



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

(An Autonomous Institution, Affiliated to Bharathiar University, Coimbatore)  
Approved by Government of Tamil Nadu and Accredited by NAAC with 'A' Grade (2<sup>nd</sup> Cycle)  
Dr. N.G.P.- Kalapatti Road, Coimbatore-641048, Tamil Nadu, India  
Web: [www.drngpasc.ac.in](http://www.drngpasc.ac.in) | Email: [info@drngpasc.ac.in](mailto:info@drngpasc.ac.in) | Phone: +91-422-2369100

Date : 10.08.2016

### COLLEGE FUNCTIONS COMMITTEE


It is proposed to convene the College Functions Committee meeting on 10.08.2016 at 03.00 p.m. in the Library Hall.

The following is the agenda for the meeting.

1. Committee allotment for Independence Day Celebration to be held on 15.08.2016.

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

Yours Sincerely

  
10/8/2016  
Co-ordinator

(Mrs.V.Kavitha)



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

(An Autonomous Institution, Affiliated to Bharathiar University, Coimbatore)  
Approved by Government of Tamil Nadu and Accredited by NAAC with 'A' Grade (2<sup>nd</sup> Cycle)  
Dr. N.G.P.- Kalapatti Road, Coimbatore-641048, Tamil Nadu, India  
Web: [www.drngpasc.ac.in](http://www.drngpasc.ac.in) | Email: [info@drngpasc.ac.in](mailto:info@drngpasc.ac.in) | Phone: +91-422-2369100

**Name of the Committee : COLLEGE FUNCTIONS COMMITTEE**  
**Academic Year : 2016-17**  
**Meeting No. : 01**  
**Date & Time : 10.08.2016**  
**Venue : Library Hall**

### **MINUTES OF THE MEETING**

The College Functions Committee meeting was held on 10.08.2016 at 03.00 p.m. in the Library Hall.

The following members were present:

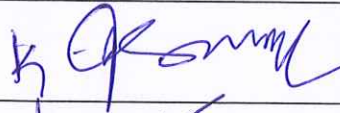
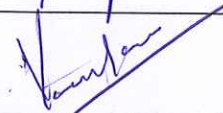
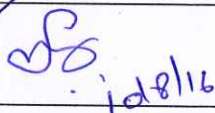

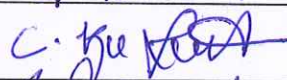
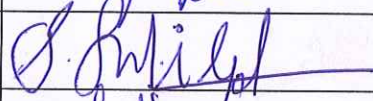
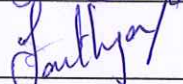
1. Dr. P.R.Muthuswamy
2. Mrs.V.Kavitha
3. Dr.K.Arungandhi
4. Dr.Venketesan
5. Mrs.M.Savithri
6. Mr.S.DineshKumar
7. Mrs.C.Kumuthini
8. Mr.A.Janaki Krishan
9. Ms.M.Santhy

The following agenda were discussed in the meeting:

<b>Agenda</b>	<b>Decision Taken</b>	<b>Responsible Person</b>
Preparation of Invitation and Distribution	Discuss and gather relevant details and prepare the invitation	Mrs.M.Savithri
Hospitality for Guests	Receiving the Guests	Mrs.V.Kavitha
Flag Hoisting	Arrangement for Flag post and Flowers in coordination with physical Director	Dr.K.Arungandhi
March past and Other Events	Discussion with Physical Director	Mrs.C.Kumuthini
Cultural Events by Sister Concerns	Discussion with Principals of NGPASC, B.Ed College and School for the events.	Mrs.V.Kavitha and Mr.S.Dinesh Kumar
Flags and Sweet Distribution	<ul style="list-style-type: none"> <li>• Purchase of Flags and Sweet</li> <li>• Distribution of Flags to Guests, Staff and Students</li> <li>• Distribution of Flags to Guests, Staff and Students</li> </ul>	Mr. A.Janaki Krishan
Refreshments for Guests and Staff	Arrangement of Breakfast and Tea for All Staff Members	Ms.M.Santha
Press and Publicity	Pre- press and Post-press for the events in Coordination with PRO	Dr.Venkatesan

  
 Co-ordinator

The following members were present:

S. No.	Name	Signature
1	Dr.K.Arungandhi	
2	Dr. Venketesan	
3	Mrs.M.Savithri	
4	Mr.S.DineshKumar	
5	Mrs.C.Kumuthini	
6	Mr.A.Janaki Krishan	
7	Ms.M.Santhya	



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

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

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

Dr. N.G.P.- Kalapatti Road, Coimbatore-641048, Tamil Nadu, India

Web: [www.drngpasc.ac.in](http://www.drngpasc.ac.in) | Email: [info@drngpasc.ac.in](mailto:info@drngpasc.ac.in) | Phone: +91-422-2369100

**Name of the Committee : COLLEGE FUNCTIONS COMMITTEE**  
**Academic Year : 2016-17**  
**Meeting No. : 02**  
**Date & Time : 07.09.2016**  
**Venue : NGP Conference Center**

### **MINUTES OF THE MEETING**

The College Functions Committee meeting was held on **07.09.2016** at 03.00 p.m. in the NGP Conference Center.

