

**Conference, Seminar & Workshop Committee****SGT University****Minutes of the Meeting****Held on: 8/2/18 at 10 A.M. at Department of Physiotherapy, D Block****Members of the Committee:**

<b><u>S.No.</u></b>	<b><u>Name of the Member</u></b>	<b><u>Designation</u></b>	<b><u>Faculty &amp; Designation</u></b>
1.	Dr. Sheetal Kalra	Chairperson	Associate Dean Faculty of Physiotherapy
2.	Dr. Radhika Rai	Member Secretary	Associate Professor Faculty of Dental Sciences
3.	Dr. Sarju Devi	Member	Assistant Professor, Department of Language and Communication
4.	Dr Sneh Verma	Member	Dean Faculty of Education
5.	Dr Manish Yadav	Member	Assistant Professor College of Pharmacy
6.	Ms. Shweta Sharma	Member	Assistant Professor Faculty of Engineering
7.	Dr. Vikash Vats	Member	Assistant Professor Faculty of Indian Medical System

**Purpose of the Committee**

- ❖ The Chairperson of the Committee welcomed all the members .
- ❖ The purpose of the formation of this committee was made clear to all members stating that :
  - 1) The CWS Committee shall oversee, assist (if required) in organising any Seminar, workshop, Symposia etc by any faculty of the University.
  - 2) The Committee shall oversee that the expenditure, venue and audience of the program is well justified and relevant .
  - 3) After the program is held, the committee shall keep a detailed record along with pictures of the program.

## Working of the CWS Committee :

- ❖ The committee shall provide a performa in which the following details will have to be furnished by the organizing team of that particular program (Annexure I)
- ❖ For the smooth functioning of the same, if any faculty plans to organize any academic program, a prior information (preferably 7 days before) along with the above mentioned filled performa through mail /hardcopy must be sent to the Chairperson, CWS.
- ❖ If any assistance is required ( Eg: for sequencing of events/ booking of auditorium/ anchoring etc), it must be clearly stated along with the performa .
- ❖ One member from the CWS committee (as deputed by the chairperson of the committee) shall visit the venue 2 hours before (or accordingly) to oversee the arrangements and /or provide assistance .
- ❖ One member from the committee shall attend the program.

## Annexure I: Performa

<u>S. No.</u>	<u>Topic</u>	<u>Example</u>
1.	Purpose of the program	Academic
2.	Subject of the program	Dental Implants
3.	Date/ Time with duration / Venue	05/02/2018. 10am to 12 noon TV studio
4.	Chief Guest and other dignitaries invited from outside and from the university	Chief Guest : List of dignitaries:
5.	Audience (No. and details)	1. Post graduate students & faculty from dental colleges of NCR. 2. Post graduate and undergraduate students (those registered) from SGT 3. SGT Faculty Approximate Number: 110
6.	Hospitality	Prog followed by high tea
7.	Anchor	Dr. XYZ
8.	Sequence of events	Attached
9.	Expenditure	Rs.....
10.	Amount collected through registration fee /sponsorship	Rs. ....
11.	Balance	To be sponsored by the University /.....
12.	Checklist: <i>Kindly: tick if arranged/ mention if assistance or guidance required</i> 1. Roli/tikka/ thali 2. Lamp 3. Candle 4. Trays 5. Floral Decoration	

	<ol style="list-style-type: none"><li>6. Any other decoration</li><li>7. Flex</li><li>8. Furniture</li><li>9. Water bottles/ glasses/ coasters</li><li>10. Saplings/ Bouquet</li><li>11. Mementos</li><li>12. Any other gift/token for the guest</li><li>13. Folder/ pad /pen etc for delegates</li><li>14. Audio</li><li>15. Audio arrangement of Saraswati vandana, national Anthem/any other relevant audio/video</li><li>16. Photography &amp; Videography</li><li>17. IT assistance</li></ol>	
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All the agenda items were approved. The meeting ended with the vote of thanks by the chairperson.

Dr. Sheetal Kalra  
Chairperson  
CWS

Dr. Radhika Rai  
Member Secretary  
CWS