



## **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

### **COLLEGE FUNCTIONS COMMITTEE**

**Date : 11.08.2018**

It is proposed to convene the College Functions Committee meeting on 11.08.2018 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 15.08.2018.

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

Yours Sincerely

  
Co-ordinator  
(Dr.K.Vanaja)



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**Name of the Committee : COLLEGE FUNCTIONS COMMITTEE**  
**Academic Year : 2018-19**  
**Meeting No. : 01**  
**Date & Time : 11.08.2018**  
**Venue : Library Hall**

### **MINUTES OF THE MEETING**

The College Functions Committee meeting was held on 11.08.2018 at 03.00 p.m. in the Library Hall.

The following members were present:

1. Prof.Dr.V.Rajendran
2. Dr.S.Saravanan
3. Dr.K.vanaja
4. Mrs.M.Savithri
5. Mrs.C.Kumuthini
6. Mr.A.Janaki krishann
7. Mrs.B.Premagowri
8. Dr.S.Gandhimathi
9. Dr.T.Snekalatha
10. Mr.P. Kanagaraj
11. Dr.S.Sathyaraj
12. Dr.R.Chandrasekaran
13. Mr.S.Dineshkumar

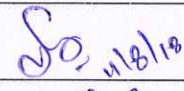
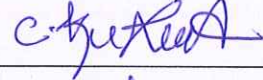
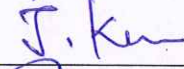
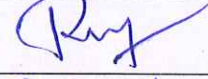

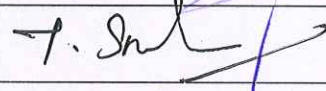
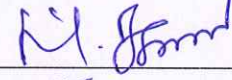
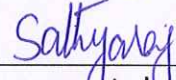
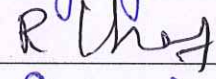
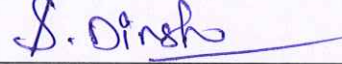


The following agenda were discussed in the meeting:

Agenda	Decision Taken	Responsible Person
Preparation of Invitation and Distribution	Discuss and gather relevant details from Dean Admin.	Mr.A.Janaki krishann
Hospitality for Guests	Receiving the Guests	Dr.K.Vanaja 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	Mrs.B.Premagowri
Cultural Events by Sister Concerns	Discussion with Principals of NGPASC, B.Ed College and School for the events.	Dr.K.Vanaja and Dr.S.Sathyaraj
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.P. Kanagaraj Dr.T.Snekalatha Dr.R.Chandrasekaran
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	Dr.S.Gandhimathi

  
Co-ordinator

The following members were present:

S. No.	Name	Signature
1	Mrs.M.Savithri	
2	Mrs.C.Kumuthini	
3	Mr.A.Janaki krishann	
4	Mrs.B.Premagowri	
5	Dr.S.Gandhimathi	
6	Dr.T.Snekalatha	
7	Mr.P. Kanagaraj	
8	Dr.S.Sathyaraj	
9	Dr.R.Chandrasekaran	
10	Mr.S.Dineshkumar	

  
Coordinator

  
Dean-Admin

  
Principal





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**Name of the Committee** : COLLEGE FUNCTIONS COMMITTEE  
**Academic Year** : 2018-19  
**Meeting No.** : 02  
**Date & Time** : 06.10.2018  
**Venue** : NGP Conference Center

### MINUTES OF THE MEETING

The College Functions Committee meeting was held on **06.10.2018** at 03.00 p.m. in the NGP Conference Center.

The following is the agenda for the meeting.

1. Committee allotment for Graduation Day Celebration to be held on 12.10.2018.
- All the committee members are requested to attend the meeting without fail.

