



## **Maharani Lakshmi Ammanni college for women, Autonomous**

Affiliated with Bangalore City University. Re-accredited by NAAC  
with 'A' grade **ARPAN- mLAC Alumni Association ( R )**

President:Dr.Babitha B, General Secretary:Ms. Anupama, Joint Secretary:Mrs. Ashwini Narayan, Treasurer:Mrs. Jayashree NS,  
Joint Treasurer:Mrs. Sahana Savithri B, Executive Committee members:Mrs. Vani KM, Ms. BS Padma, Mrs. K Revathi, Mrs.  
Vijayashree Shreesh,Mrs. Sowmya Sastry, Mrs. Thejaswini Yadav K, Mrs. Vasantha Kavitha

**Date:** 22/03/24

**Time:** 12.30-1.30PM

**Venue:** Golden Jubilee Hall

**Facilitator:** Dr.Usha.T, Alumni Coordinator

**Attendees:**

1. Dr.Usha.T, Alumni Coordinator
2. Dr.Saraswathi.S, Dept. of Biotechnology
3. Ms.Archana Preetha, Dept. of Biotechnology
4. Ms.Subha Acharya, Dept. of Chemistry
5. Ms.Kavitha, Dept of Matha
6. Ms.Jyothasana Timmaiah, Department of Management
7. Ms.Apporva, Dept of Commerce
8. Ms.Megha, Dept. of Journalism

### **Agenda**

1. Welcome and Introduction
2. Review of Alumni Engagement Initiatives
3. Strategies to Attract Alumni Back to College
4. Open Discussion and Feedback
5. Closing Remarks

### **Proceedings**

#### **1. Welcome and Introduction:**

The meeting commenced with a warm welcome by Dr.Usha.T, Alumni Coordinator, who expressed gratitude to all attendees for their participation. The agenda for the meeting was outlined, emphasizing the focus on strengthening alumni engagement.

#### **2. Review of Alumni Engagement Initiatives:**

- Coordinator provided an overview of existing initiatives, including alumni reunions, mentorship programs, newsletters, and social media engagement.
- Key challenges identified included declining participation rates and limited awareness among alumni about ongoing events and opportunities.

### **3. Strategies to Attract Alumni Back to College:**

The following strategies were proposed and discussed:

#### **a. Enhanced Communication Channels:**

- Develop a centralized alumni portal for updates, event registrations, and networking.
- Leverage social media platforms and email newsletters to keep alumni informed and engaged.

#### **b. Meaningful Events and Activities:**

- Organize theme-based reunions (e.g., class-specific or departmental reunions).
- Host professional development workshops, guest lectures, and networking events.
- Celebrate milestone anniversaries for graduating batches.

#### **c. Alumni Benefits:**

- Offer exclusive benefits, such as access to college facilities, discounts on courses, or career counseling.
- Create an alumni card to formalize these benefits.

#### **d. Recognition and Involvement:**

- Highlight successful alumni stories through newsletters and events.
- Involve alumni in college activities, such as mentorship programs, admissions drives, and guest lectures.

#### **e. Strengthened Personal Connections:**

- Reach out personally to key alumni through phone calls or personalized messages.

### **4. Open Discussion and Feedback:**


- Attendees shared their insights and suggestions.
- Will bring out a yearly newsletter of success stories of alumni, Regular alumni talks every month, Invitation of alumni for all College cultural fests

#### **6. Closing Remarks:**

Alumni coordinator thanked everyone for their valuable input and emphasized the importance of collaboration in making these initiatives successful. It was decided that a follow-up meeting would be scheduled to review progress and implement actionable steps.

#### **7. Action Items:**

1. Develop a comprehensive alumni database.

**ATTESTED**  
  
Principal  
Maharani Lakshmi Annammai College  
for Women, Autonomous  
Science Post, Bangalore - 560 012.





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Vijayashree Shreesh,Mrs. Sowmya Sastry, Mrs. Thejaswini Yadav K, Mrs. Vasantha Kavitha

**Date:** 06/06/24

**Time:** 1.30-2.30PM

**Venue:** Golden Jubilee Hall

**Facilitator:** Dr.Usha.T, Alumni Coordinator

**Attendees:**

1. Dr.Usha.T, Alumni Coordinator
2. Dr.Saraswathi.S, Dept. of Biotechnology
3. Ms.Archana Preetha, Dept. of Biotechnology
4. Ms. Jayashree, Dept of Biochemistry
5. Dr.Geetha, Dept of Botany
6. Ms.Anupama, Dept of Physics
7. Ms.Subha Acharya, Dept. of Chemistry
8. Ms.Kavitha, Dept of Matha
9. Ms.Jyothasana Timmaiah, Department of Management
10. Ms.Apporva, Dept of Commerce
11. Ms.Megha, Dept. of Journalism

### **Agenda**

1. Welcome and Introduction
2. Review of Alumni Engagement Initiatives
3. Appreciation for alumni referral
4. Closing Remarks

### **Proceedings**

#### **1. Welcome and Introduction:**

The meeting commenced with a warm welcome by Dr.Usha.T, Alumni Coordinator, who expressed gratitude to all attendees for their participation. The agenda for the meeting was outlined, emphasizing the focus on strengthening alumni engagement.

