

SI No	Check List of documents	If present in the report or not - Yes/ No
1.	Inserted Department of Arts & Humanities and signature of various Heads for Signature: Event Coordinator/HOD (from July 2020 and Co-Ordinator till June 2020)/IQAC Coordinator/Principal	Yes
2.	Index	Yes
3.	Inserted a. Cover Page, b. Page numbers and c. Page Border	Yes
4.	Communication Docs- Proposal/Circular/Request Letter or Invite for the Event/Acceptance Letter /Request for Transport (Pg. no. starts from here)	Yes
5.	Poster / Brochure	Yes
6.	Profile of the Guest Lecturer	Yes
7.	Newsletter Report	Yes
8.	Post Evaluation Report	Yes
9.	Attendance - Graphical representation	Yes
10.	Feedback- Graphical representation	Yes
11.	Any other document - Please specify	Minutes of the Meeting
12.	Appendix 1: Photos, MOMs, Attendance and feedback	Yes



Event: *Yaadein 2020 - 1st Alumni Meet*

Date and Time: January 25, 2020, 4:30 PM onwards

Audience: 1st Alumni Batch - 2016-19

Alumni Coordinator
Christ Academy Institute for Advanced Studies

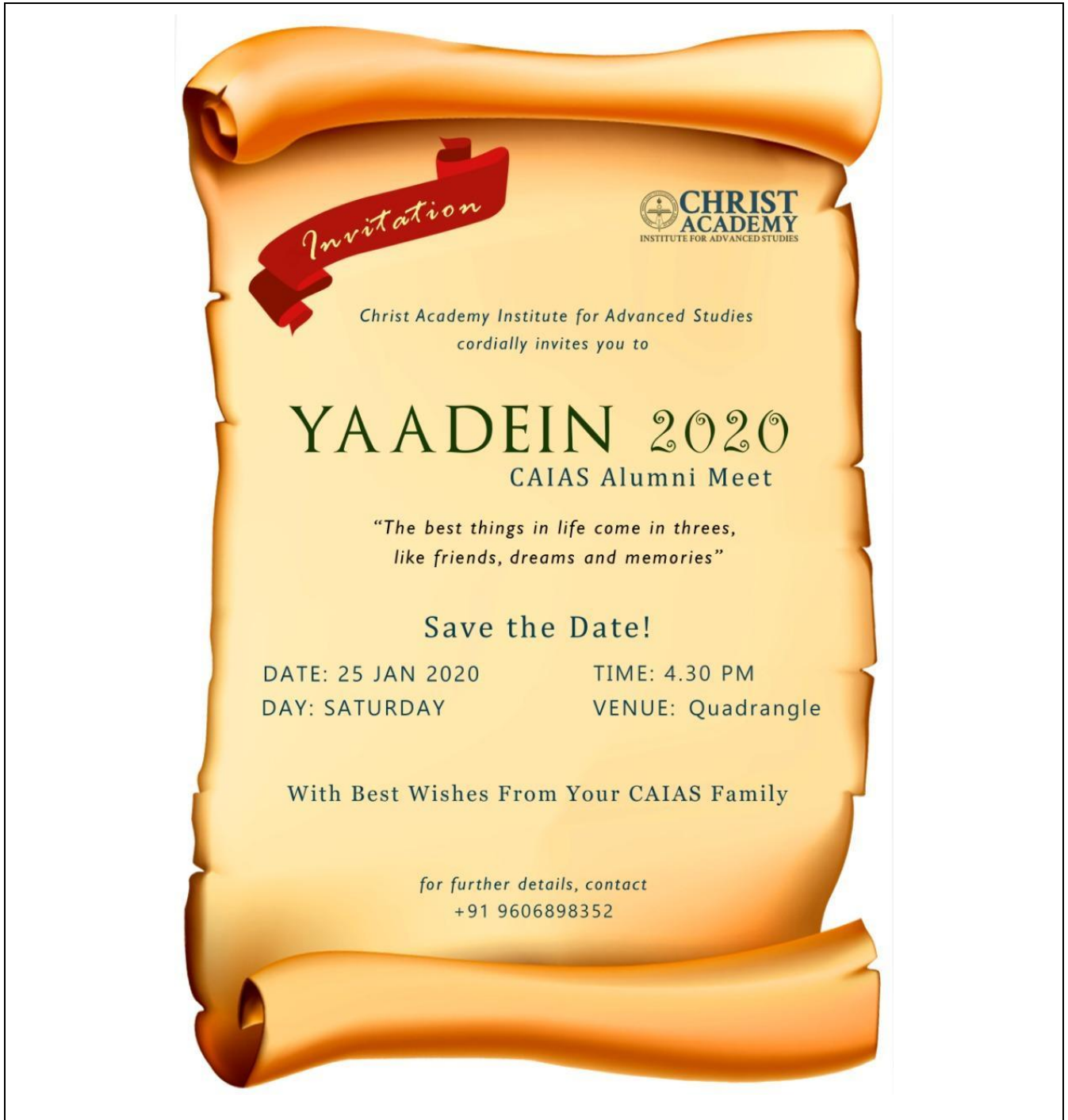
IQAC Coordinator
Christ Academy Institute for Advanced Studies