The following members were present:

1. Prof.Dr.V.Rajendran
2. Dr.D.Geethamani
3. Dr.S.Saravanan
4. Dr.V.Shanmugaraju
5. Dr.S.Balasubramanian
6. Dr.K.vanaja
7. All HoD's
8. Mrs.M.Savithri
9. Mrs.C.Kumuthini
10. Mr.A.Janaki krishann
11. Mrs.B.Premagowri
12. Dr.S.Gandhimathi
13. Dr.T.Snekalatha
14. Mr.P. Kanagaraj


The following agenda were discussed in the meeting:

Agenda	Decision Taken	Responsible Person
<p style="text-align: center;"><b>Invitation</b></p>	<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>	<p style="text-align: center;">Dr. R. Vithya Prabha Dr. S. Gowri Dr.R.Chandrasekaran</p>
<p style="text-align: center;"><b>Stage</b></p>	<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>	<p style="text-align: center;">Dr. S. Mohan Raj Mrs. V. Kavitha Mrs.C.Kumuthini</p>
<p style="text-align: center;"><b>Reception</b></p>	<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>	<p style="text-align: center;">Dr. K. Krishnaveni Mrs.B.Premagowri</p>
<p style="text-align: center;"><b>Decoration</b></p>	<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</li> </ul>	<p style="text-align: center;">Dr. M. Prakash Dr. M.S. Ranjith Kumar, Mr.A.Janaki krishann</p>



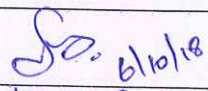

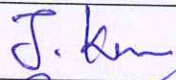

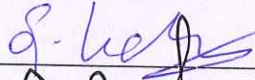
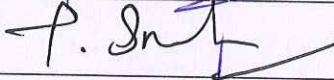
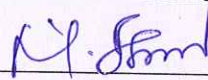
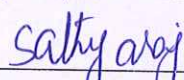
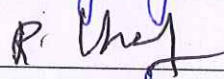

	<p>affixed appropriately in co-ordination with procession committee.</p> <ul style="list-style-type: none"> <li>• Sign boards should be placed accordingly.</li> </ul>	
<b>Registration</b>	<ul style="list-style-type: none"> <li>• Registration of Graduates, get the seat no, list from seating arrangement 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>Mrs. D. Maheswari Dr. S.Ananda Sivaprakasam Dr.R.Chandrasekaran</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>Dr. D. Sridevi Dr. D. Parasakthi Mrs.B.Premagowri</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>Dr. S. Vijayakumar HOD- Dr. R. Sowrirajan Dr. G. Sethuraman Mr.P. Kanagaraj Mr.S.Dineshkumar</p>

<p><b>Seating Arrangement</b></p>	<ul style="list-style-type: none"> <li>• Allot seats for graduates</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>	<p>Dr. R. Kousalya Dr. N.Renuga Devi Dr. S. Kamalaveni Mr.A.Janaki krishann</p>
<p><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>Dr. B. Rosiline Jeetha Mrs. S. Gokilamani Mrs.M.Savithri</p>
<p><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>Dr. R. Vithya Prabh Mrs.C.Kumuthini</p>
<p><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>Dr.R.Vithya Prabha Dr. N. Kuppuchami Dr. S. Mohan Dr.S.Gandhimathi</p>


  
Co-ordinator

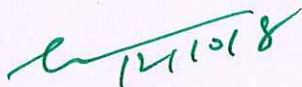


The following members were present:

S. No.	Name	Signature
1	Mrs.M.Savithri	
2	Mrs.C.Kumuthini	
3	Mr.A.Janaki krishann	
4	Mrs.B.Premagowri	
5	Dr.S.Gandhimathi	
6	Dr.T.Snekalatha	
7	Mr.P. Kanagaraj	
8	Dr.S.Sathyaraj	
9	Dr.R.Chandrasekaran	
10	Mr.S.Dineshkumar	

  
Coordinator

  
Dean-Admin

  
Principal

12/10/2018



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**Name of the Committee : COLLEGE FUNCTIONS COMMITTEE**  
**Academic Year : 2018-19**  
**Meeting No. : 03**  
**Date & Time : 21.01.2019**  
**Venue : Library Hall**

### **MINUTES OF THE MEETING**

The College Functions Committee meeting was held on **21.01.2019** at 03.00 p.m. in the Library Hall.

