

Meeting: 25.04.2018, Venue: Room No. 14, Time 1:00 pm.
One-Day Workshop on CBCS

to be held on 08.5.2018

Time 11:30 am, Venue - 14A.

Convenor Prof. Mala Neogi proposed the ^{Sub-}committees:

1. Reception Committee:

Prof. Mala Neogi

2. Printing (Banner, certificates etc)

Dr. Tuhin Suleha Sarkar

3. Stage Management

Prof. M. Chakravarti & Prof. B. Chakraborty

4. Refreshment:

Prof. Urbi Mukherjee, Pranabesh Bhattacharyya

5. Registration & Certificate Distribution

Prof. Srijell K. & Prof. Riddhi Dutta.

6. Liaison Committee :

Profs. Asit Biswas & Tuhin Subhra Sarkar

It was also discussed whether the proposed seminar may be considered a Govt. sponsored one or not. The OIC will be requested to get it clarified.

Budget : (for 50 participants)

1.	8 x 50	=	400	(Tea + Biscuits)
2.	15 x 50	=	750	(Snacks)
3.			100	(Water)
4.			50	(Water bottles)
6.			600	(Food packets for speakers)
7.			800	(Flowers & Bouquets)
8.			1000	(T.A. to expert)
9.			1000	(Mementos)
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			700	
			4700	
10.			500	(Flex & Banner)
11.			300	(Paper for certificate)
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			5500	

Mail will be sent to as colleges affiliated to WBSU, as many as possible.


Signatures of the Members

1. Asit Biswas

2.  25.4.18

3. Rina Mukhopadhyay
25.4.18

4.  25/4/18

5.  25/04/18

6.  25/4/18