



APPENDIX 5.3.2

Rotract, Office Order, Minutes Of Meeting Yearwise- 2019-2024

Date- 01/02/2024

Office Order
Academic Year 2023-2024

Subject: Seeking Permission for Celebrating Rose Day under the Project Hearts of Hope on 7th February 2024

The Rotaract Club of Sushant University seeks your kind permission to celebrate Rose Day under our project Hearts of Hope on 7th February 2024.

As part of this initiative, we plan to show love and warmth to vendors and street children by distributing roses to them at Ghata Gaon Market. This gesture aims to spread positivity, kindness, and affection within the community, offering a small yet meaningful expression of love and care to those in need.

Details of the Event:

- **Event:** Rose Day Celebration under the Project Hearts of Hope
- **Date:** 7th February 2024
- **Venue:** Ghata Gaon Market
- **Activities:** Distribution of roses to vendors and street children

We assure you that the event will be conducted responsibly, ensuring the safety and well-being of all participants while maintaining the decorum and values of Sushant University.

We kindly request your approval to organize this gesture of kindness and support.


Mrs Anuskha Choudhary

Faculty Coordinator

Rotaract Club of Sushant University



Date- 18/01/2024

Office Order
Academic Year 2023-2024

Subject: Seeking Permission for Celebrating Republic Day with Students of Geeta Charitable Trust on 25th January 2024

The Rotaract Club of Sushant University seeks your kind permission to celebrate Republic Day with the students of Geeta Charitable Trust on 25th January 2024.

The celebration will include organizing a drawing competition to foster creativity and inspire patriotism among the students. Additionally, we plan to distribute sweets to the children, spreading joy and celebrating the spirit of Republic Day together.

Details of the Event:

- **Event:** Republic Day Celebration with Drawing Competition and Sweet Distribution
- **Date:** 25th January 2024
- **Venue:** Geeta Charitable Trust
- **Activities:** Drawing competition and sweet distribution

We assure you that the event will be conducted responsibly, ensuring the safety of all participants and maintaining the values of Sushant University.

We kindly request your approval for this celebration.

Mrs Anuskha Choudhary

Faculty Coordinator

Rotaract Club of Sushant University



Date- 09/01/2024



Office Order
Academic Year 2023-2024

Subject: Seeking Permission for Conducting Menstrual Awareness Session and Pad Distribution Drive on 15th January 2024 under the Flagship Project Red Pride

The Rotaract Club of Sushant University seeks your kind permission to organize a Menstrual Awareness Session and Pad Distribution Drive under our flagship project Red Pride on 15th January 2024. The objective of this initiative is to educate young girls about the importance of menstrual hygiene and break societal taboos surrounding menstruation. The session will provide valuable information on menstrual health, proper hygiene practices, and the significance of using sanitary products. Along with the awareness session, we will distribute sanitary pads to ensure that girls have access to proper hygiene materials.

Details of the Event:

- **Event:** Menstrual Awareness Session and Pad Distribution Drive
- **Date:** 15th January 2024
- **Venue:** Street School near Huda Market
- **Activities:** Awareness session on menstruation and menstrual hygiene, distribution of sanitary pads.

We assure you that all activities will be conducted with utmost responsibility, maintaining safety measures and upholding the values of Sushant University.

We kindly request your approval for conducting this session and distribution drive.



Mrs Anuskha Choudhary

Faculty Coordinator

Rotaract Club of Sushant University



Date- 21/11/2023

Office Order
Academic Year 2023-2024

Subject: Seeking Permission for Conducting Interview and Raising Menstrual Health Awareness on 24th November 2023

The Rotaract Club of Sushant University seeks your kind permission to conduct an interview activity with people in the streets of Galleria on 24th November 2023. The aim of this initiative is to gather insights from the public regarding menstrual health and simultaneously raise awareness about the importance of menstrual hygiene.

Through interviews, we will engage with individuals to understand their awareness of menstrual health and share key information to break the taboos associated with menstruation. The event aims to create a more open and informed community about menstrual health.

Details of the Event:

- **Event:** Interview and Awareness Campaign on Menstrual Health
- **Date:** 24th November 2023
- **Venue:** Streets of Galleria
- **Activities:** Conducting interviews with people, raising awareness about menstrual health and hygiene.

We assure you that the activity will be carried out with full responsibility, ensuring that the discussions are respectful, informative, and contribute positively to the cause.

We kindly request your approval to conduct this activity.


