**Date : 14-07-2023**

1. Sujata
2. We need to call her for giving contact number of Biology and Bengali teacher
3. We need to call her for filling forms and do final negotiation for her pay out.
4. Anupam
5. We need to call him for discussion of faculty recruitment in Commerce department.
6. We need to remind him for making course materials of various subjects in commerce stream.