



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 (2nd Cycle)

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

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

Date : 10.08.2019

COLLEGE FUNCTIONS COMMITTEE

It is proposed to convene the College Functions Committee meeting on 10.08.2019 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 15.08.2019.

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 : 2019-20
Meeting No. : 01
Date & Time : 10.08.2019
Venue : Library Hall

MINUTES OF THE MEETING

The College Functions Committee meeting was held on 10.08.2019 at 03.00 p.m. in the Library Hall.

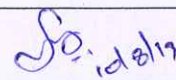
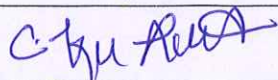
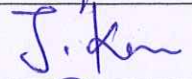
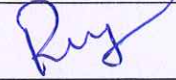
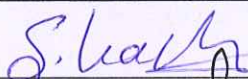
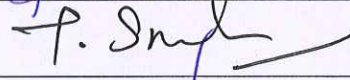
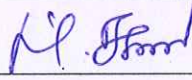
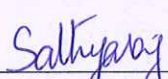
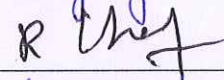
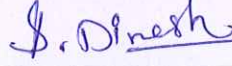
The following members were present:

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 krishnan
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:

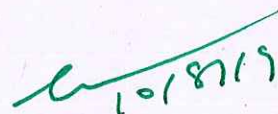
Agenda	Decision Taken	Responsible Person
Preparation of Invitation and Distribution	Discuss and gather relevant details from Dean Admin.	Mrs.M.Savithri
Hospitality for Guests	Receiving the Guests	Dr.K.Vanaja and Mrs.C.Kumuthini
Flag Hoisting	Arrangement for Flag post and Flowers in coordination with physical Director	Mr.A.Janaki krishnan
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"> • Purchase of Flags and Sweet • Distribution of Flags to Guests, Staff and Students • Distribution of Flags to Guests, Staff and Students 	Mr.P. Kanagaraj Dr.T.Snekalatha Dr.R.Chandrasekaran
Refreshments for Guests and Staff	Arrangement of Breakfast and Tea for All Staff Members	Dr.S.Gandhimathi
Press and Publicity	Pre- press and Post-press for the events in Coordination with PRO	Mr.S.Dineshkumar

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
10/08/2019



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Name of the Committee : COLLEGE FUNCTIONS COMMITTEE
Academic Year : 2019-20
Meeting No. : 09
Date & Time : 20.12.2019
Venue : NGP Conference Center

MINUTES OF THE MEETING

The College Functions Committee meeting was held on **20.12.2019** 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 13.01.2020

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. Dr.S.Gandhimathi
11. Dr.T.Snekalatha
12. Mr.P. Kanagaraj
13. Dr.S.Sathyaraj
14. Dr.R.Chandrasekaran



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DST – FIST | DBT – Star College Scheme
Dr. N.G.P.-Kalapatti Road, Coimbatore – 641 048, Tamil Nadu, India.

19th Graduation Day

To be held on : 13th January 2020.

Venue : PaavaiArangam

Patron:

Dr. V. Rajendran
Principal

Steering Committee:

Dr. D. Geetharamani – Dean (Academics)
Dr. S. Saravanan – Dean (Administration)
Dr. V. Shanmugaraju – Dean (Student Affairs)
Dr. S. Balasubramanian – Dean (R & D)

Overall Coordinator:

Dr. K. Vanaja – Head, Department of Commerce (PA)

Committee Allotment

S. No	COMMITTEE & CONVENERS	MEMBERS	DEPARTMENT	ROLES AND RESPONSIBILITIES
1	INVITATION - Dr. K. Vanaja HOD - Commerce (PA) Dr. R. VithyaPrabha HOD - English	Mr.P.Kanagaraj	Commerce (PA)	<ul style="list-style-type: none"> ➤ Preparing invitation. ➤ Confirmation of invitation proof from Principal and Printing
2	INVITATION DISTRIBUTION AND CONFIRMATION LETTER	Mr.A.Janaki Krishnan Dr.R.Chandrasekaran Dr.N.Kannikaparameswari Dr.C.Venkatesan	CDF Commerce(Finance) Biochemistry Biochemistry	<ul style="list-style-type: none"> ➤ Distribution of invitation of VIP's, Governing committee member, Staff Graduation Students and Guests. ➤ List can be collected from

