

**ANAND INSTITUTE OF HIGHER TECHNOLOGY**

**KAZHIPATTUR, CHENNAI**

**INDEX – Alumni Cell**

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**ANAND INSTITUTE OF HIGHER TECHNOLOGY**  
**KAZHIPATTUR - 603 103**

**STANDARD OPERATING PROCEDURE**

**OBJECTIVES**

1. Collecting Alumni information and updating the details frequently.
2. Sending important achievements and other developments of the institution through group mail and also through Whatsapp group.
3. Arranging for Alumni interaction with the students of all the years frequently.
4. Arranging for Alumni meet every end of the Academic year to get their suggestions for improvement.

**MEETINGS OF ALUMNI CELL**

1. The Alumni cell would convene meeting once in every month.
2. Meetings would be conducted on dates scheduled in the circular released by the Principal during the starting of every month.
3. The Agenda of the meeting should include
  - a. Constitution / Re-constitution of Alumni Cell / Alumni Association.
  - b. Inclusion /Exclusion of terms and condition specified in bye-laws.
  - c. Conduct of Alumni meets, Alumni interactions, Alumni visits, invited alumni talks, etc.
  - d. Discussion about Department wise action plans to involve alumni in various activities.
  - e. Submission of Activity Reports and review of its Outcomes.
  - f. Funding support from alumni and review is Utilisation.
  - g. Establishing healthy and productive relations with alumni.
  - h. Gaining Voluntary support from Alumni for the developmental initiatives of the Institute /Department.
4. Members are expected to prepare themselves for the meeting with all related documents.
5. Members are expected to participate actively in the deliberations of the Alumni cell.
6. Minutes of the Monthly meeting should be prepared and submitted to Head of the Institution
7. All documents related with activities of the Alumni Cell must be filed in the respective file after review by the Head of the Institution.



**ANAND INSTITUTE OF HIGHER TECHNOLOGY**  
**KAZHIPATTUR – 603 103**

**ACADEMIC YEAR 2022 – 2023**

**Circular**

**Date: 08.06.2022**

**No: AIHT/Alumni /2022-2023/C1**

This is to inform you that, all Cell members of Alumni Cell are requested to assemble in a conference room on 18.06.2022 at 10.00 A.M to attend the meeting with chairperson.

**AGENDA:**

1. To review the last meeting proceedings
2. To discuss about participatory role of Alumni
3. To fix the date for next Alumni meeting
4. Any other matter with the permission of Chairperson

**Chairperson**

**Copy submitted to:**

1. Principal
2. Office
3. All HOD's



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**ALUMNI CELL**  
**MEETING ATTENDANCE (2022-2023)**

Date: 18.06.2022

S.NO	NAME OF THE FACULTY	DESIGNATION	SIGNATURE
1	Dr. P. Suresh Mohan Kumar	Chairperson & Principal	
2	Dr. S. Roselin Mary	Coordinator	
3	Dr. K. Karnavel	Member	
4	Dr. Sankaramalliga	Member	
5	Dr. Viyajaganapathy	Member	
6	Mr.D. Anand Joseph Daniel	Member	
7	Mr.S.Immanuel Ebenezer	Member	
8	Mrs.K.Amsavalli	Member	
9	Mrs.R.Ranjani	Member	
10	Ms. P.Shilpa	Member	
11	Mr. J.Anitha	Member	
12	Ms.S.Praveen	Member	



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**MINUTES OF MEETING – ALUMNI CELL**  
**ACADEMIC YEAR 2022-2023**

**Date: 19.06.2022**

The Committee meeting was held on 18.06.2022 in the Conference Room of Anand Institute of Higher Technology at 10.00 A.M.

S.NO	NAME OF THE FACULTY	DESIGNATION
1	Dr. P. Suresh Mohan Kumar	Chairperson & Principal
2	Dr. S. Roselin Mary	Coordinator
3	Dr. K. Karnavel	Member
4	Dr. Sankaramalliga	Member
5	Dr. Viyajaganapathy	Member
6	Mr.D. Anand Joseph Daniel	Member
7	Mr.S.Immanuel Ebenezer	Member
8	Mrs.K.Amsavalli	Member
9	Mrs.R.Ranjani	Member
10	Ms. P.Shilpa	Member
11	Mr. J.Anitha	Member
12	Ms.S.Praveen	Member

**Main point discussed and resolved:**

1. It is discussed and realized the role of Alumni in the new revised format.
2. It has been resolved to support by all means to the institution for the preparation.
3. It is discussed and decided to collect revised feedback of the Alumni and parents.
4. It is discussed and decided to held Alumni Association meet once in the year before the commencement of the semester.

