

Subject: Minutes of Meeting 4 - held on 21st April, 2016

MOM – 4

BECA – 1981 : Minutes of Meeting

Office Bearers and Conveners of Sub-Committee met on 21st April, 2016. Following decisions were taken:

1. Detail Programme on 1st January, 2017 (Sunday) at IEST/BESU/B. E. College, Shibpur, has been tentatively fixed as under:
 - Registration : 09:30 AM – 10:30 AM
 - Felicitation of Retired Professors : 10:30 AM – 11:30 AM
of our time
 - Felicitation of Mess employees : 11:30 AM – 12 Noon
of our time
 - Discussion/Talk by the Distinguished : 12:00 Noon – 01:15 PM
Personalities on specific topics (topics
will be decided later)
 - Photo Session : 01:15 PM – 01:30 PM
 - Lunch Break : 01:30 PM – 02:30 PM
 - Discussion/Deliberation by Batchmates : 02:30 PM – 04:00 PM
on future activity of BECA – 1981
 - Cultural Programme : 04:00 PM – 06 : 00 PM
2. It has been also decided to organize some Sightseeing programme for 1 Hour 30 Minutes (from 02:30 PM to 04:00 PM) for the family members when the discussion of Batchmates will take place.
3. Budget of Rs. 9.0 Lakhs has been fixed for the function and activity-wise details are as under:
 - Food : 2.0 Lakhs
 - Felicitation programme for the : 1.0 Lakh
Professors (including transport)
 - Felicitation programme for : 2.0 Lakhs
Mess employees
 - Publication of Souvenir : 1.5 Lakhs
 - Infrastructure (Decorations, PR System, : 1.0 Lakh
Bouquets, Transport for Sightseeing)
 - Mementoes for Batchmates : 0.5 Lakh
 - Cultural Programme (Including : 1.0 Lakh
expenditure towards rehearsal
for Drama, if organized)

4. It has been also decided to contact each and every Batchmates and specific responsibility will be given to the Sub-Committee members, Office Bearers and others to contact and ensure participation of other Batchmates who are not in regular touch and are residing outside Kolkata. That list will be prepared and circulated later.
5. Advertisement rate has been finalized and the Contract form will be published. Print copy and the Soft copy will be circulated once it is finalized.

(BISWARUP SAHA)

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