



Ashoka Institute of Technology and Management
Pahariya, Sarnath, Varanasi-221007 (U.P.)

(Affiliated to Dr. A.P.J. Abdul Kalam Technical University & Board of Technical Education, Lucknow)
(Approved by AICTE & PCI, New Delhi)

AKTU-641

BTE-4186

Ref. No. - Ashoka/SAC/Literary/2024-25/001

Dated: 22/08/2024

MINUTES OF THE MEETING

OPENING	
Date of the Meeting - 23 Aug 2024	Day of the Meeting - Friday
Time of Meeting - 2:30 - 3:00	Meeting Venue - Media Room
Meeting Duration - 1/2 hour	Meeting Chaired by - Pallavi Singh

MEMBERS ATTENDANCE

SR. NO.	NAME OF THE MEMBERS	DESIGNATION AND DEPARTMENT
1.	Pallavi Singh	AP (MBA) Chairperson
2.	Dr. Uzma Javed	AP (HAS) Member
3.	Mr. Awanish Srivastava	AP (Bpharma) Member

AGENDA OF THE MEETING

1. Discussion on Event calendar
2. Discussion on Orientation program
3. Preparation of schedule regarding debate competition
4. Finalizing and delegating the other details regarding the R&R

REVIEW OF PREVIOUS AGENDA AND ACTION STATUS (IF ANY)

No previous of Issues in Meeting.

MINUTES OF THE MEETING

DISCUSSIONS HELD

- ① Event calendar submitted by Uzma Maam
- ② Orientation Program is finalized
- ③ Delegation of Authority faculties in various allocated works.
- ④ 4 September of Speech Competition on Women's Safety.

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ACTION TO BE TAKEN

- ① Calender maintained by Uzma Maam [26/Aug/24]
- ② Speech competition on 4/sep/2024
- ③ Orientation program preparation & finalised.
- ④ Student Volunteer Decision made.

ADJOURNMENT OF THE MEETING

- ① The Meeting Adjourned at - 3:30 Pm.

NEXT MEETING

- ① Proposed Date of next meeting [2 week of September]
- ② Regarding volunteer selection [SAE]
- ③ Regarding other events & programs.

SUBMITTED BY:

Pallavi Singh.



APPROVED BY

(Chairperson of the meeting/ Director)