	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)
		2024-25

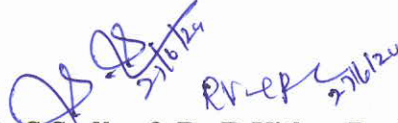
INSTITUTION PUBLICATION COMMITTEE (NEWSLETTER)

MEETING NOTICE

The first meeting of the Institution Publication Committee (Newsletter) for the Academic Year 2024–25 was held on 27.06.2024 at 1.30 p.m. in A1 Block, Seminar Hall-IV.

AGENDA

- 1.1 Approval of Annual Action Plan
- 1.2 Newsletter Publication Timeline
- 1.3 Institutional Budget Approval


(Dr.S.Sudha & Dr.R.Vithya Prabha)
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 27.06.2024 at 1.30 p.m. in A1 Block, Seminar Hall-IV.

The Coordinator Dr.R.Vithya Prabha welcomed the members and outlined the roles and responsibilities of the committee. She also introduced the members to one another. Subsequently, the agenda items were discussed in sequence.

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	Ms. P. Menaka	Asst. Prof. of Computer Science (IT)

Item 1. 1: Approval of Annual Action Plan

The Coordinators presented the proposed Annual Action Plan of the Newsletter for AY 2024–25 and requested the members to review and approve the same.

The plan included obtaining approval from the Madam Secretary, circulating instructions to Department Newsletter Coordinators and Heads of Departments, submission of the final draft to the Faculty-wise Newsletter Coordinator, securing approval from the concerned Dean, and forwarding the compiled Newsletter to the Overall Coordinator for printing processes.

Resolution:

Resolved to approve the Annual Action Plan of Newsletter

Item 1. 2: Newsletter Publication Timeline

It was proposed that the Newsletter for the academic year 2024–25 be published as a single consolidated volume at the end of the academic year.

Resolution:

Resolved to approve the publication of the Newsletter as a single book at the end of the academic year

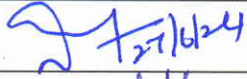
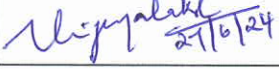

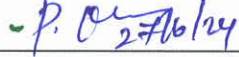
Item 1. 3: Institutional Budget Approval

Approval is to be sought from the Madam Secretary for sanctioning an amount of Rs. 35,000 towards the designing and printing of five copies of the Newsletter in book format.


Resolution:


Resolved to seek administrative approval for the proposed budget allocation from management for printing the Newsletter

Since no further items were raised for discussion, the meeting concluded with a vote of thanks proposed by the Coordinators.

S. No.	Name	Designation	Signature
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	Ms. P. Menaka	Asst. Prof. of Computer Science (IT)	


(Dr.S.Sudha & Dr.R.Vithya Prabha)
Co-ordinators


(Dr.K.Ramamurthi)
Principal

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		2024-25

INSTITUTION PUBLICATION COMMITTEE (NEWSLETTER)

MEETING NOTICE

The second meeting of Institution Publication Committee (Newsletter) is scheduled to be held on 22.03.2025 at 2.15 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


(Dr.S.Sudha & Dr.R.Vithya Prabha)
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 22.03.2025 at 2.15 p.m. in AI Block, Kamar Arangam.

The Coordinator Dr. S.Sudha welcomed the members and reiterated the responsibilities of the committee before initiating the agenda 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	Ms. P. Menaka	Asst. Prof. of Computer Science (IT)

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

It was decided that the deadline for submission of the approved Newsletter content would be fixed two months prior to the final printing process. Regular meetings with Department Newsletter Coordinators would also be conducted to ensure timely submission of materials.

Resolution:

Resolved to approve the submission deadline and the conduct of periodic review meetings

Item 2.2: *Newsletter Submission Procedure*

Department-wise Newsletter Coordinators shall submit the proofread content to the Faculty-wise Newsletter Coordinator for compilation. After obtaining approval from the concerned Dean, the compiled Newsletter shall be submitted to the Overall Coordinators for further processing and printing.

Resolution:

Resolved to approve the Newsletter submission procedures

Item 2. 3: To approve the Action Taken Report of Newsletter


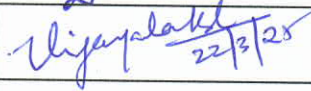


The established Newsletter submission workflow involving proofread submission, faculty-level compilation, Dean's approval, and final submission to overall coordinators was reiterated and approved for the printing.


The committee further reviewed the implementation status of earlier decisions and approved the Action Taken Report.


Resolution:

Resolved to approve the Action Taken Report of Newsletter for the AY 2024-25.

The meeting ended with thanks to all members for their participation.

S. No.	Name	Designation	Signature
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	Ms. P. Menaka	Asst. Prof. of Computer Science (IT)	


(Dr.S.Sudha & Dr.R.Vithya Prabha)
Coordinators


(Dr.K.Ramamurthi)
Principal