Mrs Anuskha Choudhary

Faculty Coordinator

Rotaract Club of Sushant University



Date- 10/08/2023

Office Order
Academic Year 2023-2024

Subject: Seeking Permission for Celebrating Independence Day with the Kids of Dream Girl Foundation on 15th August 2023

The Rotaract Club of Sushant University seeks your kind permission to organize an Independence Day celebration with the children of Dream Girl Foundation on 15th August 2023.

The objective of this initiative is to nourish young hearts and minds with delicious meals, foster a sense of unity and joy, and celebrate the spirit of freedom together. Through a series of fun activities, we aim to bring smiles and laughter to the children, highlighting the true essence of freedom, happiness, and togetherness.

Details of the Event:

- **Event:** Independence Day Celebration with Kids
- **Date:** 15th August 2023
- **Venue:** Dream Girl Foundation
- **Activities:** Meal distribution, games, and fun-filled activities for children.

We assure you that all activities will be carried out with utmost responsibility, ensuring the safety and well-being of all participants, while upholding the values and decorum of Sushant University.

We kindly request your approval for organizing this meaningful celebration.



Mrs Anuskha Choudhary

Faculty Coordinator

Rotaract Club of Sushant University



Date- 10/07/2023

Office Order
Academic Year 2023-2024

Subject: Seeking Permission for Organizing a Reflective Dog Collar Making Event on 16th July 2023 in Collaboration with ConnectFor

The Rotaract Club of Sushant University seeks your kind permission to organize a Reflective Dog Collar Making Event in collaboration with ConnectFor at Talkatora Garden, Delhi, on 16th July 2023.

The purpose of this initiative is to create cloth-based reflective collars for street dogs, which will be tied around their necks. These collars will help improve the visibility and safety of stray dogs, especially at night, thereby reducing the chances of road accidents and injuries.

Details of the Event:

- **Event:** Reflective Dog Collar Making and Distribution
- **Date:** 16th July 2023
- **Venue:** Talkatora Garden, Delhi

We assure you that the event will be conducted responsibly with complete adherence to safety protocols and will reflect the values and social responsibility upheld by Sushant University.



Mrs Anuskha Choudhary

Faculty Coordinator

Rotaract Club of Sushant University



Date- 05/01/2023

Office Order
Academic Year 2022-2023

Subject: Seeking Permission for Funds Collection Drive and Orphanage Visit for Stationery Distribution

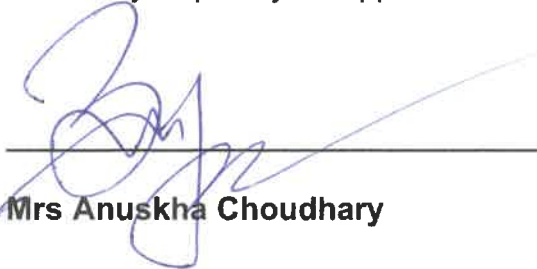
The Rotaract Club of Sushant University seeks permission to organize a Funds Collection Drive on campus premises, and to conduct an Orphanage Visit for the distribution of stationery items to underprivileged children. The visit is proposed to be held on 23rd January, 2023.

The details are as follows:

- Funds Collection Drive: To be organized on campus before the visit, for the collection of funds intended for purchasing stationery items.
- Orphanage Visit: A visit to a selected orphanage where the collected stationery items will be distributed among the children, along with an interaction session to uplift and motivate them.

We assure you that all activities will be carried out responsibly, maintaining the decorum of the university and adhering to all safety protocols.

We kindly request your approval for the above activities.



Mrs Anuskha Choudhary

Faculty Coordinator

Rotaract Club of Sushant University



Date- 18/08/2022

Office Order
Academic Year 2022-2023

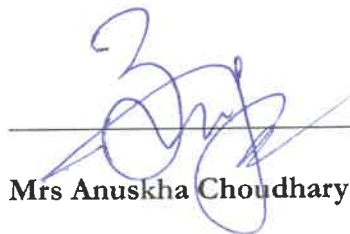
Subject: Seeking Permission for Organizing a Menstrual Awareness Booth on 22nd August 2022

The Rotaract Club of Sushant University seeks your kind permission to organize a Menstrual Awareness Booth on campus on 22nd August 2022. The aim of this initiative is to spread awareness about menstrual health, break taboos surrounding the topic, and promote open discussions among students.

The booth will feature various interactive and educational activities, including:

- **Thought Chart:** Capturing reflections and messages around menstrual awareness.
- **Hand Painting Activity:** Symbolizing support and solidarity.
- **Interactive Game for Boys:** Engaging male students to foster understanding about menstruation.
- **Iced Tea Stall:** To raise funds for the club's future initiatives.

