	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 (3 rd Cycle-3.64 CGPA) 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	Institution Publication Committee (Newsletter)
		2023-24

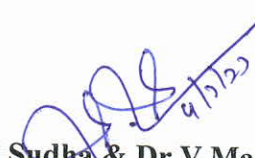
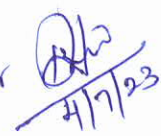
INSTITUTION PUBLICATION COMMITTEE (NEWSLETTER)

MEETING NOTICE

The first meeting of Institution Publication Committee is scheduled to be held on 04.07.2023 at 2.00 p.m. in AI Block, IQAC Board Room. All the members are informed to attend the meeting without fail.

AGENDA

- 1.1 To approve the Annual Action Plan of Newsletter for the AY 2023-24.
- 1.2 Newsletter Publication Timeline
- 1.3 Institutional Budget Approval

 4/7/23 for  4/7/23
(Dr.S.Sudha & Dr.V.Madhuramozhi)
Co-ordinators

MINUTES OF INSTITUTION PUBLICATION COMMITTEE (NEWSLETTER)

The minutes of first meeting of the Institution Publication Committee (Newsletter) is scheduled to be held on 04.07.2023 at 2.00 p.m. in AI Block, IQAC Board Room.

The Coordinator Dr.S.Sudha welcomed the members and she briefly stated the roles and responsibilities of the committee members. She further introduced all the members to each other. Later, the items of the agenda were taken one by one for the discussion.

Members Present:

S.No.	Name	Designation
1	Ms. D. Malarvizhi	Asst. Prof. of Commerce (IT)
2	Ms. S. Vijayalakshmi	Asst. Prof. of CDF
3	Dr.S.Kokila	Associate Prof. & Head of CLT
4	Dr.R.Vithya Prabha	Prof. of English

Item 1. 1: To approve the Annual Action Plan of Newsletter for the AY 2023-24.

The coordinators presented the following Annual Action Plan of Newsletter for the AY 2023-24 and requested the members to evaluate and approve.

1. To get Madam Secretary's Approval
2. Circular to all Department Co-ordinators of Newsletter and Head of the Departments
3. Final Draft of the Newsletter to be submitted to Faculty-wise Newsletter Coordinator
4. The concerned Dean's Approval
5. Submission of Newsletter to overall Newsletter Co-ordinator for further printing Processes

Resolution:

Resolved to approve the Annual Action Plan of Newsletter for the AY 2023-24

Item 1. 2: Newsletter Publication Timeline

The newsletter (2023-24) to be published as a single book at the end of the academic year.

Resolution:

Resolved to approve the Newsletter publication as a single book at the end of the academic year 2023-24.


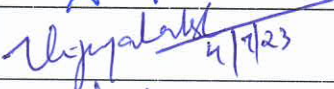
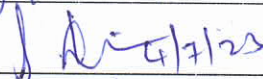
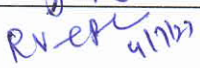
Item 1. 3: Institutional Budget Approval

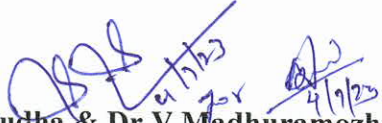
Approval is requested from Madam Secretary to sanction the amount of Rs. 35,000 for the designing and printing of five copies of Newsletter as a single book.

Resolution:

Resolved to seek approval for the budget from management to print Newsletter as a single book

After a brief discussion, since there were no other items, the meeting was concluded. The Coordinators of Institution Publication Committee (Newsletter) thanked all the members for their active participation and cordially invited them for the next meeting.

