



MINUTES OF MEETING

Date: 05-03-2024

Meeting held from 1:15 PM to 2:15PM

Agenda:

- Welcoming
- Updates on happenings after the previous meeting.
- Any other

Minutes of meeting

- The chairperson welcomed the coordinators.
- The chairperson informed the members to give the information about the participation and winners of the events coordinated.
- The Chairperson assigned the responsibilities to conduct the IWD-2024 on 12th March 2024 at 1.30pm.

Sl.No.	Work Assigned	Faculty Incharge
1	Stage (Agenda Preparation, Preparation of Students, E banner, Reading prize distribution, Felicitation to guest)	Swapna H , Shruthi H G
2	Stage Decoration (Lamp, Name plates, water glass, sampling to guests)	Shrilakshmi Prasad
3	Invitation to Guest's, HoD's, Letter for Auditorium, Letter for transportation of Guest, Invitation, E-Flyer, Certificate, Hospitality and getting sign for Voucher from guest	Bhanu Priya J
4	Purchase (Certificates print, Prizes and Flower to lamp, Memento, Shawl, Garland, Dry fruit boxes for guest, Hospitality for guest items)	Savitha N, Dr. Shakuntala C
5	Preparing report, Photos print, Bill Submission, Short Video	Priyanka N B
6	You tube streaming and M S team link	Pushpa P
7	Letter for streaming and attenders	Swapna H
8	Ethnic Walk	Shruthi H G

- The chairperson informed that solo performance of dance shall be included in cultural activity on the day of IWD-2024 celebration.
- The chairperson informed to complete all the work related to permission within 07-03-2024.



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- The chairperson informed to complete the purchase of prizes on or before 09-03-2024.
- The chairperson informed to involve student coordinators for all the events and certificate of appreciation will be given to the volunteers.
- The chairperson informed to conduct the event with enthusiasm and cooperation.
- Member secretary concluded the Meeting with a vote of thanks.

Sl. No	Faculty Name	Signature
1	Mrs. Priyanka N B	Priyanka N B
2	Ms. Swapna H	Swapna H
3	Mrs. Shruthi H G	LEAVE
4	Dr. Shakuntala C	ABSENT
5	Mrs. Srilakshmi Prasad	SL
6	Ms. Navya N	LEAVE
7	Mrs. Pushpa P	LEAVE
8	Mrs. Bhanu Priya J	B
9	Mrs. Savitha N	Savitha N


Dr. Bhagyashree S R
Chairperson
Women cell

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