

MOM

Meeting Title: MOM_25		
Minutes: 90	Meeting date: 13/03/18	Meeting time: 4 PM

Meeting location	Conference Room
Meeting called by	Mr. Vimal and Mr. Anirban
Type of Meeting	Planning for RSD 18
Attendees	15 (Anirban, Vivek, Rahul, Pralay, Darpan, Manoranjan, Satyajit, Vimal, Debajit, Deepak, Atanu, Kaushik, Ramesh Bhukiya, Parth, Vineeta)
Absentees	1 (Pawan)

S. No.	Agenda Item	Action	Remarks
1	Model Researcher Award	Criteria decided for awarding model researcher award. Award and achievement section added to the criteria. Another separate award “Budding researcher award” added for researchers upto 3 rd year.	Mail to be floated by Anirban regarding the same.
2	Webpage workshop	Pralay asked to make the template and float mail for registration by Sunday (18/03/18)	
3	Faculty talks	Topic and speakers to be decided and accordingly posters will be made for the same by Friday (16/03/18)	Vivek, Rahul, Vimal and Satyajit to decide the speakers. Kaushik to make the posters.
4	Cultural Program	Deepak asked to finalize slots and requirements for the performers by next week and report it in the next meeting	
5	Video Collage	Manoranjan will make a video collage to be displayed during RSD 18	