Research & Development Cell

Shaheed Himayun Muzzamil Memorial Government Degree College, Anantnag

Minutes of the Meeting

Subject: Preparatory Meeting for the Conduct of the Special Talk on ***"Scholarship Opportunities & Higher Education Abroad"***

Date: 27th October 2026

Time: 2:30 PM

Venue: Office of the Research & Development Cell

Members Present

1. Dr. Mohd Amin Mir, Associate Professor, Chemistry
2. Dr. Tariq Ahmad Shah, Associate Professor, English
3. Dr. Firdoos Ahmad Itoo, Senior Assistant Professor, Chemistry
4. Dr. Aijaz Ahmad Najar, Assistant Professor, Mathematics
5. Dr. Naveen Hakhoo, Assistant Professor, Geology
6. Dr. Showkat Ahmad Dar, Assistant Professor, Commerce
7. Dr. Javaid Ahmad Bhat, Assistant Professor, Commerce
8. Dr. Altaf Ahmad Bhat, Assistant Professor, English
9. Dr. Sumira Jan, Assistant Professor, Botany
10. Dr. Abida, Convenor, Research & Development Cell

Agenda

1. Finalization of arrangements for the Special Talk on *"Scholarship Opportunities & Higher Education Abroad"*.
2. Allocation of responsibilities among members.
3. Review of venue, logistics, and hospitality arrangements.
4. Publicity and student mobilization for the programme.
5. Any other matter related to the successful conduct of the event.

Proceedings

The meeting commenced under the chairmanship of Dr. Abida, Convenor, Research & Development Cell. The convenor welcomed all members and briefed them about the proposed Special Talk to be delivered by Ms. Tabina Manzoor (Chevening Scholar, Oxford India Centre, and Mentor, Project EduAccess) on 31 October 2026 in the College Conference Hall.

The members discussed the significance of creating awareness among students regarding international scholarship opportunities, admissions processes, and higher education prospects abroad. Various arrangements pertaining to the programme were reviewed in detail.

Resolutions

After detailed deliberations, the following resolutions were adopted:

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1. The programme schedule was finalized, and necessary arrangements for the smooth conduct of the event were approved.
2. The College Conference Hall was confirmed as the venue, and arrangements for seating, audio-visual facilities, and registration were assigned to concerned members.
3. Members were directed to ensure wide publicity of the event among undergraduate and postgraduate students through departmental groups and notice boards.
4. A formal welcome and introduction of the guest speaker shall be conducted by the organizing committee.
5. Arrangements for refreshments, certificates of appreciation, photography, and documentation were finalized.
6. Student volunteers shall be engaged to facilitate registration and coordinate interactions during the session.
7. The programme report and photographic documentation shall be prepared and maintained by the Research & Development Cell for institutional records.

Conclusion

The members expressed their commitment to ensuring the successful organization of the Special Talk. The meeting concluded with a vote of thanks to the Chair and all members for their valuable suggestions and cooperation.

Dr. Abida
Convenor
Research & Development Cell
SHMM Government Degree College,
Anantnag
of Meeting

Principal
SHMM Government Degree College,
Anantnag

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