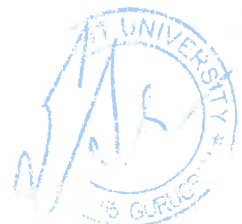
We assure you that the event will be conducted responsibly, maintaining the decorum of the university and following all safety and hygiene protocols.



Mrs Anuskha Choudhary

Faculty Coordinator

Rotaract Club of Sushant University



Date- 16/08/2022

Office Order
Academic Year 2022-2023

Subject: Seeking Permission for Organizing a Menstrual Hygiene Awareness Seminar under Project Red Pride

The Rotaract Club of Sushant University seeks your kind permission to organize a Menstrual Hygiene Awareness Seminar under our ongoing project Red Pride, in collaboration with Dream Girl Foundation.

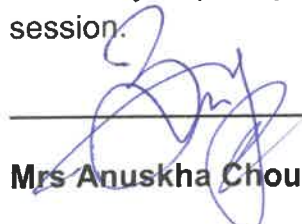
The objective of the seminar is to raise awareness among students about menstrual health, break taboos surrounding the subject, and promote hygienic practices. Through this initiative, we aim to create an open, informed, and supportive environment on campus.

Details of the Event:

- **Event:** Menstrual Hygiene Awareness Seminar
- **Collaborating Organization:** Dream Girl Foundation
- **Proposed Date:** 23rd August, 2022

We assure you that the seminar will be conducted responsibly and in accordance with all university guidelines and protocols.

We kindly request your approval to proceed with organizing this important awareness session.



Mrs Anuskha Choudhary

Faculty Coordinator

Rotaract Club of Sushant University



Date- 01/08/2022

Office Order
Academic Year 2022-2023

Subject: Seeking Permission for Organizing a Plantation Drive on Campus

The Rotaract Club of Sushant University seeks your kind permission to organize a Plantation Drive within the university campus on 8th August 2022.

The purpose of the drive is to promote environmental sustainability, raise awareness about the importance of trees, and contribute towards a greener campus. The event will involve planting saplings at designated locations within the university premises, with full adherence to university guidelines and safety protocols.

We assure you that the event will be conducted with complete responsibility, and all necessary measures will be taken to maintain cleanliness and order throughout the activity.

We kindly request your approval to proceed with organizing this initiative.



Mrs Anuskha Choudhary

Faculty Coordinator

Rotaract Club of Sushant University



Date: 16th July 2022

Office Order
Academic Year 2021-2022

Subject: Request for Permission to Organise *Plantation Drive* at Sushant University

The Rotaract Club of Sushant University seeks permission to organise a **Plantation Drive** on the university campus. The event will involve the planting of over **40 saplings** by club members, Rotary Club officials, and university executives, with the objective of enhancing the greenery and environmental quality of the campus.

The Plantation Drive is proposed to be held on **20th July 2022**, from **9:30 AM to 11:00 AM**, at **Sushant University, Gurgaon**.

Kind approval is requested to proceed with the event.

Event Details:

- **Topic: Plantation Drive**
- **Date: 20th July 2022**
- **Time: 9:30 AM - 11:00AM**
- **Venue: Sushant University**



Mrs Anuskha Choudhary

Faculty Coordinator

Rotaract Club of Sushant University



Date: 1st July 2022



Office Order
Academic Year 2021-2022

Subject: Request for Permission to Organize Webinar on Maternal Health

The Rotaract Club of Sushant University seeks permission to collaborate in a webinar on "Maternal Health", organised by the Rotaract Club of Physiotherapy Scholars under the District Project "Hope 3.0".

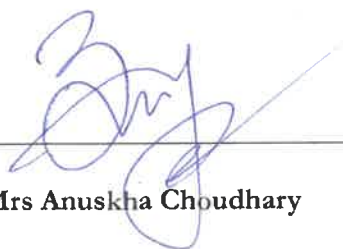
The session will cover topics such as Pelvic Floor Dysfunction, Obstetric Anal Sphincter Injuries, and related maternal health issues. Dr. Indu will be leading the session, providing important insights and guidance on recognising symptoms and seeking timely medical attention.

The event is proposed to be held on 2nd July 2022, from 3:00 PM to 4:00 PM, at the School of Law.

Kind approval is requested to proceed with the collaboration and organisation of this event.

