

**Minutes of the meeting held on 20.09.2016 at Pro-VC Chamber at 4:30 p.m.**

As per the decision of the Advisory Committee, a meeting of all Faculty and Officers were held on 20.09.2016 to discuss about the 2<sup>nd</sup> Convocation. Prof. T. Sengadir, VC(i/c) chaired the meeting. The following Committees were constituted.

**VARIOUS COMMITTEES AND BROAD RESPONSIBILITIES FOR**  
**2<sup>nd</sup> CONVOCATION**

**1. COMMITTEE FOR PREPARATION OF ACADEMIC ROBES**

S.No.	Name	Designation	Department
1	Prof. S. Nagarajan	Professor	Chemistry
2	Dr. Vittal Babu	Assistant Professor	Chemistry
3	Dr. S.G. Ramkumar	Assistant Professor	Chemistry
4.	Shri. B. Thiagarajan	AR	Purchase
5.	Shri. M. Srinivasan	Assistant	Exam
6.	Smt. Sathya	LDC	Exam

**Responsibilities**

- i. Preparation of Gowns/Scarves – for Students, dignitaries, etc.
- ii. Preparation of Badges for committee members and volunteers
- iii. Preparation of folders – for keeping literature, degree certificates etc.
- iv. Preparation of Cloth Banners – for display
- v. All other related works

**2. COMMITTEE FOR PREPARATION AND PRINTING CONVOCATION LITERATURE/BROCHURE AND INVITATION CARDS**

S.No.	Name	Designation	Department
1.	Prof. Kurpaga Kumaravel	Professor	Education
2.	Dr. Velumurugan	Associate Professor	Tamil
3	Dr. Shankar	Associate Professor	Life Science
4	Dr. Srinvasan	Associate Professor	Education
5	Dr. Pramila Ramani	Assistant Professor	Education
6	Dr. Francis Barclay	Assistant Professor	Media & Mass Communication
7	Ms. Madhulika Ben Patel	Assistant Professor	Hindi
8.	Shri. B. Thiagarajan	AR	Purchase
9.	Shri. R. Ramesh	Assistant	Purchase
10	Shri. T.P. Girishwaran	JPA	IT

**Responsibilities:**

- i. Preparation and printing of Profile of the University.
- ii. Preparation of Vice-Chancellor Report
- iii. Preparation of Minute-to-minute programme
- iv. Preparation of Result Analysis report
- v. Printing of Invitation Cards, Posters, department brochures
- vi. Printing of convocation address by the Chief Guest
- vii. All other related works

**3. COMMITTEE FOR SEATING ARRANGEMENTS AND ACADEMIC PROCESSION****(a) On the Dias**

S.No.	Name	Designation	Department
1	Prof.S.V.S.S. Narayana Raju	Professor	Hindi
2	Shri. Shiva Prasad	Assistant Professor	Chemistry
3	Dr. Preethi	Assistant Professor	Material Science
4	Dr. Indra	Assistant Professor	English
5	Smt. Seethalakshmi	Academic Co-ordinator	

**(b)In the Auditorium:**

S.No.	Name	Designation	Department
1.	Dr. N. Rajagopal	Associate Professor	Economics
1	Dr. Gunasekharan	Assistant Professor	Material Science
2	Dr. Srinivasan Sampath	Assistant Professor	Material Science
3	Dr. Dinakar Challabathula	Assistant Professor	Life Science
4	Dr. Vittal Babu	Assistant Professor	Chemistry
5	Dr. Preethi	Assistant Professor	Material Science
6	Shri.M.P. Balamurugan	DR	Establishment
7.	Shri. B. Thiagarajan	AR	Purchase

**Responsibilities:**

- i. To organize seating arrangement at the dais (as per Convocation Regulations)
- ii. To organise seating arrangement for VIPs and VVIPs
- iii. To organsie the seating arraignment for Court, AC,EC and FC members
- iv. To organise the seating arrangements for civil society, students, parents, media personnel etc.
- v. All other related works

#### 4. COMMITTEE FOR HIGH TEA AND REFRESHMENTS

S.No.	Name	Designation	Department
1	Dr. Prasant Kumar Panda	Associate Professor	Economics
2.	Dr. Sunil Kumar	Assistant Professor	Education
3	Dr. Kannan	Assistant Professor	Life Science
4.	Shri. M.P. Balamurugan	DR	Establishment
5	Shri. B. Prakash	UDC	Admin

#### Responsibilities:

- i. To organize the convocation dinner and to co-ordinate with the Chief Guest of Convocation dinner
- ii. To organise refreshments for parents and other participants
- iii. To organise High tea for the members sitting in the dais and other important invitees
- iv. To arrange working lunch for teachers, members of staff of the university and colleges, volunteers etc
- v. To ensure that no eatables are allowed inside the convocation venue
- vi. All other related works

#### 5. COMMITTEE FOR ACADEMIC WORK

S.No.	Name	Designation	Department
1	Dr. Raghupathy	COE	-
2	Shri. B. Thiagarajan	AR	Purchase
3	Dr. Anand Patil	Assistant Professor	Hindi
4	Smt. S. Prema	PA	Exam
5	Mr. Srinivasan	Assistant	Exam