The following members were present:

1. Prof.Dr.V.Rajendran
2. Dr.S.Saravanan
3. Dr.K.vanaja
4. Mrs.M.Savithri
5. Mrs.C.Kumuthini
6. Mr.A.Janaki krishann
7. Mrs.B.Premagowri
8. Dr.S.Gandhimathi
9. Dr.T.Snekalatha
10. Mr.P. Kanagaraj
11. Dr.S.Sathyaraj
12. Dr.R.Chandrasekaran
13. Mr.S.Dineshkumar





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**Date : 21.01.2019**

### **COLLEGE FUNCTIONS COMMITTEE**

It is proposed to convene the College Functions Committee meeting on 21.01.2019 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 26.01.2019.

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

Yours Sincerely,

Co-ordinator

(Dr.K.Vanaja)

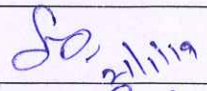
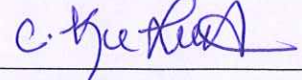
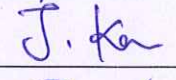


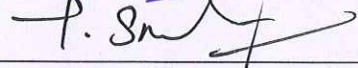
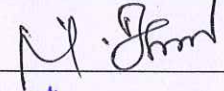
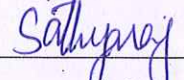
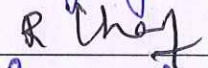

The following agenda were discussed in the meeting:

Agenda	Decision Taken	Responsible Person
Preparation of Invitation and Distribution	Discuss and gather relevant details from Dean Admin.	Mr.A.Janaki krishann
Hospitality for Guests	Receiving the Guests	Dr.K.Vanaja and Mrs.C.Kumuthini
Flag Hoisting	Arrangement for Flag post and Flowers in coordination with physical Director	Mrs.M.Savithri Dr.S.Sathyaraj
March past and Other Events	Discussion with Physical Director	Mrs.B.Premagowri
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.P. Kanagaraj Dr.T.Snekalatha Dr.R.Chandrasekaran
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	Dr.S.Gandhimathi

  
Co-ordinator




The following members were present:

S. No.	Name	Signature
1	Mrs.M.Savithri	
2	Mrs.C.Kumuthini	
3	Mr.A.Janaki krishann	
4	Mrs.B.Premagowri	
5	Dr.S.Gandhimathi	
6	Dr.T.Snekalatha	
7	Mr.P. Kanagaraj	
8	Dr.S.Sathyaraj	
9	Dr.R.Chandrasekaran	
10	Mr.S.Dineshkumar	

  
Coordinator

  
Dean-Admin

  
Principal

21/01/2019



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**Name of the Committee : COLLEGE FUNCTIONS COMMITTEE**  
**Academic Year : 2018-19**  
**Meeting No. : 04**  
**Date & Time : 22.03.2019**  
**Venue : NGP Conference Center**

### **MINUTES OF THE MEETING**

The College Functions Committee meeting was held on **22.03.2019** at 03.00 p.m. in the NGP Conference Center.

The following is the agenda for the meeting.

1. Committee allotment for **College Day and Sports Day** Celebration to be held on **29.03.2019**

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

The following members were present:

1. Prof.Dr.V.Rajendran
2. Dr.D.Geethamani
3. Dr.S.Saravanan
4. Dr.V.Shanmugaraju
5. Dr.S.Balasubramanian
6. Dr.K.vanaja
7. All HoD's
8. Mrs.M.Savithri
9. Mrs.C.Kumuthini
10. Mr.A.Janaki krishann
11. Mrs.B.Premagowri
12. Dr.S.Gandhimathi
13. Dr.T.Snekalatha



