

HINDUSTHAN

INSTITUTE OF TECHNOLOGY

COIMBATORE - 32

HITECH ALUMNI ASSOCIATION

OFFICE BEARERS MEETING -I

MINUTES OF THE MEETING

Chair Person: Dr. C. Natarajan, Principal

Venue: Board Room

Date & Time: 05.01.2019 & 04.00pm.

The following points were discussed in the meeting:

- The Principal welcomed the Members of HITECH Alumni Association, HODs, and Faculty Coordinators to first Office Bearers Meeting of the association.
- The Principal welcomed the President Mr.N.Ahamed Shahabath of the HITECH Alumni Association and asked to introduce his office bearers.
- The President Mr.N.Ahamed Shahabath officially welcomed his board members for the meeting.
- The Principal declared the HITECH Alumni Association as a registered body to everybody in the meeting and asked the President to plan the activities of the association.
- The President was asked to plan for the Alumni day and the Principal shared the importance of Alumni association for the college where he highlighted the activities like placement, arranging guest lectures, seminars and conference so as both the present set of students and alumni will get benefited mutually.
- Also the Principal expressed his wish to extend the association as chapters in various places like Bangalore, Chennai and in other countries.
- The Principal highlighted the rules and regulations of the association to the Office Bearers.
- The Principal conveyed that the account opening formalities for the HITECH Alumni Association and the data base collection will be handed over to the President by Friday (11.01.2019).
- The Principal also assured that the college will extend its support to all the activities done by the HITECH Alumni Association with regards to the provision of infrastructure facilities.
- Finally, the Principal conveyed his wishes to the HITECH Alumni Association for fruitful association between Alumni and College.

After the meeting, the members of the HITECH Alumni Association discussed among themselves and shared the following points for further action.

- The seal of the HITECH Alumni Association will be designed by the President Mr.N.Ahamed Shahabath.
- The Logo, Letter Head for the HITECH Alumni Association will be designed by the treasurer Mr.R.Aswinram.
- The official mobile number for the HITECH Alumni Association will be arranged by the Secretary Mr. S. Tamilselvan.
- The bank account opening will be assisted by the President Mr.N.Ahamed Shahabath.
- The web design planning should be taken into account and should be done as soon as possible by the Vice-President Mr. S. Niranjana.
- The registration form, Mail ID, and Alumni ID for HITECH Alumni Association should be done.
- The student data base of all the passed out alumni should be collected and to be made as the members of the HITECH Alumni Association soon.

CC

1. All HODs
2. Alumni Association file

C.N.M.
PRINCIPAL
07.01.19