



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

(Autonomous and Affiliated to Bharathiar University)  
Re-Accredited by NAAC with 'A' Grade

Date : 10.08.2017

### COLLEGE FUNCTIONS COMMITTEE


It is proposed to convene the College Functions Committee meeting on 10.08.2017 at 03.00 p.m. in the Kamar Arangam.

The following is the agenda for the meeting.

1. Committee allotment for Independence Day Celebration to be held on 15.08.2017.

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

Yours Sincerely

  
Co-ordinator

( Mrs. D. Maheshwari )



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**Name of the Committee** : COLLEGE FUNCTIONS COMMITTEE  
**Academic Year** : 2017-18  
**Meeting No.** : 01  
**Date & Time** : 10.08.2017  
**Venue** : Library Hall

### MINUTES OF THE MEETING

The College Functions Committee meeting was held on 10.08.2017 at 03.00 p.m. in the Kamar Arangam.

The following members were present:

Principal :

1. Dr.P.R.Muthusamy

Co-Ordinator:

2. Mrs.D.Maheshwari – Co-Ordinator

Members:

3. Dr.Venkatesan - Member

4. Mrs.M.Savithri

5. Mrs.C.Kumuthini

6. Mr.A.Janaki krishann

7. Mrs.B.Premagowri

8. Ms.M.Sathya

9. Mr.M.Kannan



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The following agenda were discussed in the meeting:

Agenda	Decision Taken	Responsible Person
Preparation of Invitation and Distribution	Discuss and gather relevant details from Principal.	Mr.A.Janaki krishann
Hospitality for Guests	Receiving the Guests	Mrs.D.Maheshwari and Mrs.C.Kumuthini
Flag Hoisting	Arrangement for Flag post and Flowers in coordination with physical Director	Mrs.M.Savithri
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></ul>	Mr.M.Kannan
Refreshments for Guests and Staff	Arrangement of Breakfast and Tea for All Staff Members	Mrs.B.Premagowri
Press and Publicity	Pre- press and Post-press for the events in Coordination with PRO	Mr.A.Janaki krishann

  
Co-ordinator





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The following members were present:

S. No.	Name	Signature
1	Dr.P.R.Muthusamy	
2	Mrs.D.Maheshwari	
3	Dr.Venkatesan	
4	Mrs.M.Savithri	
5	Mrs.C.Kumuthini	
6	Mr.A.Janaki krishann	
7	Mrs.B.Premagowri	
8	Ms.M.Sathya	
9	Mr.M.Kannan	



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

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Date :05.10.2017

### COLLEGE FUNCTIONS COMMITTEE

It is proposed to convene the College Functions Committee meeting on 05.10.2017 at 03.00 p.m. in the Kamar Arangam.

The following is the agenda for the meeting.

1. Committee allotment for Graduation Day Celebration to be held on 21.10.2017.

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

Yours Sincerely



Coordinator

(Mrs. D. Maheshwari)



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**Name of the Committee : COLLEGE FUNCTIONS COMMITTEE**  
**Academic Year : 2017-18**  
**Meeting No. : 02**  
**Date & Time : 05.10.2017**  
**Venue : Library Hall**

### **MINUTES OF THE MEETING**

The College Functions Committee meeting was held on **05.10.2017** at 03.00 p.m. in the Kamar Arangam.

The following members were present:

Principal :

1. Dr.P.R.Muthusamy

Co-Ordinator:

2. Mrs.D.Maheshwari – Co-Ordinator

Members:

3. Dr.Venkatesan - Member
4. Mrs.M.Savithri
5. Mrs.C.Kumuthini
6. Mr.A.Janaki krishann
7. Mrs.B.Premagowri
8. Ms.M.Sathya
9. Mr.M.Kannan





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The following agenda were discussed in the meeting:

Agenda	Decision Taken	Responsible Person
Invitation	<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>	Dr. R. Vithya Prabha Dr. S. Gowri Dr. Venkatesan
Stage	<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>	Dr. S. Mohan Raj Mrs. V. Kavitha Mrs. C. Kumuthini
Reception	<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>	Dr. K. Krishnaveni Mrs. B. Premagowri
Decoration	<ul style="list-style-type: none"><li>• Banana trees at the entrance.</li><li>• Color flag post for main gate to auditorium.</li><li>• Banners and entire hall decoration.</li><li>• Labels, seat no. are to affixed appropriately in co- ordination with procession committee.</li><li>• Sign boards should be placed accordingly.</li></ul>	Dr. M. Prakash Dr. M.S. Ranjith Kumar, Mr. A. Janaki krishann
	<ul style="list-style-type: none"><li>• Registration of Graduates, get the seat no, list from seating arrangement committee,</li></ul>	Mrs. D. Maheswari Mr. V. Jagadeeswaran