	Dr. S. Gowri HODi/c - BioChemistry			<p>principal office.</p> <ul style="list-style-type: none"> ➤ The copy (both soft and hard copy) of the forwarded address list must be submitted to the Co-Ordinator. ➤ Confirmation letter must be sent to the graduation Student.
3	STAGE - Dr. S. Mohan Raj HOD-(International Business) Mrs.G.Malarvizhi HOD i/c-CDF	Mrs.HephzibhaMargrette Ms. S.Manimekalai Dr. .Kannikaparameswari Ms.C.Sasikala Ms.V.Meenakshi Mrs.K.Thenmozhi Mrs.D. Malarvizhi Mrs.P.Dhanya Mr. R. Suresh Mrs. T.Nithya Mrs. B.Gokiladevi Ms.S.Ishwarya Dr.N.Chandrakala	English Mathematics Biochemistry Microbiology CDF Information Technology Commerce(IT) Commerce (PA) Corporate Management Management International Business International Business	<ul style="list-style-type: none"> ➤ Stage seating arrangements. ➤ Name boards for VIP's. ➤ To affix name of all HODs in their respective seat on the dais. ➤ To keep the files, pens agenda, flower vase on the Dais. ➤ To arrange for Audio, Video, photograph, backdrop, decoration, plants, memento, mike, prayer song and National Anthem cassette. ➤ A distinguished line mark should be made on the stage for the graduates to avoid disturbances in photography. ➤ Printout from announcement by dignitaries.
4	RECEPTION - Dr.S.Kokila HOD – CLT	Dr. C.Hemalatha Mrs.M.Thiruselvi Ms.K. VishnuPriya Ms. T. R. Indumathi Dr. N.Vidya Dr.K.Girija Dr.N.Priyadharshini	CLT CLT CDF CDF. Microbiology Physics Physics	<ul style="list-style-type: none"> ➤ To arrange for the reception. ➤ To arrange Bouquet for VIPs, one for each. ➤ Female students for Reception. ➤ Give the details of other required material to the Co-Ordinator
5	PRAYER SONG & NATIONAL ANTHEM - Dr. M. Prakash HOD – Commerce(CA)	Dr.M.Shanthini Devi Mr. R. Thiyaagu Mr. C.Sivakumar Dr. M. Sindhu	Commerce (CA) Tamil Mathematics Tamil	<ul style="list-style-type: none"> ➤ To play recoded songs which did not get a copyright.
6	PHOTO TO GRADUATES THROUGH WEB	Mr.R.Anjitraja Mr.T.R.Anand	Information Technology Computer Technology	<ul style="list-style-type: none"> ➤ Two photographers must be arranged on the stage and the photos must be taken as

	LINK - Dr. M.S. Ranjithkumar, HOD – Commerce (Business Analytics)	Dr. B. Maheswari Mrs.G. Kavitha	Commerce(BA) Commerce (BA)	odd and even numbers by them ➤ Web link to be given to the graduates with the series Nos from 1-100,101-200 etc. for graduation photographs.Ensure that from this link Candidates can download their photos and it should be valid for five days
7	REGISTRATION – Dr.Mary Magdalene Jane FHOD –Computer Science with Data Analytics Dr. R.RajeshKanna HOD –Information Technology	Dr.R.Mahenthiran Mrs.S.Sudha Ms. B. Vidhya Mr.K.Mahendran Mr.A.David Dr.R.Prema Dr.P.Sumitha Dr. R. Rajeswari Mrs. V. Manimekalai Dr.V.Vinodhini Mrs. N. Vanitha Mr. C. Prakash Mrs. S. Revathi Ms.C.Karpagam Mrs. S. Sasikala Mrs. R. Anandhi Mr. S. Rameshkumar Mrs.U.Suji	Microbiology English English Corporate Commerce (PA) Commerce (CA) Commerce (BA) Computer Technology Computer Technology Information Technology Information Technology Information Technology Information Technology Computer Science Computer Science CLT Mathematics Mathematics Hospital Administration	➤ Registration of Graduates, get the seat no, list from seating arrangement committee, issues the seat number to the graduates. ➤ To send the absentees list to the co-ordinator and procession committee before graduation starts. ➤ Final graduates list can be distributed to certificate committee, procession and all HoDs.
8	PROCESSION- Dr. D. Sridevi HOD –N & D Dr. D. Parasakthi HOD - Corporate	Ms.R.Reena Rani Ms.RoshanVarkey Ms.K.Mohanapriya Ms.S.Indhu Dr.S.UmaMaheswari Ms.R.Shivani	English English English English N & D N & D	➤ Procession Music ➤ Prepare the graduates for procession Lead by girls with lamp for welcome the procession ➤ Procession rehearsal is

