

### R. L. JALAPPA INSTITUTE OF TECHNOLOGY

(Affiliated to VTU, Belagavi & Recognized by AICTE, New Delhi) Kodigehalli, Doddaballapur-561203, Bangalore Rural District.

RLJIT/Alumni Association/Staff/Meet/05/2022-23

Date: 29/06/2023

#### **CIRCULAR**

It is hereby informed to all the Alumni Association Coordinators that meeting is scheduled on 01/07/2023 at 10:30AM.

#### Agenda:

- 1. To discuss about conducting "Sandesha: An Alumni series talk" on 10/6/2023.
- 2. Other issues.

Venue:

Conference Hall

Chief Coordinator

Principal PRINCIPAL

R.L. JALAPPA INSTITUTE OF TECHNOLOGY Korliqehalli, Doddahallapur - 561 203. Karnataka



DODDABALLAPUR - 560123

Bengaluru (Rural), Karnataka, India Approved by AICTE, New Delhi | Affiliated to VTU, Belagavi website: https://rljit.in | email: alumniassociation@rljit.in | Fax:080-27625380 Office of the Alumni Association, RLJIT Email: alumniassociation@rljit.in Ph:080-27625381 Extn:202

#### PROCEEDINGS OF THE FIFTH MEETING

Meeting Name:	Minutes of Alumni Association Meeting		
Date of Meeting:	1-7-2023(Saturday)	Meeting Reference number:	RLJIT/2023/05
		Time:	10:30 AM to 11:30AM
Meeting Facilitator:	Prof. Veena K Dept. of CS&E	Location:	Conference Hall

### 1. Meeting Agenda

- 1. Discussion of forming office barriers for the academic year 2022-23.
- 2. About Alumni Association registration.
- 3. To discuss about conducting "Sandesha: An Alumni series talk" on 9/7/2023.
- 4. Other issues.

2. Attendees list			
S.L	Name	Designation	Present / Absent
1.	Prof. Veena K	Assistant Professor	Present
2.	Prof. Lavanya Vaishnavi K A	Assistant Professor	Present
3.	Prof. Harish R S	Assistant Professor	Present



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Bengaluru (Rural), Karnataka, India

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Fax:080-27625380

Office of the Alumni Association, RLJIT

Email: alumniassociation@rljit.in Ph:080-27625381 Extn:202

S.L	Agenda	Status of Implementation	Remarks
2.	Conducting Alumni Series talk on 11/6/2023.	Implemented	Completed

S.L	Points discussed during the Meeting  Points discussed	Professor assigned to complete the Task	Time Stamp
1.	Selected the active members from E&CE, ME and CS&E passed out students for the committee.	All Coordinators	10:30 AM
2.	Discussed to go for renewal of the Association.	All Coordinators	10:45 AM

Place: Doddaballapur

Date: 01-07-2023

Chief Coordinator

Copy to:-

i. The Vice Chairman, RLJGI

ii. The CEO, RLJGI

iii. Director - HRD

iv. Director - Admin., & R&D

v. Vice Principal

vi. All the HoDs to circulate among the staff

vii. Placement Officer, Librarian, Student Welfare Officer & PED

viii. Admission Incharge

ix. All Superintendents (Office, Accounts, Exam)

x. Hostel Wardens (Boys & Girls Hostel)

xi. PA to Principal

xii. o/c

R.L. JALAPPA INSTITUTE OF TECHNOLOGY Korligehalli, Doddahallapur - 561 203. Karnataka



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(Affiliated to VTU, Belagavi & Recognized by AICTE, New Delhi) Kodigehalli, Doddaballapur-561203, Bangalore Rural District.

RLJIT/Alumni Association/Staff/Meet/01/2022-23

Date: 22/02/2023

#### CIRCULAR

It is hereby informed to all the Alumni Association Coordinators that meeting is scheduled on 23/02/2023 at 1:45PM.

#### Agenda:

- 1. To discuss about conducting alumni association activities.
- 2. Other issues.

Venue:

Conference Hall

Chief Coordinator

Principal PRINCIPAL

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Office of the Alumni Association, RLJIT Email: alumniassociation@rljit.in Ph:080-27625381 Extn: 202

## PROCEEDINGS OF THE FIRST MEETING

Meeting Name:	Minutes of Alumni Association Team formation Meeting with Department Coordinators		
Date of Meeting:	23-2-2023(Thursday)	Meeting Reference number:	RLJIT/2023/01
		Time:	1:45 P.M to 3:00PM
Meeting Facilitator:	Prof. Veena K Dept. of CS&E	Location:	Conference Hall

### 1. Meeting Agenda

1. To discuss about progress in Alumni Association

2. A	ttendees list		Present / Absent
S.L	Name	Designation	
1.	Prof. Veena K	Assistant Professor	Present
2.	Prof. Lavanya Vaishnavi K A	Assistant Professor	Present
3.	Prof. Harish	Assistant Professor	Present
4.	Jefin James	Student	Present
5.	B Sunil	Student	Present
6	Pavan	Student	Present
6.	Sunil	Student	Present
7.	G Sandeep	Student	Present
8.	Shiva Jyothi	Student	Present



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CI	Agenda	on of Previous works completed Status of Implementation	Remarks
S.L 1.	Creation of Core team	Implemented Successfully and the task is completed.	Completed.
2.	Collection of Alumni data of last 5 years (2018-2022).	2019 to 2022 is collected	In progress
3.	Creation of WhatsApp groups separately for each batch for future communication.	Implemented	Completed
4.	Creation of community web pages in Social Media.	Implemented	Completed

S.L	Points discussed during the Meeting Points discussed	Professor assigned to complete the Task	Time Stamp
1.	Creating and posting Google form link to all the students of batches from 2018-2022.  The purpose of google form link is to collect the present Alumni Data.	Prof. Lavanya Vaishnavi K A	2:00PM
2.	Conducting Alumni Series talk.  The purpose is to familiar our students with current technologies, recent happenings in Industries, tips for cracking Interviews, Personality development sessions etc.	To all the Coordinators	2:15 PM

Place: Doddaballapur

Date: 04-03-2023

Chief Coordinator

Copy to:-

The Vice Chairman, RLJGI

The CEO, RLJGI ii.

Director - HRD iii.

Director - Admin., & R&D iv.

Vice Principal V.

All the HoDs to circulate among the staff

vi. Placement Officer, Librarian, Student Welfare Officer & PED vii.

viii. Admission Incharge

All Superintendents (Office, Accounts, Exam) ix.

Hostel Wardens (Boys & Girls Hostel)

PA to Principal xi.

xii. o/c R.L. JALAPPA INSTITUTE OF TECHNOLOGY

Kodigehalli, Doddahallapur - 561 203. Karnataka



# R. L. JALAPPA INSTITUTE OF TECHNOLOGY

(Affiliated to VTU, Belagavi & Recognized by AICTE, New Delhi) Kodigehalli, Doddaballapur-561203, Bangalore Rural District.

RLJIT/Alumni Association/Staff/Meet/04/2022-23

Date: 07/06/2023

#### CIRCULAR

It is hereby informed to all the Alumni Association Coordinators that meeting is scheduled on 08/06/2023 at 1:45PM.

