



MODEL INSTITUTE OF ENGINEERING & TECHNOLOGY (AUTONOMOUS)
(Permanently Affiliated to the University of Jammu, Accredited by NAAC with "A" Grade)

No. MIET/Sports/2025/135

Dated: 10-11-2025

Notice
Sports Committee Meeting

This is for the information of all the members of the Sports Committee that there will be Meeting on Monday, 11th November 2025, at 3:00 PM in the Department of Computer Applications Block B.

The agenda of the meeting is:

1. Introduction of Newly Inducted Sports Committee Members
2. Review of Schedule for Fit India Week Activities
3. Planning of the opening ceremony of Fit India Week
4. Coordination with faculty committee members, students and support staff
5. Allocation of responsibilities to committee members.
6. Safety measures and First Aid Arrangements.
7. Preparation of Report and Documentation Requirements.
8. Discussion on the Task Allocation for Prize Distribution Ceremony

All committee members are requested to attend the meeting on time.

Vishal Gupta
Associate Professor & Convenor Sports Committee

Copy to:

1. Director, MIET for his kind information.
2. Dean, Strategy and Quality Assurance for information.
3. Dean Academics for Information
4. IQAC for information
5. Faculty concerned
6. Office Copy



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No. MIET/Sports/2025/136

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Notice

Minutes of Sports Committee Meeting held on 11-11-25

Meeting attended by:

1. Mr. Vishal Gupta (Assoc. prof. & Convenor Sports Committee)
2. Sukomal Ganguly (Sports Officer & Co- Convenor Sports Committee)
3. Ishan Anand (Asstt. Prof.)
4. Ms. Deepanshi (Asstt. Prof.)
5. Saurabh Sharma (Asstt. Prof.)
6. Bhanu Pratap Singh Jamwal (Asstt. Prof.)
7. Dr. Muntazir Abass (Asstt. Prof.)
8. Dr. Paramdeep Kour (Asstt. Prof.)

The following agenda was discussed in the meeting:

1. Introduction of Newly Inducted Sports Committee Members
2. Review of Schedule for Fit India Week Activities
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Minutes of the Meeting:

1. Introduction of Newly Inducted Sports Committee Members: This point focuses on welcoming the new committee members and officially introducing them to the team. The objective is to make everyone aware of roles, strengths, and expertise within the committee. It also helps build rapport and ensures that members understand the purpose and structure of the committee.
2. Review of Schedule for Fit India Week Activities: Under this agenda, the committee evaluates the existing activity schedule planned for Fit India Week. This includes confirming dates, timings, and event sequences and ensuring they align with institutional



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guidelines and student participation goals. Any modifications or adjustments are discussed and finalized.

3. **Planning of the Opening Ceremony of Fit India Week:** This includes outlining the key elements of the opening ceremony such as the chief guest invitation, introductory speeches, flag hoisting (if applicable), student march-past, performances, and announcements. The agenda ensures that preparations begin in a timely manner for a smooth and impactful inaugural event.
4. **Coordination with Faculty Committee Members, Students, and Support Staff:** This agenda point ensures effective communication and collaboration among everyone involved. The team will discuss how responsibilities will be shared and how coordination will occur across faculties, student volunteers, and administrative or ground staff for smooth execution.
5. **Allocation of Responsibilities to Committee Members:** Roles such as event in-charge, logistics coordinator, sports equipment manager, hospitality coordinator, media/documentation lead, and volunteer head may be distributed. This helps avoid confusion and ensures accountability, timely execution, and smooth event management.
6. **Safety Measures and First Aid Arrangements:** Since sports activities involve physical movement and minor injuries are possible, arrangements for first aid kits, medical room support, presence of trained personnel, hydration stations, and emergency contact protocols are discussed and finalized.
7. **Preparation of Report and Documentation Requirements:** The committee reviews documentation guidelines for Fit India Week, including attendance records, event photographs, videos, certificates, activity reports, and post-event summary submission to authorities. A responsible member/team is assigned to maintain and submit required documentation.
8. **Discussion on the Task Allocation for Prize Distribution Ceremony:** This point focuses on planning the logistics and flow of the prize distribution ceremony. Tasks include preparing award lists, certificates, trophies, stage setup, anchor coordination, guest seating arrangements, photography, and announcing winners. Responsibilities are assigned to committee members to ensure the ceremony is well-organized and error-free.



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Vishal Gupta

Associate Professor & Head, Sports Committee

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