Event Details:

- **Topic:** Webinar on Maternal Health
- **Date:** 2nd July 2022
- **Time:** 03:00 PM- 04:00 PM
- **Venue:** School of Law



Mrs Anuska Choudhary

Faculty Coordinator

Rotaract Club of Sushant University



Date: 1st February 2022



Office Order
Academic Year 2021-2022

Subject: Request for Permission to Organize Cancer Awareness Session on *World Cancer Day*

The Rotaract Club of Sushant University seeks permission to organise a session on **cancer awareness** in association with **Artemis Hospital, Gurugram**, on the occasion of **World Cancer Day**. The session will be conducted by **Dr. Priya Tiwari**, a renowned oncologist. The event is proposed to be held on **4th February 2022**, from **03:00 PM to 04:00 PM**, at the **School of Law**. A parallel social media campaign will also be run to share verified facts and information about cancer with a wider audience.

Kind approval is requested to proceed with the organisation of this event.

Event Details:

- **Topic: World Cancer Day**
- **Date: 4th February 2022**
- **Time: 03:00 PM- 04:00 PM**
- **Venue: Sushant University**

Mrs Anuskha Choudhary

Faculty Coordinator

Rotaract Club of Sushant University



Date: 24th November 2021

Office Order
Academic Year 2021-2022

Subject: Request for Permission to Organise Inter-Club Quiz Competition on "Know Your Constitution"


The Rotaract Club of Sushant University seeks permission to organise an inter-club quiz competition on "**Know Your Constitution**" to mark **Constitution Day**. The event will be conducted in collaboration with the Rotaract Clubs of NorthCap University, GD Goenka, and Young India.

The competition is proposed to be held on **26th November 2021**, from **01:00 PM to 02:00 PM**, at the **Sushant University**. The event aims to promote awareness about the Indian Constitution and encourage student interaction across institutions.

Kind approval is requested to proceed with the organisation of this event.

Event Details:

- Topic: Know your Constitution
- Date: 26 November 2021
- Time: 01:00 PM- 02:00 PM
- Venue: School of Law



Ms Anushka Choudhary
Faculty Co-ordinator



Date: 25th September 2021

Office Order
Academic Year 2021-2022

Subject: Organisation of Awareness Campaign on National Domestic Violence Awareness Month

The Rotaract Club of Sushant University seeks permission to organise an awareness campaign on "**National Domestic Violence Awareness Month**" in 1st October 2021.

The campaign will include social media activities such as infographics and quizzes to spread awareness among students and faculty. Club members will also wear **purple ribbons** to show solidarity against domestic violence.

The event is proposed to be held on **1st, October 2021**, from **8:00 AM to 10:00 AM** at the **School of Law**.

Kind approval is requested to proceed with the above initiative.

Event Details:

- **Topic: National Domestic Violence Awareness Month**
- **Date: 1st October 2021**
- **Time: 08:00 AM- 10:00 AM**
- **Venue: School of Law**


Mrs Anuskha Choudhary

Faculty Coordinator

Rotaract Club of Sushant University



Date: 25th May 2021

Office Order
Academic Year 2020-2021

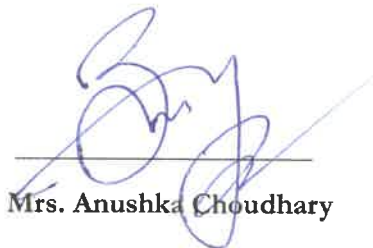
Subject: Request for Permission to Organize *Art Therapy Session Webinar*

The Rotaract Club of Sushant University seeks permission to organise an **Art Therapy Session** in the form of a webinar, featuring an expert **psychologist** to guide participants through a stress-relief and self-exploration activity involving the **Enzo Circle**.

The session is proposed to be conducted **online** on **27th May 2021**, from **3:00 PM to 4:00 PM**. Kind approval is requested to conduct the session.

Event Details:

- **Topic: Art Therapy Session**
- **Date: 27 May 2021**
- **Time: 3:00 PM - 4:00 PM**
- **Venue: Online**



Mrs. Anushka Choudhary

Faculty Co-ordinator

Rotaract Club of Sushant University



Date: 11th February 2021

Office Order
Academic Year 2021-2022

Subject: Organisation of Awareness Campaign on National Domestic Violence Awareness Month

The Rotaract Club of Sushant University seeks permission to organise an **Orphanage Visit** aimed at interacting and engaging with orphaned children through games, activities, and a special origami session.

The visit is proposed for **13th February 2021**, from **10:30 AM to 01:00 PM**, at an orphanage in **Sector 68, Gurugram**.

Kind approval is requested.