	Secretaryship	Ms.P.Kanneshwari Ms.P.Ashwini Ms.C.Abinaya	N & D N & D N & D	<p>to be done before two days</p> <p>➤ To coordinate with seating registration committee</p> <p>➤ Preparing final list of candidates and hand over to HODs</p>
9	CATERING - Dr. S. Vijayakumar HOD- Catering Science and Hotel Management Dr.C.Selvakumar HOD - Physics Dr.T.Snekalatha HOD i/c – Accounting &Taxation	Mr.V.S.S.Srinivasan Mr.M.Venkateswaran Mr. N. Krishnaraj Mr.D. Ramesh Kumar Mrs. M. Lavanya Mrs. M. Geetha Dr. V. Usha Dr. D. Pradeepa Dr. K. Anbalagan Dr. J. Devakumar Dr.R.Muthu Kumar Mr.R.VijayAnand Mr. R. Anjithraja Mr. B.Narasimhan Dr. A.Y. Kettiramalingam Mrs. V. Abinaya Mr.R.Mayilsamy Dr. R. Karunathan Mr. P. Sakthivel Mr. Santhosh Kumar	Catering Science Catering Science Tamil Mathematics Mathematics Mathematics Bio-Chemistry Bio-Chemistry CLT Microbiology Commerce (B&I) Computer Science Information Technology Computer Technology Commerce (A&T) Commerce (CA) Commerce(PA) Physics Physics Hindi	<p>➤ Separate food arrangement – food/snacks for VIP's, Press, staff, students and parents</p>
10	SEATING ARRANGEMENT – Dr. R. Kousalya HOD- Computer Applications Dr. P. B. Banudevi HOD- Commerce (Finance)	Dr. T.Sivakumar Ms. A.B. Priyadharshini Dr.S.KarthikSundaram Ms. C. Karpagam Mr. P. Dinesh Kumar Dr.R.Senthil Kumar Dr. S. Arunpriya Ms.S.Latha Mr.M.Gunasekaran	Tamil Microbiology Microbiology Computer Science Computer Applications Computer Applications Commerce(CA) Commerce(CA) Commerce(CA)	<p>➤ Allot seats for graduates.</p> <p>➤ Seating arrangement for staff, press, parents and guest.</p> <p>➤ Labels, seat number are to be affixed appropriately in co-ordination with procession committees.</p> <p>➤ Sign boards should be placed accordingly.</p>

