

Assignment - II

18/11/20

Assume you are the faculty coordinator of the national symposium to be conducted in your college. You have convened a meeting to ensure the smooth conduct of the event. Draft Notice, Agenda and minutes of meeting.

SRM Institute of Science and Technology  
Kattankulathur Campus, Chennai

NOTICE

15/11/2020

This is to notify that a meeting regarding the conduct of a national symposium will be held on 18-11-2020 at 3pm at the conference hall, in Kattankulathur Campus, Chennai. All members are requested to attend the meeting.

Agenda is enclosed.

AGENDA

1. To confirm the thrust area.
2. To fix up the tentative dates.
3. To form an organising committee.
4. Discussion on sponsorships for funds.
5. Any other matter.

Debarghya Barik  
Faculty Coordinator

Cc

Dean of School of Computing.



SRM Institute of Science and Technology  
Kattankulathur Campus, Chennai

MINUTES

22/11/2020

A meeting involving the faculty members regarding the discussion on the smooth conduct of the national symposium was held on 18-10-20 18-11-2020 at 3pm at the conference hall of the institute.

The meeting was chaired by Dr. D'Souza, Principal of our institute with an attendance of ten members and the meeting started at 3pm.

Members Present :

- Mr. Raghu Ram , Professor
- Ms. Lalitha , Professor
- Ms. Kamala , Professor
- Mr. Ravi , Associate Professor
- Ms. Sushmitha , Associate Professor
- Ms. Niya , Associate Professor
- Mr. Sarthak , Assistant Professor
- Mr. Saranil , Assistant Professor
- Mr. Vaidhyarathan, Accounts Officer
- Mr. Debarghya , Faculty Coordinator

Members Absent :

- Nil.

1. To confirm the thrust area - It was decided that the thrust area will be such, which will address the global scenario. Since the whole world is passing through a pandemic situation, the house agreed on the following title ;



- ROLE OF ARTIFICIAL INTELLIGENCE AND MACHINE LEARNING  
in SYNTHETIC BIOLOGY.

2. To fix up the tentative dates - The house requested the coordinator of the symposium to open up a dialogue with the experts in the title field across India before fixing up the actual dates. However the members were in favour of mid January, 2021 regarding the tentative dates.
3. To form an organising committee - The organising committee comprised of the following members;

Chief Patron

Dr. D'Souza, Principal

Coordinator

Mr. Debaghya, Faculty Coordinator

Treasurer

Ms. Lalitha, Professor.

Financial Advisor

Ms Kamala, Professor

Fooding and Lodging

Mr. Ravi, Professor.

Mr. Swapnil, Assistant Professor

Mr. Sarthak, Assistant Professor



4. Discussion on Sponsorships for funds — It was decided that a savings account will be opened up <sup>with</sup> The Indian Bank within our campus. It was also unanimously resolved in the meeting that the head of our institute would apply for a sum of ₹ 2 lac to the central DST (Department of Science and Technology), Delhi. The subscription fee for the attendees in the symposium was fixed at ₹ 500/- for each registered participant.

5. Any other matter :- • Mr. Ravi pointed out that the news of the symposium should be uploaded in the official website of the institution for a wide circulation. He voluntarily took the responsibility to look after this matter.

technical • The house requested Mr. Sarthak to extend his <sup>technical</sup> expertise to monitor the sound system.

The meeting came to an end at 5pm with a vote of thanks to the chair.

Dr. D'Souza.

Principal.

Debarghya Barik  
RA2017026010022