#### Responsibilities:

- i. To organize printing of Degree Certificates, Certificates of Merit
- ii. To shortlist the Gold medalists and preparation of medallions (if decided to award medals)
- iii. To arrange for distribution of medals and certificates at the convocation venue
- iv. To send invitation cards to the participants and other invitees
- v. All other related works

## 6. COMMITTEE FOR RECEPTION

S.No.	Name	Designation	Department
1	Prof. P. Ravindran	Professor	Material Science
2	Dr. M. Kannan	Assistant Professor	Life Science
3	Dr. K. Nandhini	Assistant Professor	Computer Sciences
4	Dr. R. Saranya	Assistant Professor	Computer Sciences
5	Dr. Poornima Rajendran	Assistant Professor	Education
6	Mr. M. Thangaraj	PA	VC Secretariat

### Responsibilities:

- i. To organize booking of tickets, transport and accommodation for VIPs/VVIPs and other dignitaries
- ii. To organise booking of tickets, transport and accommodation for members of Court, AC, EC and FC
- iii. To arrange for receiving of the guests at the Airport/Railway Station/Bus Stand
- iv. To arrange for design of the invitation cards and for its distribution
- v. To maintain the attendance sheet of the participants and other dignitaries
- vi. To identify student/staff volunteers and train them
- vii. Disbursement of TA/DA/Honorarium to the members
- viii. All other related works

## 7. COMMITTEE FOR COORDINATION

S.No.	Name	Designation	Department
1	Dr. S. Bhuvanewari	Registrar	-
2	Prof. T. Sengadir	Professor	Mathematics
3	Dr. T. Mohandas	Associate Professor	Chemistry

- i. To co-ordinate with the office of the Chief Guest/Guest of Honour, MHRD, UGC, Army, Security Agencies.
- ii. To co-ordinate with Raj Bhawan, CM's Office, Government. Police, High Court, nearby colleges and other related departments
- iii. Overall responsibility

## 8. COMMITTEE FOR PUBLICITY

All Faculty Members of Media and Mass Communication Department.

### Responsibilities:

- i. To prepare advertisements, press-releases, interaction with the media
- ii. Updating website
- iii. Webcasting and telecasting of the event
- iv. Arranging for audio and video recording
- v. Liaison with DDK, commercial TV channels
- vi. Liaison with National, regional and local news papers

## 9. COMMITTEE FOR DECORATION

S.No.	Name	Designation	Department
1.	Prof. T. Sengadir	Professor	Mathematic
2	Dr. Jayalakshmi	Assistant Professor	Life Sciences
3	Dr. Poornima Rajendran	Assistant Professor	Education
4	Dr. Nithya Devi	Asstt. Prof.(Cont.)	Life Sciences
5	Dr. Bharathi	Asstt.Prof. (Cont.)	Life Sciences

### Responsibilities:

- i. To arrange for decoration of the dais and convocation hall/venue
- ii. Lighting of the Temporary Campus, New Campus on the night of convocation
- iii. To arrange for exhibition on CUTN at the venue of nearby colleges and other institutions
- iv. All other related works

## 10. COMMITTEE FOR SECURITY

S.No.	Name	Designation	Department
1.	Dr. P. Srinivasan	NCC Officer	Education
2	Shri. M.P. Balamurugan	DR	Establishment
3	Dr. Arun	Assistant Professor	Physics
4.	Shri. Elangovan	ASO	

## 11. COMMITTEE FOR ARRANGING TA / DA REIMBURSEMENTS

S.No.	Name	Designation	Department
1	Shri. A.R. Venkatakrishnan	DR	Finance
2.	Mr. M. Thangaraj	PA	VC Secretariat
3	Ms. Shanthi	LDC	Finance

## 12. PROTOCOL COMMITTEE

S.No.	Name	Designation	Department
1	Dr. V. Madhurima	Associate Prof.	Physics
2	Dr. Venkat Saravanan	Asstt. Prof.	Physics
3.	Dr. Biju K.	Asstt. Prof.	Education

Dr. Velmurugan, Associate Professor, Deptt. Of Tamil and Ms. Madhulika Ben Patel, Asstt. Prof. Deptt. Of Hindi are nominated for Translation into Tamil and Hindi respectively.

Each committee may identify the Students Volunteers and sub committee maybe constituted if needed. The Committee is requested to meet again on 7<sup>th</sup> October 2016.

श्रीधर  
30/9/2016  
Registrar

### Copy to: -

1. Head / Head (I/c) of all departments
2. All Faculties
3. All Officers
4. All Staffs
5. PS to VC
6. PA to Registrar
7. PA to COE
8. PA to FO
9. E - Circular

Dr. S. Bhuvaneshwari / डॉ. एस. भुवनेश्वरी  
Registrar / कुलसचिव  
Central University of Tamil Nadu  
तमिलनाडु केन्द्रीय विश्वविद्यालय  
Thiruvavur / तिरुवावर - 610 101.