

2.8.23

Members Present:

1. ~~Lawrence~~ 2/8/2023
2. Mikal Roy 2.8.23
3. Pampa Guha 2/8/23
4. Soumendhra Laha. 2/8.
5. Krishendu Das. 2/8.
6. Saiful Awam Mis 2/8/23
7. Rita Chandra 2/8/23.
8. Subhankar Dey 2/8/23
9. Soanila Bar (Baner) 2.8.23

Minutes of the Meeting

Agendum 1:

- 1) A formal invitation would be issued to the speaker Dr (Prof.) Sahel Pal.
- 2) Arrangement has been made to offer gift items to the speaker.
- 3) Relevant Banner and posters are prepared.
- 4) Dr. Rita Chanda has been assigned the task of procuring the refreshment packet for the speaker.
- 5) Responsibility of arrangement for refreshment for the audience has been assigned to Sri Subhankar Dey.
- 6) Registration Link would be verified by the student volunteers.
- 7) Total fund requirement for the programme is Rs. 8000/-.