Name of Portfolio In-Charge: Dr. Harikrishna A. Patel

Portfolio Name: ALUMNI

Sr. No.	Name of Event	Planned Date and Time	Actual Date and Time	Target Group & No. of Beneficiaries	Judges / Experts	Winners / Special Remarks	Man Days	Photographs
1	Staff Meeting	15/06/2018 5:00 pm to 6:00 pm	01/06/2018 1:10pm to 2:10pm	Faculty members of FOE 18 Faculties	Presented by Dr.H.A.Patel	Alumni Lifetime Membership Forms distributed to all faculty members	3.5	
2	Meeting of Alumni Association	23/06/2018 11:30 am to 12:30 pm	23/06/2018 11:30 am to 12:30 pm	Committee Member of Alumni Association 15 Members	Conducted by Dr.H.A.Patel	Appointment of new members of Alumni Association	3	
3	Alumni Association Committee Meeting	25/08/2018 11:00 am to 12:00 pm	25/08/2018 11:00 am to 12:00 pm	Committee Member of Alumni Association 11 Members	Conducted by Dr.H.A.Patel	Decide the date of Alumni Meet 2018-19 & Discuss the rough planning of program (16/11/2018)	2	
4	Communication with Alumni and Campus School Teachers' (Alumni)	Whole Month	Whole Month	All Staff Members of FOE	Conducted by Dr.H.A.Patel	Communication was done by faculty with the help of telephonic & whatsapp contact	4	

5	Staff Meeting for final planning of Alumni Meet	12/09/2018	12/09/2018 4:30 pm to 6:30 pm	Staff Member of FOE & Committee Member of Alumni Association 20 Members	Conducted by Dr.H.A.Patel	Decide the Alumni Meet-2018 with fun fair & musical program	8	

Brief Description of Event-3:

- There was an Alumni Association Committee meeting held at 11:00am to 12:00pm on 25/08/2018 at dean office, in which Dr. Harikrishna A. Patel conducted the discussion and Dean Dr. Veenaben Patel given her guidance. Due to discussion tentative date of Alumni Meet 2018-19 was being decided, it is 16th November, 2018. Brief introduction and rough planning of program was discussed.

Brief Description of Event-5:

- There was a staff meeting held at seminar hall of FOE between 4:30pm & 6:30pm on 12/09/2018, in which Dr. Harikrishna A. Patel started the discussion and the Dean, Dr. Veenaben Patel, gave her valuable guidance. At the end of discussion it was decided that celebration of Alumni Meet- 2018 will be organized along with fun fair & musical program on 16th November, 2018. Brief introduction and primary planning of program was also discussed.