14. Mr.P. Kanagaraj

15. Dr.S.Sathyaraj

16. Dr.R.Chandrasekaran

17. Mr.S.Dineshkumar

The following agenda were discussed in the meeting:

Sl.No	Committee	Conveners	Members	Department	Roles and Responsibilities
1	INVITATION	Dr. P.ChidambaraRajan HOD – (BioTechnology)	Mr. C. Karthick Mr. Chandru Mr. Prakash Mrs. Malarvizhi Mrs. R.Saranya	Commerce Commerce IT CDF CDF	<ul style="list-style-type: none"><li>• Preparing invitation.</li><li>• Confirmation of invitation proof from Principal, Madam Secretary and Chairman.</li><li>• Printing and distribution of invitation of VIP's, Governing committee member, Staff Graduation Students and Guests.</li><li>• List can be collected from principal office.</li><li>• The copy (both soft and hard copy) of the forwarded address list must be submitted to the Co-ordinator.</li><li>• Confirmation letter must be sent to the graduation student.</li></ul>
2	STAGE& DECORATION	Dr. R. Sowrirajan (HOD- Maths)	Dr. M.S. Ranjith Kumar Mr. S. Eswaramoorthi Mr. S. Ramesh Kumar Mr.M. Santhosh Kumar Mrs. S. Jagadeeswari Mr. D. Senthilnathan	Commerce(B A) Maths Maths Maths Com (CS CA) Com (CS CA)	<ul style="list-style-type: none"><li>• Stage seating arrangements.</li><li>• Name boards for VIP's.</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>
3	RECEPTION	Dr. Hemalatha (HOD –CLT)	Mrs. V. Niajarubini Dr. R. Menaka Mrs. P. Kavitha Mrs. C. Sasikala Mrs. S. Jayanthi	Chemistry Chemistry Chemistry Microbiology Med. Physics	<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>
4	CATERING	Dr. S. Vijayakumar (HOD- B.Sc.Catering)	Mr.V.S.S. Srinivasan Mr.M.Venkatesw aran Mr.M.Santhosh Kumar	Catering Catering Catering	<ul style="list-style-type: none"><li>➤ Distribution of sweet, kaaram, tea</li><li>➤ separate arrangements for Press, Staff members, students with the co- ordination of canteen manager</li></ul>
5	SEATING ARRANGEMENT	Mr. S. Mohan Raj (HOD- MIB)	Mrs. K. Bagyalakshmi Mr. R. Manoj Mr. P. Dinesh	MIB MIB BCA BCA	<ul style="list-style-type: none"><li>➤ Chair arrangements for students with counted numbers</li><li>➤ Chairs should be properly</li></ul>

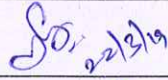
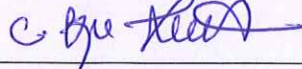
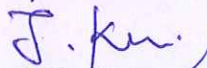
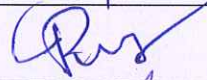
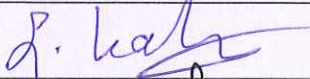
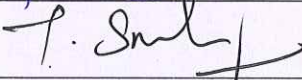
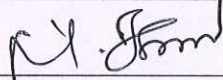
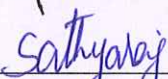
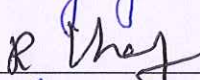
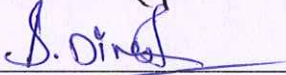


