

	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)
		2025-26


INSTITUTION PUBLICATION COMMITTEE (NEWSLETTER)

MEETING NOTICE

The first meeting of Institution Publication Committee is scheduled to be held on 20.06.2025 at 1.45 p.m. in AI Block, AV Hall. 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 2025-26
- 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 20.06.2025 at 1.45 p.m. in AI Block, AV Hall.

The Coordinator Dr. S. Sudha welcomed the members and clearly explained the roles and responsibilities of the committee. She also facilitated mutual introduction among the members. Thereafter, the agenda items were taken up for detailed discussion 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	Asst. Prof. & Head of CLT
4	Dr.P.Menaka	Asst. Prof. Computer Science (IT)
5	Ms.K.Nirmala	Asst. Prof. of FSN
6	Ms.B.Dharanipriya	Asst. Prof. of English

Item 1. 1: *To approve the Annual Action Plan of Newsletter for the AY 2025-26.*

The Coordinators presented the proposed Annual Action Plan of the Newsletter for AY 2025–26 and requested the members to review and accord approval.

The plan included obtaining approval from the Madam Secretary, issuing circulars 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 Newsletter Coordinator for printing processes.

Resolution:

Resolved to approve the Annual Action Plan of Newsletter for the AY 2025-26

Item 1. 2: *Newsletter Publication Timeline*

It was proposed that the Newsletter for the Academic Year 2025–26 be brought out 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.



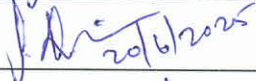

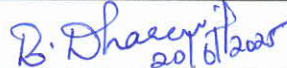
Item 1. 3: Institutional Budget Approval


It was proposed to seek approval 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.

As there were no further points 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)	 20/6/25
2	Ms. S. Vijaya!akshmi	Asst. Prof. of CDF	 20/6/25
3	Dr.S.Kokila	Asst. Prof. & Head of CLT	 20/6/2025
4	Dr.P.Menaka	Asst. Prof. Computer Science (IT)	 20/6/25
5	Ms.K.Nirmala	Asst. Prof. of FSN	ABSENT
6	Ms.B.Dharanipriya	Asst. Prof. of English	 20/6/2025


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


(Dr. S. Saravanan)
Principal

	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)
		2025-26

INSTITUTION PUBLICATION COMMITTEE (NEWSLETTER)

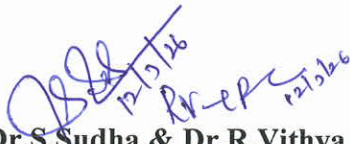
MEETING NOTICE

The second meeting of the Institution Publication Committee (Newsletter) for the Academic Year 2025–26 is scheduled to be held on 12.03.2026 at 1.00 p.m. in A1 Block, Kambar Arangam.

All members are requested to attend the meeting without fail.

AGENDA

- 2.1 Fixation of Submission Deadline and Conduct of Regular Review Meetings
- 2.2 Approval of Newsletter Submission Procedure
- 2.3 Approval of Action Taken Report


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

MINUTES OF INSTITUTION PUBLICATION COMMITTEE (NEWSLETTER)

The second meeting of the Institution Publication Committee (Newsletter) for the Academic Year 2025–26 was held on 12.03.2026 at 1.00 p.m. in Kamar Arangam.

The Coordinator Dr. S.Sudha welcomed the members and reiterated the responsibilities of the committee before initiating the discussion on the agenda items.

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	Asst. Prof. & Head of CLT
4	Dr.P.Menaka	Asst. Prof. Computer Science (IT)
5	Ms.K.Nirmala	Asst. Prof. of FSN
6	Dr.B.Umadevi	Assoc. Prof. of English

Item 2. 1: Fixation of Submission Deadline and Conduct of Regular Review Meetings

It was proposed that the deadline for submission of the approved Newsletter content be fixed two months prior to the final printing process. Further, regular review meetings with Department Newsletter Coordinators would be conducted to monitor the timely submission of departmental inputs.

Resolution:

Resolved to approve the fixation of the submission deadline and the conduct of periodic review meetings with Department Newsletter Coordinators.

Item 2.2: Approval of Newsletter Submission Procedure

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

Resolution:

Resolved to approve the Newsletter submission procedures

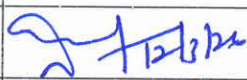
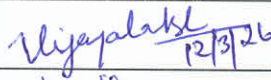
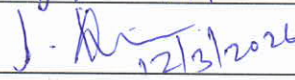
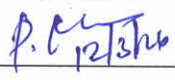
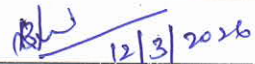
Item 2.3: Approval of Action Taken Report

The Co-ordinators and the members reviewed the printing procedures undertaken after obtaining the necessary approvals from the concern authorities for printing.

Resolution:

Resolved to approve the Action Taken Report of the Newsletter activities for the Academic Year 2025–26.

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)	
2	Ms. S. Vijayalakshmi	Asst. Prof. of CDF	 12/3/26
3	Dr.S.Kokila	Asst. Prof. & Head of CLT	 12/3/2026
4	Dr.P.Menaka	Asst. Prof. Computer Science (IT)	 12/3/26
5	Ms.K.Nirmala	Asst. Prof. of FSN	ABSENT
6	Dr.B.Umadevi	Assoc. Prof. of English	 12/3/2026


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


(Dr. S. Saravanan)
Principal