

Discussion:

1. Review the last meeting proceeding.

2. Introduce the concept of an alumni-focused podcast.

3. Brainstorm podcast topics and potential guest speakers.

4. Determine technical requirements for podcast production.

Head (Alumni Cell)

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![LNCT logo] **LAKSHMI NARAIN COLLEGE OF TECHNOLOGY BHOPAL (M.P.)**

ALUMNI CELL

LNCT/AC/2023/   Date :13/05/2023
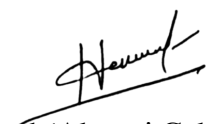
<u>Minutes of Meeting</u>

A meeting was organized at 3:30 PM on 13/05/2023 (Saturday) in Alumni Cell of LNCT .

The Head read out the agenda and objectives of the Committee.

Discussion:

1. Review the last meeting proceeding.

2. Review progress on podcast planning and recording.

3. Discuss the release schedule and launch strategy.

4. Assign tasks for podcast promotion and distribution.

Head (Alumni Cell)

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LAKSHMI NARAIN COLLEGE OF TECHNOLOGY BHOPAL (M.P.)

ALUMNI CELL

LNCT/AC/2023/   Date :10/06/2023

Minutes of Meeting

A meeting was organized at 3:30 PM on 10/06/2023 (Saturday) in Alumni Cell of LNCT .

The Head read out the agenda and objectives of the Committee.

Discussion:

1. Review the last meeting proceeding.

2. Establish official social media accounts for the club.

3. Discuss the content strategy for social media.

4. Identify tactics and tools for audience engagement.

Head (Alumni Cell)

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ALUMNI CELL

LNCT/AC/2023/   Date :08/07/2023

<u>Minutes of Meeting</u>

A meeting was organized at 3:30 PM on 08/07/2023 (Saturday) in Alumni Cell of LNCT .

The Head read out the agenda and objectives of the Committee.

Discussion:

1. Review the last meeting proceeding.

2. Initiated the development of a dedicated website for the alumni club.

3. Discussed features, design, and content for the website.

4. Assigned tasks to ensure the website's timely launch.

Head (Alumni Cell)

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LAKSHMI NARAIN COLLEGE OF TECHNOLOGY BHOPAL (M.P.)

ALUMNI CELL

Minutes of Meeting

A meeting was organized at 3:30 PM on 19/08/2023 (Saturday) in Alumni Cell of LNCT. The Head read out the agenda and objectives of the Committee.

Discussion:

1. Review the last meeting proceeding.

2. It is discussed and resolved the issue of higher studies and placement record of Alumni.

3. It has been resolved the matter about formation of Alumni interaction Club for students.
4. It is discussed and realized the role of Alumni in the new revised NBA Accreditation on line process.
5. It has been resolved to support by all means to the institution for the NBA preparation.
6. It has been discussed and initiated the participatory role of Alumni Cell in the National Board of Accreditation process.
7. It is discussed and initialized the role of Alumni in the upcoming NBA visit to the college.
8. It is discussed and decided to collect revised feedback of the Alumni.
9. Discussion about the date for next Alumni Meeting.

Head (Alumni Cell)

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