S. No.	Name	Designation	Signature
1	Ms. D. Malarvizhi	Asst. Prof. of Commerce (IT)	 4/7/23
2	Ms. S. Vijayalakshmi	Asst. Prof. of CDF	 4/7/23
3	Dr.S.Kokila	Associate Prof. & Head of CLT	 4/7/23
4	Dr.R.Vithya Prabha	Prof. of English	 4/7/23


(Dr.S.Sudha & Dr.V.Madhuramozi)
Coordinators


(Dr. S. Saravanan)
Principal i/c

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		2023-24

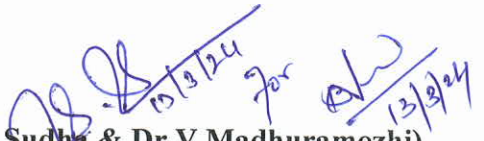
INSTITUTION PUBLICATION COMMITTEE (NEWSLETTER)

MEETING NOTICE

The second meeting of Institution Publication Committee is scheduled to be held on 13.03.2024 at 1.00 p.m. in AI Block, Kambar Arangam. All the members are informed to attend the meeting without fail.

AGENDA

- 2.1 Submission Deadline and Regular Meetings
- 2.2 Newsletter Submission Procedure
- 2.3 To approve the Action Taken Report of Newsletter for the AY 2023-24.


(Dr.S.Sudha & Dr.V.Madhuramozhi)
Co-ordinators

MINUTES OF INSTITUTION PUBLICATION COMMITTEE (NEWSLETTER)

The minutes of second meeting of the Institution Publication Committee (Newsletter) is scheduled to be held on 13.03.2024 at 1.00 p.m. in AI Block, Kamar Arangam.

The Coordinator V.Madhuramozhi welcomed the members and she briefly stated the roles and responsibilities of the committee members. The items of the agenda were taken one by one for the discussion.

Members Present:

S.No.	Name	Designation
1	Ms. D. Malarvizhi	Asst. Prof. of Commerce (IT)
2	Ms. S. Vijayalakshmi	Asst. Prof. of CDF
3	Dr.S.Kokila	Associate Prof. & Head of CLT
4	Dr.R.Vithya Prabha	Prof. of English

Item 2. 1: *Submission Deadline and Regular Meetings*

Submission deadline for the approved Newsletter (2023-24) was set two months before the final printing processes and regular meetings with department Newsletter coordinators will be conducted to ensure timely submissions.

Resolution:

Resolved to approve submission deadline for the approved Newsletter (2023-24) and regular meetings with department Newsletter coordinators

Item 2.2: *Newsletter Submission Procedure*

All department-wise coordinators need to submit Newsletter after proofread to the Faculty wise Newsletter Coordinator who compiles it and after getting approval from the concern Dean, it ought to be submitted to the overall coordinators for further process.

Resolution:

Resolved to approve the Newsletter submission procedures

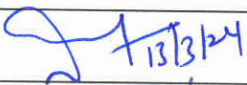

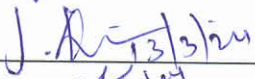
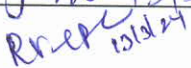
Item 2. 3: To approve the Action Taken Report of Newsletter for the AY 2023-24.

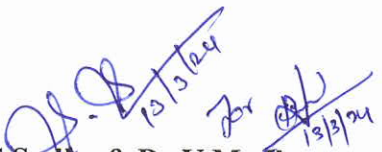
The coordinators and the members discussed the printing procedure after evaluation and approval from the concern authorities.


Resolution:

Resolved to approve the Action Taken Report of Newsletter for the AY 2023-24.

After a brief discussion, since there were no other items, the meeting was concluded. The Coordinators of Institution Publication Committee (Newsletter) thanked all the members for their active participation and cordially invited them for the next meeting.

S. No.	Name	Designation	Signature
1	Ms. D. Malarvizhi	Asst. Prof. of Commerce (IT)	 13/3/24
2	Ms. S. Vijayalakshmi	Asst. Prof. of CDF	 13/3/24
3	Dr.S.Kokila	Associate Prof. & Head of CLT	 13/3/24
4	Dr.R.Vithya Prabha	Prof. of English	 13/3/24


(Dr.S.Sudha & Dr.V.Madhuramozi)
Coordinators


(Dr. S. Saravanan)
Vice-Principal