



ALUMNI  
ASSOCIATION

RERF GROUP OF INSTITUTIONS

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Ref: RERF/ALM/2020/AUG/001

Date: 01/08/2020

## NOTICE

Dear Esteemed Alumni,

Greetings from the **Regent Education and Research Foundation Group of Institutions!**

We hope that you are doing well and succeeding in your individual endeavours as we send you this greeting. We cordially invite you to join us for a historic occasion—the founding of an alumni association for our alma mater. We are excited and delighted to share this with you.

### **Purpose of the Alumni Association:**

The Alumni Association wants to create a strong network of relationships, mentoring, and cooperation among our graduates. It aims to establish a setting where former students can actively contribute to the development and advancement of our institution.

### **Meeting Details:**

- Date: 29/08/2020
- Time: 2:30 PM
- Meeting Link: [meet.google.com/ucd-ayjt-hnf](https://meet.google.com/ucd-ayjt-hnf)

### **Agenda:**

- ❖ Objectives and Vision of the Alumni Association
- ❖ Defining Association Structure (Roles, Committees, Leadership)
- ❖ Initiatives to Increase Alumni Engagement
- ❖ alumni's contribution to institution improvement
- ❖ Exploring Potential Activities and Events for Associations
- ❖ Alumni Ideas and Contributions Are Welcomed
- ❖ Formulating Next Steps and Action Plan

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*Rupam Chatterjee*

Rupam Kumar Chatterjee, President,  
Alumni Association RERF Group of Institutions



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## Minutes of the Alumni Meeting:

Date: 29/08/2020

Time: 2:30 PM

Meeting Link: [meet.google.com/ucd-ayjt-hnf](https://meet.google.com/ucd-ayjt-hnf)

### MEMBERS PRESENT:

- Rupam Kumar Chatterjee, President
- Munmoon Chaki, Cashier
- Raju Kumar Shaw, Events Coordinator
- Jit Modak, Communications Officer
- Rana Pratap Singh, Public Relations Officer

### MEMBERS ABSENT:

- Mousam Mukhopadhyay, Secretary
- Debika Bhakat, Alumni Member
- Abhishek Saha, Alumni Member

### Agenda:

1. Objectives and Vision of the Alumni Association
2. Defining Association Structure (Roles, Committees, Leadership)
3. Initiatives to Increase Alumni Engagement
4. Alumni's contribution to institution improvement
5. Exploring Potential Activities and Events for Associations
6. Alumni's Ideas and Contributions Are Welcomed
7. Formulating the Next Steps and Action Plan

### Meeting Minutes:

#### 1. Welcome and Opening Remarks:

The meeting commenced with Sri. Rupam Kumar Chatterjee welcomed all attendees. The purpose of the meeting was stated as the formation of the Alumni Association for [Your College/Institution Name].

#### 2. Objectives of the Alumni Association:

The president, speaking on behalf of the interim committee, presented the Alumni Association's suggested goals. These included fostering a strong network among alumni, supporting the institution's growth, and engaging in community service initiatives.

#### 3. Overview of the Formation Process:

Sri. Raju Kumar Shaw, Events Coordinator from the interim committee, provided an overview of the steps taken to reach this point, highlighting the efforts made to gather alumni interest and lay the groundwork for the association.



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#### **4. Open Floor for Input and Discussion:**

Attendees were invited to share their thoughts, suggestions, and ideas for the Alumni Association's goals, structure, and activities. A constructive dialogue ensued, covering topics such as alumni engagement, potential events, and collaboration with the institution.

#### **5. Structure of Association:**

A draft of the proposed association was presented by Sri. Rupam Kumar Chatterjee, outlining the structure of the association, committee roles, membership criteria, and decision-making processes. Attendees were encouraged to review the draft and provide feedback.

#### **6. Nomination of Ad-Hoc Committee:**

Nominations were solicited for an ad-hoc committee that would take charge of formalizing the Alumni Association. Interested individuals nominated themselves or others for committee roles.

