



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

No. MIET/2024/201

Date : 13/08/2024

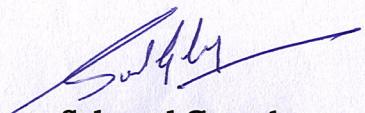
NOTICE

Sports Committee Meeting

This is for the kind information of all the Sports committee members that there shall be a meeting at 3:00 pm on 19th August 2024. All committee members are requested to be present in HoD Room, MCA Department.

Agenda of the meeting:

1. Prize Distribution Ceremony for the annual year 2023-2024
2. Assignment of Duties/Responsibilities
3. Organizing Certificates
4. Final List of Students
5. Invitations to HODs and other members
6. Security Arrangements
7. Mic Setup & PPT Preparation
8. Folder on Dais
9. Event Schedule
10. Sitting Arrangement
11. Press Release
12. Refreshments
13. Dress Code and; Dress Rehearsal
14. Next Sports Event Planning


Sukomal Ganguly
Sports Officer

Copy to:-

1. Director, MIET for his kind information.
2. General Manager, Strategic Initiatives for information.
3. Dean Academic Affairs,
4. IQAC Office file.
5. Circulation among committee members:


19/08/2024





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No: MIET/SPORT/2024/202
Date: 20/08/2024

Sports Committee
Minutes of the Meeting

Meeting Date: 19th August, 2024

Time: 3:00 pm

Meeting attended by:

Mr. Vishal Gupta (Convener) *Dash*
Mr. Sukomal Ganguly (Sports Officer) *Sukomal*
Mr. Sarabdeep Singh (ECE) *S. P.*
Mr. Bhanu Pratap Singh Jamwal (EE) *Bhanu*
Mr. Ishan Anand (CIV) *Ishan Anand*
Mr. Manik Gupta (MBA) *Manik*
Mr. Sourabh Sharma (BCA) *Sourabh*
Ms. Harneet Kour (BBA-LLB)
Mr. Arsalan (CSE) *Arsalan*
Ms. Koushik Dhar (BCOM) *Koushik*
Ms. Heena Sharma (BBA) *Heena Sharma*

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Discussion Summary:

On August 19, 2024, the annual Sports Day planning meeting was held, attended by all faculty and student coordinators. The focus of the discussion was on finalizing the key details for the event, particularly prize distribution, duty assignments, and event logistics. Key responsibilities were assigned for various tasks, including:

*Swami
19/08/24*

*Heena
19/08/24*



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Attendance Sheet

Sports Committee Meeting

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. Manik Gupta, 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. Koushik Dhar, Assistant Professor, BCOM	Member	
9	Ms. Harneet Kour, Assistant Professor, BBA-LLB	Member	
10	Mr. Ishan Anand, Assistant Professor, CE	Member	
11	Dr. Heena Sharma, Assistant Professor, BBA	Member	

S. Bhatia
19/02/25



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- Organizing certificates.
- Sending invitations to the Heads of Departments (HODs).
- Coordinating security measures.

The final event schedule was confirmed, with the following key dates:

- **Next Meeting:** August 26, 2024 – to finalize all event preparations.
- **Dress Rehearsal:** August 27, 2024 – with a mandatory formal dress code for all participating students.

Additionally, seating arrangements, press releases, and refreshments were thoroughly discussed. The certificates will be arranged in sequence based on the finalized student list. Preparations for the next sports event in September will also begin soon after the current event concludes.

Convenor Sports Committee

Copy to:

Director, MIET for kind information
General Manager, Strategic Initiatives for information
Dean Academic Affairs, For information
IQAC
Circulation among Committee Members

Subh
19/07/2024