

Minutes of the OBC committee

A meeting was held on 25th July , 2018 at the Conference Room of GNIT. The following agenda were discussed:

Agenda:

1. Discussion about the functions and related activities of the committee
2. Database preparation for newly admitted OBC students
3. Suggestions

Members Present:

Sl. No.	Name	Designation	OBC Committee Designation
1	Prof (Dr.) Santanu Kr. Sen	Principal	Chairman <i>[Signature]</i>
2	Mrs. Bapita Roy	H.O.D., AEIE Dept.	Convener <i>[Signature]</i>
3	Dr. Adhish Kumar Chakrabarty	Registrar	Member <i>[Signature]</i>
4	Dr. Sucharita Chakraborti	HOD, ASHU Dept.	Member <i>[Signature]</i>
5	Dr. Suparna Biswas	Assistant Professor, ECE Dept	Member <i>[Signature]</i>
6	Mr. Pijush Chandra	Office Admin	Member <i>[Signature]</i>
7	Ms. Sumana Bhattacharjee	Office Admin	Member <i>[Signature]</i>
8	Mr. Kallol Paul	Accountant Officer	Member <i>[Signature]</i>

Agenda 1: Discussion about the functions and related activities of the committee

The Convener discussed about the functions and related activities of the committee such as:

- i. to support to the weaker students
- ii. to organize some special training programs
- iii. to conduct regular remedial coaching classes on life skills, personality development, writing assignments and making presentations.

Agenda 2: Database preparation for newly admitted OBC students

- All the Mentors are requested to prepare the database of newly admitted OBC students in all streams within one week. They are also requested to maintain all the required data.

Agenda 3: Suggestion:

The Chairman suggested to the OBC committee to continue their activities and responsibilities as they are doing nicely during previous years.

The meeting ended with vote of thanks.

With Regards,
Mrs. Bapita Roy,
Convenor, OBC Committee
H.O.D., AEIE