#### Agenda:

- 1. To discuss about conducting "Sandesha: An Alumni series talk" on 10/6/2023.
- 2. Other issues.

Venue:

Conference Hall

Chief Coordinator

Principal PRINCIPAL

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# PROCEEDINGS OF THE FOURTH MEETING

Meeting Name:	Minutes of Alumni Association Meeting		
Date of Meeting:	8-6-2023(Thursday)	Meeting Reference number:	RLJIT/2023/04
The State of the S		Time:	1:45 P.M to 2:45PM
Meeting Facilitator:	Prof. Veena K Dept. of CS&E	Location:	Conference Hall

### 1. Meeting Agenda

1. To discuss about conducting "Sandesha: An Alumni series talk" on 10/6/2023

	ttendees list	Designation	Present / Absent
.L	Name		Present
	Prof. Veena K	Assistant Professor	Present
2.	Prof. Lavanya Vaishnavi K A	Assistant Professor	
3.	Prof. Harish R S	Assistant Professor	Present
•		Student	Present
	Jefin James		Present
	Pavan	Student	Present
5.	Sunil B	Student	Flescht



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~ #		on of Previous works comp Status of Implementation	Remarks
S.L 2.	Agenda Conducting Alumni Series talk on 13/5/2023.		Completed

S.L	Points discussed during the Meeting Points discussed	Professor assigned to complete the Task	Time Stamp
1.	About arrangements of stage and technical settings (projector, mike, computer etc.)	Student Coordinators	1:45 PM
	Program Coordinator	Prof. Lavanya Vaishnavi	2:15 PM
2.		Prof. Harish R S	2:30 PM
3.	Discipline Coordinator		
4.	About designing of formal documents (Invitation, Poster, Registration form, Feedback form etc.)	Student Coordinators(Mr. Jefin James, Mr. Pavan, Mr. Sunil B)	2:40PM
	Poster, Registration form, Teedouck Form	Prof. Veena K	2:50 PM
5.	About Guest felicitation and hospitality		3:00 PM
6.	Photography	Mr. Pavan	3.00

Place: Doddaballapur

Date: 08-06-2023

Chief Coordinator

Copy to:-

The Vice Chairman, RLJGI

The CEO, RLJGI ii.

iii. Director - HRD

Director - Admin., & R&D iv.

Vice Principal V.

All the HoDs to circulate among the staff

vii. Placement Officer, Librarian, Student Welfare Officer & PED

viii. Admission Incharge

All Superintendents (Office, Accounts, Exam)

Hostel Wardens (Boys & Girls Hostel)

PA to Principal xi.

xii. o/c

Principal PRINCIPAL

R.L. JALAPPA INSTITUTE OF TECHNOLOGY Kodigehalli, Doddahallapur - 561 203. Karnataka



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RLJIT/Alumni Association/Staff/Meet/03/2022-23

Date: 04/04/2023

#### CIRCULAR

It is hereby informed to all the Alumni Association Coordinators that meeting is scheduled on 05/04/2023 at 1:45PM.

#### Agenda:

- 1. To discuss about conducting "Sandesha: An Alumni series talk" on 8/4/2023.
- 2. Other issues.

Venue:

Conference Hall

Chief Coordinator

PRINCIPAL

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# PROCEEDINGS OF THE THIRD MEETING

Meeting Name:	Minutes of Alumni Association Meeting		
Date of Meeting:	5-4-2023(Wednesday)	Meeting Reference number:	RLJIT/2023/03
		Time:	1:45 P.M to 2:45PM
Meeting Facilitator:	Prof. Veena K Dept. of CS&E	Location:	Conference Hall

### 1. Meeting Agenda

1. To discuss about conducting "Sandesha: An Alumni series talk" on 8/4/2023

S.L	ttendees list Name	Designation	Present / Absent
.L	Prof. Veena K	Assistant Professor	Present
-	Prof. Lavanya Vaishnavi K A	Assistant Professor	Absent
2	Prof. Harish R S	Assistant Professor	Present
3.		Student	Present
4	Jefin James	Student	Present
5.	Pavan		Present
6.	Sunil B	Student	Tresent



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	2. Implementa	tion of Previous works complet Status of Implementation	Remarks
S.L	Agenda		Waiting for the
1.	Creation of Executive Committee members for the academic year 2022-23.	Created successfully.	approval
	Conducting Alumni Series talk.	Planned to conduct on 8/4/23, Saturday.	In Progress

3.	. Points discussed during the Meeting	Professor assigned to	Time
S.L	Points discussed	complete the Task	Stamp
	About arrangements of stage and technical	Student Coordinators	1:45 PM
	settings (projector, mike, computer etc.)	Prof. Lavanya Vaishnavi	2:15 PM
2.	Program Coordinator	Prof. Harish R S	2:30 PM
3. 4.	Discipline Coordinator  About designing of formal documents (Invitation,	O. I. C. I.	2:40PM
	Poster Registration form, Feedback form etc.)	Prof. Veena K	2:50 PM
5. 6.	About Guest felicitation and hospitality Photography	Mr. Pavan	3:00 PM

Place: Doddaballapur

Date: 06-04-2023

Chief Coordinator

Copy to:-

The Vice Chairman, RLJGI i.

The CEO, RLJGI ii.

Director - HRD iii.

Director - Admin., & R&D iv.

Vice Principal

All the HoDs to circulate among the staff

vii. Placement Officer, Librarian, Student Welfare Officer & PED V1.

viii. Admission Incharge

All Superintendents (Office, Accounts, Exam) ix.

Hostel Wardens (Boys & Girls Hostel)

PA to Principal xi.

xii. o/c

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RLJIT/Alumni Association/Staff/Meet/02/2022-23

Date: 10/03/2023

### CIRCULAR

It is hereby informed to all the Alumni Association Coordinators that meeting is scheduled on 13/03/2023 at 1:45PM.

#### Agenda:

- 1. To discuss about conducting alumni association activities.
- 2. Other issues.

Venue:

Conference Hall

Chief Coordinator

PRINCIPAL PRINCIPAL

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# PROCEEDINGS OF THE SECOND MEETING

Meeting Name:	Minutes of Alumni Association Meeting			
Date of Meeting:	13-3-2023(Monday)	Meeting Reference number:	RLJIT/2023/02	
	The state of the s	Time:	1:45 P.M to 2:15PM	
Meeting Facilitator:	Prof. Veena K Dept. of CS&E	Location:	Conference Hall	

### 1. Meeting Agenda

1. To discuss about progress in Alumni Association

2. A	ttendees list		Present / Absent
S.L	Name	Designation	
1	Prof. Veena K	Assistant Professor	Present
1.			Present
2.	Prof. Lavanya Vaishnavi K A		Present
3.	Prof. Harish	Assistant Professor	riescht



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100		status of Implementation	Remarks
S.L	Agenda	Status of Improme fully and the	In progress
1.	Creation of Google form link to Alumni database	Implemented Successfully and the task is completed.	m progress
	Conducting Alumni Series talk.	Collecting Alumni details	In progress

	. Points discussed during the Meeting	Professor assigned to	Time
S.L	Points discussed	complete the Task	Stamp
1.	Creation of Executive Committee Members for the Academic Year 2022-23.	To all the Coordinators	1:45 PM
2.	When to Conduct Alumni Series talk? It is decided to conduct 2 <sup>nd</sup> Saturday of every month either online through online or offline mode.	To all the Coordinators	2:15 PM

Place: Doddaballapur

Date: 16-03-2023

**Chief Coordinator** 

Copy to:-

The Vice Chairman, RLJGI

The CEO, RLJGI ii.