	<p>Dr. S. Kamalaveni HOD – Commerce(IT)</p> <p>Dr.S.Sathiyaraj HODi/c - Chemistry</p>	<p>Mrs. L. Priya Dr. J. Lilly Dr. S. Muruganandam Dr. S. Suguna Ms.R.Swarnalakshmi Ms.G.Ilakkia Ms.R.Suganya Dr. M. Kalimuthu Mrs. G. Kavitha Mrs. J. Princy Dr.S.Kowsalya Mrs.N.Kiruthika Ms.S.Priyanka</p> <p>Mrs. P. Revathi Dr. V. Gopala Krishnan Dr.R.Ravikumar Mrs.P.Kavitha Dr.R.Menaka Ms.K.R.Arya Mr.M.Dinesh Kumar Mrs. S. Rekha</p> <p>Mrs.V.Sengani</p> <p>Dr.V.Divya Dr.P.Umamaheswari Mrs.S</p>	<p>Commerce(IT) Commerce(IT) Commerce</p> <p>Commerce (PA) Corporate Corporate Commerce (BA) Commerce(PA) Commerce(BA) Corporate Corporate Management International Business Physics Physics Chemistry</p> <p>Chemistry Chemistry Chemistry Chemistry Information Technology Commerce (Finance) Mathematics Mathematics</p>	
11	<p>CERTIFICATE - Dr.A.Muthusamy HOD- Computer Science</p> <p>Dr.R.Sowrirajan HOD – Mathematics</p>	<p>Mrs.M.Savithri Dr. V. Usharani Mrs. S. Maheshwari Mrs. M. Shobana Mrs. S. Saranya Mrs. S. R. Kalaiselvi</p> <p>Mrs. M. Revathy Mr.M.Santhosh Kumar Dr.P.Uma Devi Mrs.S.Manimekalai Mrs. S. Gokilamani</p>	<p>Computer Science Computer Science Computer Science Computer Science Computer Science Computer Science</p> <p>Mathematics Mathematics</p> <p>Mathematics Mathematics Mathematics</p>	<p>➤ Sequencing the degree with seat number, labels in co-ordination with procession committee and to arrange girls' tray for distribution of degree certificate</p> <p>➤ Collect the final list from Registration committee</p>
12	<p>ACADEMIC REPORT AND GRADUATION ADDRESS – Dr. R. VithyaPrabha</p>	<p>Ms. S. Nithya Devi Ms. M. Saranya</p>	<p>English English</p>	<p>➤ To prepare academic report of out gone batch April 2018.</p> <p>➤ Pass Percentage of each department's UG,PG and</p>

	HOD – English			Rank Holders. ➤ To print the graduation address of the Chief Guest.
13	PRESS AND PUBLICITY - Dr. R. VithyaPrabha HOD – English Dr. N. Kuppuchami HOD- Tamil	Dr.S.Gandhimathi Mr. A. Raghukumar Dr.K.Selvi Ms. R. Veeramani Mr. M. Dineshwaran Ms. K. Nagalakshmi	Commerce Management Tamil Tamil Tamil English	➤ Invitation to press and media with News message. ➤ Graduation report preparation and distribution to all press and media. ➤ Arrangements for transport, mementos and catering for press people on the graduation day.
14	ROBE- Dr. P. Chidambararajan HOD – Bio Tech Dr. S. Namasivayam HOD- Commerce (BPS) Mr. C. Karthick HOD i/c - Commerce Dr. P. Revathi HOD- Commerce (B&I)	Dr. K. Arungandhi Mrs. M. Shanmugavadivu Dr. M. Poongothai Dr.RadhaPalaniswamy Dr.N.KothaiNayaki Mrs.V.P.Amuthanayaki Dr.R.SakthiPrasath Dr.S.Renugadevi Mrs.M.BanuRekha Mr.P.Vimal Kumar Mr.N.Chandru Mr.M.A.Prasad Ms.P.Maheswari Mrs.T.SreeGeetha Mr.K.Ponnumani Ms.M.SaiKeerthana Ms.P.Janani Ms.P.SathyaPriya Ms.M.Kowsalya Mrs.S.Kannaki	Bio.Tech Bio.Tech Bio.Tech Bio.Tech Commerce (BPS) Commerce (BPS) Commerce (BPS) Commerce (BPS) Commerce Commerce Commerce Commerce Commerce Commerce Commerce Commerce (B&I) Commerce (B&I) Commerce (B&I) Mathematics	➤ Collect the graduates list from the registration committee ➤ Count and receive robes ➤ After graduation collect the robes from the students and return to the robe owner ➤ Make separate arrangement for issue of robes to VIP's, HODs and students ➤ Arrange fan, chair and water in VIP's robe area.
15	DISCIPLINE – Dr. J.RengaRamanujam HOD- Microbiology Mr. A. Thanasingh Physical Education	Dr. N. Vidhya Mr. P. Arun Mr. S. Senthilprabhu Dr. K. Selvi Dr. M. Jayachandran Mr. Rohan Vinoth Mr. N. Kumar	Microbiology Bio Tech. Microbiology Tamil Tamil Physical education Computer Science	➤ Take printouts as 19 th graduation on 27 th December 2019 and paste it on the institution buses and arrange transport for chief guest and VIPs in coordination with

