**Office of the P.A. to the Director**

**External Meeting Attended by the Director**

Title / purpose & organizer of the meeting

Date

**Internal Committees Formed**

Name of the committee

Purpose

Members

Date of formation

**Committees/councils/boards served outside**

Name of the committees/councils/boards

Role

Date of appointment

**Major Administrative Decisions taken**

Decision taken

O.M. No. & Date, if any

**Invited Lectures Delivered**

Topic

Event/Organization

Date

**Inauguration of Events**

Event/Organization

Date

**Scientific Presentations**

**Topic**

**Event/Organization**

**Date**

**Scientific Publications**

Title of the paper

Co-authors, if any

Publication details

**Journal Editorship**

Title of the journal

Role

Period

**Scientific Peer Reviewing**

Title of the paper

Title of the Journal/volume/issue

**Chairing of Scientific Sessions**

Name of the event

Session chaired

**Any other**