

# **Asutosh-PIBM Skill Centre -Coordination Committee**

Date of Meeting: 25<sup>th</sup> April 2024

Venue: BBA Staffroom

## **Agenda**

1. Discussion regarding the upcoming CV writing workshop.
2. Discussion regarding departments to be invited.

## **Meeting Minutes**

1. The meeting commenced with an overview of the upcoming CV writing workshop scheduled for May 4th, 2024.
2. Participants discussed the objectives of the workshop, emphasizing the need to provide attendees with practical skills and insights to enhance their CVs.
3. Attendees deliberated on the departments to be invited to the CV writing workshop.
4. Key departments are identified.
5. Participants emphasized the importance of cross-departmental collaboration to maximize the workshop's impact and reach.
6. Finalize the workshop agenda and resource allocation.
7. Compile a list of invitees and draft invitations for distribution.
8. Coordinate with relevant departments to confirm their participation and support.

Member Present:

1. Dr. Bidisha Sarkar Datta
2. Dr. Sayanti Kar
3. Shri. Rishi Bhattacharjee