

Pre – Event Proposal Form

1. Event Title:

Alumni Interaction Session(IT Dept.) in collaboration with Institute Alumni Relations Wing

2. Proposed Date, Venue, Time: 11th August, 2022, Thursday, 02:00PM at JC Bose Seminar Hall

3. Objectives: Knowledge and Experience sharing cum Counselling sessions by Alumni members to Departmental students on Industry exposure, Placement preparation, Grooming, Presentation, Appearance etc., Latest Industry standards / needs / requirement, Knowledge sharing about real-time work experience in Industry

4. Details of Speaker(s):

4.1: Name :Aniket Ghosh

Company :MindFire Solutions Private Limited

Position : Senior Software Engineer

Profile :Fullstack Developer (.Net)

Passout : CSE 2020

WorkExp :02 Years

Email :aniketghosh98@gmail.com

4.2: Name :Monideep Banerjee

Company : Bosch Global Software Technologies

Position : Senior Software Engineer

Profile : Data Engineer

Passout: CSE 2019

WorkExp :03 Years

Tools : SAP BW/ SAP BI

Email :mbmonideep@gmail.com

4.3: Name :AshmitaBasuMazumdar

Company : Wipro Limited

Position : Project Engineer

Passout: IT 2020

WorkExp : 2 Years

Email :ashmitabasumajumdar@gmail.com

5. Chief Guest:NA

6. Target Audience:IT 3rd, 5th and 7th Semester students

7. Proposed Program Schedule:

02:00 – 02:10 PM: Introduction of Alumni Members

02:10 – 02:40, 02:40 – 03:10, 03:10 – 03:40 PM: Presentation / Expert talk by 03 speakers

03:40 – 04:15: Interaction cum Discussion and Q&A with students

04:15 – 04:30: Conclusion, Vote of Thanks, Photo session

8. Name of Convener:HOD of IT Dept.

9. Name of Coordinator:NA

10. Member of Institute Alumni Relations Wing: Sathi Ball (IT Dept.)

11. Proposed Budget:Rs. 1000/=

Sr. No.	Particulars with Justification	Rate	Total	Remarks
01.	Lunch packet	01 X 350/- ✓	350/- ✓	-
02.	Gift hamper	01 X 500/- ✓	500/- ✓	-
03.	Refreshment	-	150/- ✓	-

Grand Total: 1000/- ✓

12. Terms and Conditions:

- The proposal should be submitted at least 7 days prior to the commencement of the event.
- Invitation to the proposed Speakers to deliver a lecture should be send at least 15 days priorto the commencement of the event and acceptance letters of the proposed speakers to deliver lecture should be submitted along with the proposal.
- The budgetary sanction for the proposal should be obtained at least 7 days before the event.
- Post approval, the announcement of the program should be given wide publicity in the upcoming events list in the website, individual departments and Facebook page of the respective department and of the organization.
- Under unforeseen circumstances, if the event is cancelled/rescheduled or the Convenor/Coordinator is unavailable, alternate arrangements should be ready.
- Certificate of participation will be provided only to those who have at least 90% attendance and have submitted the feedback form.
- All records of papers presented, abstract of invited/expert/keynote talks, attendance, must be maintained by the coordinatorand submitted to the office of the Principal,SIT with a soft copy to IQAC, SIT within 15 days of completion of the program.

FOR MROY 08.8.22
Name and Signature of Convener

Ball 8.8.22
Name and Signature of Prog. Coordinator

FOR MROY 8.8.22
Name and Signature of HOD

~~Name and Signature of Project Manager~~

6/8/22
Name and Signature of Project Manager

Name and Signature of Accounts Officer

Gobinda Sankar 8/8/22
Name and Signature Network Administrator

Name and Signature of Administrator

@low 8/8/22
Signature of Principal