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<b>Registration</b>	<p>issues the seat number to the graduates.</p> <ul style="list-style-type: none"><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>	Mrs.K.Geetha Mrs.R.S.Padmapriya
<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>	Dr. D. Sridevi Dr. D. Parasakthi Mrs.B.Premagowri
<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>	Dr. S. Vijayakumar HOD- Mrs.Prakash Mr.S.Mohan
<b>Seating Arrangement</b>	<ul style="list-style-type: none"><li>• Allot seats for graduate</li><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>	Dr. R. Kousalya Dr. N.Renuga Devi Mr.A.Janaki krishann
<b>Certificate</b>	<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></ul>	Mrs.M.Savithri Dr.S.Gowri Mrs.M.Thiruselvi Mrs.V.Shobana Mrs.P.Usha



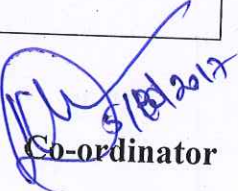


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	<ul style="list-style-type: none"><li>• Collect the final list from Registration committee</li></ul>	Mrs.S.Sasikala Mrs.K.Rajathi Mrs. S. Gokilamani
<b>Academic Report and Graduation Address</b>	<ul style="list-style-type: none"><li>• To prepare academic 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>	Dr. R. Vithya Prabh Mrs.C.Kumuthini
<b>Press and Publicity</b>	<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>	Dr.R.Vithya Prabha Dr. N. Kuppuchami Mr.M.Kannan Mrs..S.Gandhimathi

  
5/10/2017  
Co-ordinator



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1	Dr.P.R.Muthusamy	
2	Mrs.D.Maheshwari	
3	Dr.Venkatesan	
4	Mrs.M.Savithri	
5	Mrs.C.Kumuthini	
6	Mr.A.Janaki krishann	
7	Mrs.B.Premagowri	
8	Ms.M.Sathya	
9	Mr.M.Kannan	

5/10/17



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

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Date :17.01.2018

### COLLEGE FUNCTIONS COMMITTEE


It is proposed to convene the Republic day Committee meeting on 17.01.2018 at 10.00 p.m. in the Kambar Arangam.

The following is the agenda for the meeting.

1. Committee allotment for Republic Day Celebration to be held on 26.01.2018.

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

Yours Sincerely

  
Coordinator

(Mrs. D. Maheshwari)





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**Name of the Committee : COLLEGE FUNCTIONS COMMITTEE**  
**Academic Year : 2017-18**  
**Meeting No. : 02**  
**Date & Time : 17.01.2018**  
**Venue : Kamar Arangam**

### **MINUTES OF THE MEETING**

The College Functions Committee meeting was held on **17.01.2018** at 03.00 p.m. in the Kamar Arangam.

The following members were present:

Principal :

1. Dr.P.R.Muthusamy

Co-Ordinator:

2. Mrs.D.Maheshwari – Co-Ordinator

Members:

3. Dr.Venkatesan - Member
4. Mrs.M.Savithri
5. Mrs.C.Kumuthini
6. Mr.A.Janaki krishann
7. Mrs.B.Premagowri
8. Ms.M.Sathya
9. Mr.M.Kannan



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The following agenda were discussed in the meeting:

Agenda	Decision Taken	Responsible Person
Preparation of Invitation and Distribution	Discuss and gather relevant details from Principal.	Mr.A.Janaki krishann
Hospitality for Guests	Receiving the Guests	Mrs.D.Maheshwari and 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	Mr.M.Sathya
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></ul>	Mr.M.Kannan and Mr.A.Janaki krishann
Refreshments for Guests and Staff	Arrangement of Breakfast and Tea for All Staff Members	Mrs.B.Premagowri
Press and Publicity	Pre- press and Post-press for the events in Coordination with PRO	Mr.M.Kannan

  
Coordinator



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The following members were present:

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2	Mrs.D.Maheshwari	
3	Dr.Venkatesan	
4	Mrs.M.Savithri	
5	Mrs.C.Kumuthini	
6	Mr.A.Janaki krishann	
7	Mrs.B.Premagowri	
8	Ms.M.Sathya	
9	Mr.M.Kannan	





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Date :09.3.2018

### COLLEGE FUNCTIONS COMMITTEE


It is proposed to convene the College day Committee meeting on 09.03.2018 at 03.00 p.m. in the Kamar Arangam.

