



Date: 08/04/2022

Guidelines for Central Seminar/Workshop Committee

In order to prepare the seminar/ webinar /workshop report and documentation by the Central Seminar/Workshop Committee and smooth conduction of the programme, the departments are requested to furnish the below mentioned information.

The departments are also requested to e-mail a basic layout or proposal of the initiative (seminar / webinar / workshop) with the proposed date and time for YouTube slot booking/ requisition of ICT enabled seminar hall/ any other relevant information to the dedicated email of seminar workshop central committee at a minimum 10-15 days prior to the programme so that no clash of date may occur. The following details need to be incorporated while sending the proposal:

Title of the initiative:

Name of the department:

Date and time:

Interface: In case of online mode

Venue: In case of offline

Name of the speakers/resource person:

Organizing Committee:

Number of expected participants:

The above mentioned details may kindly be emailed to:

seminarworkshop.centralcommittee@asutoshcollege.in

Post conducting the initiative (seminar/webinar/workshop) departments will have to submit a report (including a brief summary, flyers, photograph etc.) of the seminar/webinar/workshop within 2-5 working days from the date of the completion of the programme.

The seminar committee in consultation with the undersigned/ Bursar/ IQAC coordinator will communicate the concerned departments regarding the approval over email.

Kindly take the consent from the resource person/persons and persons representing the College administration, if any, before including his/her names in the programme schedule.

Note: Prior approval needed from College Administration, if additional IT assistance is required.

Vice-Principal
ASUTOSH COLLEGE
KOLKATA-700 026