#### **7. Responsibilities of the Ad-Hoc Committee:**

The roles and responsibilities of the ad-hoc committee were discussed, including the tasks required to officially establish the Alumni Association, finalize the bylaws, and plan the next steps.

#### **8. Next Steps and Timeline:**

The newly elected ad-hoc committee outlined the immediate next steps, including finalizing the bylaws, creating a bridge between urban and rural regions, and donating some stationery goods.

#### **9. Expression of Commitment:**

Attendees were invited to express their commitment to the Alumni Association's formation by indicating their willingness to participate actively and support its initiatives.

#### **10. Appreciation and Adjournment:**

Sri. Rupam Kumar Chatterjee expressed gratitude to all attendees for their participation and enthusiasm. The meeting was adjourned with a sense of unity and excitement for the association's promising journey ahead.

This inaugural meeting marked the initiation of the Alumni Association for Regent Education And Research Foundation Group of Institutions, fostering a sense of belonging among alumni and paving the way for a thriving alumni network.

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## Alumni Association Meeting Report

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- Munmoon Chaki, Cashier
- Raju Kumar Shaw, Events Coordinator
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- Rana Pratap Singh, Public Relations Officer
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### Agenda:

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### PROCEEDINGS:

#### **1. Welcome and Introduction (President):**

The President opened the meeting by welcoming all attendees and setting a positive tone for the discussions ahead. The importance of alumni engagement and the association's role in fostering a strong network were emphasized.

#### **2. Presentation of Committee Roles (President):**

The President presented the roles within the Alumni Association committee, including President, Vice President, Secretary, Treasurer, Events Coordinator, Communications Officer, and Public Relations Officer. The responsibilities associated with each role were outlined.

#### **3. Nomination Process and Candidates' Introductions (Secretary):**

The Secretary explained the nomination process that took place prior to the meeting. Candidates who expressed interest in committee roles introduced themselves, sharing their background, experiences, and vision for the Alumni Association.

#### **4. Declaration of Committee Members (President):**

The President announced the names of the committee members for each role. The newly elected committee members were congratulated on their appointments.



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## 5. Committee Members' Acceptance Speeches:

Each newly elected committee member was given the opportunity to express their gratitude and outline their goals for their respective roles. Their commitment to advancing the Alumni Association's objectives was evident.

## 6. Event Future Planning (Event Coordinator):

The Event Coordinator summarized the recent alumni events, sharing feedback received and lessons learned. Members discussed potential themes and formats for future events, considering both virtual and in-person options.

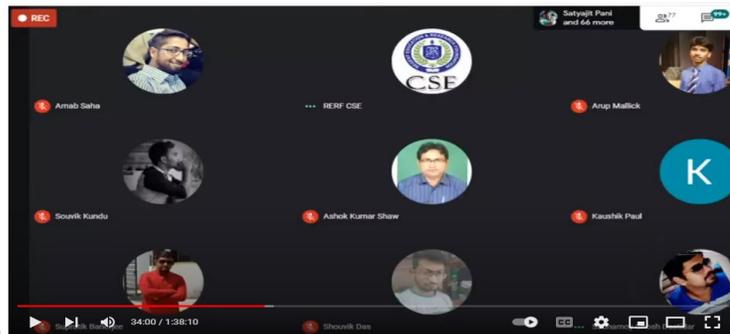
## 7. Action Items and Next Meeting Date:

The meeting's major conclusions and recommendations were summed up by the president. To the right people, tasks and timeframes were delegated. A tentative agenda was revealed along with the date of the next meeting.

## 8. Appreciation and Closing Remarks:

We End up this Programme the President thanked all attendees for their active participation and valuable contributions. The meeting was adjourned with a sense of enthusiasm and anticipation for the future endeavors of the Alumni Association.

This meeting provided a platform for productive discussions, idea-sharing, and strategic planning, underscoring the association's commitment to strengthening alumni bonds and creating meaningful engagement opportunities.



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