



## **Dr. N.G.P. ARTS AND SCIENCE COLLEGE**

(An Autonomous Institution, Affiliated to Bharathiar University, Coimbatore)

Approved by Government of Tamilnadu and Accredited by NAAC with 'A' Grade (2<sup>nd</sup> Cycle)

Dr. N.G.P.- KalapattiRoad, Coimbatore-641048, Tamilnadu, India

Web: [www.drngpasc.ac.in](http://www.drngpasc.ac.in) |Email: [info@drngpasc.ac.in](mailto:info@drngpasc.ac.in)| Phone:+91-422-2369100

### **CIRCULAR**

**Date: 26.06.2017**

#### **Parents Teachers Association**

It is proposed to convene the PTA committee meeting on 30.06.2017 at 10.30 am in Library Hall.

The following are the agenda for the meeting:

1. Discussion on organizing PTA meeting for academic year 2017-18.

All the committee members are requested to attend the meeting without fail.

  
Co-ordinator



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<b>Name of the Committee</b>	<b>: Parents Teachers Association</b>
<b>Academic Year</b>	<b>: 2017-2018</b>
<b>Meeting No.</b>	<b>: 01</b>
<b>Date &amp; Time</b>	<b>: 30.06.2017 &amp;10.30 am</b>
<b>Venue</b>	<b>: Library Hall</b>

### **MINUTES OF THE MEETING**

The PTA Committee meeting was held on 30.06.2017 at 10.30 am in Library Hall.

Meeting Chair :Dr. P.R. Muthuswamy - Principal

The following members were present:

1. Dr.P.B.Banudevi
2. Mrs.BharathiAnbarasan
3. Mr.D.Ramesh Kumar
4. Mr.K.Mahendran
5. Dr.D.Pradeepa

The following agenda is discussed in the meeting:

Agenda	Decision Taken
Schedule for Organizing PTA meeting	Discussed the month and date for organizing PTA
Approval for conducting PTA	Submission of approval letter

1.4.28  
30/6/17  
Co-ordinator

List of Committees members participated:

S. No.	Name	Signature
1.	Dr. P. B. Banudevi	1.4.28
2.	Mrs. Bharathi Anbarasan	OK
3.	Mr. D. Ramesh Kumar	Dr. Ramesh Kumar
4.	Mr. K. Mahendran	Co. Mahendran
5.	Dr. D. Pradeepa	D. Pradeepa

M. G. R.  
Principal



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## CIRCULAR

Date: 25.08.2017

### Parents Teachers Association

It is proposed to convene the PTA committee meeting on 30.08.2017 at 11.00 am in Library Hall.

The following are the agenda for the meeting:

1. Review & confirmation of the previous meeting.
2. Roles and responsibilities for upcoming PTA.

All the committee members are requested to attend the meeting without fail.

  
Co-ordinator 25/8/17





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**Name of the Committee** : Parents Teachers Association  
**Academic Year** : 2017-2018  
**Meeting No.** : 02  
**Date & Time** : 30.08.2017 & 11.00 am  
**Venue** : Library Hall

## MINUTES OF THE MEETING

The PTA Committee meeting was held on 30.08.2017 at 11.00 am in Library Hall.

Meeting Chair :Dr. P.R. Muthuswamy - Principal

The following members were present:

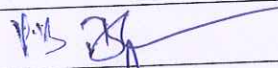
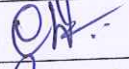

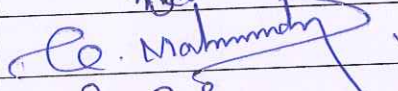

1. Dr.P.B.Banudevi
2. Mrs.BharathiAnbarasan
3. Mr.D.Ramesh Kumar
4. Mr.K.Mahendran
5. Dr.D.Pradeepa

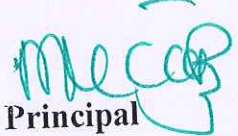
The following agenda is discussed in the meeting:

Agenda	Decision Taken	Responsible Person
Hall Arrangements	Discussed on Hall booking and Stage arrangement	Dr.S.Anusuya, Department of Tamil
Invitation	Invitation Preparation and Communication to all departments	Mrs.BharathiAnbarasan, Department of Computer Applications
Photograph and Press Communication	Video Screening, Report Preparation for press after Meeting	Mr.D.Ramesh Kumar, Department of Mathematics
Lunch and Refreshment	Discussed on the items and letter to be submitted for approval	Mr.K.Mahendran, Department of Corporate Secretaryship
Report Preparation	Report to be prepared Faculty-wise after meeting	Dr.D.Pradeepa, Department of Biochemistry
Communication letter, Registration Forms, Feedback forms	Collecting Forms Faculty-wise	Mr.S.Muruganantham, Department of Commerce (PA)
Registration, Discipline and volunteer Coordination	Registration and Discipline coordination	Mr.S.Muruganantham, Department of Commerce (PA)

  
30/6/17  
Co-ordinator

List of Committees members participated:

S. No.	Name	Signature
1.	Dr. P. B. Banudevi	
2.	Mrs. Bharathi Anbarasan	
3.	Mr. D. Ramesh Kumar	
4.	Mr. K. Mahendran	
5.	Dr. D. Pradeepa	

  
Principal