

# NEW HORIZON EDUCATIONAL INSTITUTION

## ALUMNI ASSOCIATION

### Minutes of Meeting

Date: 10.09.2025

Time: 6:30 PM

Venue: Virtual

Meeting Link: <https://meet.google.com/gxo-gajk-pxe>

#### **Members Present:**

Dr. Anitha S Rai, Ms. Vasanthi S R (NHPS), Ms. Anjali V Chandergi (NHG), Ms. Suchitra Deviprasad (NHCM), Dr. Mamatha (NHCK), Ms. Aruna.

#### **Agenda:**

- 1. Mentor - Mentee Program**
- 2. Alumni Guest Register**

The meeting was initiated by Dr. Anitha S Rai, Director - Alumni Relations, who welcomed all NHEI Alumni teacher Coordinators, she introduced the agenda for the session, which focused on the Mentor – Mentee program.

#### **1. Mentor – Mentee Program**

- The program is designed to connect alumni mentors with current students (mentees), focusing on career development, skill transfer, professional networking, and personal growth.
- It will function as a structured platform where students can register and interact with alumni mentors.
- A poster will be created to inform students about the program, including step-by-step enrollment instructions.
- Upon submission, student registrations will be authenticated by admin to ensure eligibility.
- Authenticated students will access the mentorship platform and select a mentor via the alumni portal.
- Once matched, mentors and mentees can exchange questions, guidance, and insights on career and personal development.
- Admin will monitor all interactions to ensure smooth operations and address any concerns.

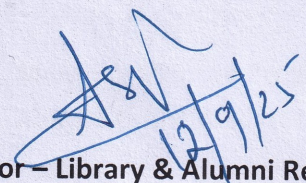


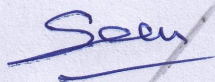
- Initially, the program will be implemented in NHCE, NHCM, NHCK, and NHPU campuses. Upon success, it will extend to NHG & NHPS schools.

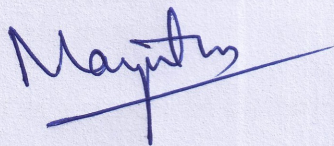
## 2. Alumni Guest Register

- The register will serve as a structured log of invited alumni participating in:
  - Mentor – Mentee Program
  - Guest Lectures
  - Other Alumni Events
- It will also collect valuable feedback, success stories, challenges, and suggestions to improve alumni engagement.
- The Alumni Guest Register will be implemented immediately for all alumni-related events.
- Only invited alumni will be recorded, ensuring the integrity of the data collected.

The meeting concluded with Dr. Anitha S Rai thanking all members for their active participation and encouraging everyone to contribute wholeheartedly toward the success of the Mentor – Mentee Program.

  
Director – Library & Alumni Relations







# NEW HORIZON EDUCATIONAL INSTITUTION

## ALUMNI ASSOCIATION

### Minutes of Meeting

Date: 21.05.2025

Time: 3:30 PM

Venue: Virtual

Meeting Link: <https://meet.google.com/wep-mpbt-jha>

**Presenter:** Ms. Khushi Mishra, Customer Success Manager, AlmaShines

#### **Members Present:**

Dr. Anitha S Rai, Ms. Vasanthi S R (NHPS), Ms. Anjali V Chandergi (NHG), Ms. Kampa Belliappa (NHCM), Dr. Mamatha (NHCK), Ms. Shilpa Mohan (NHPU), Mr. Govindaraj (MCA), Ms. Sindu Nandakumar (NHCK), Ms. Sreeja Anil (MCA),

#### **Meeting Proceedings:**

The meeting was initiated by **Dr. Anitha S Rai**, Director – Alumni Relations, who welcomed all NHEI Alumni Teacher Coordinators. She introduced the agenda for the session, which focused on the Mentorship Module.

#### **1. Overview of the Mentorship Module**

- Ms. Khushi Mishra gave a comprehensive introduction to the **NHEI Mentorship Module**, aimed at enhancing mentorship management and alumni engagement.
- Highlighted the concept of **Mentorship**—a quick-connect feature for immediate career guidance support.

#### **2. Demonstration of Module Features**

- **How to become a Mentor or Mentee**
- **Mentorship Workflow:**
  - Step 1 – Registration
  - Step 2 – Mentor Selection
  - Step 3 – Mentor Receives Request
  - Step 4 – Session Scheduling
  - Step 5 – Mentorship Session
  - Step 6 – Feedback Collection
- **Benefits of Becoming a Mentor**
- **Areas of Mentorship:**



- Job Search Strategy
- Career Guidance
- Academic Guidance
- Mock Interviews
- **Admin Dashboard Features:**
  - Analytics
  - Promote Mentorship
  - View Mentor List
  - View Mentee List
  - Session Tracking & Downloads

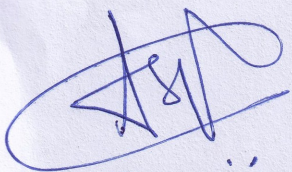
### 3. Q&A Session

- Addressed various **queries related to user roles and permissions** within the mentorship module.

