



## Dr. N.G.P. ARTS AND SCIENCE COLLEGE

(An Autonomous Institution, Affiliated to Bharathiar University, Coimbatore)

Approved by Government of Tamil Nadu & Accredited by NAAC with 'A' Grade (2<sup>nd</sup> Cycle)

Dr. N.G.P.-Kalapatti Road, Coimbatore-641 048, Tamil Nadu, India.

Web: www.drngpasc.ac.in | Email: info@drngpasc.ac.in. | Phone: +91-422-2369100

### CIRCULAR

Date: 24.02.2020

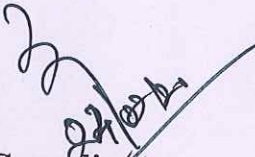
### CALENDAR & HANDBOOK COMMITTEE

It is proposed to convene the Handbook & Calendar Committee meeting on 02.03.2020 at 03.00 p.m. in the Library Hall.

The following is the agenda for the meeting:

1. Preparation of Calendar & Handbook for the Academic Year 2020-21.

All the committee members are requested to attend the meeting without fail.

  
Co-ordinator

  
Dean - Admin



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**Name of the Committee : Calendar & Handbook Committee**

**Academic Year : 2019-20**

**Meeting No. : 01**

**Date & Time : 02.03.2020**

**Venue : Library Hall**

### MINUTES OF THE MEETING

The Handbook and Calendar Committee meeting was held on 02.03.2020 at 03.00 p.m. in the Library Hall.

Meeting Chair: Prof. Dr. V. Rajendran - Principal

The following members were present:

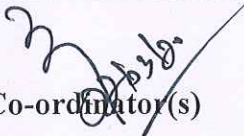
1. Dr. S. Saravanan
2. Mr. M. Rajakrishnan
3. Mr. A. David
4. Mr. A. Rukhmathan
5. Mr. C. Prakash
6. Dr. J. Devakumar
7. Dr. P. Sakthivel
8. Ms. C. Roopa

The following agenda were discussed in the meeting:

Agenda	Decision Taken
Obtain inputs from all deans relevant to their portfolio	Discuss and gather relevant details from all deans
Discussion with HoDs to Finalise the Events	Discuss and finalize the events

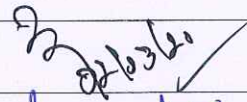
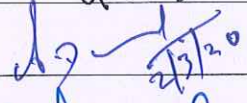
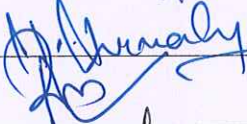
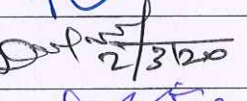

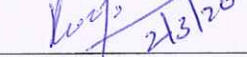



Obtain details from different cells and clubs about their events	Data must be collected, compiled and tabulated
Obtain faculty wise activity plan from all the department	Data must be collected, compiled and tabulated
Obtain information from office of CoE on examination schedules	Data must be collected, compiled and tabulated
Obtain updated staff qualification details from each department	Data must be collected, compiled and tabulated
Obtain updated qualification details of non teaching staff from administrative office	Data must be collected, compiled and tabulated

  
Co-ordinator(s)

  
Dean - Admin.

The following members were present:

S. No.	Name	Signature
1	Mr. M. Rajakrishnan	
2	Mr. A. David	
3	Mr. A. Rukhmathan	
4	Mr. C. Prakash	
5	Dr. J. Devakumar	
6	Dr. P. Sakthivel	
7	Ms. C. Roopa	

  
Principal



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### CIRCULAR

Date: 23.03.2020

### CALENDAR & HANDBOOK COMMITTEE

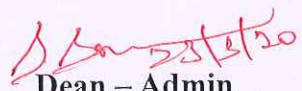
It is proposed to convene the Handbook & Calendar Committee meeting on 30.03.2020 at 03.00 p.m. in the Library Hall.

The following are the agenda for the meeting:

1. Review & confirmation of the previous meeting.
2. Preparation of Calendar & Hand book for the Academic Year 2020-21.

All the committee members are requested to attend the meeting without fail.

  
23/03/20  
Co-ordinator

  
Dean - Admin





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**Name of the Committee : Calendar & Handbook Committee**

**Academic Year : 2019-20**

**Meeting No. : 02**

**Date & Time : 30.03.2020**

**Venue : Library Hall**

### MINUTES OF THE MEETING

The Handbook and Calendar Committee meeting was held on 30.03.2019 at 03.00 p.m. in the Library Hall.

Meeting Chair: Prof. Dr. V. Rajendran - Principal

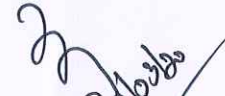
The following members were present:

1. Dr. S. Saravanan
2. Mr. M. Rajakrishnan
3. Mr. A. David
4. Mr. A. Rukhmathan
5. Mr. C. Prakash
6. Dr. J. Devakumar
7. Dr. P. Sakthivel
8. Ms. C. Roopa

The following agenda were discussed in the meeting:

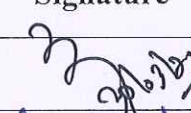
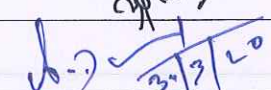
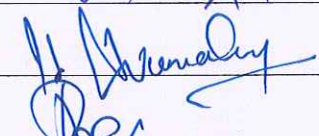

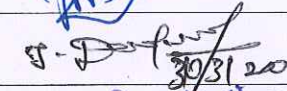
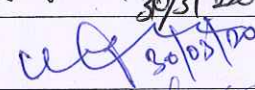
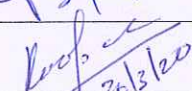
Agenda	Decision Taken
Review of the Progress	Reviewed
Finalizing the collected data for the Handbook.	Data must be verified
Verification of Teaching Staff qualification	To be verified as per the certificates submitted in Administrative office
Verification of non-teaching staff qualification	To be verified as per the certificates submitted in Administrative office

Verification of Academic Calendar with office of CoE.	To be verified bearing the Government Holidays
Obtaining Proofs of Wrapper Designs	To be collected from the vendor
Uploading the soft copy in the website	Final copy to be uploaded in the website

  
Co-ordinator(s)

  
Dean - Admin.

The following members were present:

S. No.	Name	Signature
1	Mr. M. Rajakrishnan	
2	Mr. A. David	
3	Mr. A. Rukmathan	
4	Mr. C. Prakash	
5	Dr. J. Devakumar	
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Principal