

MINUTES OF MEETING

Ref /GLBGI/WC/2022/003

Date: 02/05/2022

A meeting was called for all the members of women Cell to discuss about the activity calendar of events . The meeting was chaired by Chairperson, Women Cell Dr. Shikha Govil

Agenda:

Date of Meeting:

Attendee Names:

Activity Calender

28/04/2022

1	Dr. Shikha Govil	Chairperson
2	Dr. Nakshatresh Kaushik	Member
3	Dr. Snehlata Kashyap	Member
4	Ms. Saunam Kumari	Member
5	Ms. Pragya Dwivedi	Member
6	Ms. Medha Khenwar	Member
7	Mr. Mohd. Mohsin	Member
8	Ms. Stuti Gautam	Member
9	Ar. Tania Bera	Member

Points Discussed:

- Tentative Activity Calendar finalized and the dates of event may vary as and when required.
- Event Coordinators were decided on mutual discussion after knowing their preferences.
- All the coordinators are supposed to send the proposal to Director's Office at least 10 days before the activity.
- The coordinators of the event are advised to submit the report duly signed from the director within 3 working days of the event to the chairperson.
- All the reports should have geo-tagged Photographs mandatorily.
- It is the responsibility of Event coordinator to upload the Proposal, Creative and the report of the event on the Drive- Women Cell Data
- In case of absence of the coordinator due to some emergency situation it is the responsibility of the coordinator to re- allocate the activity to some other member on by themselves.



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