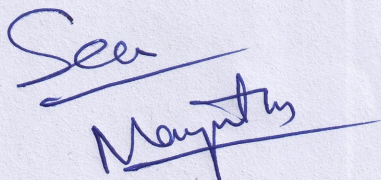
### 4. Upcoming Mentor-Mentee Program Campaign

- **Campaign Launch:** June 2025
  - Focus on promoting the program and initiating mentor/mentee registrations.
- **Program Go-Live:** September–October 2025
  - Platform will be operational for mentorship activities and feedback collection.
- **Next Steps:**
  - Based on user feedback and coordinator satisfaction, the initiative will be evaluated for full-scale implementation and subscription.

The meeting concluded with **Dr. Anitha S Rai** thanking all attendees for their active participation. She encouraged everyone to contribute wholeheartedly to make the Mentorship Program a resounding success.



**Director – Library & Alumni Relations**





# NEW HORIZON COLLEGE OF ENGINEERING

## ALUMNI ASSOCIATION

### Minutes of Meeting

Date: 16.01.2025

Time: 6:30 PM

Venue: Virtual

Meeting Link: <https://meet.google.com/zjz-adif-qwd>

#### Staff Members Present:

Dr. Anitha S Rai, Ms. Vasanthi S R (NHPS), Ms. Anjali V Chandergi (NHG), Ms. Kampa Belliappa (NHCM), Dr. Mamatha (NHCK)

The meeting commenced with Dr. Anitha S. Rai welcoming all the NHEI Alumni Coordinators. The agenda of the meeting and the discussions on the agenda are as follows:

#### Agenda

1. Alumni Activities
2. Poster Design
3. Alumni Meet
4. Webpage Update
5. Recognition of Alumni Achievements
6. Alumni Mentor-Mentee Program
7. Orientation Program for Final-Year Students on Alumni Portal & Activities
8. Alumni Activities for 2024 and Plans for 2025

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#### Discussions

##### 1. Alumni Activities

- Alumni coordinators were instructed to engage alumni in various activities such as:
  - Alumni Sports Meet
  - Hands-on Training Sessions
  - Mentor-Mentee Activities
  - Alumni Meet



- Social Activities
  - Alumni Motivational Talks
  - Career Guidance for Students
  - Workshops
- A minimum of four activities should be conducted annually, with one activity in each quarter.

## **2. Poster Design**

- The Director emphasized that alumni coordinators must include batch details in the posters for alumni talks. This will provide better context for the event and help attendees easily identify the involved cohort.

## **3. Conducting Alumni Meet**

- The Director advised organizing an Alumni Meet once every two years. Alumni coordinators are required to create and circulate a Google Form for the event at least three months in advance.

## **4. Webpage Update**

- Reports and photographs of alumni activities must be updated on the webpage regularly.

## **5. Recognition of Alumni Achievements**

- Alumni coordinators were directed to identify alumni who have excelled in professional accomplishments, community service, or leadership roles and nominate them for the Alumni Recognition Award.

## **6. Mentor-Mentee Program**

- Alumni coordinators were encouraged to conduct a Mentor-Mentee Program to benefit students. This program:
  - Provides students with guidance and career advice.
  - Helps develop professional skills.
  - Fosters professional growth.
  - Enables alumni to share valuable experiences and support mentees in navigating their careers.

## **7. Orientation Program for Final-Year Students on Alumni Portal & Activities**

- The Director instructed the alumni coordinators to conduct an orientation program for the outgoing batch of 2025. The program should:
  - Explain the purpose and importance of the Alumni Portal.
  - Demonstrate how it connects current students with the alumni network.



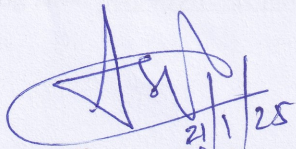
- Provide a step-by-step guide on how to log in and navigate through the portal.

#### 8. Alumni Activities for 2024 and Plans for 2025

- The Director requested all alumni coordinators to provide a summary of the alumni activities conducted in 2024. Additionally, they were asked to present their plans for the year 2025.

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At the end of the meeting, the Director thanked everyone for their time, active participation, and valuable inputs.



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**Director – Library & Alumni Relations**

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# NEW HORIZON EDUCATIONAL INSTITUTION

## ALUMNI ASSOCIATION

### Minutes of Meeting

Date: 16.01.2025

Time: 6:30 PM

Venue: Virtual

Meeting Link: <https://meet.google.com/zjz-adif-qwd>

### Attendance Sheet

Sl. No.	Names	Designation	Signature
1	Dr. Anitha S Rai – Director	NHEI	Present
2	Ms. Kampa	NHCM	Present
3	Dr. Mamatha	NHCK	Present
4	Ms. Shilpa Mohan	NHPU	Absent
5	Ms. Vasanthi S R	NHPS	Present
6	Ms. Anjali V Chandergi	NHG	Present