Director - HRD iii.

Director - Admin., & R&D iv.

Vice Principal

All the HoDs to circulate among the staff

Placement Officer, Librarian, Student Welfare Officer & PED vi.

viii. Admission Incharge

All Superintendents (Office, Accounts, Exam) ix.

Hostel Wardens (Boys & Girls Hostel)

PA to Principal xi.

xii. o/c

Principal PRINCIPAL R.L. JALAPPA INSTITUTE OF TECHNOLOGY

Korligehalli, Doddahallapur - 561 203. Karnataka



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RLJIT/Alumni Association/Staff/Meet/02/2021-22

Date: 22/05/2022

### **CIRCULAR**

It is hereby informed to all the Alumni Association Coordinators that meeting is scheduled on 23/05/2022 at 10:45AM.

#### Agenda:

- 1. To discuss about conducting Alumni talk on 27/05/2022
- 2. Other issues.

Venue:

Conference Hall

Chief Coordinator

PRINCIPAL

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# PROCEEDINGS OF THE FIRST MEETING

Meeting Name:	Minutes of Alumni Association Meeting		
Date of Meeting:	23-5-2022(Monday)	Meeting Reference number:	RLJIT/2022/01
		Time:	10:45 PM to 12:00PM
Meeting Facilitator:	Prof. Sunil Kumar K Dept. of ME	Location:	Conference Hall

### 1. Meeting Agenda

1. To discuss about conducting "Sandesha: An Alumni series talk" on 27/5/2022.

S.L	ttendees list Name	Designation	Present / Absent
1	Prof. Sunil Kumar K	Assistant Professor	Present
2.	Prof. Veena K	Assistant Professor	Present
3.	Prof. Madhuchandra	Assistant Professor	Present
4.	Prof. Manjunath B N	Assistant Professor	Present
	Jeffin	Student	Present
5.		Student	Present
6.	Prabodhana Chandan	Student	Present



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	2. Implementa	tion of Previous works comp	leted
S.L	Agenda	Status of Implementation	Remarks
1.	Conducting Alumni Series talk on 11/12/2021	Implemented	Completed

S.L	Points discussed during the Meeting Points discussed	Professor assigned to complete the Task	Time Stamp
1.	About arrangements of stage and technical settings (projector, mike, computer etc.)	Student Coordinators	10:45 AM
2	Program Coordinator	Prof. Madhuchandra	11:15 PM
2.	Discipline Coordinator	Prof. Manjunatha B N	11:30 PM
3.	Discipline Coordinator	1000 - 240 100 24 - 410 - 400 -	4.4.400).4
4.	About designing of formal documents (Invitation, Poster, Registration form, Feedback form etc.)	Jeffin	11:40PM
	Poster, Registration form, recuback form etc.)	Prabodhana	11:50 PM
5.	About Guest felicitation and hospitality		11:55 PM
6.	Photography	Chandan	11.33 11

Place: Doddaballapur

Date: 23-5-2022

Chief Coordinator

Copy to:-

The Vice Chairman, RLJGI

The CEO, RLJGI ii.

Director - HRD iii.

Director - Admin., & R&D iv.

Vice Principal

vi. All the HoDs to circulate among the staff

vii. Placement Officer, Librarian, Student Welfare Officer & PED

viii. Admission Incharge

ix. All Superintendents (Office, Accounts, Exam)

Hostel Wardens (Boys & Girls Hostel)

xi. PA to Principal

xii. o/c

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RLJIT/Alumni Association/Staff/Meet/02/2021-22

Date: 08/12/2021

### **CIRCULAR**

It is hereby informed to all the Alumni Association Coordinators that meeting is scheduled on 09/12/2021 at 10:45AM.

#### Agenda:

- 1. To discuss about conducting Alumni talk on 11/12/2021.
- 2. Other issues.

Venue:

Conference Hall

Chief Coordinator

PRINCIPAL

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## PROCEEDINGS OF THE SECOND MEETING

Meeting Name:	Minutes of Alumni Association Meeting		
Date of Meeting:	9-12-2021(Thursday)	Meeting Reference number:	RLJIT/2021/02
		Time:	10:45 PM to 12:00PM
Meeting Facilitator:	Prof. Sunil Kumar K Dept. of ME	Location:	Conference Hall

## 1. Meeting Agenda

1. To discuss about conducting "Sandesha: An Alumni series talk" on 11/12/2021.

S.L	ttendees list Name	Designation	Present / Absent
1.	Prof. Sunil Kumar K	Assistant Professor	Present
2.	Prof. Veena K	Assistant Professor	Present
3.	Prof. Madhuchandra	Assistant Professor	Present
4.	Prof. Manjunath B N	Assistant Professor	Present
5.	Anke Balakrishna	Student	Present
		Student	Present
6. 7.	Annapurna Das	Student	Present



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	2. Implementa	tion of Previous works comp	leted
		Status of Implementation	Remarks
S.L	Agenda		Completed
1.	Conducting Alumni Series talk on 13/11/2021	Implemented	

3 S.L	Points discussed during the Meeting Points discussed	Professor assigned to complete the Task	Time Stamp
1.	About arrangements of stage and technical		10:45 AM
	settings (projector, mike, computer etc.)	Prof. Madhuchandra	11:15 PM
2.	Program Coordinator Discipline Coordinator	Prof. Manjunatha B N	11:30 PM
3. 4.	About designing of formal documents (Invitation,		11:40PM
4.	Poster, Registration form, Feedback form etc.)	Admilasii D	11:50 PM
5.	About Guest felicitation and hospitality	Abhishek K Hiremath	11:55 PM
6.	Photography	Abhishek M R	

Place: Doddaballapur

Date: 9-12-2021

Chief Coordinator

Copy to:-

The Vice Chairman, RLJGI

The CEO, RLJGI ii.

Director - HRD iii.

Director - Admin., & R&D

Vice Principal v.

vi. All the HoDs to circulate among the staff

vii. Placement Officer, Librarian, Student Welfare Officer & PED

viii. Admission Incharge

All Superintendents (Office, Accounts, Exam)

Hostel Wardens (Boys & Girls Hostel)

xi. PA to Principal

xii. o/c

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RLJIT/Alumni Association/Staff/Meet/01/2020-21

Date: 10/11/2021

#### **CIRCULAR**

It is hereby informed to all the Alumni Association Coordinators that meeting is scheduled on 11/11/2021 at 10:45AM.

#### Agenda:

- 1. To discuss about conducting Alumni talk on 13/11/2021
- 2. Other issues.