Event Details:

- **Topic:** National Domestic Violence Awareness Month
- **Date:** 13th February 2021
- **Time:** 10:30 AM to 01:00 PM
- **Venue:** Sector 68, Gurugram


Mrs. Anushka Chaudhary

Faculty Co-ordinator

Rotaract Club of Sushant University



Date: 24th January 2021

Office Order
Academic Year 2020-2021

Subject: Request for Permission to Organise *Project Neev* Event

The Rotaract Club of Sushant University seeks permission to organise an event titled "**Project Neev**", during which two initiatives, **Project Shiksha** and **Project Srishti**, will be inaugurated. **Mr. Ravi Kalra**, Founder of the Earth Savors Foundation, is proposed as the Chief Guest to address social issues and inspire action.

The event is scheduled for **28th January 2021**, from **9:30 AM to 11:00 AM**, at **Sushant University**.

Kind approval is requested.

Event Details:

- **Topic:** Project Neev
- **Date:** 28th January 2021
- **Time:** 09:30 AM- 11:00 AM
- **Venue:** Sushant University



Mrs. Anushka Choudhary

Faculty Co-ordinator

Rotaract Club of Sushant University



Minutes of Meeting – 8 January 2024

Subject: Follow up Meet regarding Dov

- The follow-up meeting, preceding the district official visit, focused on reviewing directors' reports and necessary documents to assess progress.
- Team members presented reports, ensuring completeness before the upcoming visit. Action items were assigned for final preparations.
- The meeting concluded with a commitment to presenting a comprehensive overview during the district official visit.



FACULTY CO-ORDINATOR
ANUSHKA CHOUDHARY



Minutes of Meeting – 28 December 2023

Subject: DOV preparation meeting

- The meeting centered on briefing board members about an upcoming district official visit.
- Discussions included key points to communicate during the visit, updates on projects, addressing concerns, and presenting achievements.
- Emphasis was on effective communication and coordination, with established action items and timelines.
- The meeting concluded with a confident and prepared outlook for showcasing the club's efforts during the district official visit.


FACULTY CO-ORDINATOR

ANUSHKA CHOUDHARY



Minutes of Meeting – 15 November 2023

Subject: Planning for phase 2 of Red Pride

- The meeting centered on planning the second phase of Project Red Pride, our flagship initiative.
- The primary focus was to organize a survey on menstrual awareness in the Galleria Market area.
- Members discussed survey methodology, questionnaire development, and logistical considerations for effective data collection.
- Sensitivity and inclusivity were emphasized in survey design, and potential challenges were addressed collaboratively.


FACULTY CO-ORDINATOR

ANUSHKA CHOUDHARY



Minutes of Meeting – 14 September 2023

Subject: Planning for Inaayat - Thanksgiving and Installation Ceremony

- The meeting centered on planning for the Thanksgiving and Installation Ceremony, covering logistics, guest lists, decorations, and entertainment.
- Participants collaborated to address challenges and set action items with timelines for a successful event.
- The focus was on effective communication and teamwork throughout.


FACULTY CO-ORDINATOR
ANUSHKA CHOUDHARY



Minutes of Meeting – 22 August 2023

Subject: 1st offline meeting in university

- Discussion regarding the upcoming events which included blood donation camp.
- Thanksgiving and installation ceremony as the college reopens.


FACULTY CO-ORDINATOR

ANUSHKA CHOUDHARY



Minutes of Meeting – 23 June 2023

Subject: Meeting with Rtn Manish Aggarwal (President of sponsor club)

- The meeting with the incoming president of our sponsor club, Rotary Club Gurgaon, concluded with enriching discussions about the upcoming tenure.
- The insightful conversations delved into collaborative strategies, emphasizing how our collective efforts can contribute to positive advancements.


FACULTY CO-ORDINATOR


ANUSHKA CHOUDHARY



Minutes of Meeting – 15 June 2023

Subject: Introduction of the board along with basic plan for the rota year 2023-24

- The inaugural meeting for the tenure brought together board members to foster team introductions and lay the groundwork for the year ahead.
- The focus was on acquainting members with one another and outlining a foundational plan for the upcoming year.
- The discussion aimed to create a cohesive understanding among the board, setting the stage for collaborative efforts and a successful tenure ahead.


FACULTY CO-ORDINATOR

ANUSHKA CHOUDHARY



Date: 5th March 2023

Venue: Outdoor Campus Meeting (Cafeteria Lawn)

Time: 11:00 AM - 12:30 PM

Agenda: Annual Fest Participation and Year-End Report

Points Discussed:

1. Planning Rotaract Club's stall for the Annual Cultural Fest.
2. Preparation of the Year-End Report for submission to Rotaract District.
3. Organizing a "Thank You Meet" for volunteers.

Action Items:

- Stall theme and activities to be finalized by 10th March.
- Year-End Report draft to be prepared by 20th March.
- Thank You Meet scheduled for 25th March.