Principal
Christ Academy Institute for Advanced Studies

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1	MoM
2	Invite _ poster
4	Event Report
5	Attendance - graphic representation
6	Feedback - graphic representation
7	Appendix - Photos, Message from Alumna, Feedback link, Details of the Attendance and Feedback G form

Poster



Report

"As truth be told, homecoming never gets old."

The Alumni Association of CAIAS conducted its first Alumni Meet, *Yaadein*, that will be conducted on 25 January 2020 every year. The event was both a humble tribute by the Alma Mater to its Alumni Community for their contributions to the growth of the Institution during its formative years and also a precursory step in the Alumni Association's endeavor to create a growing social platform for the Alumni to engage, interact and reconnect.

The event formally began by the introduction to the programme and welcoming of the dignitaries, who were, Rev. Fr. Dr. Joice, Rev. Fr. Antony, Rev. Fr. Davis, Rev. Fr. Arun, and Dr. Sebastian, by Ms. Deepa, Asst. Prof., Department of Commerce. Mr. Shanto, the President of the Alumni Association, recounted his memorable experiences in the college and the positive impact its holistic education had on his professional and personal life.

Ms. Uttira, the student Council President along with other student council members welcomed the Alumni. Rev. Fr. Antony, in his welcome address to the Alumni, elaborated on the growth of the institution and the significant role the Alumni had played in it. He also advised the Alumni to partake in collaborative forms of learning and training to preserve their personal relationships and also create feasible networks of contacts to enhance their opportunities. He also asked them to contribute to the flourishing infrastructure of the college through whatever means possible.

Dr. Sebastian in his speech encouraged the Alumni to engage themselves in activities that seek to alleviate social ills and better the quality of life of disadvantaged sections of the society. Mr. Nidhish congratulated the Alumni on their official endeavors and urged them to diversify their interests to build an impressionable resume. The illuminating speeches were followed by lively games for both the Alumni and teachers that provided them with an opportunity to mingle and create endearing bonds amongst themselves.

After the excitement of the games, the Alumni were presented with an equally intriguing lecture by Mr. Santosh George, who expounded on the recent trends in the market and the steps to capitalize on these trends for a productive career.

Rev. Fr. Dr. Joice, welcomed the Alumni and praised the initiatives adopted by the college to honour their Alumni. He also congratulated Rev. Fr. Antony for his tireless work to raise the institution from its humble roots to the developing enterprise it is today.

The next event of that day was a song performed by the nightingales of the college, Johanna, Kriss and Elesha, students of CAIAS, that mesmerized the audience. The team also composed the Alumni theme song for the Alumni meet, composed by Johanna, which was inaugurated by Rev. Fr. Antony.

Ms. Uma, the event coordinator in her speech inspired the Alumni to adopt benevolent practices such as the *Hand-me-Down store*, "CAIAS Heirloom", which passes along used items such as stationery, formal clothing or household items to promote the concept of recycling and also the joy of giving. The Hand-me-Down store of CAIAS was officially initiated by Mr. Vinay Kumar, an alumnus from B.Com, who gifted a jacket as a token of his joy-of giving gesture to Rev. Fr. Joice.

Rev. Fr. Davis Verghese, Vice Principal, CJAC, distributed the mementos to the Alumni and also counselled them on the importance of giving towards creating a meaningful form of education. The formal event concluded with a presentation that featured nostalgic photos and videos of the Alumni in the campus.

The ceremony continued with other cultural events and captivating amusements such as a camp-fire, dance and dinner for the Alumni to provide them with a wholesome and hospitable atmosphere that would compel them to realize that home, the welcoming premises of Christ Academy, is truly where the heart lies. The student council members had also contributed to setting up the venue along with the facilities in-charge, Mr George and Mr Tony.

