

Ref: GNIT/NT/39

Date: 18.02.2020

Alumni Association of
Guru Nanak Institute of Technology
157/F, Nilgunj Road, Kolkata – 700 114.

Notice

All of you are requested to please attend the meeting which will be held on 18.02.2020 at 3:00 pm in Conference Room of GNIT Campus regarding Alumni Meet 2020



Avali Banerjee

President, Alumni Association of GNIT

Copy to:

1. Director
2. Principal
3. Dean
4. All members of Alumni Association

Minutes of the Meeting

Date: 19/02/2020

A meeting Alumni Association of GNIT Committee was held on 18th Feb 2020 at 3:00 pm in Conference Room of GNIT regarding preparation of Alumni meet -2020

Members Present:

1. Mr. Suman Ghosh
2. Mr. Sourish Mitra
3. Ms. Suparna Karmakar
4. Ms. Somalina Choudhury
5. Ms. Anurima Majumdar
6. Ms. Antara Ghosal
7. Ms. Sucharita Chakrabarti
8. Ms. Debashruti Ganguly
9. Ms. Avali Banerjee
10. Mr. Gaurav Majumdar

Agenda 1. Preparation of Alumni meet -2020

❖ Resolutions:

1. For Alumni Meet required committees has formed.

Point of Action: Committee Members of respective Department

ALUMNI ASSOCIATION OF GURU NANAK INSTITUTE OF TECHNOLOGY

ALUMNI MEET 2020

For Alumni Meet 2020 required committees were formed as follows

Sr. No.	Committee	Members	Work
	Chair Person	Prof. (Dr.) Santanu Kumar Sen	
1	Event Coordination	Dr. Sucharita Chakrabarti Mr. Santanu Chakraborty Ms. Avali Banerjee	
2	Finance	Ms. Avali Banerjee, Mr. Sourish Mitra Ms. Anurima Majumdar	1. Preparing budget 2. Expenses according to the fund

3	Publicity	Mr. Sourish Mitra Ms. Avali Banerjee	1. Preparing Banner, Invitation Card, Poster, Voucher, Registration Receipt Book 2. Publicity through website & Facebook updation 3. Arrangement of Video Recording & Photography
4	Alumni Coordination & Registration	Mr. Pallabi Das - CSE Ms. Antara Ghosal - ECE Ms. Suparna Karmakar - IT Ms. Santana Das - AEIE Ms. Shairee Ganguly - FT Ms. Suman Ghosh - EE Ms. Somalina Choudhury - CA Ms. Debashruti Ganguly - BHM	1. Invitation via mails. 2. Preparing Registration form, Feedback form, Attendance Sheet. 3. Arrangement of Registration Desk with students.
5	Hospitality	Ms. Avali Banerjee Ms. Somalina Choudhury Ms. Antara Ghosal, Ms. Palasri Dhar, Ms. Shairee Ganguly	1. Stage decoration 2. Arrangement of sound System 3. Reception of Dignitaries 4. Arrangement of flower and gift
6	Food	Mr. Pijush Chandra Mr. Suman Ghosh	1. Arrangement of Tea, Snacks & lunch
7	Cultural	Dr. Sucharita Chakrabarti Ms. Anurima Majumdar	1. Coordination of cultural Program
8	Sports event	Ms. Palasri Dhar, Ms. Soma Boral Ms. Rosalin Nath	
9	Volunteer	CSE, ECE, IT, AEIE, FT, EE CA, BHM	1. Arrangement of 2 student volunteers.

Avali Banerjee

Ms. Avali Banerjee
President, Alumni Association of GNIT

Copy to: All members of AAGNIT