

Emergency IQAC meeting: 03.05.2018. 12:30 p.m.  
Principal's Chamber

### Resolution:

1. Treasurer: Dr. Anjini Roy.

2. Programme Schedule:

10:00-10:15 a.m. felicitation & welcome address

10:15-11:00 a.m. - Hon'ble V.C.'s Speech

11:00-12 noon - Dr. Mukul Chakraborty

12 noon onwards - Interactive session.

12:30 p.m. - Tea Break


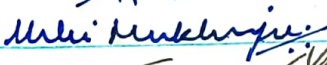
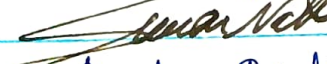

3. Food/ Refreshment - Mr. Mukunju, Dr. Pranabes Bhattacharya,  
Dr. Saswati Sinha  
(2 Guest packets) + Samosa & Tea & Biscuits  
 $\frac{+2}{4}$  - for drivers of  
Guests.

4. Reception : Dr. Mala Neogi, Dr. Suman Natti, Prof. Anjali Nandi, Dr. Arishel Ghalak.
5. Stage Management : Prof. Mausumi Chakraverty, Prof. Bedashanti Chakraverty.
6. Registration & Certificate Distribution : Prof. Arifuddin K. & Prof. Riddhi Dutta & Anjali Das.
7. Liaison Committee : Prof. Asit Biswas & Dr. Julius Anshu Harkar.
8. Budget : (for 50 participants approx.)

i. Tea & Biscuits	: 8/- x 50	= 400/-
ii. Snacks	: <del>15/-</del> <sup>30/-</sup> x 50	= <del>750/-</del> 1500/-
iii. Water Bottles	: 10/- x 5	= 100/- 50/-
iv. Water (jar)	:	100/-
v. Food packets for Speakers	: 150/- x 4	= 600/-
vi. Bouquets	:	400/-
vii. T. A. to Experts	:	1000/-
viii. Flex & Banner	: 300/- x 2	= 600/-
ix. Certificate		300/-

9. Reporting time on 08.05.2018 → 9:00 a.m.

# Signature :

1.  03.5.2018
2.  03/05/18.
3.  03/05/2018
4.  03/05/2018.

5. Bedasmiti Chakrabarty 3/5/18
6. Anaboli 3/05/18
7. Shika 8/5/18
8. Anik Biswas 03.05.18
9. S. Basak 03/05/18
10. Pina Mukhopadhyay 03.05.18
11. Bidhi Saha
12. S. Ray 3/05/18
13. Me 03/05/18 -
14. John 03/05/18