



# Global Alumni Association of Bengal Engineering & Science University, Shibpur

Seeks to reach, serve and engage all its alumni to foster a lifelong intellectual and emotional connection between the Alma Mater and its graduates.

## MINUTES OF MEETING

### Topic of the Meeting

Preparations for Inaugural Alumni Day 2014 (4<sup>th</sup> Meeting on this subject)

### Venue of the Meeting

B E College Ex-Student's Club, CK - 14, 2nd Avenue Rd, Sector II, Bidhannagar, Kolkata, West Bengal 700091, Mob: +91-93318 23840

### List of Attendees

Sl #	Name	Batch	Department
01	Koustav Biswas	2000	ME
02	Amitabha Datta	1974	CE
03	Debendra Narayan Chattopadhyaya	1974	CE
04	Achyut Ghosh	1961	ME
05	Biplab Mukhopadhyay	1967	EE
06	Tapas Chandra Basu	1970	CE
07	Sanat Kumar Ghosh	1964	CE
08	Arun Deb	1957	CE
09	Barun Kumar Basak	1971	ME
10	Syama Prasad Datta	1967	CE
11	Pratik Datta	1990	MIN
12	Sampa Pramanik	1990	EE
13	Partha Pratim Roy	1997	CE
14	Dibakar Ghosh	1968	CE
15	Mukulesh Debnath	1995	CE
16	Mohan Murari Mallick	1968	CE
17	Dipak Dipti Ray	1968	CE
18	Aloke K. Chowdhury	1967	CE



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### Tentative Agenda

1. Identification of Sub Committees (review functions and amend the list - if required)
2. Identification / nomination of Lead Persons for each sub committees
3. Arrangements for all necessary booking with the Institute Authorities
4. Forming strategy for continuing publicity, FB, Media, Flex Banners etc
5. Listing of Alumni Associations / Groups and identifying their lead person
6. Framing up Invitation Cards / Donation Collection receipts,
7. Forming Editorial group for Souvenir & preparing Brochures and Call letters for advertisements
8. Finalization / selection of Mementos
9. Payment Gateways (online / offline).
10. Menu, Decoration, Stall (rough sketch)
11. Identification of Major Sponsors
12. Any Other Business

### Invitation, Participation and

We were able to finalise the meeting on 11<sup>th</sup> October (just 5 days in advance). Invitation of this meeting was circulated through Email Groups, Personalised Emails, Facebook Page, Facebook Groups, SMS and Calls. Around 15 people joined which is maximum compared to three previous meetings.

### Minutes of the Meeting

The meeting was chaired by Co-Chairperson Amitabha Datta ('74CE). The agenda points were discussed in presence of Sub Committee members as under:

#### Identification of Sub Committees (review functions and amend the list)

It was decided that three sub-committees will work as decided earlier. No new sub-committees are required formally. However members and several willing non-members will share responsibilities based on their availability under the guidance of Steering Committee.



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### Identification / nomination of Lead Persons for each sub committees

It was decided that Steering Committee will remain unchanged. For sub-committees after some addition, alternation and deletion, final list will be as follows:

#### 1. Steering Committee (SC):

- a. Arya Sengupta (66ME) – Co-Chairperson
- b. Amitabha Datta (74CE) – Co-Chairperson
- c. Syama Prasad Datta, (67CE)
- d. Shyamal Mitra, (67CE)

#### 2A. Publicity & Publication Sub Committee (PPSC)

- a. Swapan Saha (88EE), USA, Chairperson
- b. Partha Pratim Roy (97CE), India – Convener
- c. Indranath Sinha (82MIN), India – Member
- d. Debargha Sengupta (98ARCH), India – Member
- e. Sanat Kumar Ghosh (64CE) India – 9883381101
- f. Tapas Moulik (89ME), India

#### 2B. Program & Event Management Sub Committee (PEMSC)

- a. Subhasish Majumder (80ME), India - Chairperson
- b. Kaustav Biswas (00ME), India - Convener
- c. Shankha Kar Bhowmick (97MIN), India – Member
- d. Rajdeep Dutta (88EE), UAE – Member
- e. Mukulesh Debnath (95CE) – Member
- f. Somnath Sinha Roy (87ARCH) – Member
- g. Prosenjit Chakraborty (87EE) - Member

#### 2C. Finance & Resource Mobilization Sub Committee (FRMSC)

- a. Pratik Datta (90MIN) - Chairperson
- b. Biman Ghosh (81MET), USA - Member
- c. Tapas Das (78CE), Canada – Member
- d. Susobhan Ghosh (69CE), USA – Member
- e. Asim Deb (77ETC), India – Member

### Arrangements for all necessary booking with the Institute Authorities

- o We need to finalise the booking of Netaji Bhawan, Lords Ground, Institute Hall and Alumni Guest House at the earliest.



