

**MINUTES OF THE DEPARTMENTAL MEETING, HELD ON August 05, 2015 AT 01.00 P.M
IN THE OFFICE OF COORDINATOR, CENTRE FOR MANAGEMENT STUDIES
MMMUT, GORAKHPUR**

The following members were present:

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|----------------------------|-----------------|
| 1. Major G.S Tripathi | Coordinator |
| 2. Mr. Sanjay Singh | Internal member |
| 3. Mrs. Bharti Shukla | Internal member |
| 4. Ms. Ankita Tripathi | Internal member |
| 5. Ms. Sneha lata | Internal member |
| 6. Ms. Namita Gupta | Internal member |
| 7. Mrs. Shweta kabra | Internal member |
| 8. Mrs. Suruchi Srivastava | Internal member |
| 9. Mr. Yogesh Shukla | Internal member |

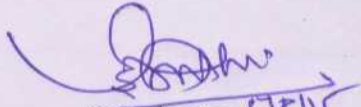
Mrs. Suruchi Srivastava was absent in the meeting.

The details of the meeting are:

1. The coordinator welcomed all the new faculty members.
2. MBA 1st year and 2nd year attendance performance was discussed and it was decided its uploading on university website by concerned faculty members as soon as possible.
3. Faculty guides for Summer training and Research project were assigned.
4. Mrs. Shweta Kabra is nominated as O/C Departmental Library.
5. The discussion was made on the preparation of course file of every subject of CMS by respective faculty members and was decided that it should be submitted by 14/08/15.

Copy to:

1. Dean Academics


Coordinator 5/8/15