



**TECNIA INSTITUTE OF ADVANCED STUDIES**

**GRADE "A" INSTITUTE**

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**GrafixX Club**  
Official Designing Club of TIAS



**TIAS - GrafixX Club**  
Official Designing Club of TIAS



Ref. No: TIAS/GC/2024-25/02

Date: 16/08/2024

## **GrafixX Club**

### **Minutes of the Meeting**

In pursuance of "GrafixX Club" a meeting was scheduled on 16 August, 2024 through offline mode under the chairmanship of Ms. Swati Gupta to discuss and approve the agenda. The meeting started with the welcome of all members by the chair. The following members were present & attended the meeting:

**Chairperson:** Ms. Swati Gupta

#### **Members:**

- Dr. Shivendu Rai, HOD, Department of Journalism and Mass Communication
- Mr. Amit Sharma, Faculty Coordinator, Department of Journalism and Mass Communication
- Ms. Vandana, Faculty Coordinator, Department of Management
- Dr. Rajesh Kumar, Faculty Coordinator, Department of IT
- Ms. Nishtha Jaisingh, Campus Ambassador, Department of Journalism and Mass Communication
- Mr. Dhruv Khandelwal, Campus Ambassador, Department of Management
- Mr. Tanmay Singhal, Campus Ambassador, Department of IT
- Ms. Anannya Goel, Campus Ambassador, Department of Journalism and Mass Communication
- Ms. Samiksha Sharma, Executive Committee, Department of IT
- Mr. Mohak Seth, Executive Committee Member, Department of Journalism and Mass Communication
- Mr. Mahak Pal, Executive Committee, Department of Management

#### **Agenda Points:**

1. **Club Activity Planning and Implementation** for academic session to be started from 27 Aug, 2024)
2. **Discussed and finalized the core committee members of the GrafixX club:** In core Committee we have representatives from all the departments, who discussed and finalized the core committee members of the club.

3. **Discussed regarding enrolment of volunteers of the club from all the departments:**  
All the core committee members are requested to motivate the students for participation as volunteers.
4. **To discuss the proposed events of the GrafixX Club:** Proposed event calendar has been discussed and finalized with the approval of all the committee members. Some of the proposed events are as follows:
  1. Poster Design
  2. Logo Design
  3. Newspaper Design
5. **Discussed the role and responsibilities of the committee members**
  - a) Dissemination of the event information to their respective departments and ensure maximum participation from the students.
  - b) Organizing the club enrolment of volunteers.
  - c) To promote club events through all appropriate media.
  - d) To maintain an accurate record of all the activities of the club.
6. **Discussed and finalized the role and responsibilities of the volunteers of the club.**
  - a) All volunteers shall work under the guidance of committee members.
7. **Framed the guidelines for smooth conduct of club activities.**
  - a) All the students will be informed about the events through notice.
  - b) Students may submit their entries to their respective coordinators.
  - c) Certificates will be given to all the participants.
  - d) Geo-tag photographs are mandatory
  - e) Submission of report within 2 days is mandatory.

**All the resolutions and minutes are put-up in front of Institutional academic committee for approval.**



**Ms. Swati Gupta  
(Club Incharge)**