

1. A meeting was held on 19<sup>th</sup> August, 2019 with the departmental alumni coordinators to discuss on Alumni Registration in the alumni web portal. A copy of the minutes of the meeting is attached herewith for your perusal. Certain resolutions were taken to attract more alumni with the portal registration and meaningful engagement with the university. It was decided to provide the following benefits to the registered alumni.
  - a) Issue of Alumni Virtual Card which help to access to campus facilities like Library, gym etc.
  - b) Get discount on Guest house Accommodation, Swimming pool etc.
  - c) Pursue higher study at TU with discount on tuition fees
  - d) Attend exhibitions, seminars, workshops, conferences, lecture series, annual functions etc. either free of cost or with discount depending on nature of the events.Regarding discount to be given on Guest house Accommodation, Swimming pool, tuition fees and attending seminar etc., to the registered alumni, it is to be decided by the competent authority. I therefore, request you to take early necessary action in this regard so that all these benefits can be uploaded in the portal.
2. Mr. Akshay J. Bordoloi who developed the alumni web portal is insisting for another 5000.00 rupees in addition to Rs. 25000.00 which has already been paid to him online in his bank account. You are requested kindly to accord your approval in this regard.
3. For maintaining the web portal (<https://tuaa.tezu.ernet.in>), monthly 15 dollar needs to be paid to Digital Ocean for hosting the server. Details regarding this were mailed to all executive members with a CC to you on 27<sup>th</sup> August, 2019. Due to not having a credit/debit card in the name of association, difficulty is being faced in paying the server hosting fees to Digital Ocean. For resolving this problem, it is proposed to pay the server hosting fees for a period of two years @ 15 dollar per month from the individual credit card of the Working President, which can later be reimbursed to his personal SBI bank account (Actt. No. 10965456382, SBI, TU Branch). You are requested kindly to accord your approval on this matter as well.

For (2) and (3) . Approval is given . *[Signature]*  
28/08/2019

For points (a), (b), (c) and (d)

A committee consisting of the following is constituted :

\* President  
TUAA  
as convener

\* Dr Rajeev Doley

PVC chairperson

Dean (AA)

DSW

Finance Officer or his representative

Registrar

Jb. Registrar \*

*[Signature]*  
2/9/19

**Minutes of the Meeting held on 19<sup>th</sup> August 2019 at 5.00pm**

**Venue: Conference Hall, Alumni Office, Tezpur University**

**Members Present**

1. Prof. Tapan Kr. Gogoi- W. President, TUAA
2. Dr. D. Mahanta- Vice President, TUAA
3. Dr. Pabitra Nath - Secretary, TUAA
4. Dr. Mandakini Baruah - Jt. Secretary, TUAA & Dept. Faculty Alumni Coordinator (Cult. St)
5. Mr. P. Barman – Jt. Secretary, TUAA
6. Mr. Manoj Deori– Dept. Faculty Alumni Coordinator (MCJ)
7. Dr. Rajat Kanti Nath- Dept. Faculty Alumni Coordinator (Maths)
8. Dr. Nirmali Gogoi - Dept. Faculty Alumni Coordinator (EVS)
9. Dr. J. P. Saikia - Dept. Faculty Alumni Coordinator (MBBT)
10. Dr. Polash Pratim Dutta - Dept. Faculty Alumni Coordinator (ME)
11. Dr. Rosy Sarmah - Dept. Faculty Alumni Coordinator (CSE)
12. Dr. Biraj K Kakati - Dept. Faculty Alumni Coordinator (Energy)
13. Mr. Raha tMahboob - Dept. Faculty Alumni Coordinator (EE)
14. Dr. Runumi Das - Dept. Faculty Alumni Coordinator (BA)
15. Ms. Deena Davy – Alumni Officer
16. Akshay Bordoloi - Alumni Network Developing Team
17. Arindam Sinha - Alumni Network Developing Team

The meeting with alumni Department/Centre Coordinators has the following agenda:

1. Alumni Registration on the alumni web portal
2. Alumni Activities for 2019-20

Prof. Tapan K. Gogoi, Working President – TU Alumni Association extended a warm welcome to all those present in the meeting and briefed about the agenda. Prof. Gogoi informed the house that with the prior permission from the President –TU Alumni Association, following members have been selected for the Alumni Network Developing Team for a period of one year.

1. Akshay Bordoloi, Department of Computer Science and Engineering
2. Ramyanee Kashyap, Department of Computer Science and Engineering



### 3. Arindam Sinha, Department of Mechanical Engineering

Working President informed the house that the TUAA has developed the Alumni Portal and 350+ alumni registered so far with the portal and requested the alumni Coordinators to provide their suggestion to attract more alumni towards the portal. The discussion followed came up with many suggestions from the Alumni Faculty Coordinators and decided unanimously to implement it.

- 1) To attract more alumni with the portal registration and meaningful engagement with the university it is imperative to provide certain incentives to the alumni. The following incentives shall be provided for the alumni:
    - a) Issue of Alumni Virtual Card which help to access to campus facilities like Library, gym etc.
    - b) Get discount on Guest house Accommodation, Swimming pool etc.
    - c) Study higher education at TU and get discount on tuition fees
    - d) Attend various events like exhibitions, seminars, workshops, conferences, lecture series, annual functions etc.
  - 2) Working President will be sharing a drafted e-mail regarding facilitates offered to the registered alumni and the alumni faculty coordinators will be sending the e-mail to their department alumni.
  - 3) Alumni Network Developing Team will be providing the list of Alumni's to the respective departments. The alumni faculty coordinators shall use all possible communication means like social media, personal contacts forgetting connected to the alumni.
  - 4) Alumni faulty coordinators will be providing the list of distinguished alumni from their departments and alumni networking team will invite them for Alumni Lectures or workshop.
  - 5) Decided to give a help desk in the alumni portal to provide solutions to technical problems facing during the online registration process.
  - 6) Decided to send a reminder mail to all the employees of TU who are also an alumnus of TU.
  - 7) Decided to organize alumni meet with alumni who have passed out in between 1995-2000 and date will be fixing after consulting the department faculty coordinator and university authority.
- The meeting ended with the resolution to build a stronger alumni network at university level.

