



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

No. MIET/Sports/2026/22
Date: 04/02/2026

NOTICE
Sports Committee Meeting

This is to inform all Sports Committee members that a meeting has been scheduled in connection with the planning and execution of MIET Sports Week – 2026.

Meeting Details:

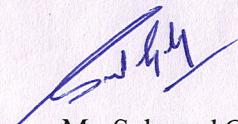
- Date: 7th February 2026
- Time: 12:00 Noon
- Venue: MCA Department, Block B, MIET Campus

The meeting will focus on discussion of the agenda, allocation of duties and responsibilities, event planning, and coordination to ensure the smooth and successful conduct of MIET Sports Week – 2026.

All Sports Committee members are requested to attend the meeting positively and on time.

Agenda of the Meeting

1. Distribution of duties for sports events during MIET Sports Week – 2026.
2. Distribution of duties for prize distribution and felicitation ceremonies.
3. Allocation of committee responsibilities, including:
 - o Maintaining a file of all committee notices
 - o Maintaining a file of Minutes of Meetings (MOM)
 - o Preparation and maintenance of a file of all Sports Week activities
 - o Preparation and maintenance of a file of all student participation and activities
4. Documentation timeline:
 - o All notices and Minutes of Meetings (MOM) must be prepared and completed within two (02) days of issuance/meeting.


Mr. Sukomal Ganguly
Sports Officer/Co-Convenor

Copy to: -

1. Director, MIET for his kind information
2. Dean, Strategy and Q A for information
3. IQAC Office file
4. Circulation among committee members
5. Office file.







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No. MIET/Sports/2026/26
Date:09-02-2026

Notice
Minutes of Sports Committee Meeting held on 07-02-26

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.) *Ishan Anand*
4. Ms. Deepanshi (Asstt. Prof.) *Deepanshi*
5. Dr. Tahir Fazal (Asstt. Prof) *Tahir Fazal*
6. Ms. Lavanya Anand (Asstt. Prof.) *Lavanya Anand*
7. Dr. Muntazir Abass (Asstt. Prof.) *Muntazir Abass*
8. Dr. Paramdeep Kaur (Asstt. Prof.) *Paramdeep Kaur*
9. Dr. Sarabdeep Singh. (Asstt. Prof.) *Sarabdeep Singh*

The following agenda was discussed in the meeting:

1. Distribution of duties for sports events.
2. Distribution of duties for prize distribution ceremony.
3. Allocation of committee work and documentation responsibilities

Minutes of the meeting

1. Distribution of Duties for Sports Events

- Event in-charges were finalized for all sports disciplines.
- Each in-charge will be responsible for fixtures, equipment management, match officials, and reporting of results.
- Volunteers will assist in ground preparation, player coordination, and scoring.

2. Prize Distribution Ceremony

- A separate team was assigned for the prize distribution ceremony.
- Responsibilities include stage setup, trophies and certificates arrangement, guest coordination, and anchoring.
- A final list of winners must be submitted to the ceremony committee one day prior to the closing event.

3. Committee Work & Documentation

The following responsibilities were assigned:

- Maintaining file of all committee notices.
- Maintaining file of Minutes of Meetings (MoM).
- Maintaining record file of all sports activities.
- Maintaining participation and activity records of students.
- Ensuring that every notice and MoM is documented and filed within **2 days** of issuance/meeting detail.

Sukomal Ganguly
8/2/26

B. D.



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Attendance Sheet

Sl. No.	Name of Faculty Member	Role	Signature
1	Mr. Vishal Gupta, HoD, MCA	Convener	
2	Mr. Sukomal Ganguly, Sports Officer	Co-Convener	
3	Dr. Sarabdeep Singh Bijral, Assistant Professor, ECE	Member	
4	Dr. Muntazir Abass, Assistant Professor, MBA	Member	
5	Mr. Bhanu Pratap Singh Jamwal, Assistant Professor, EE	Member	
6	Mr. Arsalan M. Zargar, Assistant Professor, CSE	Member	
7	Mr. Saurabh Sharma, Assistant Professor, CSE	Member	
8	Mr. Sharad Sharma, Assistant Professor, BBA- LLB	Member	
9	Ms. Harneet Kour, Assistant Professor, BBA- LLB	Member	
10	Mr. Ishan Anand, Assistant Professor, CE	Member	
11	Dr. Tahir Fazal, Assistant Professor, BBA	Member	
12	Ms. Deepanshi, Assistant Professor MCA	Member	
13	Ms. Lavanya Anand, Assistant Professor, BBA	Member	
14	Dr. Paramdeep Kour, Assistant Professor, B. Com	Member	