#### **2. Review of Alumni Engagement Initiatives:**

- Coordinator provided an update on data received from the departments for newsletters, and testimonials for social media engagement.

### **3. Appreciation for Alumni referrals**

It was discussed to make a poster thanking alumni for making 32 admissions for the academic year and send across in all the wats app groups

### **5. Closing Remarks:**

Alumni coordinator thanked and appreciated everyone for cooperating extensively in motivating alumni for admission referral process.

### **Action Items:**

1. Develop a comprehensive alumni database for improving next year admissions through alumni referrals.

**ATTESTED**



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Vijayashree Shreesh,Mrs. Sowmya Sastry, Mrs. Thejaswini Yadav K, Mrs. Vasantha Kavitha

**Date:** 23/08/24

**Time:** 1.30-2.30PM

**Venue:** Golden Jubilee Hall

**Facilitator:** Dr.Usha.T, Alumni Coordinator

**Attendees:**

1. Dr.Usha.T, Alumni Coordinator
2. Dr.Saraswathi.S, Dept. of Biotechnology
3. Ms.Archana Preetha, Dept. of Biotechnology
4. Ms. Jayashree, Dept of Biochemistry
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6. Ms.Anupama, Dept of Physics
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9. Ms.Jyothasana Timmaiah, Department of Management
10. Ms.Apporva, Dept of Commerce
11. Ms.Megha, Dept. of Journalism
12. Dr.Kushalatha, Dept of Biochemistry

### **Agenda**

1. Welcome and Introduction
2. Review of Alumni Engagement Initiatives
3. Calendar of events of alumni
4. Closing Remarks

### **Proceedings**

#### **1. Welcome and Introduction:**

The meeting commenced with a warm welcome by Dr.Usha.T, Alumni Coordinator, who expressed gratitude to all attendees for their participation. The agenda for the meeting was outlined, emphasizing the focus on strengthening alumni engagement.

#### **2. Review of Alumni Engagement Initiatives:**

- Coordinator provided an update on data received from the departments for newsletters, and testimonials for social media engagement ,she also requested all the dept

coordinators to focus more on alumni engagement programmes despite their busy schedule

### 3. Calendar of events were planned and drafted

## Action plan of ALUMNI 2024-2025

S.No	Planned activity	Duration or Date	Expected Outcome		
1	Review your resume	11-09-23 to 30-10-23	Improve placements and improve networking with alumni		
2	Connect to conquer drive	19-09-23 to 31-12-23	Improve the number of mLAC followers on LinkedIn and YouTube		
			Stats	YouTube	LinkedIn
			Current	1.2K	2K
			Expected Target	3K	4K
3	Alumni database development		Addition of 4000 alumni to the database to increase the network		
4	Shantala Manjunath Memorial award	30-09-23 (On fresher's day)	Fee reimbursement of 25000/- to BCA I year candidate		
5	Radhika Memorial Award	15-10-23 to 15-12-23 Selection of eligible candidates in II and III BSc and III sem PG students (Toppers in respective science subjects)	UG scholarship-60,000/- PG scholarship- 30,000/-  2 undergraduate and 1 Post graduate student receives the financial support		
6	Department wise-Monthly lecture by Alumni	Every month 1 talk	Improved networking		

### 5. Closing Remarks:

Alumni coordinator thanked everyone in drafting action plan and budget required for the activities.

**Action Items:**

Linked in and Facebook drive

**ATTESTED**



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Mrs Sowmya Sastry, Mrs Thejaswini Yadav, Mrs Vasantha Kavitha ,Mrs.Atiya Begum, Dr.Indrani Suryaprakash, Ms.Madhura Murthy

**Minutes of Meeting:**

- **Date: 16 February 2023**
- **Time: 01:00 pm-01:30 pm**
- **Venue: PG Library**
- **Agenda:**
  1. Status of Enrollment drive.
  2. Admission Alumni referrals

- **Discussion:**

**Status of Enrollment drive -** Due to poor response towards Alumni Association enrollment drive, the following suggestions were given:

1. In the fee structure of final year a nominal amount of 500/- should be collected and register the student for alumni association ARPAN member.
2. Appoint ointment on new Alumni officer to continuously monitor and take care of alumni related activities

**Alumni referrals for admission**

The Department alumni coordinators were informed about the target of 100 admissions from the alumni side as suggested by managing trustee

The referral amount is 3000/-

The members suggested that constant posting of the college brochure and incentive brochure in the alumni wats aap groups.

**Members present for the meeting:**

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