

Title of Meeting :	USCT Alumni Meet
Venue :	C block Auditorium, GGSIPU Campus, Dwarka, Delhi
Date & Time :	15.10.2016

Attendees:

USCT Faculty members	
USCT Students	
USCT Alumni	

Circulation:

USCT Faculty members			
USCT Elected Council Members			
USCT notice board			

Agenda Points:

Item No.	Subject
1.	The 6 th Alumni meet was held at the University campus on 15 th Oct. The following were the elected members as Governing Council for the year 2016-17:

S.No.	Designation	Name/ Email id/ Mobile nos.	Present Employer
1	Chairperson	Ms. Snigdha Mahant/ sanigdha@rediffmail.com/ 9871458079	Asso. Prof./USCT/GGSIPU
2	President	Mr. Vineet bakshi/ vineetbakshi.jj@gmail.com/ 9818527328	Corporate Strategy & BD Engineers India Ltd, Delhi
3	Vice President	Dr. Munish Sharma/ munish.usct@gmail.com/ 7042876066	R&D, Honeywell India Technology Center (HITC), Gurgaon
4	Secretary	Mr. Shobhit Tyagi / tyagis@mattheyasia.com/ 9560276262	Manufacturing Excellence, ECT Asia, Johnson Matthey
5	Treasurer	Mr. Neeraj Seth/ sail.neerajseth@gmail.com/ 9968605789	Dy. Manager(Personnel)-ITB and Medical Section, Steel Authority of India Limited
6	Executive member-1	Dr. Dhiraj Garg/ dhirajkumargarg@gmail.com/ 7042277968	Associate Professor, Shiv Nadar University
7	Executive member-2	Ms. Shreya Sood/ shreya@theblubeans.com/ 9811093350	Strategist, The Blue Beans

8	Executive member-3	Mr. Sudhanshu Nauriyal/ sudhanshu.nauriyal@gmail.com/ 9811831959, 9871798993	Consulting Engineer, Dekra Insight
9	Executive member-4	Mr. Arjun Singh/ tutejaags@indianoil.in/ 8860420887, 9073923129	Sales Executive, Marketing Division, West Bengal State Office, IOCL
10	Executive member-5	Mr Uttamesh Narayan/ uttamesh.narayan@gmail.com/ 9212523638	UNITEDLEX
11	Executive member-6	Mr Devender Kumar Barik/ devender.kumarbarik@dekra.com/ 7503535919	Consulting Engineer, Dekra Insight

Subsequent to the elections, interaction between the students and elected body was also held where-in vision plan for the coming years was discussed. Concerns of the students were also invited

Record Notes of Discussion:

Minute No.	Minutes	Action by / Date
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S.No.	Concern	Action By/ Date	Remarks
1	Database Upadation:		
1.1	Top priority is to update and populate the existing database with all the relevant information of the alumni i.e. name, batch, contact no and area of work.	Students (Ms. Srishti, Ms. Prabhsimran, Mr. Azain, Ms. Nikita, Ms. Arushi)/ 25th Oct.	Batch coordinator to be identified during next meeting of governing council & students around 25 th Oct'16
1.2	University official database shall be scanned once again by students with support from faculty. Missing info, shall be filled by Alumni, once the updated sheet is passed on to alumni. Respective coordinators for each batch shall be assigned	Alumni coordinator/ 2 weeks after 25 th Oct.	
2	Need to Structure & Standardise :	Faculty/ Students/Alumni	USICT alumni website and other institution
2.1	All the documents relating to USCT Alumni body needs to be structured for future records & correspondence.	Faculty and student may check for present documentation/22 nd Oct	alumni bodies to be referred for the same.
2.2	AIM/Vision/Mission of the body, if available, needs		

2.3	<p>to documented & put on the website</p> <p>Responsibility of the elected body needs to be defined</p> <p>Name of the elected body to be displayed on the website</p>	<p>30thOct for studying roles & responsibilities of other alumni bodies</p> <p>Dr. Dhiraj Garg to also have a look at prevailing structure wrt Alumni setup at his workplace</p>	<p>During next meeting, signature of all the office bearers shall be taken</p>
3	<p>It was opined that the alumni should be informed at least 2 months in advance about the alumni meet so that enough time is available to plan for the event</p>		For Info
4 4.1	<p>Updation of USCT website & enhancing visibility on the social media and digital world</p> <p>USCT website to be updated</p> <p>USCT alumni page on Social sites to be created & be regularly updated</p>	<p>Students along with the faculty & Alumni/ 15th Nov'16</p> <p>Students (Ms. Srishti, Ms. Prabhsimran, Mr. Azain, Ms. Nikita, Ms. Arushi & Ms. Isha) to work on this regularly. Ms. Shreya Sood & (Executive member) to coordinate this.</p>	<p>Student may please volunteer for the same and send across names.</p> <p>Contents of the alumni page to be discussed during next meeting</p>
5	<p>It was opined that the idea of starting a newsletter was a good one. A quarterly circulation of the same needs to be done. However, structure of the newsletter "Älumni Express" to be reviewed.</p> <p>Incase no news letter for USCT students exist, then a section dedicated to achievement(academics or extracurricular)of USCT students also be made part of it. <u>This shall be discussed in our next student & governing council meet.</u></p>	<p>VP-Governing council to coordinate this alongwith governing council and students</p> <p>1st revised circulation to be out by 15th NOV</p>	<p>Governing council members to have a look alumni newsletter of other institutions.</p>
6	<p>Information wrt fund allocation, and available in hand be made available for any planned expenses. May also bring in accountability.</p> <p>If required, alumni may also be asked to contribute annually/ once(To be discussed).</p>	<p>To be taken up with USCT faculty/USCT-Dean</p> <p>Treasurer to expedite</p>	30 th Oct'16

7	It was unanimously agreed to restart the lecture series for industry-student interaction		
7.1	Topics, relevant to the industry & future, for upcoming quarter/ year to be identified in advance	Elected members by 15 th Nov	
7.2	Option of video recording the lecture for future availability as inhouse resource to be explored		
8	Assistance for conducting capability building workshop to make the students job ready.	Alumni Team	
8.1	Interaction with Alumni from diverse work domain to be arranged for accessing future career option		
8.2	Facilitation towards Technical software workshop, in terms of industry resource to be arranged		
8.3	Facilitation towards Soft skill / Resume building/ Interview session/ SOP & Cover letter, in terms of industry faculty to be arranged.		
9	It was informed by the students that ASPEN license has expired. To be taken up with the faculty & USCT dean	Alumni body & USCT dean	
10	Issue of summer training and placement was discussed. USCT Alumni shall strive to facilitate the same.	Alumni body and USCT Faculty	
10.1	Structure of Training and Placement cell shall also be discussed with the USCT Faculty in subsequent meeting.		
11	Industrial visit: USCT Alumni elected body shall strive to facilitate the same.	Alumni body	
12	Besides many other suggestions wrt career enhancement, student interested in pursuing Masters degree from India or abroad, were advised to work alongwith faculty members or alongwith MTECH/ PHD students to add value to their application /CV		For Info
13	The achievements & Accolades won by the students of both Chemical Technology & Bio-chemical technology to be showcased in the university website & also on the social networking site students of both the discipline to work amicably &	By students & USCT Faculty	

	promote camaraderie		
14	The elected team, while discharging the duties, shall meet the student & faculty for interaction as per their convenience. However, besides that officially the elected alumni team shall strive to meet with the students & faculty members once in a quarter.		While discharging the duties, elected team shall meet as and when required with student for interaction

**USCT Alumni Governing Council
15th Oct'16**