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- o Preliminary booking of Alumni Guest House was done in the Name of Partha Pratim Roy (97CE). However later Caretaker informed the booking couldn't be confirmed due to other programs by IEST.
- o Pratik Datta (90MIN) will take care of the booking at the earliest.

### Forming strategy for continuing publicity, FB, Media, Flex Banners etc

Activities in Facebook, Email and in other forms will continue in full swing. We need to print some Flex/Banner. Following event logo is designed for Facebook. However we may work out a better alternative if possible.



Also the following header used for the first invitation letter, needs to be take care of (design, resolution and text):



Global Alumni Association of  
Bengal Engineering and Science University,  
Shibpur



### Listing of Alumni Associations / Groups and identifying their lead person

This will be done with the help of Swapan Saha (88EE), Biman Ghosh (81MET) and GAABESU office.

### Framing up Invitation Cards / Donation Collection receipts

- o We need to identify some willing volunteers among the Alumni and Present Students to work on these at the earliest. It needs to be finalised by the end of October, 2014.
- o Finance & Resource Mobilization Sub Committee will bear the responsibility.



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### Forming Editorial group for Souvenir & preparing Brochures and Call letters for advertisements

- Will be shared among Subhasish Majumder (80ME), Swapan Saha (88EE), Partha Pratim Roy (97CE) and Kaustav Biswas (00ME).
- Anyone and everyone can join and share the responsibility.

### Finalization / selection of Mementos

- Several options were discussed like Tee-Shirts, Hats, Coffee Mug etc. Considering logistic and other factors for the first year, we decided to settle for a generic Hat or Coffee Mug or something similar with a budget of ₹120/- per piece.



- Mementos will be given to all participants. However if the cost goes up then there will be one memento for each Alumni Family.

### Payment Gateways (online / offline)

- During next meeting we will identify a team from present students and local alumni to go for collections in different offices. Same module will be followed in different Cities through some key contacts whom we will send Printed Donation Receipt.
- Anyone can use online Gateway like SBI Online, Existing NEFT Transfer or Standard Cheque or Money Transfer. All options will be circulated via email and online forums.

### Menu, Decoration, Stall (rough sketch)

- This was decided to be discussed later.
- PEMSC (Program & Event Management Sub Committee) will take care of it alongwith the SC (Steering Committee).

### Identification of Major Sponsors

- This was also decided to be discussed later.



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#### Any Other Business

##### Estimated Budget:

Considering 250 registered Alumni will register (@ ₹1,000/-) alongwith 200 family members (@ ₹500/-) and 50 additional heads (present students, Alumni Family, Staffs etc.), we prepared the following estimates:

Collection from Subscription = $250 * ₹ 1,000 + 200 * ₹ 500$	+ ₹ 3,50,000/-
Expense for Booking of Alumni House, I. Hall, Pandal, Chair, Decorations	- ₹ 1,05,000/-
Cost for Food (Tea/ Coffee, Snacks, Break Fast and Lunch)	- ₹ 2,50,000/-
Cost for Memento, Gifts for Retired Professors / Distinguished Guests	- ₹ 1,00,000/-
Printing of Souvenirs, Invitation and Inventories	- ₹ 75,000/-
Other Incidental Expenses including Car Bookings	- ₹ 50,000/-
Total Deficit or Surplus (±)	- ₹ 2,30,000/-

Hence, we need to target at least ₹ 4,00,000 from Advertisement and Sponsorship to meet all expenses and create a reasonable corpus for future.

##### Other Items:

- For inauguration our first choice will be our Director, Prof. Ajoy Roy (74ETC). Additionally we shall also try for Prof. Sankar Sen and Mr. Budhadeb Dasgupta.
- Depending upon registration we will have a pandal covering Lords Ground partially adjacent to Netaji Bhawan.
- All Head of the Departments and Hostel Supers will be informed in advance so that Alumni can visit their Place of Study and Place of Stay.
- There was a proposal to invite present students to conduct a cultural program of at least one hour on that evening from 5:00 PM onwards. This it to being the flavour of Culture of Present Campus Life to the Alumni and their Families. However this depends upon willingness of the Present Students and Budget (for Food Packets).
- A follow up meeting is planned on 1<sup>st</sup> November, 2014 just after or before the EC meeting including the willing present students at GAABESU office.