

MINUTES OF MEETING-ALUMNI

Department / Committee: Alumni MOM

Subject of the meeting: Program Improvement and Introduction of New Programs, activities in the campus, certification programs etc

Date : 06th August 2022

Start time – 11:30 am

End time – 12.30 pm

Members of the meeting:

1. Sami Sadeq
2. Dileep Abdul Razack
3. Kazi Md

Agenda:

1. Welcome and Introduction
2. Sharing of Experiences and Feedback on Existing Programs
3. Discussion on New Programs: Oil and Gas Management, Quality Management
4. Action Plan for Program Improvement
5. Next Steps and Closing Remarks

Meeting Details:

1. Welcome and Introductions:

The alumni meeting was called to order, and all alumni attendees were welcomed by the organizers. The purpose of the meeting was explained, emphasizing the importance of alumni feedback in improving the programs. Attendees were given an opportunity to introduce themselves and share their graduation details.

2. Sharing of Experiences and Feedback on Existing Programs:

Alumni were invited to share their experiences and provide feedback on the existing programs they graduated from. The following points were discussed:

1. Positive aspects and strengths of the programs that contributed to their personal and professional growth.
2. Areas that need improvement in the existing programs, such as curriculum, teaching methods, practical training, industry relevance, or other suggestions for enhancement.
3. Alumni experiences related to the practical application of the acquired knowledge and skills in their respective fields.

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3. Discussion on New Programs: Oil and Gas Management, Quality Management:

The alumni were informed about the proposed new programs: Oil and Gas Management & Quality Management. The features, potential benefits, and relevance of these programs were discussed. Attendees were encouraged to provide their insights, opinions, and suggestions regarding these new programs. The following points were addressed: Establish a survey committee comprising alumni and faculty members.

1. Alumni interest and relevance of the new programs in today's industry landscape.
2. Specific skills, knowledge areas, or industry trends that should be included in the new programs.
3. Potential career opportunities and market demand for graduates from these new programs.

4. Action Plan for Program Improvement:

Based on the discussions and feedback received, an action plan for program improvement was formulated. The following points were identified:

1. Conduct a comprehensive review of the existing programs, taking into consideration alumni feedback and suggestions.
2. Identify specific areas of improvement, such as curriculum enhancements, practical training opportunities, industry collaborations, or updated teaching methodologies.
3. Establish a feedback mechanism to gather ongoing input from alumni and other stakeholders.
4. Explore potential partnerships with industry professionals to incorporate real-world scenarios and case studies in program delivery.
5. Develop a timeline for implementing program improvements and allocate resources accordingly.

Timeline: By the end of Fall Semester 2023-2024.

5. Next Steps and Closing Remarks:

The meeting concluded with the formulation of next steps and closing remarks. The following points were discussed:

1. Circulate the meeting minutes to all alumni attendees for their review and input.
2. Form an alumni committee or liaison group to maintain regular contact and collaboration with alumni.
3. Plan future alumni events, workshops, or networking opportunities to strengthen the alumni network and promote continuous improvement.

The organizers thanked all the alumni attendees for their valuable insights and commitment to the improvement of the programs. It was emphasized that their contributions will significantly contribute to shaping the future of the institution's educational offerings.

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