Venue:

Conference Hall

Chief Coordinator

PRINCIPAL

R.L. JALAPPA INSTITUTE OF TECHNOLOGY, Kodigehalli, Doddaballapur - 561 203. Karnataka.



DODDABALLAPUR - 560123

Bengaluru (Rural), Karnataka, India Approved by AICTE, New Delhi | Affiliated to VTU, Belagavi

website: https://rljit.in | email: alumniassociation@rljit.in | Fax:080-27625380

Office of the Alumni Association, RLJIT

Email: alumniassociation@rljit.in Ph:080-27625381 Extn:202

### PROCEEDINGS OF THE FIRST MEETING

Meeting Name:	Minutes of Alumni Association Meeting		
Date of Meeting:	11-11-2021(Thursday)	Meeting Reference number:	RLJIT/2021/01
		Time:	10:45 PM to 12:00PM
Meeting Facilitator:	Prof. Sunil Kumar K Dept. of ME	Location:	Conference Hall

### 1. Meeting Agenda

1. To discuss about conducting "Sandesha: An Alumni series talk" on 13/11/2021.

2. Attendees list			
S.L	Name	Designation	Present / Absent
1.	Prof. Sunil Kumar K	Assistant Professor	Present
2.	Prof. Veena K	Assistant Professor	Present
3.	Prof. Madhuchandra	Assistant Professor	Present
4.	Prof. Manjunath B N	Assistant Professor	Present
5.	Anke Balakrishna	Student	Present
6.	Annapurna	Student	· Present
7	Annapurna Das	Student	Present



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	2. Implementa	tion of Previous works comp	leted
S.L 1.	Agenda Conducting Alumni Series talk on 30/1/2021	Status of Implementation Implemented	Remarks Completed

S.L	Points discussed during the Meeting Points discussed	Professor assigned to complete the Task	Time Stamp
1.	About arrangements of stage and technical	Student Coordinators	10:45 AM
	settings (projector, mike, computer etc.)	Prof. Madhuchandra	11:15 PM
2.	Program Coordinator	Prof. Manjunatha B N	11:30 PM
3.	Discipline Coordinator		14 (00) (
4.	About designing of formal documents (Invitation,	Abhilash D	11:40PM
	Poster, Registration form, Feedback form etc.)	Abhishek K Hiremath	11:50 PM
5.	About Guest felicitation and hospitality		11:55 PM
6.	Photography	Abhishek M R	11.55 1141

Place: Doddaballapur

Date: 13-11-2021

**Chief Coordinator** 

R.L. JALAPPA INSTITUTE OF TECHNOLOGY, Kodigehalli, Doddaballapur - 561 203. Karnataka.

#### Copy to:-

- The Vice Chairman, RLJGI
- The CEO, RLJGI
- iii. Director HRD
- iv. Director Admin., & R&D
- Vice Principal
- All the HoDs to circulate among the staff
- vii. Placement Officer, Librarian, Student Welfare Officer & PED
- viii. Admission Incharge
- All Superintendents (Office, Accounts, Exam)
- Hostel Wardens (Boys & Girls Hostel)
- PA to Principal xi.
- xii. o/c



# R. L. JALAPPA INSTITUTE OF TECHNOLOGY

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RLJIT/Alumni Association/Staff/Meet/04/2020-21

Date: 13/03/2021

#### CIRCULAR

It is hereby informed to all the Alumni Association Coordinators that meeting is scheduled on 13/03/2021 at 2:45PM.

#### Agenda:

- 1. To discuss about conducting Alumni talk on 14/03/2021
- 2. Other issues.

Venue:

Conference Hall

**Chief Coordinator** 

R.L. JALAPPA INSTITUTE OF TECHNOLOGY, Kodigehalli, Doddaballapur - 561 203. Karnataka.



DODDABALLAPUR - 560123 Bengaluru (Rural), Karnataka, India

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# PROCEEDINGS OF THE FOURTH MEETING

Meeting Name:	Minutes of Alumni Association Meeting		
Date of Meeting:	13-3-2021(Friday)	Meeting Reference number:	RLJIT/2020/04
		Time:	10:45 PM to 12:00PM
Meeting Facilitator:	Prof. Sunil Kumar K Dept. of ME	Location:	Conference Hall

### 1. Meeting Agenda

1. To discuss about conducting "Sandesha: An Alumni series talk" on 14/3/2021.

2. Attendees list S.L Name	Designation	Present / Absent
D CC IV	Assistant Professor	Present
2. Prof. Veena K	Assistant Professor	Present
	Assistant Professor	Present
- 0 W 1 W W	Assistant Professor	Present
	Student	Present
	Student	Present
6. Abhishek K Hiremath 7. Abhishek M R	Student	Present



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	2. Implementa	tion of Previous works comp	leted
S.L	Agenda	Status of Implementation	Remarks
l.	Conducting Alumni Series talk on 14/3/2020	Implemented	Completed

S.L	Points discussed during the Meeting Points discussed	Professor assigned to complete the Task	Time Stamp
1.	About arrangements of stage and technical settings (projector, mike, computer etc.)	Student Coordinators	10:45 AM
2	Program Coordinator	Prof. Madhuchandra	11:15 PM
2. 3.	Discipline Coordinator	Prof. Kamalamma K V	11:30 PM
4.	About designing of formal documents (Invitation, Poster, Registration form, Feedback form etc.)	Abhilash D	11:40PM
_	About Guest felicitation and hospitality	Abhishek K Hiremath	11:50 PM
5. 6.	Photography	Abhishek M R	11:55 PM

Place: Doddaballapur

Date: 5-8-2020

Chief Coordinator

Copy to:-

The Vice Chairman, RLJGI

The CEO, RLJGI ii.

iii. Director - HRD

iv. Director - Admin., & R&D

Vice Principal v.

vi. All the HoDs to circulate among the staff

vii. Placement Officer, Librarian, Student Welfare Officer & PED

viii. Admission Incharge

All Superintendents (Office, Accounts, Exam)

Hostel Wardens (Boys & Girls Hostel)

PA to Principal xi.

xii. o/c

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RLJIT/Alumni Association/Staff/Meet/03/2020-21

Date: 26/01/2021

#### CIRCULAR

It is hereby informed to all the Alumni Association Coordinators that meeting is scheduled on 28/01/2021 at 10:45AM.

#### Agenda:

- 1. To discuss about conducting Alumni talk on 30/01/2021.
- 2. Other issues.

