

Minutes of the Round Table Conference

Date: October 15, 2019

Time: 0300PM

Venue: Hall 110

Attendance: Annexed along with the pictorial evidence

Sl. No	Agenda	Description/Details	Decision	Remarks
1	Presentation of the Action Plan	FRIENDS Action Plan, which is due for 30 th October was presented to the assembly for comments. The Action Plan was developed by the project focal in consultation with the project team members.	Received few comments. Incorporated the comments and then finalized the report and submitted the Action Plan as required.	
2	FRIENDS Project related Workshops.	Conducting of workshops related to FRIENDS Project was proposed in order to strengthen the capacity of IAH staff (those officials involved in running the project)	Endorsed the following workshops: 1. Workshop on IAH 2. Workshop on virtual mobility 3. Workshop on inter-cultural communication and others as required.	
3	Discussion on strengthening inter-cultural experiences between local and international faculty	Proposed few capacity building workshops in order to strengthen the inter-cultural experiences of local and international faculty.	Endorsed as proposed.	
4	Discussed way forward for implanting the	Discussion on how to go about and or	Project focal to oversee the	

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	activities of FRIEINDS in the Institute	identifying responsible persons for implanting and overseeing the FRIENDS Activities.	implementation of the activities including correspondence with the partner institutions.	
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