Prepared by:

Secretary, Rotaract Club of Sushant University

Approved by:

President, Rotaract Club of Sushant University



Date: 20th November 2022

Venue: Conference Room, Block C

Time: 4:00 PM - 5:00 PM

Agenda: Mid-Year Review and Project Evaluations

Points Discussed:

1. Review of completed and ongoing projects.
2. Assessment of member participation and engagement levels.
3. Discussion on leadership handover and grooming new leads.
4. Feedback from faculty coordinator.

Action Items:

- Collect member feedback through a survey by 30th November.
- Identify potential leaders for 2023-24 term.



Date: 22nd September 2022

Venue: Online (Google meet)

Time: 7:00 PM – 8:00 PM

Agenda: Planning for TAABIR – Thanksgiving and Installation Ceremony

Points Discussed:

- Organization of the Thanksgiving Ceremony for the outgoing President, Rtr. Samridhi Bansal, and her team.
- Planning the Installation Ceremony for the incoming President, Rtr. Aditya Gupta, and his team.
- Finalization of the event flow, including speeches, certificate distribution, and official handover.
- Decoration, photography, and technical arrangements for the event.
- Assignment of volunteers for stage management, guest coordination, and logistics.

Action Items:

- Finalize event agenda and script by 24th September.
- Arrange certificates, mementos, and decoration materials by 24th September.
- Conduct technical rehearsals and venue setup on 25th September.

Prepared by:

Secretary, Rotaract Club of Sushant University

Approved by:

President, Rotaract Club of Sushant University



Date: 12th September 2022

Venue: Online (Zoom Meeting)

Time: 5:00 PM - 6:00 PM

Agenda: International Youth Day and Fundraising Initiatives

Points Discussed:

1. Report on International Youth Day event conducted on 12th August.
2. Proposal for Diwali Fundraiser event for underprivileged children.
3. Introduction of "Skill Saturdays" — workshops for leadership development.

Action Items:

- Finalize the Diwali fundraiser plan by 20th September.
- Skill Saturday calendar to be drafted and circulated.

Prepared by:

Secretary, Rotaract Club of Sushant University

Approved by:

President, Rotaract Club of Sushant University



Date: 5th July 2022

Venue: Seminar Hall, Block D

Time: 2:00 PM - 3:30 PM

Agenda: Planning Community Service Events

Points Discussed:

1. Identification of NGOs for partnership.
2. Planning a plantation drive during World Environment Month.
3. Discussing logistics for a Blood Donation Camp.
4. Approval for "Clean Campus" monthly drives.

Action Items:

- Reach out to NGOs by 10th July.
- Plantation Drive scheduled for 25th July.
- Blood donation camp proposal to be submitted to University Health Center by 15th July.

Prepared by:

Secretary, Rotaract Club of Sushant University

Approved by:

President, Rotaract Club of Sushant University



Date: 13th May 2022

Venue: Conference Room, Block C

Time: 4:00 PM – 5:00 PM

Agenda: Planning for Project Rooh

Points Discussed:

- Organization of a refreshment drive near Huda City Center Metro Station.
- Decision to serve Rooh-Afzah to help commuters cope with extreme summer heat.
- Estimation of serving over 1000 glasses during the event.
- Arrangement of logistics including tables, coolers, glasses, and manpower.
- Assignment of volunteers for distribution, crowd management, and coordination.

Action Items:

- Procure materials and finalize logistics by 15th May.
- Coordinate volunteer deployment plan by 15th May evening.
- Set up distribution stalls at the designated location by early morning on 16th May.

Prepared by:

Secretary, Rotaract Club of Sushant University

Approved by:

President, Rotaract Club of Sushant University



Date: 10th May 2022

Venue: Conference Room, Block C

Time: 3:00 PM - 4:00 PM

Agenda: Orientation and New Member Enrolment

Points Discussed:

1. Introduction to Rotaract Club and its objectives.
2. Overview of projects undertaken in 2021-22.
3. Open call for new member registrations.
4. Plan for an orientation session for newly inducted members.
5. Proposal to launch a "Buddy System" to mentor new members.

Action Items:

- Design and circulate an Orientation Invitation Poster by 15th May.
- Buddy system structure to be finalized by 20th May.

Prepared by:

Secretary, Rotaract Club of Sushant University

Approved by:

President, Rotaract Club of Sushant University



Date: 1st February 2022

Venue: Conference Room, Block C

Time: 3:30 PM – 4:30 PM

Agenda: Planning for World Cancer Day Event

Points Discussed:

- Organization of a cancer awareness session in collaboration with Artemis Hospital, Gurugram.
- Confirmation of Dr. Priya Tiwari, Oncologist, as the guest speaker for the session.
- Arrangements for venue setup, technical support, and attendee management.
- Launch of a parallel social media awareness campaign to disseminate information about cancer.
- Assignment of volunteer responsibilities for smooth execution of the event.