The following members were present:

1. Dr. P.R.Muthuswamy
2. Mrs.V.Kavitha
3. Dr.K.Arungandhi
4. Dr.Venketesan
5. Mrs.M.Savithri
6. Mr.S.DineshKumar
7. Mrs.C.Kumuthini
8. Mr.A.Janaki Krishan
9. Ms.M.Santhya
10. All HoD's

The following agenda were discussed in the meeting:

Agenda	Decision Taken	Responsible Departments
<b>Invitation</b>	<ul style="list-style-type: none"> <li>• Preparing invitation. distribution of invitation,</li> <li>• Confirmation letter must be sent to the graduation student.</li> </ul>	Bio Chemistry and BCS
<b>Stage</b>	<ul style="list-style-type: none"> <li>• Stage seating arrangements and Name boards.</li> <li>• To keep the files, pens agenda, flower vase on the Dais.</li> <li>• To arrange for Audio, Video, photograph, backdrop, decoration, plants, memento, mike, prayer song and National Anthem cassette.</li> <li>• Printout from announcement by dignitaries.</li> </ul>	Costume Design and Fashion and B.Com (IT)
<b>Reception</b>	<ul style="list-style-type: none"> <li>• To arrange for the reception.</li> <li>• To arrange Bouquet for VIPs, one for each.</li> <li>• Female students for Reception.</li> <li>• Give the details of other required material to the Co-Ordinator</li> </ul>	Chemistry and Business Analytics
<b>Decoration</b>	<ul style="list-style-type: none"> <li>• Banana trees at the entrance.</li> <li>• Color flag post for main gate to auditorium.</li> </ul>	B.Com(CA) And Physical Education

	<ul style="list-style-type: none"> <li>• Banners and entire hall decoration.</li> <li>• Labels, seat no. are to affixed appropriately in coordination with procession committee.</li> <li>• Sign boards should be placed accordingly.</li> </ul>	
<b>Registration</b>	<ul style="list-style-type: none"> <li>• Registration of Graduates, get the seat no, list from seating arrangement committee, issues the seat number to the graduates.</li> <li>• To send the absentees list to the co-ordinator and procession committee before graduation starts.</li> <li>• Final graduates list can be distributed to certificate committee, procession and all HoDs.</li> </ul>	<p>Computer Technology, Information Technology, Medical Physics</p>
<b>Procession</b>	<ul style="list-style-type: none"> <li>• Procession Music</li> <li>• Prepare the graduates for procession Lead by girls with lamp for welcome the procession</li> <li>• Procession rehearsal is to be done before two days</li> <li>• To coordinate with seating registration committee</li> <li>• Preparing final list of candidates and hand over to HODs</li> </ul>	<p>Nutrition and Dietetics , MHM and CLT</p>
<b>Catering</b>	<ul style="list-style-type: none"> <li>• Separate food arrangement – food/snacks for VIP's, Press, staff, students and parents</li> </ul>	<p>Tamil,Catering Science,Physics and Hindi</p>
	<ul style="list-style-type: none"> <li>• Allot seats for graduates</li> </ul>	

<p align="center"><b>Seating Arrangement</b></p>	<ul style="list-style-type: none"> <li>• Seating arrangement for staff, press, parents and guest</li> <li>• Labels, seat number are to be affixed appropriately in co-ordination with procession committees</li> <li>• Sign boards should be placed accordingly</li> </ul>	<p align="center">Microbiology, BCA and Maths</p>
<p align="center"><b>Certificate</b></p>	<ul style="list-style-type: none"> <li>• Sequencing the degree with seat number, labels in co-ordination with procession committee and to arrange girls' tray for distribution of degree certificate</li> <li>• Collect the final list from Registration committee</li> </ul>	<p align="center">BBA(CA) and Computer Science</p>
<p align="center"><b>Academic Report and Graduation Address</b></p>	<ul style="list-style-type: none"> <li>• To prepare academic report of out gone batch April 2016</li> <li>• Pass Percentage of each department's UG,PG and Rank Holders</li> <li>• To print the graduation address of the Chief Guest.</li> </ul>	<p align="center">English</p>
<p align="center"><b>Press and Publicity</b></p>	<ul style="list-style-type: none"> <li>• Invitation to press and media with News message</li> <li>• Graduation report preparation and distribution to all press and media</li> <li>• Arrangements for transport, mementos and catering for press people on the graduation day.</li> </ul>	<p align="center">Placement and Mathematics(CA)</p>