**Principal**

**Internship Arranged by Our Alumni:**

Sl. No.	Title of the collaborative activity	Name of the collaborating agency with contact details	Name of the participant	Year of collaboration	Name of the Alumni Arranged
1	A STUDY ON CUSTOMER SATISFACTION TOWARDS ROYAL ENFIELD BIKES AT KELAMBAKKAM	VARADHAN MOTORS, KELAMBAKKAM	Aswini R	2019 - 2020	Mr.S.Diwakar Raj (2012 Passed Out)
2	A STUDY ON CONSUMER BUYING BEHAVIOUR TOWARDS ROYAL ENFIELD	VARTHAN MOTORS, KELEMBAKKAM	Indhumathi.V	2019 - 2020	Mr.S.Diwakar Raj(2012 Passed Out)
3	A STUDY ON JOB SATISFACTION AMONG EMPLOYEES OF OTTO CLOTHING PVT LTD	OTTO CLOTHING PVT LTD, CHENNAI	Sunitha B	2019 - 2020	Mr.S.Diwakar Raj(2012 Passed Out)
4	A STUDY ON EMPLOYEE SMILING EFFECT ON CUSTOMER SATISFACTION OF OTTO CLOTHING PRIVATE LIMITED	OTTO CLOTHING PVT LTD, CHENNAI	Vithya L	2019 - 2020	Mr.S.Diwakar Raj( 2012 passed out )
5	A STUDY ON CASH MANAGEMENT IN GYPELITE INDIA PRIVATE LIMITED	GYPELITE INDIA PRIVATE LIMITED, CHENNAI	Anbarasan R	2018-2019	Mr. K. Kalayai Arasan(2011 passed out)
6	A STUDY ON STRESS MANAGEMENT IN GYPELITE INDIA PRIVATE	GYPELITE INDIA PRIVATE LIMITED, CHENNAI	Divya Bharathu S	2018-2019	Mr. K. Kalayai Arasan(2011 passed out)

	LIMITED				
7	A STUDY ON DEALE'S PERCEPTION TOWARDS GYPELITE INDIA	GYPELITE INDIA PRIVATE LIMITED, CHENNAI	Vishali P	2018-2019	Mr. K. KalayaiArasan(2011 passed out)
8	A STUDY ON FUNCTIONAL AREAS IN VARADAN MOTORS ROYAL ENFIELD KELEBAKKAM	VARADAN MOTORS ROYAL ENFIELD KELEBAKKAM	Charles S	2018-2019	Mr.S.Diwakar Raj(2012 passed out)
9	A STUDY ON FUNCTIONAL AREAS IN ROYAL ENFIELD	VARTHAN MOTORS, KELEMBAKKAM	Naveen Nivas M	2018-2019	Mr.S.Diwakar Raj(2012 passed out)
10	A STUDY ON FUNCTIONAL AREAS OF OTTO CLOTHING PRIVATE LIMITED, CHROMPET	OTTO CLOTHING PVT LTD, CHENNAI	Vithya L	2018-2019	Mr.S.Diwakar Raj(2012 passed out)
11	A STUDY ON FUNCTIONAL AREAS ON GYPELITE INDIA PRIVATE LIMITED CHENNAI	GYPELITE INDIA PRIVATE LIMITED CHENNAI	Kousalya T	2017-2018	Mr. K. KalayaiArasan(2011 passed out)
12	A STUDY ON FUNCTIONAL AREAS ON GYPELITE INDIA PRIVATE LIMITED CHENNAI	GYPELITE INDIA PRIVATE LIMITED CHENNAI	Mohanraj R	2017-2018	Mr. K. KalayaiArasan(2011 passed out)
13	A STUDY ON FUNCTIONAL AREAS ON GYPELITE INDIA PRIVATE LIMITED CHENNAI	GYPELITE INDIA PRIVATE LIMITED CHENNAI	Pavithra R	2017-2018	Mr. K. KalayaiArasan(2011 passed out)
14	A STUDY ON FUNCTIONAL	GYPELITE INDIA PRIVATE LIMITED	Seethalakshmi S	2017-2018	Mr. K. KalayaiArasan(2011

	AREAS ON GYPELITE INDIA PRIVATE LIMITED CHENNAI	CHENNAI			passed out)
15	A STUDY ON FUNCTIONAL AREAS ON OTTO CLOTHING PRIVATE LIMITED CHENNAI	OTTO CLOTHING PRIVATE LIMITED CHENNAI	Vishali P	2017-2018	Mr. K. Kalayai Arasan (2012 passed out)
16	A STUDY ON FUNCTIONAL AREAS OF OTTO CLOTHING PRIVATE LIMITED	OTTO CLOTHING PRIVATE LIMITED CHENNAI	Yuvarani B	2017-2018	Mr. S. Diwakar Raj (2012 passed out)
17	A STUDY ON CUSTOMER SATISFACTION AT OTTO CLOTHING PVT LTD, VELACHERRY, TARAMANI LINK ROAD, CHENNAI	OTTO CLOTHING PVT LTD, VELACHERRY, TARAMANI LINK ROAD, CHENNAI	SASIDHARAN. P	2016-2017	Mr. S. Diwakar Raj (2012 passed out)
18	A STUDY ON FUNCTIONAL AREAS OF DALMIA CEMENTS, CHENNAI	DALMIA CEMENTS	Jeyasurya.S	2018-2019	Ms. T. Suganthi (2012 passed out)
19	A STUDY ON FUNCTIONAL AREAS OF OF DALMIA CEMENT (BHARAT) LIMITED, EGMORE, CHENNAI	DALMIA CEMENT (BHARAT) LIMITED, EGMORE, CHENNAI	Divya Bharathi S	2017-2018	Ms. T. Suganthi (2012 passed out)