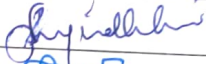


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Press and Publicity Committee

The minutes of the 3rd meeting of the Press and Publicity Committee held on 23.09.2025 at 10.30 a.m. in the Seminar Hall-II.

Members Present:

S.No.	Name	Designation	Signature
1.	Dr.A.Ragukumar	Associate Professor	
2.	Dr.M.Jayachandran	Associate Professor	
3.	Dr.R.Veeramani	Assistant Professor	
4.	Dr.M.Marimuthu	Assistant Professor	
5.	Mrs.S.Priyadharshini	Assistant Professor	
6.	Mr.P.Dineshkumar	Assistant Professor	

Dr.A.Ragukumar, the coordinator, welcomed the committee members and explained the functions, roles, and responsibilities of the Press and Publicity Committee. He presented the previous meeting minutes. After a brief discussion, the items on the agenda were taken one by one and following resolutions were passed.

3.1. To approve the previous meeting held on 05. 12.2024

After a brief discussion on action taken on the suggestions and discussions of the previous meeting. The following resolution was passed.

Resolution:

- Resolved that the minutes of the previous meeting and the actions taken on the suggestions given by the members in the previous meeting be approved.

3.2 To discuss the preparation of pre-press and post press report

The members discussed the preparation of press reports in both Tamil and English for the **ODD Semester 2025-26**.

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After a brief discussion, the following resolutions were passed:

Resolution:

- Resolved that the report shall be prepared on the same day, incorporating the timeline for its preparation, the submission deadlines, and the procedure for forwarding the reports to the coordinators via email.
- Responsibilities for drafting and reviewing the reports were tentatively assigned among the members.
- It was emphasized that the content must be accurate, concise, and aligned with institutional guidelines.
- Program Coordinators are expected to prepare a post-event report in both Tamil and English on the same day of the event.

3.3 To discuss Engagement Column News and Event Photographs

It was decided that all Heads of Departments, staff members, and Program Coordinators shall be requested to submit invitations for departmental events to the Press and Publicity Committee at least two days prior to the scheduled event. The report should include relevant photographs capturing key moments and highlights of the event.

After discussion, the following resolution was passed:

Resolution:

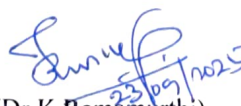
- Resolved that the event report, prepared in both Tamil and English, shall be collected from the concerned Program Coordinator and submitted for newspaper publication in a timely manner, *be approved.*

1.4 Schedule of the Next Meeting

Dr.M.Marimuthu, the Coordinator, expressed his gratitude to the members for their participation and suggested the date of the next meeting. The date will be confirmed later.

List of Member Absent: Dr.M.Kowsalya


 (Dr.A.Ragukumar &
 Dr.M.Marimuthu)
 Coordinators


 (Dr.K.Ramamurthi)
 Dean Academics


 (Dr.S.Saravanan)
 Principal