

DATE 01 09 2025

A meeting of College staff was convened and chaired by Dr. Uttam chand ji on 01/09/2025 from 11:30AM onwards. The following staff members remained present in the meeting.

No.	Name	Signature
1.		
2.	Kunal Sharma	[Signature]
3.	Belam Dini	[Signature]
4.	Dr. Gian Sharma	[Signature]
5.	Kapoor Chandel	[Signature]
6.	Tender Palwal	[Signature]
7.	Dev Raj	[Signature]
8.	Anil Singh	[Signature]
9.	Yashveer Karna	[Signature]
10.	Dr. Shweta Kumari	[Signature]
11.	Dr. Mohit Khandelwal	[Signature]
12.	Shagwan Singh Nain	[Signature]
13.	Sanjay Kachra	[Signature]
14.	Tanjan Negi	[Signature]
15.	Ashishuk	[Signature]
16.	Vijay Sandpal	[Signature]
17.	Jai Prada	[Signature]
18.	Dewa stori	[Signature]
19.	Jyoti Sharma	[Signature]
20.	Shivangni	[Signature]
21.	Surbala Nigri	[Signature]
22.	Anchala	[Signature]
23.	Ram krishan	[Signature]
24.	Roshan Lal	[Signature]
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- 26. Sideshwari
- 27. Dharam Kirti
- 28. Sdanta Kumar
- 29. Vinod Kumar
- 30. Dr. Sher Singh

[Signatures]

The following points were taken up for discussion and decisions were made:

- 1) The logistic committee conveyed the house that preparations regarding accommodations for keynote speakers and participants of upcoming conference (15th to 17th Sept. 2025) have been made. Rooms at circuit house Kalpa, Rest house Recong, Poo, Sarai Bhawan have been arranged. For stand by purpose ~~some~~ nearby guest houses and homestays have also been contacted.
- (2) It was resolved that registration work, certificates etc. shall be completed and arranged up to 7th Sept. 2025.
- (3) Stationery items etc. required for conference shall be kept in safe custody at the office of Principal by 10th Sept. 2025.
- (4) Press & media committee shall prepare and publish a press note related to International Conference for wide publicity.
- (5) Refreshment committee shall plan and prepare menu for items to be served during 3 day conference. All preparation shall be completed by 10th Sept. 2025.
- (6) Technical support committee shall visit the venue of conference, i.e. ITDP hall and do the needful - check mike and sound system, seating capacity, display system, internet connections etc. and report the shortcomings if any to the Principal.

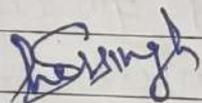
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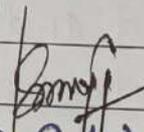
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and organizing committee.

- (7) Paper Review committee shall screen and evaluate abstracts and essays of the participants and hand over the Abstracts to Souvenir Committee for preparation and publication by 10th Sept 2025.
- (8) The Cultural Committee shall make necessary arrangements for Cultural Evening "Toshin".
- (9) The Report Preparation Committee shall complete its work on 17th Sept. 2025, before lunch.
- (10) Purchase Committee shall purchase articles required for conference.

The house concluded with a vote of thanks to the chair and members present.


(Staff Secy)


(D.S.W)


(Principal)