Alumni Coordinator
Christ Academy Institute for Advanced Studies

Post-Event Evaluation Form

As soon as possible after your event occurs, it is very beneficial to sit down as a committee/department with everyone who was involved with the event to evaluate the execution and the effectiveness of the event. **Kindly be very brief and specific in answering the above questions. Affix all relevant copies of paperwork, posters, attendance sheet, photos etc.**

Name of the Event: Yaadien 2020

Event Coordinator & Department: Ms. Uma Gopal along with Rev. Fr Antony

Brief Description: Alumni Meet

Date/Time/Location of the Event: 24 January, 4:30 PM, Garden.

Target Audience and Number of Attendees: First Graduated Batch of Christ Academy Institute for Advanced Studies

(Attach the Attendance list) - refer to Appendix

Overall Cost (if any): Rs 50,000/-

1. Did the event fulfil the purpose that was proposed?

Yes the event fulfilled the expectations of the Alumni Meet as it provided them with a platform to engage and reconnect with each other.

2. Did the event meet your goals?

Yes the event exceeded its proposed goals as it succeeded in offering the Alumni a space to engage with themselves and also their teachers.

3. Was the event a success according to the pre-event planning form?

Yes, the event was a grand success.

4. If a theme was used or a program was a part of a series, what was the series/theme? How was this theme carried out? What were decorations, if used?

There was no theme for the event.

5. Did the date and time of your event work well? Explain why or why not? Did conflicting events affect attendance or effectiveness of your event? What suggestions would you make for holding this event at the same time in the future?

Yes. The date and time of the event worked quite well as it being a Saturday, the Alumni were able to participate in the programme without much hassle.

6. Did the location work well for your event? What, if anything, would have worked better? Were you able to set-up the way you originally planned? Why or why not?

Yes. Due to the spacious and expansive area of the Garden, the event carried on smoothly.

7. What was your total budget? How much did you spend? Was your budget accurate (spending within the line items you created)? Would you recommend adding or cutting any items to better fit into the budget for the future?

The total budget of the event amounted to 50000/-.

8. Did you utilize outside vendors/performers/speakers/food service providers for this event? If so, who were they? Would you utilize them again? Why or why not?

All logistics were taken care of by Mr Tony and Mr George.

9. Who was involved with the planning of this event? Were the roles assigned for the Pre-Event Planning Form accurate? Did everyone follow through with their responsibilities? How could the planners have done a better job assisting with the planning? Did the structure of the committee make sense? What changes would you recommend to the planning committee and various delegated responsibilities?

Ms Uma Gopal along with the cultural committee was responsible for the event and roles were assigned for smooth functioning of the event. Everybody performed their roles responsibly and ensured that the event satisfied the needs of the ex-student community. (refer to the Minutes of the Meeting in the Appendix)

10. Did the event meet the needs of students?

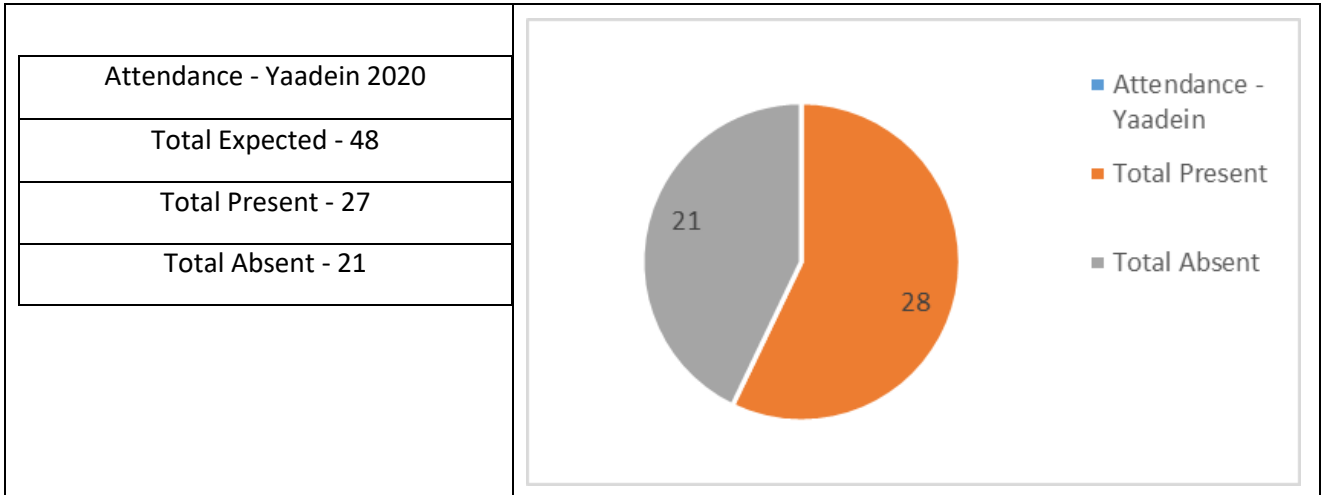
Yes event met the needs of the Alumni as they were able to relive their fond memories of the college.

