

# মিটিং রেজল্যুশন বহি

## MEETING RESOLUTION BOOK

মিটিং নং /Meeting No.		উপস্থিত সভ্যগণের নাম	স্থান /Place
তারিখ /Date		NAME OF MEMBERS PRESENT	সময় /Time

১। 1	৮। 8	১৫। 15
২। 2	৯। 9	১৬। 16
৩। 3	১০। 10	১৭। 17
৪। 4	১১। 11	১৮। 18
৫। 5	১২। 12	১৯। 19
৬। 6	১৩। 13	২০। 20
৭। 7	১৪। 14	২১। 21

**ডোমকল গার্লস্ কলেজ**

স্থাপিত-২০১১

ডোমকল, মুরশিদাবাদ, ৭৪২৩০৩  
ই-মেইল: domkalgirlscollege@gmail.com  
ফোন নং: ৭৪০৭০০০৭৮৮



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Affiliated to University of Kalyani  
Recognised by the UGC u/s 2(f)  
AISHE Code: C-53416  
Website: domkalgirlscollege.ac.in

**DOMKAL GIRLS' COLLEGE**

ESTD-2011

Domkal, Murshidabad, 742303  
E-mail: domkalgirlscollege@gmail.com  
Ph: 7407000788

Ref. No: DGC/SEMINAR/01/2025

Date: 18/01/2025

### NOTICE

It is hereby notified to all member of the Seminar Sub-Committee of Domkal Girls' College that meeting will be held on 22<sup>nd</sup> January, 2025 at 1.00 p.m.at Principal's Room to discuss the following Agenda.

#### Agenda:

1. Digitalization of all procedures and formalities related to seminars.
2. Miscellaneous.

Principal  
Domkal Girls' College


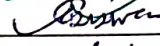
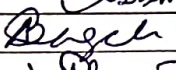
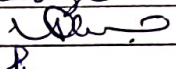

Domkal, Murshidabad  
**PRINCIPAL**  
Domkal Girls' College  
Domkal, Murshidabad

Chitrabhanu Biswas  
Convenor

Seminar Sub-Committee  
**Convenor**  
Seminar Sub-Committee  
Domkal Girls' College

**DETAILS OF SEMINAR SUB COMMITTEE MEETING HELD ON 22<sup>ND</sup> JANUARY 2025 AT 1 P.M. AT PRINCIPAL'S CEMBER**

**ATTENDEES:**

Designation	Name	Signature
Chairman/Principal	Dr. Alak Kumar Das	
Convener	Mr. Chitrabhanu Biswas	
Member	Dr. Anasua Bagchi	
Member	Mr. Abu Emdad Md Abdur Rakib	
Member	Mr. Bivas Biswas	

**RESOLUTIONS**

A meeting of the Seminar Sub-Committee of Domkal Girls' College was held on 22<sup>nd</sup> January, 2025, at 1 PM at Principal's Chamber. The following resolutions were adopted:

**1. Digitalization of Seminar Procedures:**

- It was unanimously decided that all procedures related to the organization of seminars will be digitalized to ensure efficiency and transparency. The following processes will be included in the digitalization plan:
  - **Proposal Submission:** Departments or committees intending to organize a seminar must submit proposals to the authority through an online mode.
  - **Notices and Announcements:** All seminar-related notices, including invitations, will be issued electronically.
  - **Posters and Brochures:** Digital posters and brochures will be used for seminar promotion, reducing paper usage.
  - **Material Requisition:** Any requisition for seminar-related materials (such as projectors, stationery, or refreshments) will be made through an online system.
  - **Attendance Management:** Attendance of participants and speakers will be recorded digitally.
  - **Feedback Collection:** A digital feedback mechanism will be implemented for participants and resource persons.
  - **Report Preparation:** The seminar convener will prepare and submit seminar reports digitally for record-keeping and evaluation.

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### 2. Implementation Strategy:

- The IT department will be consulted to develop a user-friendly digital procedure in the college website.
- A trial phase will be conducted before full implementation.

### 3. Miscellaneous:

- No additional items were discussed.

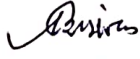
The meeting concluded with a vote of thanks by the convener.

Chairman

Seminar Sub-Committee

Domkal Girls' College

**PRINCIPAL**  
Domkal Girls' College  
Domkal, Murshidabad

  
Signature of the Convener

**Convener**  
Seminar Sub-Committee  
Domkal Girls' College