

Minutes of the meeting

Date : 06.03.2023

Type of meeting	Offline Held at Professor's Room , Main Building.
Meeting Agenda	<ol style="list-style-type: none"><li>1. Preparatory meeting: celebration of International Women's Day, 2023</li><li>2. Delegation of duties pertaining to the same.</li></ol>
Participants	<ol style="list-style-type: none"><li>1. Dr.Sayani Mukhopadhyay</li><li>2. Dr.Rina Kar (Dutta)</li><li>3. Dr.Bidisha Maitra Sen</li><li>4. Dr.Sraboni Roy</li><li>5. Dr.Debasmrity Mukherjee</li><li>6. Dr Subhosri Ghosh</li><li>7. Dr.Satarupa Pal</li><li>8. Dr.Moon Jana</li></ol>

An offline meeting was held at the Professor's Room on 06.03.2023 and the following were discussed upon.

1.The programme of International Women's Day 2023 would be held on 23.03.2023.

2.One speaker would be contacted for the same. The total duration of the talk would not exceed an hour.

The lecture would be for 45 minutes tentatively and 15 minutes would be kept for the purpose of interaction.

3.The event would be held at the Centenary Building Seminar Hall.

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4. Ratnaboli Ray would be approached for the role of the key note speaker. In case Ratnaboli Ray is not available, Anuradha Kapoor would be invited for the same. Dr. Subhosri Ghosh would contact her.
5. Samanwita Das, Dr. Sangita Ghosh, Dr. Debasmrity Mukherjee and Sneha Dutta would be responsible for total Hall Management.
6. The financial management for the said event would be taken care of by Dr. Sayani Mukhopadhyay, Dr. Rina Kar (Dutta) and Dr. Bidisha Maitra Sen.
7. Dr. Satarupa Pal would be entrusted with the duty of coordinating with the HODs and seek the names of the students who would be attending it. The departments contacted would be History, English, Sociology, Journalism and Mass Communication, Political Science, Bengali and Chemistry. PG students of ENVS, Geography, Bengali and Zoology would be included too. However, the total number of students would not exceed 80.
8. Question making would be taken care of by Dr. Subhosri Ghosh and Sritama Chaudhuri.
9. Tentative Programme schedule would be made by Dr. Sraboni Roy.
10. Time of the Programme would be from 1:00 PM to 2:00 PM tentatively.
11. Speaker/s Gift ( Plant, file, Pen, Uttoriyo and writing pad) would be arranged by Dr. Debasmrity Mukherjee, Samanwita Das and Sneha Dutta.
12. The T.A. of the speaker would be Rs.2000/-.
13. Money Requisition would be submitted by Dr. Bidisha Maitra Sen.

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14. Preparation of flex and banner would be taken care of by Shamu da, Somnath Das and Dr. Bidisha

Maitra Sen.

