



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 (3rd Cycle 3.64 CGPA)
Dr. N.G.P.-Kalapatti Road, Coimbatore-641 048, Tamil Nadu, India.
Website: www.drngpsc.ac.in | Email: info@drngpsc.ac.in | Phone: +91-422-2369100

Disaster Management Committee

Minutes of Meeting AY 2023-24 (Meeting No.1)

Date: 27.06.2023

Time: 3.15 - 3.30 p.m.

I. Opening Statement: The first meeting Disaster Management Committee (odd semester) convened on 27.06.2023 with the aims of examining the events of the last academic year and plan for the events for the odd semester of the academic year 2023-24.

II. List of Members present:

1. Mr. V.S. Srinivasan
2. Dr. C. Hemalatha
3. Mrs. R. Ananthi
4. Mrs. T. Sreegeetha
5. Mrs. N. Revathi

III. List of Members Absent: Nil

IV. Agenda:

1. Discussion on the objectives of the committee for the academic year
2. Assessment on the growth and progression of the committee
3. Delegation of the responsibilities to all members
4. Discussion on the first program to be conducted

V. Brief summary on the points/ decision made:

The meeting was held in the A1 block, room no. 318. The meeting convened with the club coordinators welcoming the members and outlining the committee's strategic objectives. A discussion was held on the future growth and development of the committee. The members were delegated duties for the forthcoming semester such as invitation, circular, agenda, meeting minutes, report, letter in and out, photography, and communication letter. Discussions were made regarding the first event. It was concluded that the theme of the event will be 'First Aid Procedures'. Instruction was given by the club coordinator to execute their duties well and coordinate in the success of the upcoming activities and programs.



Committee Coordinators



Principal



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Disaster Management Committee

Minutes of Meeting AY 2023-24 (Meeting No.2)

Date: 27.07.2023

Time: 3.15 - 3.30 p.m.

I. Opening Statement: The second meeting of the Disaster Management Committee convened on 27.07.2023, with the club coordinators, Mr. V.S. Srinivasan and Dr. C. Hemalatha extending warm greetings to the members of the committee

II. List of Members present:

1. Mr. V.S. Srinivasan
2. Dr. C. Hemalatha
3. Mrs. R. Ananthi
4. Mrs. T. Sreegeetha
5. Mrs. N. Revathi

III. List of Members Absent: Nil

IV. Agenda:

1. To discuss on the first program of the committee
2. To deliberate on the date, time and venue of the program
3. To discuss and fix the guest speaker for the awareness program.
4. To delegate responsibilities to the members of the committee

V. Brief summary on the points/ decision made:

The meeting was held in the A1 block, room no. 318. The meeting convened with the club coordinators extending warm greetings. A discussion was made on the first program planned to be held by the committee. It was decided that an awareness program will be held titled, "First Aid Procedures" on 02.08.2023 from 3.15 pm onwards, at Seminar hall II of C1 block. Dr. V. Uma, Head of the Department, Dept. of Hospital Administration, Dr. N.G.P. Arts and Science College was planned to be invited as guest speaker for the program. The members were delegated duties for the forthcoming semester such as invitation, circular, agenda, meeting minutes, feedback, attendance, report, letter in and out, photography, and communication letter. Instruction was given by the club coordinator to execute their duties well and coordinate in the success of the upcoming program.


Committee Coordinators


Principal /c



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Disaster Management Committee

Minutes of Meeting AY 2023-24 (Meeting No.3)

Date: 20.12.2023

Time: 3.15 - 3.30 p.m.

- I. Opening Statement:** The third meeting of the Disaster Management Committee is scheduled to be held on 20.12.2023 from 2:30 - 3:00 pm in A1 block, room no. 318; meeting convened with the club coordinators extending warm greetings to the members of the Disaster Management Committee.

- II. List of Members present:**
 1. Mr. V.S. Srinivasan
 2. Dr. C. Hemalatha
 3. Mrs. R. Ananthi
 4. Mrs. T. Sreegeetha
 5. Mrs. N. Revathi

- III. List of Members Absent:** Nil

- IV. Agenda:**
 1. Discussion on the first program to be conducted
 2. To deliberate on the date, time and venue of the programme
 3. To discuss and fix the guest faculty for the programme
 4. To delegate responsibilities to the members of the committee

V. Brief summary on the points/ decision made:

The meeting convened with the club coordinators extending warm greetings. A discussion was made on the second programme planned to be held by the committee and it was decided that a skill training programme will be held titled, "Handling of Gas Cylinders" on 24.01.2024 from 3.15 pm - 4.15 pm, at Catering Science Cookery of B1 block. Mr. S. Vijayakumar, Assistant Professor, Department of Catering Science and Hotel Management, Dr. N.G.P. Arts and Science College was planned to be invited as guest faculty for the programme. The members were delegated duties for the forthcoming semester such as invitation, circular, , meeting minutes, report, letter in and out, photography, and communication letter. Instruction was given by the club coordinator to execute their duties well and coordinate in the success of the skill training programme.


Committee Coordinators


Principal