

BVCOA  
Seminars and Workshops Organizing Team  
Minutes of the meeting  
Meeting 1

**Date:** 12 June 2024 (Wednesday)

**Time:** 03:45 PM

**Venue:** Second Floor Staffroom

**Attendees:**

Ar. Himika Lakhanpuria

Ar. Madhura Naik

Ar. Aamod K

Ar. Ankita Kadam

Ar. Ruchira Dahale

### **Agenda of the Meeting**

1. Introductory Meeting
2. Introduction of the New Members
3. Assignment of Duties
4. Revision of standard SOP's

#### **1. Welcome and Introduction**

The Head of the team welcomed all members to the first meeting of the Seminars and Workshops Organizing Team for the Academic year 2024-25.

#### **2. Introduction of New Members**

Ar. Ankita Kadam and Ar. Ruchira Dahale were introduced and provided a brief background.

#### **3. Assignment of Duties**

- Ar. Himika Lakhanpuria : In charge of Requestion, communication with speakers and participants, to oversee documentation, minutes, and follow-ups.
- Ar. Madhura Naik: Assigned to manage ERP documentation process, making of poster, promotion via social media.
- Ar. Ankita Kadam : Assigned to handle the making of felicitation (Certificate/ appreciation letter or similar.)
- Ar. Ruchira Dahale : Assigned to handle the venue and coordination with the hospitality.

#### **4. Revision of Standard SOPs**

- A discussion was led on the existing Standard Operating Procedures (SOPs) for organizing seminars and workshops.

- Key SOPs reviewed included:
  - **Planning Phase:** Steps involved sanction letter and issuing Notice
  - **Logistics and Venue Management:** Block the dates of Seminar hall (if required)
  - **Speaker Coordination:** Inviting speakers (via e-mail), confirming their participation, and managing their requirements.
  - **Informing the Accounts department in case remuneration is granted:** Submit a copy of sanctioned letter along with account details of the resource person.
  - **Promotion and Marketing:** Promoting events through posters/ flyers via various channels, including social media and WhatsApp.
  - **On-the-Day Management:** Includes setting up, welcoming guests, alert hospitality and troubleshooting issues (if required), taking attendance of the participants in the standard format (hardcopy) and clicking Geo-Tagged photos of the event.
  - **Post-Event Follow-Up:** Collect feedbacks in the standard format (hardcopy), uploading the details on ERP, update the excel file on Gmail drive (Bvcoa seminar workshops profile)

## 5. Open Discussion

Members were invited to share their thoughts and suggestions on the revised SOPs. It was decided post discussion that our standard excel file format will be updated to include a “Number of Participants” tab. The change shall be made by Ar. Himika Lakhanpuria.

Also the suggestion to upload the detailed documentation (like sanction letter, feedback, attendance) on ERP was made and it was decided that it shall be done in addition to the standard practice of uploading poster and geotagged photos. The task shall be undertaken by Ar. Madhura Naik.

## 6. Next Steps

All the action items were summarized and was unanimously suggested that the next meeting shall be scheduled with the Student members. This shall be done after the council reveal on 26 July 2024.

## 7. Conclusion

The Chairperson thanked everyone for their participation and contributions.

The date for next meeting to be decided on 29 July 2024.

**Adjournment:** The meeting was adjourned at 04:25 PM

**Minutes Prepared by:** Ar. Himika Lakhanpuria

**Date:** 12 June 2024