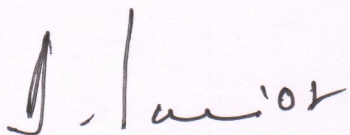


Minutes of the Programme and Publication Committee Held on 17-07-2018

Prof. Partho Mukherji, the IQAC Coordinator and Convener welcomed the PPC Members.

The following matters were discussed

- 1) Copy of Guidelines to each member.
- 2) Mr. Prakash has updated the Program list - we may take a look for us to know about the timings of the year of the various programs.
- 3) Members are requested to visit the PPC Office and follow up with Mr. Prakash, about upcoming programs. (at their time of convenience).
- 4) Mr. Prakash will be posting on the PPC group every time a program comes up as proposal.
- 5) If a member is contacted by a Society, Faculty, Department for a program, the member is requested to communicate with others so that the sanction may go collectively.
- 6) Proposal to Fr. Principal: Centralization of all events-----
 - EDC— too many directions
 - Thus, are we monitoring the events? And censor events if necessary.
- 7) To look into:
 - ❖ Prof. Romit Beed = Media, Poster, Videos matter
 - ❖ Prof. Partho Mukherji = the editing aspect, overall
 - ❖ Prof. Sougata Banerjee = over all
 - ❖ Prof. Soumi Bhattacharya = Social Media
- 8)
 - ❖ Create an Event Calendar. (Department, Faculty, Society)
 - ❖ Reduce the number of Events for some Societies.
 - ❖ Any Department, Society, Faculty Activities should use permission Form for their Program, instead of taking separate letter to Fr. Principal.
- 9) Documentation after Events.
- 10) To look at Finance with the help of Treasury Office.
- 11) How we will know what they are posting in WhatsApp / Social Media?
- 12) The meeting ended with a vote of thanks to the members.


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