		Dr. V. Jaiganesh Dr. A. Nirmala Dr. C. Venkatesan Mr. L. Senthil kumar Dr. M. Ganesan Mrs. P. Menaka Dr. P. Jayasubramanian Mr. M. Rajakrishnan Ms. S. Arthi Mr. S. PoornaSenthilkumar Ms. S. Nithya Devi Dr. S. Eswaramoorthi Dr. S. Daniel Robert Mr. R. Manoj Kumar Mr.M.R.Chandrasekhar	Computer Science Computer Applications Biochemistry Commerce (Finance) Commerce (B&I) Information Technology Commerce (CA) Commerce (CA) Hospital Administration Computer Applications English Mathematics N&D Commerce (IB) Commerce	administrative officer. ➤ To maintain discipline throughout the function ➤ Printout and follow up of program schedule to Secretary, Principal and chief guest etc.,
16	GRADUATION LIST- Dr.Mary Magdalene Jane F HoD – Data Analytics	Dr.C.Kumuthini Mrs.S.Govardhini Mrs.B.Sivaranjani Ms.S.ShenbagaPriya Mrs. V. Manimekalai Mrs.M.Rathi Ms. B. Leelavathi	Computer Application Data Analytics Information Technology Information Technology Computer Technology Computer Technology Computer Technology	➤ Creation of graduate list (Soft Copy) ➤ Daily Report on Online registration by the graduates
17	MOC – Dr. R. VithyaPrabha HOD – English	Mrs. V. Kowshalya	English	➤ To prepare the agenda of the program ➤ To conduct MOC

Note:

- A separate meeting has to be conduct by the conveners and members for the smooth and flawless conduct of graduation day.
- Conveners are asked to submit their budget letter for their concerned committees.
- Procession committee is asked to conduct a rehearsal.

The following members were present:

S. No.	Name	Signature
1	Mrs.M.Savithri	<i>So. 20/12/19</i>
2	Mrs.C.Kumuthini	<i>C. Kumuthini</i>
3	Mr.A.Janaki krishann	<i>J. K.</i>
4	Mrs.B.Premagowri	<i>P. B.</i>
5	Dr.S.Gandhimathi	<i>S. Gandhimathi</i>
6	Dr.T.Snekalatha	<i>T. Snekalatha</i>
7	Mr.P. Kanagaraj	<i>P. Kanagaraj</i>
8	Dr.S.Sathyaraj	<i>S. Sathyaraj</i>
9	Dr.R.Chandrasekaran	<i>R. Chandrasekaran</i>
10	Mr.S.Dineshkumar	<i>S. Dineshkumar</i>

[Signature]
Coordinator

[Signature]
Dean-Admin

[Signature] 20/12/19
Principal
20/12/2019



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Date : 22.01.2020

COLLEGE FUNCTIONS COMMITTEE

It is proposed to convene the College Functions Committee meeting on 22.01.2020 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 26.01.2020.

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 : 2019-20
Meeting No. : 03
Date & Time : 22.01.2020
Venue : Library Hall

MINUTES OF THE MEETING

The College Functions Committee meeting was held on **22.01.2020** 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.	Mrs.B.Premagowri
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	Mr.A.Janaki krishnan
Flags and Sweet Distribution	<ul style="list-style-type: none"> • Purchase of Flags and Sweet • Distribution of Flags to Guests, Staff and Students • Distribution of Flags to Guests, Staff and Students 	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	So, 22/1/20
2	Mrs.C.Kumuthini	C. Kumuthini
3	Mr.A.Janaki krishann	J. krishann
4	Mrs.B.Premagowri	B. Premagowri
5	Dr.S.Gandhimathi	S. Gandhimathi
6	Dr.T.Snekalatha	T. Snekalatha
7	Mr.P. Kanagaraj	P. Kanagaraj
8	Dr.S.Sathyaraj	S. Sathyaraj
9	Dr.R.Chandrasekaran	R. Chandrasekaran
10	Mr.S.Dineshkumar	S. Dineshkumar


