



MALLA REDDY INSTITUTE OF DENTAL SCIENCES

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Recognized by Dental Council of India, New Delhi, Ministry of Health & Family Welfare Govt. of India.
Affiliated to Kaloji Narayana Rao University of Health Sciences, Warangal, Telangana.

MINUTES OF MEETING OF ALUMNI ASSOCIATION WITH MINUTES

2022-23



Navaneeth
Principal / Dean
Malla Reddy Institute of Dental Sciences

Suraram 'X' Roads, Quthbullapur, Hyderabad - 500 055.
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MRIDS/ALM/Circular/2022-23/02

Date: 02/02/2023

CIRCULAR

This is to inform all the faculty and alumni coordinators that the meeting has been scheduled on 06/02/2023 at 12.00pm to discuss the venue and food menu for the first alumni meet. The concerned faculty in charges and office bearers are informed to attend.

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Public Health Dentistry



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MINUTES OF MEETING

Meeting Title: Pre-Alumni Meet Planning

Date: 06/02/2023

Time: 12.00PM

Location: Council Hall

SNO	NAME OF THE ALUMNI/FACULTY	DESIGNATION	POSITION OF THE COMMITTEE	SIGNATURE
1	Dr B.Chittaranjan	Principal	Chairman	
2	Dr.Parappa Sajjan	Prof/Head	Coordinator	
3	Dr.Riyaz Basha shaik	Prof/Head	Coordinator	
4	Dr.Manasa	Prof/Head	Coordinator	
5	Dr. Anweshini	PG Student	President	
6	Dr. HarshaMudigonda	PG Student	Vice President	
7	Dr Zeeba	PG Student	Secretary	
8	Dr. Nandini	PG Student	Treasurer	
9	Dr. Rajesh	Prof/Head	Event Coordinator	
10	Dr. Harika	PG Student	Alumni Representative	
11	DrAnush	PG Student	Alumni Representative	
12	Dr. Phani	PG Student	Alumni Representative	

Agenda:

1. Introduction and Welcome
2. Review of Pre-Alumni Meet Goals
3. Discussion on Event Logistics
4. Allocation of Responsibilities
5. Budget Discussion
6. Next Steps and Adjournment



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Proceedings

1. The meeting commenced at the scheduled time with the President welcoming all attendees.
2. The Vice President provided an overview of the goals for the pre-alumni meet, emphasizing the importance of fostering connections among alumni and promoting engagement with the alma mater.
3. Event logistics, including venue selection, date, and schedule, were discussed. It was decided to hold the pre-alumni meet on [Insert Date] at venue. The Event Coordinator agreed to oversee the logistical arrangements.
4. Responsibilities were allocated as follows:
 - Treasurer: Handling budgeting and financial matters.
 - Secretary: Managing communications and correspondence.
 - PR Coordinator: Handling media relations and promotional activities.
 - Alumni Representatives: Engaging with alumni to encourage attendance and participation.
5. The Treasurer presented a proposed budget for the event, covering expenses such as venue rental, catering, marketing materials, and any miscellaneous costs. After discussion, the budget was approved with minor adjustments
6. Next steps were outlined, including the execution of assigned tasks, regular progress updates, and coordination among team members. The meeting was adjourned with a reminder to stay in touch via email for further discussions and updates.

Action Items

- Treasurer: Finalize budget and monitor expenses.
- Secretary: Establish registration system and maintain communication with attendees.
- Event Coordinator: Coordinate logistical arrangements and oversee event setup.
- Alumni Representatives: Engage with alumni and encourage participation




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MRIDS/ALM/Circular/2022-23/01

Date: 04/10/2022

CIRCULAR

The meeting has been scheduled to discuss the organization of the first alumni meet on 13/10/2022. All the faculty alumni and postgraduate alumni members are informed to attend.

