



**INDIAN ASSOCIATION FOR THE CULTIVATION OF SCIENCE**  
**JADAVPUR, KOLKATA 700032**

1.11/AGM/2019

August 21, 2020

To All Members/Fellows of the Association

Sub: Notice of Adjourned Annual General Meeting

Dear Sir/Madam,

In continuation of this Office Notice No. 1.11/AGM/2019 dated 15<sup>th</sup> August, 2020, I am advised to convey that due to the nationwide lockdown for Covid-19 Pandemic, the Annual General Meeting was held online on 21<sup>st</sup> August 2020 after due online notification. In absence of quorum requirement the meeting had to be adjourned and the Adjourned Annual General Meeting will now be held on 22nd August 2020 at 2.30 PM via Google-Meet, maintaining all necessary advisories issued by the Competent Authority for ongoing pandemic for Covid-19. The Agenda Notes are already given in the Office Notice No. 1.11/AGM/2019 dated 15<sup>th</sup> August, 2020, available online at the IACS webpage.

Members are once again requested to create and/or inform their gmail addresses by email to [registrar.iacs@gmail.com](mailto:registrar.iacs@gmail.com) latest by 9.30 PM today, the 21st August 2020. If done already, this may please be ignored. Necessary instructions for joining the meeting online are given in the trailing page.

As notified, no notice of motion has been received from any member.

Observation/issues, if any, in this regard must reach the undersigned by email to [registrar@iacs.res.in](mailto:registrar@iacs.res.in), latest by 8.30 PM today, August 21, 2020, after which no communications received will be entertained.

It is pertinent to mention that the Governing Council has already advised to make all communications and correspondences via email only.

You are requested to make it convenient to attend the online meeting by making your own arrangement at your convenient place.

Inconvenience caused is sincerely regretted.

Yours faithfully,

**(P Banerjee)**  
**Acting Registrar**

## Guidelines to attend the Online Adjourned Annual General Meeting of IACS to be held on Saturday, 22<sup>nd</sup> August 2020 at 2.30 PM

In accordance with the newspaper insertion and web announcement, the Adjourned Annual General Meeting (AGM) of IACS will be held on 22nd August 2020 at 2.30 PM online via Google-Meet, maintaining all the necessary advisories issued by the Competent Authority for the ongoing pandemic situation.

To join the AGM online please click the following link to join the meeting on Google-Meet and keep your microphone off

<https://meet.google.com/bve-jpah-yci>

### General Guidelines to Use Google Meet:

If a Member wants to join the Meeting on a mobile or using an account that is assigned in the name of any other person, the Member MUST write a mail giving his own Name, Membership Number and the mobile number or the email address to registrar.iacs@gmail.com. Otherwise access will not be given to a Name that does not appear in the Membership database.

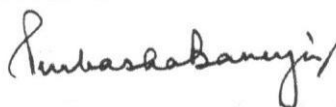
#### For Android User (Mobile):

- Step 1: Please download and Install Google Meet from Google Play Store
- Step 2: Give the necessary permission to run the software
- Step 3: Click the provided link for Meeting
- Step 4: Select the Google/Gmail ID to Login for Meeting
- Step 5: Check your Audio & Video
- Step 6: Click Ask to Join/Join Now on the screen
- Step 7: After getting your call, the Sysadmin will check your Membership in the online database. If found to be a valid Member, you will be given access. This may take a few minutes to check and give access. Please bear with us till such time.
- Step 8: Mute your Microphone to stop echoing sound
- Step 9: If you want to speak, raise your request for speaking in Chat section available in the screen
- Step 10: After you are allowed to speak by the Sysadmin on getting approval of the President, please Un-Mute the Microphone to speak

#### For Laptop/Desktop User:

- Step 1: Update the Google Chrome to latest version
- Step 2: Click the provided link for Meeting
- Step 3: Login to the account with your Google/Gmail ID
- Step 4: Check your Audio & Video
- Step 5: Click Ask to Join/Join Now on the screen
- Step 6: After getting your call, the Sysadmin will check your Membership in the online database. If found to be a valid Member, you will be given access. This may take a few minutes to check and give access. Please bear with us till such time.
- Step 7: Mute your Microphone to stop echoing sound
- Step 8: If you want to speak, raise your request for speaking in Chat section available in screen
- Step 9: After you are allowed to speak by the Sysadmin on getting approval of the President, please Un-Mute the Microphone to speak

In case a Member faces any difficulty in logging in, please drop a mail at registrar.iacs@gmail.com immediately. We will try our best to assist you and fix the problem, so that you may join the Meeting.



Purbasha Banerjee  
Acting Registrar