Action Items:

- Confirm guest speaker participation by 3rd February.
- Finalize and circulate promotional material by 2nd February.
- Ensure venue readiness and technical arrangements by 3rd February.
- Launch social media campaign starting 2nd February.

Prepared by:

Secretary, Rotaract Club of Sushant University

Approved by:

President, Rotaract Club of Sushant University



Date: 18th November 2021

Venue: Google Meet (Online)

Time: 8:30 PM – 9:30 PM

Agenda: Planning for Health Check-up Camp at Ghata Village

Points Discussed:

- Organization of a free health check-up camp in collaboration with Rotary Club Gurugram.
- Finalization of services to be offered: Eye Check-up, Bone Density Test, ECG, General Physician Consultations, Cardiologist, Orthopaedist, and Dental Check-up.
- Arrangement of medical equipment, doctors, and support staff for the camp.
- Planning logistics for transportation, registration, and crowd management at the venue.
- Setting a target to benefit at least 70 residents from the village community.

Action Items:

- Confirm doctor and medical team participation by 19th November.
- Arrange required medical equipment and setup by 20th November.
- Organize volunteer groups for registration, assistance, and coordination.

Prepared by:

Secretary, Rotaract Club of Sushant University

Approved by:

President, Rotaract Club of Sushant University



Date: 22nd October 2021

Venue: Seminar Hall, Block D

Time: 2:00 PM – 3:00 PM

Agenda: Planning for Mai Ojasvi – Self-Defence Camp

Points Discussed:

- Organization of a self-defence training session exclusively for female participants.
- Appointment of club member Sneha Sharma, a black belt in Taekwondo, as the trainer for the camp.
- Discussion on promoting the event across campus to encourage maximum participation.
- Arrangement of training mats, first-aid facilities, and refreshments for attendees.
- Assignment of volunteers for registration, logistics support, and safety monitoring.

Action Items:

- Finalize participant list and venue setup by 24th October.
- Ensure all safety measures and equipment are in place before the session.
- Circulate event posters and registration links by 23rd October.

Prepared by:

Secretary, Rotaract Club of Sushant University

Approved by:

President, Rotaract Club of Sushant University





SNo	First Name	Last Name	Designation	Rotary ID	Dues	Rotary Status	Mobile
1	Avanie	Singh	President	11841782	paid	registered	92058 30493
2	Tanisha	Garg	Immediate past president	11294468	paid	registered	8178596403
3	Harsh	Kedia	Club Advisor	11295757	paid	registered	7982729408
4	Keshav	Madhav	Club Advisor	11364328	paid	registered	7827229447
5	Tathastu	Sharma	Vice President	11973943	paid	registered	8882477761
6	Arjun	Pratap Singh	Secretary	11889025	paid	registered	9318317554
7	Aesha	Kapur	Joint Secretary	12057940	paid	registered	95999 55387
8	Amrita	Shah	Treasurer	11888969	paid	registered	93628 69643
9	Aaradhya	Chauhan	Sergeant At Arms	12057785	paid	registered	9599712812
10	Karan	Bhoriya	Community Service Director	11852971	paid	registered	9889213147
11	Aastha	Shrivastav	Club Service Director	12161312	paid	registered	6395763672
12	Shrutika	Nigam	International Service Director	11888967	paid	registered	87658 44773
13	Akansha	Kumar	Editorial Head	11579445	paid	registered	9871823443
14	Manjot	Kaur	Vocational Service Director	12068243	paid	registered	9643044232
15	Danish	Kaul	Membership Growth Director	12128001	paid	registered	9811603710
16	Tarundeep	Kamboj	Rotaract Interact Director	12161282	paid	registered	9818770048
17	Kanishka	Yadav	Creative Director	12132984	paid	registered	7291004887
18	Himanshi	Singhal	Social Media Head	12057739	paid	registered	7082377255
19	Jayana	Batra	PR Head	11928032	paid	registered	93111 43021
20	Aanchal	Tandon	Still and Motion Coordinator	12057539	paid	registered	9971697340
21	Pari	Tyagi	Head of Motion Graphics	11579575	paid	registered	7678537628
22	Riya	Paul	Member	12130851	paid	registered	8076265780
23	Aashma	Dahal	Member	12175601	paid	registered	9828988138
24	Manshi	Dutta	Member	12174909	paid	registered	7808321877
25	Tanisha	Gautam	Member	12176036	paid	registered	7838590005
26	Sneha	Rajak	Member	12174911	paid	registered	9599057825
27	Diyanshi	Shrivastav	Member	11555593	paid	registered	9711602276
28	Anmol	Sandhu	Member	12127990	paid	registered	8368203559
29	Avni	Sharma	Member	12147569	paid	registered	7011287280
30	Aditya	Minz	Member	11572332	paid	registered	8639537069
31	Mahima	Lohia	Member	12135644	paid	registered	8076927543
32	Ujjwal	Jain	Member	11572050	paid	registered	9870338617
33	Rishav	Gupta	Member	11572052	paid	registered	7008443855
34	Kanav	Grover	Member	12127475	paid	registered	9873824282
35	Rahul	Anand	Member	11295704	paid	registered	9205179690
36	Rahul	Bansal	Member	11056961	paid	registered	9667545342
37	Bhavya	Bansal	Member	11814808	paid	registered	8860524646
38	Anukriti	Shrivastava	Member	12132854	paid	registered	6261928640

