



SITYOG INSTITUTE OF TECHNOLOGY

(NAAC Accredited Grade 'B') Growth Center, Jasoia More, Aurangabad (Bihar) – 824102
Approved By AICTE under Govt. of India (Ministry of HRD), Affiliated to Aryabhata Knowledge University, Patna
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Ref. No. SIT/R/501A/24

Date: 13-12-24

NOTICE

Subject: Meeting to Discuss Event Preparations

This is to inform all concerned members that a meeting has been scheduled to discuss and finalize arrangements for the upcoming event in Board Room at **3:30 pm sharp**.

All members are requested to attend the meeting punctually and come prepared with suggestions or inputs related to their respective responsibilities.

Your active participation is essential to ensure the smooth execution of the event.

Agenda:

1. **DM Felicitations** – Finalizing plans for welcoming and honouring the District Magistrate.
2. **Committees for Work Distribution** – Assigning responsibilities and forming committees for event coordination.
3. **Book Release** – Arrangements for the book launch during the event.
4. **Certificate Distribution** – Planning and scheduling for awarding certificates.
5. **Cultural Activities** – Discussion and finalization of cultural performances and programs.

As directed by the Director sir.

Thank you

y. Shrivastava
13/12/24
Principal

**SITYOG Institute of Technology
Aurangabad, Bihar**

