

# SRM VALLIAMMAI ENGINEERING COLLEGE

(An Autonomous Institution)

ESTD. 1999 - Accredited by NBA - Approved by AICTE

'A' Grade Accreditation by NAAC

ISO 21001:2018 Certified - Affiliated to Anna University Chennai

## SRM VEC ALUMNI ASSOCIATION

(Registered by Tamilnadu Societies Registration Sl.No.:134/2018)

26.12.2025

### MINUTES OF MEETING

The meeting of the Executive Committee of SRM VEC Alumni Association was held in the Conference hall, SRM Valliammai Engineering College, Kattankulathur – 603203 on 14.12.2025 (Sunday) at 10.00 a.m. The meeting was attended by the following Executive Committee members of SRM VEC Alumni Association: -

1. Dr. B. Chidhambararajan, Chief Patron
2. Dr. M. Murugan, Patron
3. Ms. C. Nithya Sree, President
4. Mr. G. R. Iyappan, Treasurer
5. Mr. C. Praveen Kumar, Executive Member

The meeting was attended by less than 50% of the total Executive Committee members. Hence the quorum requirement as per the by-laws of the Association was not fulfilled. Accordingly, all agenda items listed below were discussed only and no resolutions or approvals were passed by the Executive Committee. All matters shall be placed for approval in the subsequent Executive Committee Meeting.

#### **Agenda 1 : Review of Previous Meeting Minutes**

The minutes of the previous Executive Committee Meeting held on 28 June 2025 were reviewed. The members discussed the actions taken on the earlier resolutions related to alumni meet planning, financial matters and alumni engagement activities. The minutes were discussed by the members.

#### **Agenda 2: Review of Financial Status and Approvals**

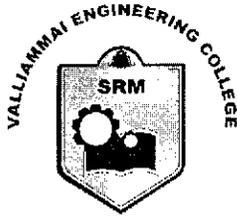
The financial statement of the Alumni Association was presented to the committee.

- Income (2024–2025): Rs. 4,90,506/-
- Expenditure (2024–2025): Rs. 4,12,281/-
- Current Balance: Rs. 57,99,151/- (as on 12.12.2025)

After discussion, the following proposals were placed before the committee:

- To invest the Alumni Association funds as Fixed Deposits in two parts – Rs. 30 lakhs and Rs. 20 lakhs.





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- The interest generated from the deposits will be utilized for Best Student Project Awards, remuneration for Alumni Executive Meetings and other approved alumni activities.
- Proposal to revise the alumni membership fee from Rs. 650/- to Rs. 1,000/-, subject to Executive Committee approval.

The committee discussed the proposals in detail. The proposals were discussed by the members.

### **Agenda 3: Discussion on Alumni Engagement Activities**

The committee discussed the alumni engagement plan for the academic year 2025–2026 (January 2025 to December 2025). It was resolved that:

- Each department will organize 3 to 5 alumni-driven events for the benefit of students during the academic year.
- Alumni participation will be encouraged in technical talks, mentoring, workshops and student development activities.

### **Agenda 4: Any Other Matter with the Permission of the Chair**

#### **a) Fund Contribution to AICTE IDEA Lab**

Approval was sought for contributing funds towards the purchase of a PCB Prototype Machine for the AICTE IDEA Lab, costing Rs. 4,60,000/- plus 18% GST (total Rs. 5,42,800/-). The matter was discussed. The proposal was discussed by the members.

#### **b) TA & Sitting Fees Proposal for Alumni Office Bearers**

The purpose and norms for TA/DA reimbursement for Alumni Office Bearers were discussed.

The proposed norms include:

- Travel Allowance: 3rd AC train fare (to and fro) for office bearers residing outside Chennai city.
- Sitting Fees: Rs. 1,000/- per day.

The TA & Sitting Fees norms are applicable only to officially elected office bearers for approved Executive Committee meetings. The proposal was discussed by the members.





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## c) Procedure for Processing Refunds

The committee discussed cases where students mistakenly pay placement, examination or tuition fees into the Alumni Association account. The following refund procedure was discussed by the members:

1. Collection of a refund request letter from the student.
2. Verification of the payment in the Alumni Association account.
3. Recommendation from the HoD / Alumni Coordinator.
4. Approval from the Alumni Association President / Treasurer.
5. Refund to be made only to the same bank account through bank transfer (no cash refund).
6. Entry to be recorded in the ledger as "Refund – Wrong Payment by Student".
7. Proper documentation to be filed for records.

## Agenda 6 : Introduction of Newly Elected Office Bearers (2025–2028 Term)

The President informed the committee that the election for the 2025–2028 term was conducted through online voting from 6<sup>th</sup> December 2025 to 10<sup>th</sup> December 2025, in accordance with the by-laws of the Association. The newly elected Executive Committee members for the term 2025–2028 were introduced.

The Handing Over and Taking Over Ceremony was conducted and the outgoing office bearers were thanked for their valuable contributions to the Alumni Association.

The meeting ended with a word of thanks to the Chair.



PRINCIPAL

(Patron- Executive Committee)

Approved by

DIRECTOR

(Chief Patron- Executive Committee)

## Copy to

1. The Director, SRM VEC - for information
2. All Members of Executive Committee.
3. The Vice Principal
4. PS to Principal
5. SRM VEC Alumni Webpage.

