



**ANJUMAN-I-ISLAM'S**

**KALSEKAR TECHNICAL CAMPUS, NEW PANVEL**

Approved by : All India Council for Technical Education, Council of Architecture, Pharmacy Council of India New Delhi,  
Recognised by : Directorate of Technical Education, Govt. of Maharashtra, Affiliated to : University of Mumbai.

- SCHOOL OF ENGINEERING & TECHNOLOGY
- SCHOOL OF PHARMACY
- SCHOOL OF ARCHITECTURE

Date: 12.10.2019

## **Closure REPORT - Event Writing & Minutes Committee**

We all team members sat together on all 3 working days after the event (7th, 9th and 10th Oct. 2019) to collect the details and write the report by compiling points noted by each one of the team.

**A 55 page report submitted to Dr. Abdul Razak Honnutagi, Director, AIKTC on 11.10.2019 and We thank each one of us who helped us in doing this.**

We would like to mention that the committee which writes the report should get all the things so as to compile it and put it in a logical sequence. Concerned committees (whose details are required to write a report) should have provided the details immediately after the event, without follow-up.

Thanks to Prof. Rohandas who helped us in collecting all photographs (as few were uploaded on Own Cloud). Few presentations were not uploaded; he helped us in this regard.

Thanks to Prof. Shahbaz who gave us the Feedback details.

In the report, we wanted to put the Board-wise details of participants. It was difficult for us to get the exact number of the participant for the event. I asked all concerned team members/ heads, orally and through Email. After taking PRINT of the report we got the number 200+, but not sure. (As given by Prof. Maria Lal and Prof. Sohail)

Finally I would like to thank all who provided us with the details required to write the REPORT (Actually it should reach the concerned committee by the concerned one, without asking).

I would take this liberty to mention that Report writing is a tedious job which I feel, though we did it but the faculty members teaching Communication Skills would have been a better choice. We at our level did all that was required to be done, at our end. We could not use the complete names of the delegates/ board who spoke during activities conducted, in the report as the details of it were not available to us.

Personally, it was a learning experience for me to be teamed up with **Prof. Zara Jahagirdar and Prof Chaya** without them report writing would not have been possible.

**The outcome** of activity carried out by **Report writing committee:**

To make everyone aware of the details of the workshop conducted.

To have a well documented record of the event for review and necessary action.

Thank You all for helping us learn.

For Event Report Writing & Minutes Committee