



**NATIONAL INSTITUTE OF TECHNOLOGY ROURKELA  
ALUMNI ASSOCIATION  
PUNE CHAPTER**

**Minutes of Executive Committee meeting held on 5<sup>th</sup> Nov**

**Attendees:**

OFFICE	NAME	BATCH
Chairman	B.K. Pipariya	1974
Treasurer	Asish Kumar Sahoo	2010
Chapter Secretary	Leo Paulose	2012
Joint Secretary	Ratan Kumar Mohapatra	1986
Member	Nitika Gupta	1997
Invitee	Surendra Tripathy	1993

**Planned discussion points (agreed via mail circulated one week before the meeting):**

1. Update on renewals
2. Discussion regarding upcoming annual get-together
3. Updates from NITRAA HQ (including details of NITRAA Annual Day)
4. Discussion regarding website
5. Discussion regarding career counseling session

**Summary of discussion during meeting:**

1. Detailed discussion around agenda of NITRAA Pune annual get-together
2. The renewals are in progress. 49 more members to confirm on their renewals status. Personal remaining calls to be completed in one week
3. Team was briefed on the new updates in NITRAA HQ and the plans of the NITRAA Annual Day
4. External speaker pool option to be evaluated for upcoming gatherings. They can speak on topics on common interest
5. Merchandise creation option to be explored. This will help create brand traction
6. Newsletter option to be explored. Two editions a year to start with

**Actionables:**

ITEM	FOCAL	ETA
Draft and review with EC the final agenda for the annual get together	Leo	9-Nov
Circulate the agenda, venue details and driving instructions to the general body	Leo	10-Nov
Send mail to all confirmed participants asking for: <ul style="list-style-type: none"><li>• Video message (best moment at NITR + why you're coming)</li><li>• Family pic</li></ul>	Leo	9-Nov
Create posters for: <ul style="list-style-type: none"><li>• Agenda</li><li>• Individual agenda items</li><li>• Video message from alumni</li><li>• Potential sponsorship</li></ul>	Leo	14-Nov
Hardware focals for annual get-together: <ul style="list-style-type: none"><li>• Projector: Ratan</li><li>• Guitar : Asish, Nitin</li></ul>	Multiple	
Check with NITRAA HQ to release funds for general body meeting and EC meeting	Leo	9-Nov

For any further queries around the EC meeting, please feel free to reach out to the Chapter Secretary Leo Paulose ([leopaulose@gmail.com](mailto:leopaulose@gmail.com) ; +91-9673135083)