

Minutes of the meeting

Day & Date : WEDNESDAY , 18.01.2023

Type of meeting	Offline Held at Professor's Room , Main Building.
Meeting Agenda	<ol style="list-style-type: none">1. Preparation of celebration of upcoming International Women's Day, 20232. To regularize uploading of content to the official website page of the " Women Empowerment Cell".
Participants	<ol style="list-style-type: none">1. Dr.Sayani Mukhopadhyay2. Dr.Rina Kar (Dutta)3. Dr.Moon Jana4. Smt.Jubin Yasmin5. Dr.Sangita Ghosh6. Smt.Samanwita Das7. Smt.Sneha Dutta8. Dr.Debasmrity Mukherjee9. Smt.Shramana Roy Burman10. Dr.Debastuti Dasgupta11. Smt.Moumita Singha

An offline meeting was held at the Professor's Room on 18.01.2023 and the following were discussed upon.

1. The tentative dates for the celebration of International Women's Day in college, by way of organizing a seminar will be *on any one* of the following dates –
10.03.2023, 14.03.2023, 6.03.2023 , 13.03.2023 (10.03.2023 being the most preferred one).
2. For the said seminar any one from the list of esteemed speakers like Mrs.Mahua Sur , Miss Ratnaboli Ray , Dr. Divya Upadhyay and the like (as would be recommended)may be contacted. Dr. Debastuti Dasgupta and Dr.Moon Jana would be entrusted with the duty of acting as the liaison in coordinating and facilitating the same.
3. Smt. Samanwita Das , Dr.Sangita Ghosh , Dr.Debasmrity Mukherjee , Smt. Sneha Dutta would be delegated with the duty of allocation and booking of the seminar room , procuring gifts and hall management on the day of the seminar. The financial accounting and management part of

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the same would be taken care of by Dr.Sayani Mukhopadhyay , Dr.Rina Kar Dutta and Smt.Shramana Roy Burman.

4. Dr.Taniya Roy , Smt.Sritama Chaudhuri and Dr.Jubin Yasmin would act as liaison with the students.
5. Decisions pertaining to the refreshments will be taken care of by Dr.Rina Kar Dutta.
6. A video which would be played on the occasion of celebration of International Women's Day will have to be made by a team comprising of Dr.Debastuti Dasgupta , Dr.Debasmrity Mukherjee and Miss. Sneha Dutta along with participation from students.

Theme – Acknowledging and celebrating the achievement of women in multiple fields in these 75 years of independence of the nation.

Fact finding for the said video would be done by Smt.Moumita Singha, Smt.Jubin Yasmin and Smt. Soumita Roy.

7. The first tentative draft of the audio-visual is to be submitted by 15.02.2023 to the conveners by the team delegated with the said duty.
8. In order to regularize the uploading of content into the website page of the Women Empowerment Cell , the following members will create content and submit it to the conveners for their approval.

Delegation –

Content for the month of	Member
October , 2022	Dr.Sangita Ghosh
November , 2022	Smt.Samanwita Das
December , 2022	Smt. Sneha Dutta
January , 2023	Dr.Debastuti Dasgupta
February , 2023	Dr.Debasmrity Mukherjee
March , 2023	Dr.Moon Jana

The posters are to be submitted to the conveners by 31.01.2023.

9. To induce the flavor of Women's Day Celebration, certain quotes and previously published posters will be printed and put up on different locations (walls/ boards wherever permissible) of the institution.
10. Regular uploading and sending of reports of the cell is to be facilitated by Dr.Bidisha Maitra Sen and Smt. Shramana Roy Burman.

Signature of the members present -