Venue:

Conference Hall

**Chief Coordinator** 

R.L. JALAPPA INSTITUTE OF TECHNOLOGY,

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## PROCEEDINGS OF THE THIRD MEETING

Meeting Name: Minutes of Alumni Association		on Meeting	
Date of Meeting:	28-1-2021(Thursday)	Meeting Reference number:	RLJIT/2021/03
		Time:	10:45 PM to 12:00PM
Meeting Facilitator:	Prof. Sunil Kumar K Dept. of ME	Location:	Conference Hall

### 1. Meeting Agenda

1. To discuss about conducting "Sandesha: An Alumni series talk" on 30/1/2021.

S.L	ttendees list Name	Designation	Present / Absent
1	Prof. Sunil Kumar K	Assistant Professor	Present
2.	Prof. Veena K	Assistant Professor	Present
3.	Prof. Madhuchandra	Assistant Professor	Present
4.	Prof. Kamalamma K V	Assistant Professor	Present
5.	Abhilash D	Student	Present
6.	Abhishek K Hiremath	Student	Present
7.	Abhishek M R	Student	Present



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	2. Implement	tion of Previous works comp	Remarks
S.L	Agenda	Status of Implementation	
1	Conducting Alumni Series talk on	Implemented	Completed
1.	14/11/2020	1	

	Points discussed during the Meeting Points discussed	Professor assigned to complete the Task	Time Stamp
1.	About arrangements of stage and technical settings (projector, mike, computer etc.)	Student Coordinators	10:45 AM
	Program Coordinator	Prof. Madhuchandra	11:15 PM
2.		Prof. Kamalamma K V	11:30 PM
3.	Discipline Coordinator		
4.	About designing of formal documents (Invitation, Poster, Registration form, Feedback form etc.)	Abhilash D	11:40PM
	roster, Registration form, reduction	Abhishek K Hiremath	11:50 PM
5.	About Guest felicitation and hospitality Photography	Abhishek M R	11:55 PM

Place: Doddaballapur

Date: 28-01-2021

Chief Coordinator

R.L. JALAPPA INSTITUTE OF TECHNOLOGY, Kodigehalli, Doddaballapur - 561 203; Karnataka.

#### Copy to:-

- i. The Vice Chairman, RLJGI
- ii. The CEO, RLJGI
- iii. Director HRD
- iv. Director Admin., & R&D
- v. Vice Principal
- vi. All the HoDs to circulate among the staff
- vii. Placement Officer, Librarian, Student Welfare Officer & PED
- viii. Admission Incharge
- ix. All Superintendents (Office, Accounts, Exam)
- x. Hostel Wardens (Boys & Girls Hostel)
- xi. PA to Principal
- xii. o/c



### R. L. JALAPPA INSTITUTE OF TECHNOLOGY

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RLJIT/Alumni Association/Staff/Meet/02/2020-21

Date:11/11/2020

### **CIRCULAR**

It is hereby informed to all the Alumni Association Coordinators that meeting is scheduled on 11/11/2020 at 2:45PM.

#### Agenda:

- 1. To discuss about conducting Alumni talk on 14/11/2020
- 2. Other issues.

#### Venue:

Conference Hall

Chief Coordinator

PRINCIPAL

R.L. JALAPPA INSTITUTE OF TECHNOLOGY

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## PROCEEDINGS OF THE SECOND MEETING

Meeting Name:	Minutes of Alumni Association Meeting		
Date of Meeting:	11-11-2020(Wednesday)	Meeting Reference number:	RLJIT/2020/02
		Time:	1:45 P.M to 2:45PM
Meeting Facilitator:	Prof. Sunil Kumar K Dept. of ME	Location:	Conference Hall

### 1. Meeting Agenda

1. To discuss about conducting "Sandesha: An Alumni series talk" on 14/11/2020

S.L	Name	Designation	Present / Absent
1.	Prof. Sunil Kumar K	Assistant Professor	Present
2.	Prof. Veena K	Assistant Professor	Present
3.	Prof. Manjunath B N	Assistant Professor	Present
4.	Gangabhavani	Student	Present
5.	Jayanth	Student	Present
6.	Lahari	Student	Present



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		ion of Previous works comp	
S.L	Agenda	Status of Implementation	Remarks
1.	Conduction of Alumni Series talk on 8/8/2020	Implemented	Completed

S.L	Points discussed during the Meeting  Points discussed	Professor assigned to complete the Task	Time Stamp
1.	About arrangements of stage and technical settings (projector, mike, computer etc.)	Student Coordinators	1:45 PM
2.	Program Coordinator	Prof. Veena K	2:15 PM
3.	Discipline Coordinator	Prof. Manjunath B N	2:30 PM
4.	About designing of formal documents (Invitation, Poster, Registration form, Feedback form etc.)	Gangabhavani	2:40PM
5	About Guest felicitation and hospitality	Jayanth	2:50 PM
5. 6.	Photography	Lahari	3:00 PM

Place: Doddaballapur

Date: 11-11-2020

Chief Coordinator

Copy to:-

i. The Vice Chairman, RLJGI

ii. The CEO, RLJGI

iii. Director - HRD

iv. Director – Admin., & R&D

v. Vice Principal

vi. All the HoDs to circulate among the staff

vii. Placement Officer, Librarian, Student Welfare Officer & PED

viii. Admission Incharge

ix. All Superintendents (Office, Accounts, Exam)

x. Hostel Wardens (Boys & Girls Hostel)

xi. PA to Principal

xii. o/c

PRINCIPAL

R.L. JALAPPA INSTITUTE OF TECHNOLOGY,

Kodigehalli, Doddaballapur - 561 203. Karnataka.



### R. L. JALAPPA INSTITUTE OF TECHNOLOGY

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RLJIT/Alumni Association/Staff/Meet/01/2020-21

Date: 4/08/2020

#### **CIRCULAR**

It is hereby informed to all the Alumni Association Coordinators that meeting is scheduled on 05/08/2020 at 2:45PM.

#### Agenda:

- 1. To discuss about conducting Alumni talk on 08/08/2020
- 2. Other issues.

Venue:

Conference Hall

Chief Coordinator

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### PROCEEDINGS OF THE FIRST MEETING

Meeting Name: Minutes of Alumni Association Meeting			
Date of Meeting:	5-8-2020(Wednesday)	Meeting Reference number:	RLJIT/2020/01
		Time:	2:45 P.M to 3:45PM
Meeting Facilitator:	Prof. Sunil Kumar K Dept. of ME	Location:	Conference Hall

### 1. Meeting Agenda

1. To discuss about conducting "Sandesha: An Alumni series talk" on 8/8/2020

S.L	ttendees list Name	Designation	Present / Absent
1.	Prof. Sunil Kumar K	Assistant Professor	Present
2.	Prof. Veena K	Assistant Professor	Present
3.	Prof. Manjunath B N	Assistant Professor	Present
4.	Gangabhavani	Student	Present
5.	Jayanth	Student	Present
6.	Lahari	Student	. Present



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2. Implementation of Previous works completed			
S.L		Status of Implementation	Remarks
1.	Conduction of Alumni Series talk on 14/3/2020	Implemented	Completed

S.L	Points discussed during the Meeting  Points discussed	Professor assigned to complete the Task	Time Stamp
1.	About arrangements of stage and technical settings (projector, mike, computer etc.)	Student Coordinators	1:45 PM
2.	Program Coordinator	Prof. Veena K	2:15 PM
3.	Discipline Coordinator	Prof. Manjunath B N	2:30 PM
4.	About designing of formal documents (Invitation, Poster, Registration form, Feedback form etc.)	Gangabhavani	2:40PM
5.	About Guest felicitation and hospitality	Jayanth	2:50 PM
6.	Photography	Lahari	3:00 PM

Place: Doddaballapur

Date: 5-8-2020

Chief Coordinator

Copy to:-

i. The Vice Chairman, RLJGI

ii. The CEO, RLJGI

iii. Director - HRD

iv. Director - Admin., & R&D

v. Vice Principal

vi. All the HoDs to circulate among the staff

vii. Placement Officer, Librarian, Student Welfare Officer & PED

viii. Admission Incharge

ix. All Superintendents (Office, Accounts, Exam)

x. Hostel Wardens (Boys & Girls Hostel)

xi. PA to Principal

xii. o/c

PRINCIPAL

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RLJIT/Alumni Association/Staff/Meet/01/2018-19

# CIRCULAR

It is hereby informed to all the Alumni Association Coordinators that meeting is scheduled on 11/3/2020 at 1:45PM.

