

## Amala Alumni Association (AIMSAAT) Executive Members Meeting Agenda

**Date** : 28th October 2024

**Time** : 2:30 PM

**Venue** : BXM Hall, St. Joseph Block, AIMS

### **Agenda:**

- ❖ **Meetings to be Fixed: Executive meeting & General Body Meeting**
- ❖ **Website Updates: Motto, Objective, Member Details(Contact no & Mail ID, Staff Advisor, Beneficeries, Logo)**
- ❖ **Registration Renewal**
- ❖ **Alumni Day as well as Dept. Alumni Day**
- ❖ **Communication (Wats app Group)**
- ❖ **Alumni Chapters: Kochi, Bangalore & Dubai (Appoint Coordinator /Custodian)**
- ❖ **Charter/Rules and Regulations**
- ❖ **Treasurer:** Appoint the Staff Advisor as Treasurer.
- ❖ **Activities:** Prize money for the Best Outgoing Student and Best Staff, Offer financial aid to the families of deceased or ill students and staff, Inform members about contributions for deceased students when necessary, Contribute to the construction of a guest house, Sponsor essential items such as lights, lamps, chairs, and lecture stands for students, Set up a shelf at the reception to display souvenirs, organizing a sales day during convocation.
- ❖ **Acknowledgment of Contributions:** Install a recognition board for every item donated by the Alumni Association.
- ❖ **Other Contributions:** Provide sports equipment, hostel necessities, and auditorium chairs.
- ❖ **Career Guidance:** Organize career guidance sessions for each batch of students.
- ❖ **Alumni Expansion:** Extend alumni membership to postgraduate students (currently only MBBS graduates are included).
- ❖ **Email and Logo:** Continue using the existing Alumni Association email ID and logo.
- ❖ **Bank Account:** Verify the status of the Alumni Association bank account.
- ❖ **Alumni Map Display:** Display a world map titled "Amala Alma Connecting" at the entrance, showing alumni locations globally.
- ❖ **Event Documentation:** Capture geo-tagged photos of all events and prepare a detailed report.



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### **Agenda:**

#### **Meetings to be Fixed:**

1. Conduct two Executive Meetings and one General Body Meeting annually.

#### **Website Updates:**

1. Create a dedicated Alumni Association page featuring:

1. Motto and Objectives
2. Member details, including contact numbers and email IDs
3. Staff Advisor contact information
4. List of beneficiaries from the Alumni Association
5. Alumni Association logo

#### **Registration:**

1. Renew the Alumni Association registration through legal counsel.

#### **Alumni Day:**

1. Establish an overall Alumni Day as well as departmental-specific Alumni Days.

#### **Communication:**

1. Create and maintain a WhatsApp group for alumni communication.

#### **Alumni Chapters:**

1. Initiate alumni chapters in Kochi, Bangalore, and Dubai.
2. Appoint Coordinators/Custodians for each chapter, with their contact details displayed on the website.

#### **Charter/Rules and Regulations:**

1. Define the association's scope.
2. Set guidelines for alumni fund usage.
3. Clarify available benefits for alumni.
4. Ensure 85% of income is utilized within the same year.



**Treasurer:**

1. Appoint the Staff Advisor as Treasurer.

**Activities:**

1. Provide prize money for the Best Outgoing Student and Best Staff.
2. Offer financial aid to the families of deceased or ill students and staff.
3. Inform members about contributions for deceased students when necessary.
4. Contribute to the construction of a guest house.
5. Sponsor essential items such as lights, lamps, chairs, and lecture stands for students.
6. Set up a shelf at the reception to display souvenirs, organizing a sales day during convocation.

**Acknowledgment of Contributions:**

1. Install a recognition board for every item donated by the Alumni Association.

**Other Contributions:**

1. Provide sports equipment, hostel necessities, and auditorium chairs.

**Career Guidance:**

1. Organize career guidance sessions for each batch of students.

**Alumni Expansion:**

1. Extend alumni membership to postgraduate students (currently only MBBS graduates are included).

**Email and Logo:**

1. Continue using the existing Alumni Association email ID and logo.

**Bank Account:**

1. Verify the status of the Alumni Association bank account.

**Alumni Map Display:**

1. Display a world map titled "Amala Alma Connecting" at the entrance, showing alumni locations globally.

**Event Documentation:**

1. Capture geo-tagged photos of all events and prepare a detailed report.



## AMALA INSTITUTE OF MEDICAL SCIENCES (AIMS)

(Unit of Amala Cancer hospital Society) Amala Nagar, Thrissur, Pin-680 555

Ph: (0487) 230-4000; Fax: 230-7020; Web: [www.amalaims.org](http://www.amalaims.org)

Email: [amalamch@amalaims.org](mailto:amalamch@amalaims.org)

27/09/2024

From  
Dr. Rakesh L. John  
Secretary, Amala Alumni Association  
Amalanagar, Thrissur

To  
Rev. Fr. Julius Arakkal CMI  
Director, Amala Institute of Medical Sciences

Reg: Amala Alumni Association Program chart and Annual activities

Respected Father

This is to inform you regarding the program schedule of the Amala Alumni Association annual activities .

**Immediate action plan-**

**Attain registration for Amala Alumini association-**

**Pre requisites –**

1. To conduct two executive meetings in the month of October and November, and general body meeting in the month of December,
2. Audit the Alumni funds,
3. Allocation of alumni funds to welfare activities after approving in the general body meeting.

**POINTS TO BE DISCUSSED IN EXECUTIVE MEETING WITH MANAGEMENT.**

**ANNUAL ACTIVITIES TO BE INITIATED IMMEDIATELY**

1. Reunion Engagement
2. Hosting Reunion Programs on Campus
3. Maintaining interactive websites for Amala Alumni updates and networking





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Email: [amalamch@amalaims.org](mailto:amalamch@amalaims.org)

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4. Offering easy access for hospital services to Alumni members and family

### **2. Supporting Medical Students**

1. Organising interactive sessions and Job guidance for Medical students by alumni members
2. Providing mentorship and guided Counselling

### **Alumni Recognition-**

1. Creating comprehensive Data register for all Alumni members
2. Presenting Academic awards for outstanding Alumni Achievements
3. Inviting distinguished Alumni as Chairpersons / Guest Speakers for CME programs and Academic events

### **Regarding Resource management**


1. Allocating Alumini funds for Alumni activities and events
2. Conducting regular Audits of Alumni funds

### **Regarding Campus benefits**

1. Offering On campus accommodation options for Alumni members and close relatives
2. Extending hospital services at Subsidised rates to Alumni members and close family members.

With regards,

Thanking you

  
Dr. Rakesh L. John  
Secretary Amala Alumini association

Copy to Principal [Dr. Betsy Thomas], Assistant director [Fr. Antony Mannummel],