			Kumar Dr. R. Rajesh kanna Dr. S. Umamaheshwari Dr. M. Sivasakthi	N&D N&D	replaced after the function
6	<b>PRIZES &amp; CERTIFICATE</b>	Dr. S. Gowri (HOD- Bio Chem)	Dr. N. Kannigaparameshwari Mrs. K. Rajathi Mrs. S. Sasikala Mrs. M. Thiruselvi Mrs. V. Shobana Mrs. P. Usha	Bio Chem Bio Chem CLT CLT CS CS	<ul style="list-style-type: none"> <li>• Arranging sufficient of certificates</li> <li>• List of University rank holders, proficiency certificate, 100% student's attendance should be noted</li> </ul>
7	<b>PRESS AND PUBLICITY</b>	Mr. A. Raghukumar Asst. Professor Dept of BBA	Mr. S. Dinesh Kumar Dr.S.Gandhimathi Ms. R. Veeramani Ms.K.Nagalakshmi	B Com- IT B Com Tamil English	<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>
8	<b>RANGOLI</b>	Dr. Banudevi (HOD- B.Com(Fin)) Dr. Revathi (HOD – B.Com)	Ms. J. Sathya Dr. M. Shanthini Devi Mrs. N. Kothai Nayaki Ms. P. Sri Padma Abirami Ms. G. Ilakkia Dr. V. Abirami	Commerce Commerce (CA) Commerce(BP S) Commerce(BP S) Corp.Secty BBA (CA)	<ul style="list-style-type: none"> <li>• Rangoli in front of conference centre both entrance.</li> </ul>
9	<b>TRANSPORT AND DISCIPLINE</b>	Dr. J.Renga Ramanujam HOD- B.Sc (Micro) Mr. A. Thanasingh Physical Education	Dr. S.Namasivayam Mrs. Rajeshwari Mr. D. Vinoth Rohan Mr. P. Arun Mr. R.Rukmathan Dr. L. Senthil Kumar Dr. C. Kandasamy Dr. S. Thangamanikandan Mr. S. Senthil Prabhu	B.Com(BPS) Physi. Edun Physi. Edun Bio Tech BBA (CA) B.Com (Finance) B.Com (Finance) Tamil Micro Biology	<ul style="list-style-type: none"> <li>• Take printouts as 18<sup>th</sup> graduation on 12<sup>th</sup> October 2018 and paste it on the institution buses and arrange transport for chief guest and VIPs in coordination with administrative officer</li> <li>• To maintain discipline throughout the function</li> <li>• Printout and follow up of program schedule to Secretary, Principal and chief guest etc</li> </ul>
10	<b>HOSPITALITY</b>	Mrs. M. Ezhilmalar Secretary- PA Mrs. S. Kamalam Principal-PA	Dr. K. Vanaja (HOD)	Commerce (PA)	<ul style="list-style-type: none"> <li>• Receiving the chief guest, Chief guest hospitality</li> <li>• Produce the chief for the program on time.</li> </ul>
11	<b>ANNUAL REPORT</b>	Dr.N.Kuppuchamy HOD- Tamil Dr. R. Vithya Prabha			<ul style="list-style-type: none"> <li>• Assisting principal in preparation of annual report</li> <li>• Editing and typing,</li> </ul>



		(HOD – English)			consolidation of the final report on or before 20- 03- 2019
12	LIVE-STREAM	Dr. Rajesh Khanna	Mr. Jayabal Mr. Kannan Dr. Jaiganesh Mr. Anand	Computer cell CT CS CT	<ul style="list-style-type: none"> <li>• Arranging live streams at seminar HALL 6&amp; 7, Kamar arrangam &amp; east and west seminar hall</li> </ul>
13	MOC	Dr. K. Selvi Mrs. V. Kowshalya		Tamil Commerce(PA )	<ul style="list-style-type: none"> <li>• To prepare the agenda of the program</li> <li>• To conduct MOC</li> </ul>

The following members were present:

S. No.	Name	Signature
1	Mrs.M.Savithri	
2	Mrs.C.Kumuthini	
3	Mr.A.Janaki krishann	
4	Mrs.B.Premagowri	
5	Dr.S.Gandhimathi	
6	Dr.T.Snekalatha	
7	Mr.P. Kanagaraj	
8	Dr.S.Sathyaraj	
9	Dr.R.Chandrasekaran	
10	Mr.S.Dineshkumar	

  
Coordinator

  
Dean-Admin

  
Principal

22/3/2019