Additional comments about the program:

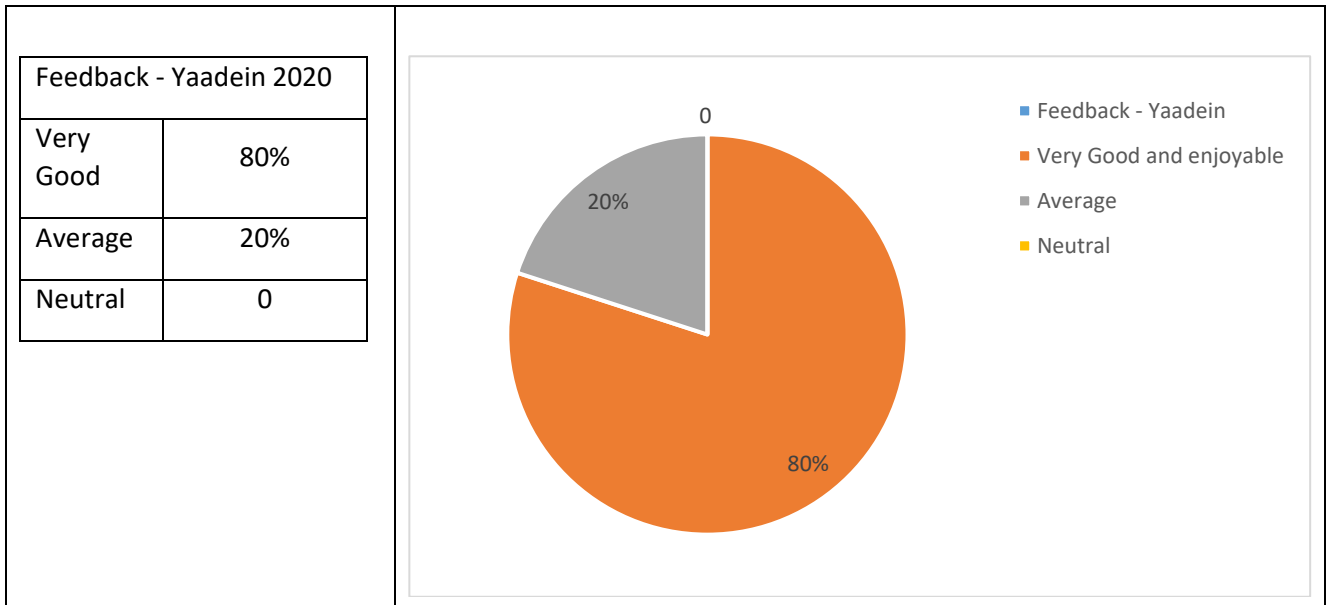
This program will help to develop an everlasting bond between the students and their Alma Mater. It is very important to generate goodwill among all stakeholders of the institution and this Alumni day every year will also generate ideas for the growth of the institution.

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Attendance (Alumni Students)



Feedback Report



APPENDIX

Photos



Ms Uttira, the current Student Council President welcoming the Alumni and faculty for the 1st ever Alumni meet at CAIAS



Rev Fr. Antony, Director of CAIAS, meeting up and exchanging pleasantries with the alumni students. Standing next to him is S R Chakravarti, ex-Student Council President



Kriss, Elesha of IV Sem BA JPE and Johanna of II Sem BBA entertained the audience with their peppy number - A live band which mesmerized one and all!



A few students posing for a photo : with the glow of the campfire on their faces!



Alumni students as a part of our esteemed audience for the evening



Before we say Goodbye to them, Staff and Alumni posing for a group photo

Message from an Alumna

<https://drive.google.com/file/d/1Hlsu9K7mwGARJwwQkrCxZx1dwUg2SJSC/view?usp=sharing>

Feedback pdf Link

[Yaadein Feedback Form - Google Forms](#)

