Cultural and Cocurricular Meeting

Created by: archana.motta@atria.edu Your response ✔ Yes, I'm going

Time

3:30pm - 4pm (India Standard Time - Kolkata)

Date

Fri Oct 16, 2020

My Notes

Guests

- ✔ abhilash.ab@atria.edu
- ✔ Archana Motta
  Pl note that the meeting is now virtu
  and hence request all to join the me
  virtually through this link
- ✔ chetan.cs@atria.edu
- ✔ deanmba@atria.edu
- ✔ jeslin.g@atria.edu
- ✔ madhushree.pr@atria.edu
- ✔ sachin.kg@atria.edu
- ✔ suhas.a.bhyratae@atria.edu
- ? prashanth.ram@atria.edu
  arpita.kar@atria.edu
  ashwini.bt@atria.edu
  bhaskar.mk@atria.edu
  chethan.pb@atria.edu
  ecehod@atria.edu
  kanchana.sk@atria.edu
  kavya.t@atria.edu
  kshama.jain@atria.edu
  nagendra.naik@atria.edu
  nandini.gc@atria.edu
  neha.mangla@atria.edu
  pavithra.k@atria.edu
  ramya.n@atria.edu
  richadas@atria.edu
  shalini.v@atria.edu
  srinivas.bv@atria.edu
  umadevi.r@atria.edu
  vasanthi@atria.edu

ATRIA INSTITUTE OF TECHNOLOGY

Minutes of the Cultural Committee Meeting

A Virtual meeting was called by the cultural Committee convenor Prof. Archana R Motta on 16th Oct 2020 with the Faculty coordinators who had volunteered to conduct an event during the current odd semester. All the coordinators attended the online meet.

Agenda: Conduction of the Events

- Based on the google sheet circulated, the enthusiasm of the faculty and students, the committee had come out with 10 cultural events and 10 co-curricular events.

- The faculty coordinators for each event were requested to submit the budget for their event by Monday 19th Oct not exceeding Rs2000/- per event

- It was proposed to give cash prize for the events. Min of 5 teams/participants should have registered for declaring 1 prize. Only when there are 10 participants, second prize shall be declared.

- Rules of the events to be communicated well in advance to students and next week to us.

- The following guidelines were drafted during the meeting for the conduction of the events.

- ✓ These events may be open for intercollege too if you are able to hold it

- ✓ Please provide e certificates to all participants

- ✓ Give the date of the event by 17th Oct so that we can check if there is any clash

- ✓ Please don't schedule the event before 3pm so that regular classes are not affected

- ✓ A Nominal registration amount may be collected from all participants

- ✓ Encourage maximum participation for each event by keeping the students engaged.

✓ The event link may be shared with all departments so that we can have audience for the events too.

At the end of the event, the faculty coordinators were requested to submit the following documents to the Cultural Committee mandatorily

- Brochure/poster of the event
- Detailed Rules and regulations of the event (Word file)
- Evaluation sheet or judgement sheet (Preferably in excel sheet)
- Registration Details (Preferably in excel sheet)
- Participant list with details of Name of the student, USN, Dept, Semester, Mobile number, Email Id (Preferably in excel sheet)
- Event Recording/photographs geotagged
- Event report with details of the event, number of teams/participants, winners and runners list (Word file)

On completion of the events, the faculty coordinators were asked to mail all these documents to the cultural committee chairperson marking a copy to your respective HOD.

The meeting ended with the chairperson thanking all the coordinators for their initiative in conduction of the events and wishing them all the very best for the same.

Prof. Archana R Motta,   Dr K V Narayanaswamy,

Convenor,   Principal,

Cultural Committee.   Chairperson, Cultural Committee