Coordinator


Dean-Admin


Principal

22/01/2020



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

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

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

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

Name of the Committee : COLLEGE FUNCTIONS COMMITTEE
Academic Year : 2018-19
Meeting No. : 04
Date & Time : 15.03.2020
Venue : NGP Conference Center

MINUTES OF THE MEETING

The College Functions Committee meeting was held on **15.03.2020** 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 **20.03.2020**

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

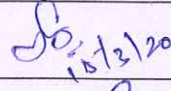
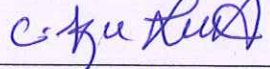
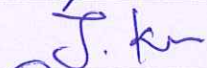
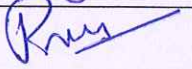

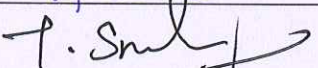

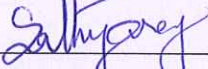
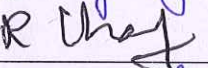
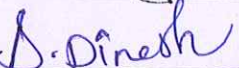
The following agenda were discussed in the meeting:


Sl. No	Committee	Conveners	Members	Department	Roles and Responsibilities
1	INVITATION	Dr.S.Sathiyaraj HoD - Chemistry	Mr.M.Dinesh Kumar Dr.A.M.Ramachandran Dr.V.Usharani Mrs.BharathiAnbarasan Dr.R.Prema	Chemistry Microbiology Computer Sci. Computer App Comm.(CA)	<ul style="list-style-type: none">Preparing invitation.Confirmation of invitation proof from Dean and Principal.Printing and distribution of invitation to VIP's, Governing committee member, Staff and Guests.Address list can be collected from principal office.
2	STAGE& DECORATION	Dr.P.B.Banudevi HoD -Commerce (Fin) Dr.Mary Magdalene Jane F HoD- Data Analytics	Dr.R.Chandrasekaran Dr.N.Vidhya Dr.S.Daniel Robert Mr.M.Santhosh Kumar Mrs.K.C.Radhamani Mr.R.Suresh Ms.I.Surutilaya Dr.M.Jayachandran Mrs.HephzibhaMargrette	Commerce- Fin. Microbiology N&D Maths Maths Com (CS CA) Com (CS CA) Tamil English	<ul style="list-style-type: none">To arrange Backdrop and decorationStage seating arrangements, Name boards for VIP's.Preparation of Agenda in Consultation with Principal.To keep the files, pens agenda, flower vase on the Dais.To arrange for Audio, Video, photograph, plants, memento, mike.To arrange students for prayer song and National Anthem.
3	RECEPTION	Dr.V.Uma HOD -MHA	Mrs. P. Kavitha Mrs.R.Revathi Ms.K.VishnuPriya Mrs.T.R.Indumathi	Chemistry Physics CDF CDF	<ul style="list-style-type: none">To arrange for the reception.To arrange Bouquet for Guest.Give the details of other required material to the Co-Ordinator.
4	CATERING	Dr. S. Vijayakumar HOD- CSHM	Mr.V.S.S. Srinivasan Mr.M.Venkateswaran Mr.M.Santhosh Kumar	Catering Catering Catering	<ul style="list-style-type: none">Distribution of Refreshment for Students.separate arrangements for Press, Staff members, students with the co-ordination of canteen manager
5	SEATING ARRANGEMENT	Dr.A.Muthusamy HOD- Comp. Sci.	Dr.T.Sivakumar Mr.G.Ranganathan Ms.S.Nithya Devi Mrs.C.M.Kanchana Dr.P.Uma Devi Ms.P.Kanneshwari	Tamil Tamil English English Maths N&D Commerce Management Commerce- Fin.	<ul style="list-style-type: none">Chair arrangements for students with counted numbers.Seating arrangement at NGP Conference center and Live stream Halls.Chairs should be properly replaced after the function