**Co-ordinator**



The following members were present:

S. No.	Name	Signature
1	Dr.K.Arungandhi	K. Arungandhi
2	Dr. Venketesan	Venketesan
3	Mrs.M.Savithri	M. Savithri
4	Mr.S.DineshKumar	S. Dinesh
5	Mrs.C.Kumuthini	C. Kumuthini
6	Mr.A.Janaki Krishan	A. Janaki Krishan
7	Ms.M.Santhya	M. Santhya



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

(An Autonomous Institution, Affiliated to Bharathiar University, Coimbatore)  
Approved by Government of Tamil Nadu and Accredited by NAAC with 'A' Grade (2<sup>nd</sup> Cycle)  
Dr. N.G.P.- Kalapatti Road, Coimbatore-641048, Tamil Nadu, India  
Web: [www.drngpasc.ac.in](http://www.drngpasc.ac.in) | Email: [info@drngpasc.ac.in](mailto:info@drngpasc.ac.in) | Phone: +91-422-2369100

Date : 23.01.2016

## COLLEGE FUNCTIONS COMMITTEE

It is proposed to convene the College Functions Committee meeting on 23.01.2016 at 03.00 p.m. in the Library Hall.

The following is the agenda for the meeting.

1. Committee allotment for Republic Day Celebration to be held on 23.01.2016.

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

Yours Sincerely

Co-ordinator

(Mrs. V. Kavitha)



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

(An Autonomous Institution, Affiliated to Bharathiar University, Coimbatore)  
Approved by Government of Tamil Nadu and Accredited by NAAC with 'A' Grade (2<sup>nd</sup> Cycle)  
Dr. N.G.P.- Kalapatti Road, Coimbatore-641048, Tamil Nadu, India  
Web: [www.drngpasc.ac.in](http://www.drngpasc.ac.in) | Email: [info@drngpasc.ac.in](mailto:info@drngpasc.ac.in) | Phone: +91-422-2369100

**Name of the Committee** : COLLEGE FUNCTIONS COMMITTEE  
**Academic Year** : 2016-17  
**Meeting No.** : 03  
**Date & Time** : 23.01.2016  
**Venue** : Library Hall

## MINUTES OF THE MEETING

The College Functions Committee meeting was held on **23.01.2016** at 03.00 p.m. in the Library Hall.

The following members were present:

1. Dr. P.R.Muthuswamy
2. Mrs.V.Kavitha
3. Dr.K.Arungandhi
4. Dr.Venketesan
5. Mrs.M.Savithri
6. Mr.S.DineshKumar
7. Mrs.C.Kumuthini
8. Mr.A.Janaki Krishan
9. Ms.M.Santha

The following agenda were discussed in the meeting:

<b>Agenda</b>	<b>Decision Taken</b>	<b>Responsible Person</b>
Preparation of Invitation and Distribution	Discuss and gather relevant details from Dean Admin.	Dr.K.Arungandhi
Hospitality for Guests	Receiving the Guests	Mrs.C.Kumuthini
Flag Hoisting	Arrangement for Flag post and Flowers in coordination with physical Director	Mrs.M.Savithri
March past and Other Events	Discussion with Physical Director	Dr.Venketesan
Flags and Sweet Distribution	<ul style="list-style-type: none"><li>• Purchase of Flags and Sweet</li><li>• Distribution of Flags to Guests, Staff and Students</li><li>• Distribution of Flags to Guests, Staff and Students</li></ul>	Mr.A.Janaki Krishan
Refreshments for Guests and Staff	Arrangement of Breakfast and Tea for All Staff Members	Mr.S.Dineshkumar
Press and Publicity	Pre- press and Post-press for the events in Coordination with PRO	Ms.M.Santhya

  
23/1/2016  
Co-ordinator

The following members were present:

S. No.	Name	Signature
1	Dr.K.Arungandhi	K. Arungandhi
2	Dr.Venketesan	Venketesan
3	Mrs.M.Savithri	Mrs. M. Savithri 23/1/16
4	Mr.S.DineshKumar	S. Dinesh
5	Mrs.C.Kumuthini	C. Kumuthini
6	Mr.A.Janaki Krishan	A. Janaki Krishan
7	Ms.M.Santhya	M. Santhya