

Minutes of the Executive Committee Meeting
PECOSA (Punjab Engineering College Old Students Association)

Date: 7th February 2026

Time: 10:30 A.M.

Venue: PEC Campus, Chandigarh

Members Present

- Er. Manish Gupta – President
- Er. H.S. Oberoi – General Secretary
- Er. Sanjeev Moudgil – Vice President
- Er. Jorawar Singh – Treasurer
- Er. Harbhajan Singh – Member
- Er. Aabid Bains – Member
- Er. Sanjeev Jain – Member
- Er. Ashwani Kundal – Member
- Er. Akshay Raj Aggarwal – Member

Agenda & Detailed Discussions

1. Finalisation of Chief Guest

It was unanimously decided that Er. Jitin Talwar (PEC 2001) shall be the Chief Guest for the Global Alumni Meet – 2026, as confirmed through the final invitation card.

2. Programme Schedule & Event Flow

The detailed programme schedule, including registration, inaugural session, addresses, awards, cultural performances, and dinner, was reviewed and approved.

3. Duties & Responsibility Allocation

Responsibilities were assigned for catering, registration, games, media coverage, guest reception, bar coordination, and internal logistics to ensure smooth execution.

The following responsibilities were formally assigned:

- **Tent, Catering & Food:**
Er. Sanjeev Jain & Er. Harbhajan Singh and Er Charanjit Lal (Special Invitee)
- **Cricket Ground & Games Coordination:**
Er. Ashwani Kundal and Er Ashok Sharma
- **Registration Management:**
Er. Jorawar Singh & Er. Ashwani Kundal

- **Videography & Live Coverage:**
Er. Akshay Raj Aggarwal
- **Reception of Guests:**
Ms. Mridula and Er Col PDS Sandhu and Er Gurpreet Singh
- **Entertainment Arrangement and Supervision of Evening events – Col PDS Sandhu and Er Sanjiv Moudgil**

4. Caterer Arrangement & Food Services

The following catering rates and minimum guarantees were approved and an advance cheque of Rs 7,00,000/- was handed over to Mr. Girish of Salt and Spice Caterer

Item	Rate (₹)	Minimum Guarantee	Remarks
Breakfast	280 / person	400 persons	Morning session
Lunch	575 / person	600 persons	Afternoon session
Dinner	950 / person	600 persons	Evening session
Chaat Stalls	30,000 (Lump sum)	-	3 stalls
Coffee Stall	12,000 (Lump sum)	-	Full day
Water Arrangement	5,000 (Lump sum)	-	Entire event
Driver Food	200 / person	100 persons	Lunch & dinner

5. Infrastructure & Technical Arrangements

- Tent, Décor & 3 No Gen Set- ₹2,76,000
- Lighting Arrangement – ₹25,000
- Sound & Microphone Arrangement – ₹8,000
- Stage Arrangement – ₹16,000

6. Cultural Performances, Games & Media Coverage

- Games & Activities – ₹5,000
- Dance Performances & Costumes – ₹17,000
- Photography, Videography & Live Streaming – ₹40,000
- Music, Live Singing & Dance Stage – ₹37,000 (paid in advance)

7. Stationery, Coordination & Logistics

- Stationery & Miscellaneous – ₹1,000
- Walkie-Talkies – ₹6,000
- E-Rickshaw for Internal Movement – ₹6,000
- Flex Printing, Banners & Signage – ₹50,000
- Souvenir printing – Rs 75000/-
- Flower Arrangements and decoration -Rs 15,000
- Boquet for Chief Guest and other Dignitaries -Rs 3600
- Trophies for Dignitaries – Will be finalized on the EC meeting on 11th February

8. Scholarships – Finalisation

It was decided that the student coordination team shall finalise the names of students to be awarded scholarship in coordination with the Alumni office

9. Introduction of New Scholarship Award

Er. Neeraj Sood proposed the institution of the Y.P. Sood Memorial Scholarship in memory of his late father, Mr. Y.P. Sood, with a value of ₹1,00,000. The proposal was unanimously approved by the Executive Committee.

Warm Regards,

Er. H.S. Oberoi
General Secretary, PECOSA (2024–26)