







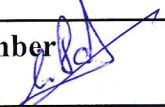
Minutes of the OBC committee

A meeting was held on 12th August, 2019 at the Conference Room of GNIT. The following agenda were discussed:

Agenda:

1. Discussion related activities of the committee
2. Database preparation for newly admitted OBC students
3. Conducting/Coordinating Training Programmes for Students and Staff: Teaching and Non-Teaching
4. Awareness of different scholarship schemes

Members Present:

Sl. No.	Name	Designation	OBC Committee Designation
1	Prof (Dr.) Santanu Kr. Sen	Principal	Chairman 
2	Mrs. Bapita Roy	H.O.D., AEIE Dept.	Convener 
3	Dr. Adhish Kumar Chakrabarty	Registrar	Member 
4	Dr. Sucharita Chakrabarti	HOD, ASHU Dept.	Member 
5	Mr. Pijush Chandra	Office Admin	Member 
6	Ms. Sumana Bhattacharjee	Office Admin	Member 
7	Mr. Kallol Paul	Accountant Office Officer	Member Member 

Agenda 1: Discussion about the related activities of the committee

The Convenor 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 provide special inputs in areas where the students experience difficulties

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: Conducting/Coordinating Training Programmes for Students and Staff: Teaching and Non-Teaching

The Chairman suggested to the OBC committee to Conduct the Training Programmes for Students and Staff: Teaching and Non-Teaching

Agenda 4: Awareness of different scholarship schemes

The Convenor suggested to all the Departments to conduct the awareness program for different Scholarship schemes for OBC students

The meeting ended with vote of thanks.

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