



## MINUTES OF MEETING

Date: 24-02-2025

Meeting held from 1:20 PM to 2:00PM

### Agenda:

- Welcoming
- Updates on happenings after the previous meeting.
- Activities for Staff and Students on account of the Celebration of Women's Day
- Resource person for Women's Day Celebration on 05/03/2025.
- Any other

### Minutes of meeting

- The chairperson welcomed the coordinators.
- The Chairperson informed the student volunteers to schedule the events for the IWD celebrations.
- The Chairperson informed the members to suggest guests for IWD and IWD will be celebrated on 13/03/2025.
- Faculty coordinators will be assisted by student volunteers from their respective departments. Students who have volunteered shall be provided with the certificates.
- Dates for the activities to be conducted in connection with Women's Day celebration

Planned Schedule	Activity	Coordinator	Student Coordinator	Venue
27/02/2025 3.00PM to 4.00PM	Pencil Sketch	Mrs. Priyanka N B Asst. Professor, Maths	Sonia N ,6 <sup>th</sup> CD Trupthi S,6 <sup>th</sup> CD	401
03/03/2025 2.00PM to 3.00PM	Essay Writing Topic: "Accelerate Action"	Mrs. Priyanka N B Asst. Professor, Maths	Sonia N S,6 <sup>th</sup> CD Trupthi S,6 <sup>th</sup> CD	401
03/03/2025 3.15PM to 4.15PM	Rangoli	Mrs. Shruthi H G Asst. Professor, CE	Lakshmi S R, 4 <sup>th</sup> CE Divyashree S M,4 <sup>th</sup> CE	Girls common room
04/03/2025 2.00PM to 3.00PM	Singing	Mrs. Bhanu Priya J Asst. Professor, Maths	Gagana S L,6 <sup>th</sup> ECE Ganavi B N,6 <sup>th</sup> ECE	401
05/03/2025 2.00PM to 3.00PM	Indoor Games (Chess and Carrom)	Mrs. Bhanu Priya J Asst. Professor, Maths	Priya M,6 <sup>th</sup> ECE Bhoomika V, 6 <sup>th</sup> ECE Navyashree B R,6 <sup>th</sup> ECE Apoorva M S,6 <sup>th</sup> ECE Geetha Bai ,6 <sup>th</sup> ECE	Sports room
27/02/2025 2.00PM to 4.45PM	Quiz	Mrs. Shrilakshmi Prasad Asst. Professor, CSE	Nisarga C,4 <sup>th</sup> EEE Ankitha Ashok Jigaler ,4 <sup>th</sup> EEE	401



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Planned Schedule	Activity	Coordinator	Student Coordinator	Venue
04/03/2025 3.00PM to 4.30PM	Dance	Mrs. Shrilakshmi Prasad Asst. Professor, CSE Ms. Ambika Asst. Professor, CD	Sharadhi S R, 8 <sup>th</sup> CD Usha D, 8 <sup>th</sup> CD	401
05/03/2025 3.00PM to 4.30PM	Throw ball	Mrs. Swati Raj Asst. Professor, MBA	Syed Mahtab, 6 <sup>th</sup> CSE Sanjana, 6 <sup>th</sup> CSE Amulya, 1 <sup>st</sup> MBA	Ground
12/03/2025	Ethnic Walk	Mrs. Shruthi H G Asst. Professor, CE Ms. Ambika Asst. Professor, CD	Lakshmi S R, 4 <sup>th</sup> CE Divyashree S M, 4 <sup>th</sup> CE	Auditorium

### Staff Activity

Planned Schedule	Activity	Student Coordinator	Venue
03/03/2025 3.00PM to 4.00PM	Rangoli	Lakshmi S R, 4 <sup>th</sup> CE Divyashree S M, 4 <sup>th</sup> CE	Girls Common Room
08/03/2025 10.00PM to 11.00PM	Cooking without fire	B Bhuvana, 4 <sup>th</sup> EEE Meghana M R, 4 <sup>th</sup> EEE	Chemistry Lab
08/03/2025 11.15AM to 12.15PM	Anthyakshari	Varshitha N R -6 <sup>th</sup> ECE Tejaswini D -6 <sup>th</sup> ECE Umme Kulsoom -6 <sup>th</sup> ECE	401
08/03/2025 12.30PM to 1.30PM	Dumb Charades	Sophia, 6 <sup>th</sup> CSE Sinchana, 6 <sup>th</sup> CSE	401
08/03/2025 2.30PM to 4.00PM	Desi games	Nikitha B, 6 <sup>th</sup> CD Srushti A T, 6 <sup>th</sup> CD Rakshitha S, 6 <sup>th</sup> CD	401

➤ Responsibilities for the conduction of program was discussed.

Sl.No.	Staff Incharge	Alloted Work
1	Ambika V	1. Guest Invitation 2. Hospitality 3. Transportation to guest( if necessary) 4. Purchasing
2	Swathi Raj	1. MOC 2. Photo 3. Report of the event 4. PPT



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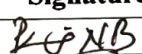

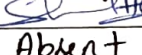

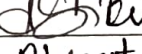

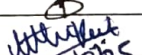
Sl.No.	Staff Incharge	Alloted Work
3	Shruthi H G Shrilakshmi Prasad	1.Stage Decoration 2.Invitation to HoD's 3.Name Plates 4.Agenda 5. Deepa Decoration 6. E Banner 7. Video
4	Bhanu Priya J	1.Brochure 2.Near Stage for Prize Distribution
5	Priyanka N B	1.Circular 2. Certificates 3.Budget

➤ Member secretary concluded the Meeting with a vote of thanks.

  
**Dr. Bhagyashree S R**

Chairperson  
Women cell

ATME College of Engineering  
13th KM, Mysore-Kanakapura Road, Bangalore

Sl. No	Faculty Name	Signature
1	Mrs. Priyanka N B	
2	Ms. Swapna H	
3	Mrs. Shruthi H G	
4	Dr. Shakuntala C	Absent
5	Mrs. Srilakshmi Prasad	
6	Ms. Ambika V	
7	Mrs. Keerthi A Kumbar	Absent
8	Mrs. Bhanu Priya J	
9	Mrs. Swati Raj	

Swathi Raj