#### Agenda:

- 1. To discuss about conducting Alumni talk on 23/3/2019
- 2. Other issues.

Venue:

Conference Hall

Chief Coordinator

PRINCIPAL

Date: 11/03/2020

R.L. JALAPPA INSTITUTE OF TECHNOLOGY, Kodigehalli, Doddaballapur - 561 203, Karnatake,



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# PROCEEDINGS OF THE THIRD MEETING

Meeting Name:	Minutes of Alumni Association Meeting		
Date of Meeting:	11-3-2020(Wednesday)	Meeting Reference number:	RLJIT/2020/03
		Time:	1:45 P.M to 2:45PM
Meeting Facilitator:	Prof. Sunil Kumar K Dept. of ME	Location:	Conference Hall

# 1. Meeting Agenda

1. To discuss about conducting "Sandesha: An Alumni series talk" on 14/3/2020

	ttendees list	Designation	Present / Absent
S.L	Name		
1.	Prof. Sunil Kumar K	Assistant Professor	Present
2.	Prof. Veena K	Assistant Professor	Present
3.	Prof. Manjunath B N	Assistant Professor	Present
4.	Gangabhavani	Student	Present
5.	Jayanth	Student	. Present
6.	Lahari	Student	Present



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	2. Implementat	ion of Previous works comp	
S.L	115 CHUM	Status of Implementation	Remarks
1.	Conduction of Alumni Series talk on 9/11/19	Implemented	Completed

S.L	Points discussed during the Meeting  Points discussed	Professor assigned to complete the Task	Time Stamp
1.	About arrangements of stage and technical settings (projector, mike, computer etc.)	Student Coordinators	1:45 PM
2.	Program Coordinator	Prof. Veena K	2:15 PM
3.	Discipline Coordinator	Prof. Manjunath B N	2:30 PM
4.	About designing of formal documents (Invitation, Poster, Registration form, Feedback form etc.)	Gangabhavani	2:40PM
_	About Guest felicitation and hospitality	Jayanth	2:50 PM
5 6.	Photography	Lahari	3:00 PM

Place: Doddaballapur

Date: 11-03-2020

Chief Coordinator

R.L. JALAPPA INSTITUTE OF TECHNOLOGY, Kodigehalli, Doddaballapur - 561 203. Karnataka.

#### Copy to:-

- i. The Vice Chairman, RLJGI
- ii. The CEO, RLJGI
- iii. Director HRD
- iv. Director Admin., & R&D
- v. Vice Principal
- vi. All the HoDs to circulate among the staff
- vii. Placement Officer, Librarian, Student Welfare Officer & PED
- viii. Admission Incharge
- ix. All Superintendents (Office, Accounts, Exam)
- x. Hostel Wardens (Boys & Girls Hostel)
- xi. PA to Principal
- xii. o/c



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RLJIT/Alumni Association/Staff/Meet/02/2018-19

Date: 06/11/2019

### **CIRCULAR**

It is hereby informed to all the Alumni Association Coordinators that meeting is scheduled on 06/11/2019 at 10:45AM.

#### Agenda:

- 1. To discuss about conducting Alumni talk on 09/11/2019
- 2. Other issues.

Venue:

Conference Hall

Chief Coordinator

R.L. JALAPPA INSTITUTE OF TECHNOLOGY, Kodigehalli, Doddaballapur - 561 203. Karnataka.



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Email: alumniassociation@rljit.in Ph:080-27625381 Extn:202

### PROCEEDINGS OF THE SECOND MEETING

Meeting Name:	Minutes of Alumni Association Meeting		
Date of Meeting:	ate of Meeting: 6-11-2019(Wednesday)		RLJIT/2019/02
		Time:	10:45 PM to 12:00PM
Meeting Facilitator:	Prof. Sunil Kumar K Dept. of ME	Location:	Conference Hall

# 1. Meeting Agenda

1. To discuss about conducting "Sandesha: An Alumni series talk" on 9/11/2019

2. A	2. Attendees list				
S.L	Name	Designation	Present / Absent		
1.	Prof. Veena K	Assistant Professor	Present		
2.	Prof. Madhuchandra	Assistant Professor	Present		
3.	Prof. Kamalamma K V	Assistant Professor	Present		
4.	Abhilash D	Student	Present		
5.	Abhishek K Hiremath	Student	Present		
6.	Abhishek M R	Student	Present		



**DODDABALLAPUR - 560123** 

Bengaluru (Rural), Karnataka, India

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44.5	2. Implementation of Previous works completed				
S.L	Agenda	Status of Implementation	Remarks		
1.	Conducting Alumni Series talk on 27/9/2019	Implemented	Completed		

S.L	Points discussed during the Meeting Points discussed	Professor assigned to complete the Task	Time Stamp
1.	About arrangements of stage and technical settings (projector, mike, computer etc.)	Student Coordinators	10:45 AM
2.	Program Coordinator	Prof. Madhuchandra	11:15 PM
3.	Discipline Coordinator	Prof. Kamalamma K V	11:30 PM
4.	About designing of formal documents (Invitation, Poster, Registration form, Feedback form etc.)	Abhilash D	11:40PM
5.	About Guest felicitation and hospitality	Abhishek K Hiremath	11:50 PM
6.	Photography	Abhishek M R	11:55 PM

Place: Doddaballapur

Date: 6-11-2019

Chief Coordinator

PRINCIPAL

R.L. JALAPPA INSTITUTE OF TECHNOLOGY, Kodigehalli, Doddaballapur - 561 203. Karnataka.

#### Copy to:-

- i. The Vice Chairman, RLJGI
- ii. The CEO, RLJGI
- iii. Director HRD
- iv. Director Admin., & R&D
- v. Vice Principal
- vi. All the HoDs to circulate among the staff
- vii. Placement Officer, Librarian, Student Welfare Officer & PED
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- xi. PA to Principal
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RLJIT/Alumni Association/Staff/Meet/01/2019-20

Date: 24/09/2019

#### **CIRCULAR**

It is hereby informed to all the Alumni Association Coordinators that meeting is scheduled on 25/9/2019 at 1:45PM.

#### Agenda:

- 1. To discuss about conducting Alumni talk on 27/9/2019
- 2. Other issues.

Venue:

Conference Hall

Chief Coordinator

PRINCIPAL

R.L. JALAPPA INSTITUTE OF TECHNOLOGY, Kodigehalli, Doddaballapur - 561 203. Karinasaka.