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MINUTES OF MEETING

Meeting Agenda: Preparation for Forthcoming Alumni Meet

Date: 13/10/2022

Time: 10.30 am

Location: Council Hall

SNO	NAME OF THE ALUMNI/FACULTY	DESIGNATION	POSITION OF THE COMMITTEE	SIGNATURE
1	Dr B.Chittaranjan	Principal	Chairman	
2	Dr.Parappa Sajjan	Prof/Head	Coordinator	
3	Dr.Rajesh R	Prof	Coordinator	
4	Dr.Riyaz Basha shaik	Prof/Head	Coordinator	
5	Nandini komaravelli	Student	Alumni Member	
6	Vedavathi Garneti	Student	Alumni Member	
7	RahmanSufiyanur	Student	Alumni Member	

Agenda

1. Opening:

- The meeting commenced at council Hall with Chairperson Dr B Chittaranjan presiding.

2. Introduction:

Dr. Riyaz Basha provided an overview of the purpose of the meeting, which is to discuss and plan for the upcoming alumni meet.

3. Goals and Objectives:

- Dr. Rajesh, discussed the goals and objectives for the forthcoming alumni meet, including fostering networking among alumni, promoting engagement with the institution and celebrating achievements.

5. Event Planning:

- Discussed potential dates, venue options, and themes for the alumni meet.
- Assigned tasks to committee members for venue booking, catering arrangements, and event promotion.



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6. Program Agenda:
 - Brainstormed ideas for the program agenda, including guest, entertainment activities.
 - Agreed upon a tentative schedule for the event.
7. Communication Plan:
 - Outlined the communication plan for promoting the alumni meet, including email invitations, social media promotion, and outreach to alumni networks.
 - Assigned responsibilities for managing communication channels.
8. Registration and Logistics:
 - Discussed the registration process for attendees and logistics such as transportation
9. Volunteer Coordination:
 - Identified the need for volunteers to assist with event setup, registration, and coordination during the alumni meet.
10. Budget:
 - Reviewed the budget for the alumni meet, including expenses for venue rental, catering, promotional materials, and other logistical needs.
 - Discussed fundraising opportunities and sponsorship options to cover costs.
11. Next Steps
 - Assigned tasks to committee members and set deadlines for various aspects of event planning, promotion, and logistics.
12. Closing
 - The meeting concluded with President thanking all attendees for their participation and contributions.

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MINUTES OF MEETING OF ALUMNI ASSOCIATION WITH MINUTES

2018-19



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MRIDS/ALM/Circular/2018-19/01

Date: 04/09/2018

CIRCULAR

The meeting has been scheduled to discuss the alumni office bearers and registration of alumni body. All the faculties are informed to gather in the council Hall 06/09/2018 at 10.30 am

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Minutes of Meeting

Meeting Agenda: Forming Alumni Body

Date: 06/09/2018

Time: 10.30am

Location: Council Hall

SNO	NAME OF THE ALUMNI/FACULTY	DESIGNATION	POSITION OF THE COMMITTEE	SIGNATURE
1	Dr B.Chittaranjan	Principal	Chairman	
2	Parappa Sajjan	Prof/Head	Coordinator	
3	Riyaz Basha shaik	Reader	Coordinator	
4	Nandini komaravelli	Student	Alumni Member	
5	Vedavathi Garneti	Student	Alumni Member	
6	RahmanSufiyanur	Student	Alumni Member	

Agenda:

1. Opening:

The meeting commenced at council hall with Dr Chittaranjan presiding.

2. Introduction:

Dr Chittaranjan provided an overview of the purpose of the meeting, which is to discuss the formation of an alumni body for Malla Reddy Institute of Dental sciences

3. Discussion on the Need for an Alumni Body:

Attendees shared their perspectives on why establishing an alumni body is beneficial for both the institution/organization and its alumni.

4. Formation Process:

Discussed the process of forming the alumni body, including drafting a constitution/bylaws, electing office bearers, and establishing goals and objectives.

5. Constitution/Bylaws:

Agreed to form a committee to draft the constitution/ bylaws.

6. Roles and Responsibilities:

Outlined potential roles and responsibilities of office bearers, including President, vice President, Secretary, Treasurer, and Committee Members.



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7. Membership Criteria:

Discussed criteria for membership and agreed upon eligibility requirements for alumni to join the body.

8. Next Steps:

Assigned tasks to committee members and set deadlines for drafting the constitution/bylaws and establishing communication channels.

11. Closing

The meeting concluded with Chairperson thanking all attendees for their participation and Contributions.



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