The following is the agenda for the meeting.

1. Committee allotment for College Day Celebration to be held on 13.03.2018.

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

Yours Sincerely

  
Coordinator

(Mrs. D. Maheshwari)



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**Name of the Committee : COLLEGE FUNCTIONS COMMITTEE**  
**Academic Year : 2017-18**  
**Meeting No. : 03**  
**Date & Time : 09.03.2018**  
**Venue : NGP Conference Center**

### **MINUTES OF THE MEETING**

The College Functions Committee meeting was held on **09.03.2018** at 03.00 p.m. in the NGP Conference Center.

The following members were present:

Principal :

1. Dr.P.R.Muthusamy

Co-Ordinator:

2. Mrs.D.Maheshwari – Co-Ordinator

Members:

3. Dr.Venkatesan - Member
4. Mrs.M.Savithri
5. Mrs.C.Kumuthini
6. Mr.A.Janaki krishann
7. Mrs.B.Premagowri
8. Ms.M.Sathya
9. Mr.M.Kannan



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The following agenda were discussed in the meeting:

Agenda	Decision Taken	Responsible Person
Invitation	<ul style="list-style-type: none"><li>• Preparing invitation. distribution of invitation,</li></ul>	Dr.Venkatesan Mrs.M.Shanmugavadiu Mr.C.Karthick Mrs.P.Menaka Ms.R.Malathi
Stage and Decoration	<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><li>• Color flag post for main gate to auditorium.</li><li>• Banners and entire hall decoration.</li></ul>	Mr..Kannan Dr. S. Sowrirajan Mrs.s.Jagadeeswari Dr.M.S.Ranjithkumar
Reception	<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>	Mrs.B.Premagowri Mrs..K.Krishnaveni Mrs.C.Sasikala Mrs.S.Janathi
Catering	<ul style="list-style-type: none"><li>• Distribution of sweet,snacks and tea Separate food ,arrangement – food/snacks for VIP's, at the end of programme</li></ul>	Ms.M.Sathya Dr. S. Vijayakumar Commerce Department Faculty Members



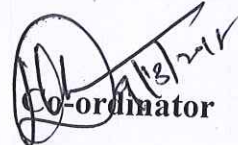


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<b>Seating Arrangement</b>	<ul style="list-style-type: none"><li>• Seating arrangement for staff, press, parents and guest</li><li>• Sign boards should be placed accordingly</li></ul>	Mr.A.Janaki krishann Mr.S.Mohanraj Mr.P.Dineshkumar Dr.S.Umamaheswari
<b>Prize and Certificate</b>	<ul style="list-style-type: none"><li>• Arranging the sufficient Certificate</li><li>• List of Univesity Rank holders</li><li>• Proficiency Certificate UG -II and UG - III year and PG-II Year</li><li>• Student Secure 100% Attendance</li></ul>	Mrs.M.Savithri Dr.S.Gowri Mrs.M.Thiruselvi Mrs.V.Shobana Mrs.P.Usha Mrs.S.Sasikala Mrs.K.Rajathi
<b>Annual Report</b>	<ul style="list-style-type: none"><li>• Assisting Principal in Preparation of Annal report</li><li>• Editing ,typing, Consolidation final report</li></ul>	Tamil HoD, English HoD and Faculty members
<b>Press and Publicity and Transport</b>	<ul style="list-style-type: none"><li>• Invitation to press and media with News message</li><li>• College day report preparation and distribution to all press and media</li><li>• Arrangements for transport, mementos and catering for press people</li></ul>	Mrs.C.Kumuthini Dr.Sathishkumar Mr.S.Dineshkumar
<b>Cultural Committee</b>	<ul style="list-style-type: none"><li>• Arrangements students for cultural Events</li></ul>	Mr.V.Jagadeeshwaran

  
Co-ordinator



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