



Kendriya Vidyalaya Hebbal Alumni Association

Kendriya Vidyalaya Hebbal. Sadashivnagar Post, Bangalore- 560080

MINUTES OF MEETING

EC MEETING – 22 JAN 2025 CONDUCTED ONLINE OVER ZOOM

Agenda

1. Approval of Previous Meeting Minutes
2. Discussion on and adoption of Protocols by the EC for the administration of KVHAA
3. Any other business with the permission of the Chair
4. Closing Remarks & Adjournment

Proceedings

1. The EC meeting was called to order by the Secretary, KVHAA at 2100 Hrs. 10 EC members, Patron and the Immediate Past President participated in the meeting, attendance sheet is placed at Annexure 1. The Secretary warmly welcomed the participants of the meeting.
2. **Approval of Previous Meeting Minutes.** Mr. Suryaprakash moved the proposal to approve the minutes of the EC meeting held on 14 Jan 2025. The move was seconded by Mr. N Mohan. The EC minutes of 14 Jan 2025 stand adopted.
3. **Discussion on Protocols.** The EC deliberated on protocols to be followed by the EC for the effective administration of the KVHAA. The list of the protocols is placed at Annexure 2. The EC unanimously adopted the protocols for implementation.
4. There being no further points, the meeting concluded with the Secretary thanking the members present. The meeting was closed at 2245 Hrs.

LIST OF ATTENDEES – 22 JAN 2025

The following attended the meeting online: -

- (i) Ms. Sadhana Majumdar, President
- (ii) Ms. Sunita Haridas, Vice President
- (iii) Mr. S Parthasarathy, Secretary
- (iv) Mr. Chetan Singh, Treasurer
- (v) Mr. N Mohan, Joint Secretary
- (vi) Mr. Suryaprakash, EC Member
- (vii) Mr. Rajan Perumal, EC Member
- (viii) Mr. Jagdish Nagbhushan, EC Member
- (ix) Dr. Sangeetha Natarajan, EC Member
- (x) Mr. Gnaneshwar Sharma, EC Member
- (xi) Dr. Pramod Joshi, Patron
- (xii) Dr. Alice Abraham, Immediate Past President

Protocols to be followed by the EC

Sl No	Description of Protocol to be followed	Decision of EC
1	Communication Protocol: - Email IDs Credential holders (a) Secretary Email ID (b) Treasurer Email ID	(a) Secy / Joint Secy / President/ VP • Emails shall be signed by Secretary. <u>Escalation Matrix</u> Secretary >> Joint Secy. >> President (b) Treasurer/ Secy/ VP/ President • Emails shall be signed by Treasurer. <u>Escalation Matrix</u> Treasurer >> Secretary >> VP
2	Communication Protocol: - Whatsapp Community Group Admins (a) Alumni Master Group (b) Core Group (c) KVHAA School Coordination Group (d) SIGs & Steering Committees	(a) President + Secretary + Treasurer + 02 CC members (Mr. Rajan Perumal + Dr. Sangeetha N) (b) All EC Members (c) President + VP + Secretary + Joint Secy. + Treasurer (d) Mentor + 02 Co-chairs
3	Protocol for issuing Minutes of EC Meetings	• Minutes of meetings involving the EC shall be drafted by the Secretary; In the absence of Secy., Jt. Secy. shall do the duty. • Minutes shall be issued / cleared within 72 hours of meeting conclusion for promulgation. • Minutes shall be shared with the Alumni GB over email and published on the KVHAA website.

4	New Membership Registration Protocol	• A new member registers using the Google registration link; • Treasurer shall confirm registration payment receipt; • EC shall ratify the membership of the new member; • Upon ratification a standard welcome message shall be forwarded by Secretary / Jt. Secy. to the new joinee(s); • The alumni directory shall be updated on the website.
5	Meetings Protocols (a) Core Group meeting (b) EC Meeting with SIGs (c) All alumni meet over Zoom	(a) Once a Month; • Last Saturday/ Sunday of the month at 9 PM; • Duration of meeting shall be restricted to 75 Minutes; • Whatsapp EC group shall also be utilised for routine discussions. (b) Once a Quarter; • Meeting to be scheduled with the consensus of the SIGs; (c) Once in 6 months; • 5 CC members to organise the meeting over Zoom.
6	SIGs Protocol	• SIGs shall be represented by 01 Mentor + 02 Co-chairs; • One of the three representatives shall be a member to be EC
7	Protocol for Projects to be undertaken by the EC	• EC shall coordinate with alumni desirous of contributing to the cause of KVHAA either in way of their valuable time or in way of monetary sponsorship and ensure completion of the activity; • In respect of specific requests from the school, EC shall study the feasibility and approve for implementation; • All such requirements/ projects/ donations shall be published on the website.