DODDABALLAPUR - 560123

Bengaluru (Rural), Karnataka, India Approved by AICTE, New Delhi | Affiliated to VTU, Belagavi website: https://rljit.in | email: alumniassociation@rljit.in | Fax:080-27625380 Office of the Alumni Association, RLJIT Email: alumniassociation@rljit.in Ph:080-27625381 Extn:202

# PROCEEDINGS OF THE FIRST MEETING

Meeting Name:	Minutes of Alumni Association Meeting		
Date of Meeting:	25-9-2019(Thursday)	Meeting Reference number:	RLJIT/2019/01
		Time:	10:45 PM to 12:00PM
Meeting Facilitator:	Prof. Sunil Kumar K Dept. of ME	Location:	Conference Hall

# 1. Meeting Agenda

1., To discuss about conducting "Sandesha: An Alumni series talk" on 27/9/2019

2. A	2. Attendees list			
S.L	Name	Designation	Present / Absent	
1.	Prof. Veena K	Assistant Professor	Present	
2.	Prof. Madhuchandra	Assistant Professor	Present	
3.	Prof. Kamalamma K V	Assistant Professor	Present	
4.	Abhilash D	Student	Present	
5.	Abhishek K Hiremath	Student	Present	
6.	Abhishek M R	Student	Present	



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2. Implementation of Previous works completed				
S.L	Agenda	Status of Implementation	Remarks	
1.	Conducting Alumni Series talk on 27/4/2019	Implemented	Completed	

S.L	Points discussed	Professor assigned to complete the Task	Time Stamp
1.	About arrangements of stage and technical settings (projector, mike, computer etc.)	Student Coordinators	10:45 AM
2.	Program Coordinator	Prof. Manjesh	11:15 PM
3.	Discipline Coordinator	Prof. Sukruth Gowda	11:30 PM
4.	About designing of formal documents (Invitation, Poster, Registration form, Feedback form etc.)	Jhansi Priya	11:40PM
5.	About Guest felicitation and hospitality	Bhoomika K R Shastry	11:50 PM
6.	Photography	Biswajeet Das	11:55 PM

Place: Doddaballapur

Date: 25-09-2019

Chief Coordinator

R.L. JALAPPA INSTITUTE OF TECHNOLOGY, Kodigehalli, Doddaballapur - 561 203. Kariadaka.

Copy to:-

i. The Vice Chairman, RLJGI

ii. The CEO, RLJGI

iii. Director - HRD

iv. Director - Admin., & R&D

v. Vice Principal

vi. All the HoDs to circulate among the staff

vii. Placement Officer, Librarian, Student Welfare Officer & PED

viii. Admission Incharge

ix. All Superintendents (Office, Accounts, Exam)

x. Hostel Wardens (Boys & Girls Hostel)

xi. PA to Principal

xii. o/c



# R. L. JALAPPA INSTITUTE OF TECHNOLOGY

(Affiliated to VTU, Belagavi & Recognized by AICTE, New Delhi). Kodigehalli, Doddaballapur-561203, Bangalore Rural District.

RLJIT/Alumni Association/Staff/Meet/02/2018-19

Date: 21/04/2019

#### **CIRCULAR**

It is hereby informed to all the Alumni Association Coordinators that meeting is scheduled on 24/4/2019 at 1:45PM.

### Agenda:

- 1. To discuss about conducting Alumni talk on 27/4/2019
- 2. Other issues.

Venue:

Conference Hall

Chief Coordinator

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Fax:080-27625380

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### PROCEEDINGS OF THE SECOND MEETING

Meeting Name:	Minutes of Alumni Association Meeting		
Date of Meeting:	24-4-2019(Wednesday)	Meeting RLJIT/2019/02 Reference number:	
The Mary Control of the Control of t		Time:	1:45 P.M to 2:45PM
Meeting Facilitator:	Prof. Sunil Kumar K Dept. of ME	Location:	Conference Hall

# 1. Meeting Agenda

1. To discuss about conducting "Sandesha: An Alumni series talk" on 27/4/2019

2. A	2. Attendees list				
S.L	Name	Designation	Present / Absent		
1.	Prof. Veena K	Assistant Professor	Present		
2.	Prof. Madhuchandra	Assistant Professor	Present		
3.	Prof. Kamalamma K V	Assistant Professor	Present		
4.	Abhilash D	Student	Present		
5.	Abhishek K Hiremath	Student	Present		
6.	Abhishek M R	Student	Present		



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	2. Implementa	tion of Previous works comp	leted
S.L	Agenda	Status of Implementation	Remarks
1.	Conducting Alumni Series talk on 23/3/2019	Implemented	Completed

S.L	Points discussed during the Meeting  Points discussed	Professor assigned to	Time
		complete the Task	Stamp
1.	About arrangements of stage and technical settings (projector, mike, computer etc.)	Student Coordinators	1:45 PM
2.	Program Coordinator	Prof. Manjesh	2:15 PM
3.	Discipline Coordinator	Prof. Sukruth Gowda	2:30 PM
4.	About designing of formal documents (Invitation, Poster, Registration form, Feedback form etc.)	Jhansi Priya	2:40PM
5.	About Guest felicitation and hospitality	Bhoomika K R Shastry	2:50 PM
6.	Photography	Biswajeet Das	3:00 PM

Place: Doddaballapur

Date: 24-04-2019

Chief Coordinator

Principal

Copy to:-

i. The Vice Chairman, RLJGI

ii. The CEO, RLJGI

iii. Director – HRD

iv. Director - Admin., & R&D

v. Vice Principal

vi. All the HoDs to circulate among the staff

vii. Placement Officer, Librarian, Student Welfare Officer & PED

viii. Admission Incharge

ix. All Superintendents (Office, Accounts, Exam)

x. Hostel Wardens (Boys & Girls Hostel)

xi. PA to Principal

xii. o/c

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RLJIT/Alumni Association/Staff/Meet/01/2018-19

Date: 19/03/2019

### **CIRCULAR**

It is hereby informed to all the Alumni Association Coordinators that meeting is scheduled on 20/3/2019 at 1:45PM.

#### Agenda:

- 1. To discuss about conducting Alumni talk on 23/3/2019
- 2. Other issues.

