



TECNIA INSTITUTE OF ADVANCED STUDIES

GRADE "A" INSTITUTE

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Date: 06/05/2023

GrafixX Club **Minutes of the Meeting**

In pursuance of “**GrafixX Club**” a meeting was scheduled on 5 May ,2023 through offline mode under the chairmanship of Mr. Ketan Kumar Kataria to discuss and approve the agenda. The meeting started with the welcome of all members by the chair. The following members were present & attended the meeting:

Chairperson : Mr. Ketan Kumar Kataria

Members:

- Dr. Ruchi Srivastava, Event Head
- Dr. Shivendu Rai, HOD, Department of Journalism and Mass Communication
- Mr. Vinod Kumar, Media lab in charge, Department of Journalism and Mass Communication
- Dr. Deepak Sonkar, Assistant Professor, Department of Information and technology.
- Dr. Rubina Bano, Assistant Professor, Department of Management
- Ms. Meghna Thakur, Student coordinator, Department of Journalism and Mass Communication
- Ms. Akshara Tyagi, Student coordinator, Department of Journalism and Mass Communication
- Mr. Krish Dixit, Student coordinator, Department of Journalism and Mass Communication
- Ms. Nishtha, Student coordinator, Department of Journalism and Mass Communication
- Mr. Kunal Sethi Student coordinator, Department of Journalism and Mass Communication
- Ms. Riya Sharma, Student coordinator, Department of Journalism and Mass Communication

Agenda Points:

1 Club Activity Planning and Implementation for academic session to be started from 06th May,2023)

2. Discussed and finalized the core committee members of the GrafixX club: In core Committee we have representatives from all the departments, who discussed and finalized the core committee members of the club

3. Discussed regarding enrolment of volunteers of the club from all the departments: All the core committee members are requested to motivate the students for participation as volunteers.

4. To discuss the proposed events of the GrafixX Club: Proposed event calendar has been discussed and finalized with the approval of all the committee members. Some of the proposed events are as follows:

1. Poster Making
2. Poster Competition
3. E-Rangoli Competition

5. Discussed the role and responsibilities of the committee members

- (a) Dissemination of the event information to their respective departments and ensure maximum participation from the students.
- (b) Organizing the club enrolment of volunteers.
- (c) To promote club events through all appropriate media.
- (d) To maintain an accurate record of all the activities of the club.

6. Discussed and finalized the role and responsibilities of the volunteers of the club.

- (a) All volunteers shall work under the guidance of committee members.

7. Framed the guidelines for smooth conduct of club activities.

- (a) All the students will be informed about the events through notice.
- (b) Students may submit their entries to their respective coordinators.
- (c) Certificates will be given to all the participants.
- (d) Geo-tag photographs are mandatory
- (e) Submission of report within 2 days is mandatory.

All the resolutions and minutes are put-up in front of Institutional academic committee for approval.

Mr. Ketan Kumar Kataria

(Club Incharge)

