

## REPORT OF MEETINGS BY STUDENTS' COUNCIL

### Minutes of the Meeting for Fresher's Event

**Date:** September 25, 2023

**Venue:** Online (via zoom) and Offline (in the staff room)

#### **Members Present:**

1. Ms. Dolly Kapoor, Convenor
2. Ms. Monica Chhabra, Staff Advisor
3. Ms. Sameera Mehta, Staff Advisor
4. Ms. Varnika Singh, Staff Advisor
5. Fia Subu, President
6. Kripa Biju, Vice President

#### **Agenda:**

1. Fixing the date for Fresher's Day.
2. Arrangements for departmental and main Fresher's events.
3. Collection of the number of freshers from each department.
4. Procurement of items for the event.
5. Coordination with the DJ for the after-event party.
6. Collection of music tracks for Fresher of the Day participants.

#### **Discussion and Resolutions:**

##### **1. Date for Fresher's Day:**

- It was decided that the Fresher's Day event will be held on **October 6, 2023 (Friday)**.

##### **2. Departmental and Main Fresher's Events:**

- The meeting agreed that the departmental Fresher's events will be conducted first. Afterward, the main Fresher's event will be held at **Thevenet Hall**.

##### **3. Collection of Freshers' Numbers:**

- It was resolved to collect the number of freshers from each department. This is to ensure that each fresher receives a coupon for the event.

##### **4. Procurement of Items:**

- It was decided to purchase planters for the guests and a sash for the Fresher of the Day.

##### **5. Fresher of the Year Contest**

A "Fresher of the Year" contest was conducted during the event. In this contest, one candidate from each department was selected to represent their department. The competition consisted of three stages:

1. Introduction Round : Candidates introduced themselves.
2. Talent Round: Candidates showcased their talents.
3. Question and Answer Round: Selected candidates from both the rounds, participated in this round, where the final "Fresher of the Year" was chosen.

#### **6. Coordination with the DJ:**

- A decision was made to contact the DJ for the after-event party to ensure entertainment after the main Fresher's event.

#### **7. Collection of Music Tracks:**

- It was agreed to either collect the pendrives containing music tracks from the participants of the Fresher of the Day event or instruct them to send their music tracks beforehand.

#### **Conclusion:**

The meeting concluded with a summary of the tasks assigned to the respective members and a reminder of the deadlines to ensure the smooth execution of the Fresher's Day event.

### **Minutes of the Meeting for Zenith**

Minutes of the Meeting

**Date:** November 3, 2023

**Venue:** Offline and Online

#### **Members Present:**

- Ms. Dolly Kapoor (Convenor)
- Ms. Monica Chhabra (Staff Advisor)
- Ms. Sameera Mehta (Staff Advisor)
- Ms. Varnika Singh (Staff Advisor)
- Ms. Fia Subu (President)
- Ms. Kripa Biju (Vice President)

#### **Agenda: Finalizing the Details for Zenith 2023**

##### **1. Date Finalization:**

The date for Zenith 2023 was decided to be December 8, 2023.

##### **2. Venue Selection:**

Multiple societies will be putting up stalls for the fundraiser, and the Purple Wall area was chosen as the venue.

**3. Submission of Stall Requirements:**

Societies are required to submit a list of items they wish to include in their stalls. This must be done through an official letter addressed to the Students' Council.

**4. Arrangement of tables:**

It was discussed that tables need to be arranged for the event. The responsibility to coordinate with the tent vendor was assigned.

**5. Request for Additional Tables:**

If any society requires additional tables, they must submit a letter signed by their society's convenor.

**6. Electricity Provision:**

It was confirmed that electricity would be provided at the venue.

**7. Venue Decoration:**

The Purple Wall area will be decorated for the event.

**8. Society Meeting:**

An offline meeting was held with representatives from various societies to discuss the event in detail.

**9. Task Distribution:**

The work for Zenith was divided among Core Team of Students Council:

- **Logistics Team:** Managing volunteers.
- **Social Media Team:** Capturing and promoting the event.
- **Discipline Team:** Maintaining order during the event.
- **Creativity Team:** Decorating the venue.

**Conclusion:**

The meeting was adjourned with all members agreeing on the tasks and timelines. Follow-up meetings will be scheduled as needed.

**Minutes of Meeting for the preparation of Montage 2024**

Date: 2 January 2024

Agenda- Discussion on the preparation and organization of Montage

Venue- Took place both online and offline in college

Members Present:

1. Ms. Dolly Kapoor, Convenor
2. Ms. Monica Chhabra, Staff Advisor
3. Fia Subu, President
4. Kripa Biju, Vice President

1. Montage Date Change: The date for Montage has been rescheduled from 8th and 9th February 2024 to 15th and 16th March 2024

2. Sponsorship Guidelines: Avoid sponsors related to alcohol, tobacco, dating apps; welcome sponsors related to cars, appliances etc. Focus on companies targeting a women audience.

3. Stall Information for Societies:

- Number of events
- Nature of events
- Expenditure
- Fundraising goals

4. Stalls Overview:

- The entire ground will be covered with stalls (3 sides).
- Stalls include promotional, merchandise, and food.
- Students, departments, and societies can have stalls at the same price as normal vendors.

5. Outreach Team Activation: Establish an outreach team to inform people about Montage.

6. Proposal Submission by the societies deadline: Proposals should be submitted by 25th January 2024

7. International Performance:

- Contact the Institute of Sarvantes.
- Reach out to embassies for an international performance on cultural connect.

8. Prospective Sponsors List: Compile a list of potential sponsors.

9. Webinars for Fundraising: 40-50k in funds.

10. Student Council Email ID: an email ID for the Student Council.

11. Drafting proposal

- Draft a write-up about the college.

- Include information about Montage.
- Prepare advertisements.
- Design a brochure with an ad for circulation during Montage.