FACULTY CO-ORDINATOR- Ms. ANUSHKA CHOUDHARY



MEMBERS 2023-24

S. No	First Name	Last Name	Designation	Rotary ID
1	Tanisha	Garg	President	11295759
2	Harsh	Kedia	Club Advisor	11056961
3	Shaheen	Siddique	Secretary	11294468
4	Rahul	Bansal	Vice-President	11295757
5	Keshav	Madhav	Joint-Secretary	11126478
6	Ananya	Malik	Treasurer	11126481
7	Tathastu	Sharma	Sergeant At Arms	11389498
8	Abhijit	Mandal	Creative Director	11242301
9	Divyanshi		Head of Motion Graphics	11524009
10	Rishav	Gupta	PR Head	11243301
11	Aditya	Minz	Still and Motion Coordinator	11364328
12	Bhavya	Bansal	Club Service Director	11814808
13	Shivam	Bhardwaj	International Service Director	11555730
14	Ekta	Chawla	Social Media Head	11828120
15	Avanie	Singh	Editorial Head	11841782
16	Saumya	Jain	Vocational Service Director	11540804
17	Ankita	Yadav	Community Services Director	11853320

FACULTY CO-ORDINATOR- ANUSHKA CHOUDHARY



MEMBERS 2022-23

S.No	First Name	Last Name	Designation
1	Aaditya	Gupta	President
2	Harsh	Kedia	Vice- President
3	Tanisha	Garg	Secretary
4	Anirudh	Das Gupta	Joint- Secretary
5	Prithvi	Singh	Segeant At Arms
6	Sneha	Sharma	Treasurer
7	Punya	Ahuja	Creative Director
8	Ananya	Ahuja	International Service Director
9	Angelina	Kaur Bawa	Design Head
10	Keshav	Madhav	Head of Motion Graphics
11	Siddharth	Srivastava	Public Relations Head
12	Ojas	Tuli	Club Service Director

FACULTY CO-ORDINATOR- Ms. ANUSHKA CHOUDHARY



MEMBERS 2021-22

S.No	First Name	Last Name	Designation
1	Samridhi	Bansal	President
2	Vinay	Yadav	Vice President
3	Rahul	Bansal	Secretary
4	Somya	Gupta	Joint Secretary
5	Keshavi	Arora	Treasurer
6	Aaryaman	Singh	Sergeant At Arms
7	Vasvee	Bansal	International Service Director
8	Sneha	Sharma	Community Service Director
9	Rahul	Rajput	PR Head
10	Kanishka	Jain	Creative Director
11	Honey	Thakran	Club Service Director
12	Anirudh	Das Gupta	Editorial Head
13	Siddharth	Srivastava	Social Media Head

FACULTY CO-ORDINATOR- Ms. ANUSHKA CHOUDHARY



MEMBERS 2020-21

S No	First Name	Second Name	Designation
1	Shareen	Vandal	Pesident
2	Kartik	Agarwal	Vice President
3	Prateek	Singh	Secretary
4	Ritika	Sharma	Joint Secretary
5	Vinay	Yadav	Treasurer
6	Nishant	Yadav	Sergeant At Arms
7	Meghna	Jalali	Social Media Manager
8	Simran	Gula	Finance Service Director
9	Nandenees	Sareen	Creative Director
10	Ishika	Tyagi	Editorial Director
11	Samridhi	Bansal	Community Service Director
12	Vasvee	Bansal	International Service Director
13	Rahul	Bansal	Photography Head

FACULTY CO-ORDINATOR - MR. AMIT SINGH