			Mr.K.Ponnumani Mr.R.Ashok Kumar Dr. C. Kandasamy Mr.M.Gunasekaran Mr.R.Mayilsamy	Commerce CA Commerce PA	
6	PRIZES & CERTIFICATE	Dr. S. Gowri HOD- Bio Chem.	Dr. N. Kannigaparameshwari Mrs. K. Rajathi Mrs. S. Sasikala Mrs. M. Thiruselvi Mrs. V. Shobana Mrs. P. Usha Dr. L. Senthil Kumar Mr.C.Eahambaran	Bio Chem Bio Chem CLT CLT Comp. Sci. Comp. Sci. Commerce -Fin Commerce CA	<ul style="list-style-type: none"> • Arranging sufficient Number of certificates • List of University rank holders, proficiency certificate, 100% student's attendance should be noted. • Distribution of Prizes and Certificates.
7	PRESS AND PUBLICITY	Mr. A. Raghukumar Asst. Professor Dept of BBA	Dr.S.Gandhimathi Ms. R. Veeramani Ms.K.Nagalakshmi	Commerce Tamil English	<ul style="list-style-type: none"> • Invitation to press and media with News message • Report preparation and distribution to all press and media
8	RANGOLI	Dr.S.Kamalaveni HOD – Comm. - IT	Ms.S.Gayathri Dr.P.Sumitha Mrs.V.P.Amuthanayaki T.Maheswari	Commerce - IT Commerce-BA Commerce-BPS Commerce A&T	<ul style="list-style-type: none"> • Rangoli in front of conference center entrance.
9	TRANSPORT AND DISCIPLINE	Dr. J.Renga Ramanujam HOD- Microbiology Mr. A. Thanasingh Physical Education	Mr. D. Vinoth Rohan Dr.G.Senthil Kumar Mr.K.Vishnugobal Dr.S.Eswaramoorthi Dr.V.DhanaRangesh Kumar Dr.P.Jayasubramanian Dr.M.Kalimuthu Dr.R.Muthu Kumar Mr. P. Arun Mr. S. Senthil Prabhu Mrs.G.Kavitha	Physi. Edun. Tamil English Maths Bio Chemistry Commerce CA Commerce PA Commerce B&I Bio Tech Micro Biology Commerce BA	<ul style="list-style-type: none"> • To make transport arrangements for Guest. • To maintain discipline throughout the function.
10	HOSPITALITY	Mrs. M. Ezhilmalar Secretary- PA Mrs. S. Kamalam Principal-PA	Mrs.S.Kokila	HoD - CLT	<ul style="list-style-type: none"> • Receiving the chief guest, Chief guest hospitality • Produce the chief guest for the program on time.
11	ANNUAL REPORT	Dr.N.Kuppuchamy HOD- Tamil Dr. R. Vithya Prabha HOD – English	Ms.M.Malarselvi Mr.N.Krishnaraj Dr.S.Sudha Ms.B.Vidhya	Tamil Tamil English English	<ul style="list-style-type: none"> • Assisting principal in preparation of annual report • Editing and typing, consolidation of the final report on or before 14-03- 2020.
12		Dr. Rajesh Khanna	Mr. Jayabal	Computer cell	<ul style="list-style-type: none"> • Arranging live streams at

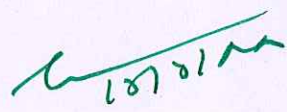
	LIVE-STREAM	HoD- Info.Tech.	Mr.R.Anjitraja Dr.V.Jai Ganesh Mr.T.R. Anand	IT CS CT	seminar HALL 6& 7, Kambar arrangam & east and west seminar hall
13	MOC	Dr. K. Selvi - Tamil	Ms.C.Roopa	English	<ul style="list-style-type: none"> • To prepare the agenda of the program in consultation with stage committee • To conduct MOC.

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

15/3/2020