Venue:

Conference Hall

Chief Coordinator

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### PROCEEDINGS OF THE FIRST MEETING

Meeting Name:	Minutes of Alumni Association Meeting		
Date of Meeting:	20-3-2019(Wednesday)	Meeting Reference number:	RLJIT/2019/01
		Time:	1:45 P.M to 2:45PM
<b>Meeting Facilitator:</b>	Prof. Sunil Kumar K Dept. of ME	Location:	Conference Hall

### 1. Meeting Agenda

1. To discuss about conducting "Sandesha: An Alumni series talk" on 23/3/2019

2. Attendees list				
S.L	Name	Designation	Present / Absent	
1.	Prof. Veena K	Assistant Professor	Present	
2.	Prof. Manjesh	Assistant Professor	Absent	
3.	Prof. Sukruth Gowda	Assistant Professor	Present	
4.	Akhund Arshiya Sultana	Student	Present	
5.	Amrutha G B	Student	Present	
6.	Anil kumar K R	Student	Present	



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2. Implementation of Previous works completed				
S.L	Agenda	Status of Implementation	Remarks	
1.	Conduction of Alumni series talk on 27/10/18	Implemented	Completed	

S.L	Points discussed	Professor assigned to complete the Task	Time Stamp
1.	About arrangements of stage and technical settings (projector, mike, computer etc.)		1:45 PM
2.	Program Coordinator	Prof. Manjesh	2:15 PM
3.	Discipline Coordinator	Prof. Sukruth Gowda	2:30 PM
4.	About designing of formal documents (Invitation, Poster, Registration form, Feedback form etc.)	Jhansi Priya	2:40PM
5.	About Guest felicitation and hospitality	Bhoomika K R Shastry	2:50 PM
6.	Photography	Biswajeet Das	3:00 PM

Chief Coordinator

Place: Doddaballapur

Date: 20-03-2019

Copy to:-

The Vice Chairman, RLJGI

The CEO, RLJGI ii.

iii. Director - HRD

Director - Admin., & R&D iv.

Vice Principal V.

vi. All the HoDs to circulate among the Stati vii. Placement Officer, Librarian, Student Welfare Officer & PED

viii. Admission Incharge

All Superintendents (Office, Accounts, Exam) ix.

X. Hostel Wardens (Boys & Girls Hostel)

PA to Principal xi.

xii. o/c

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RLJIT/Alumni Association/Staff/Meet/02/2018-19

# Date: 22/10/2018

#### CIRCULAR

It is hereby informed to all the Alumni Association Coordinators that meeting is scheduled on 23/10/2018 at 1:45PM.

#### Agenda:

- 1. To discuss about conducting Alumni talk on 27/10/2018
- 2. Other issues.

Venue:

Conference Hall

Chief Coordinator

PRINCIPAL

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# PROCEEDINGS OF THE FIRST MEETING

Meeting Name:	Minutes of Alumni Association Meeting		
Date of Meeting:	23-10-2018(Tuesday)	Meeting Reference number:	RLJIT/2018/02
		Time:	1:45 P.M to 2:45PM
Meeting Facilitator:	Prof. Sunil Kumar K Dept. of ME	Location:	Conference Hall

### 1. Meeting Agenda

1. To discuss about conducting "Sandesha: An Alumni series talk" on 27/10/2018

2. A	2. Attendees list				
S.L	Name	Designation	Present / Absent		
1.	Prof. Sunil Kumar K	Assistant Professor	Present		
2.	Prof. Veena K	Assistant Professor	Absent		
3.	Prof. Manjunath B N	Assistant Professor	Present		
4.	Kaushik Ghosh	Student	Present		
5.	Kavana S T	Student	Present		
6.	Kiran B S	Student	Present		



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	2. Implementat	ion of Previous works comp	leteu
S.L	Agenda	Status of Implementation	Remarks
1.	Conduction of Alumni Series talk on 27/8/2018	Implemented	Completed

3	3. Points discussed during the Meeting				
S.L	Points discussed	Professor assigned to complete the Task	Time Stamp		
1.	About arrangements of stage and technical settings (projector, mike, computer etc.)	Student Coordinators	1:45 PM		
2.	Program Coordinator	Prof. Veena K	2:15 PM		
3.	Discipline Coordinator	Prof. Manjunath B N	2:30 PM		
4.	About designing of formal documents (Invitation, Poster, Registration form, Feedback form etc.)	Kaushik Ghosh	2:40PM		
5.	About Guest felicitation and hospitality	Kavana S T	2:50 PM		
6.	Photography	Kiran B S	3:00 PM		

Place: Doddaballapur

Date: 23-10-2018

Chi<del>ef Coordinator</del>

#### Copy to:-

- i. The Vice Chairman, RLJGI
- ii. The CEO, RLJGI
- iii. Director HRD
- iv. Director Admin., & R&D
- v. Vice Principal
- vi. All the HoDs to circulate among the staff
- vii. Placement Officer, Librarian, Student Welfare Officer & PED
- viii. Admission Incharge
- ix. All Superintendents (Office, Accounts, Exam)
- x. Hostel Wardens (Boys & Girls Hostel)
- xi. PA to Principal
- xii. o/c

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RLJIT/Alumni Association/Staff/Meet/01/2018-19

#### , No.

Date: 25/08/2018

#### CIRCULAR

It is hereby informed to all the Alumni Association Coordinators that meeting is scheduled on 27/8/2018 at 1:45PM.

#### Agenda:

- 1. To discuss about conducting Alumni talk on 30/8/2018
- 2. Other issues.

Venue:

Conference Hall

Chief Coordinator

PRINCIPAL

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Office of the Alumni

### PROCEEDINGS OF THE FIRST MEETING

Meeting Name: Minutes of Alumni Association Meeting				
Date of Meeting:	27-8-2018(Monday)	Meeting Reference number:	RLJIT/2018/01	
	100 100 100 100 100 100 100 100 100 100	Time:	1:45 P.M to 2:45PM	
Meeting Facilitator:	Prof. Sunil Kumar K Dept. of ME	Location:	Conference Hall	

# 1. Meeting Agenda

1. To discuss about conducting "Sandesha: An Alumni series talk" on 30/8/2018

2. Attendees list				
S.L	Name	Designation	Present / Absent	
1.	Prof. Sunil Kumar K	Assistant Professor	Present	
2.	Prof. Veena K	Assistant Professor	Absent	
3.	Prof. Manjunath B N	Assistant Professor	Present	
4.	Kaushik Ghosh	Student	Present	
5.	Kavana S T	Student	Present	
6.	Kiran B S	Student	Present	



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	2. Ir	nplementation of Previous works comp	leted
S.L	Agenda	Status of Implementation	Remarks
1.			

3. Points discussed during the Meeting				
S.L	Points discussed	Professor assigned to complete the Task	Time Stamp	
1.	About arrangements of stage and technical settings (projector, mike, computer etc.)	Student Coordinators	1:45 PM	
2.	Program Coordinator	Prof. Veena K	2:15 PM	
3.	Discipline Coordinator	Prof. Manjunath B N	2:30 PM	
4.	About designing of formal documents (Invitation, Poster, Registration form, Feedback form etc.)	Kaushik Ghosh	2:40PM	
5.	About Guest felicitation and hospitality	Kavana S T	2:50 PM	
6.	Photography	Kiran B S	3:00 PM	

Place: Doddaballapur

Date: 27-08-2018

Chief Coordinator

R.L. JALAPPA INSTITUTE OF TECHNOLOGY, Kodigehalli, Doddaballapur - 561 203. Karnataka.

#### Copy to:-

- i. The Vice Chairman, RLJGI
- ii. The CEO, RLJGI
- iii. Director HRD
- iv. Director Admin., & R&D
- v. Vice Principal
- vi. All the HoDs to circulate among the staff
- vii. Placement Officer, Librarian, Student Welfare Officer & PED
- viii. Admission Incharge
- ix. All Superintendents (Office, Accounts, Exam)
- x. Hostel Wardens (Boys & Girls Hostel)
- xi. PA to Principal
- xii. o/c