

MINUTES OF THE MEETING

Association Convenors Meeting Dated – 04/11/2019

Departmental Association Convener Meeting – 04th Nov. 2019- MoM

Date: 04-11-2019 (Monday), Time: 2:00 pm – 4:00 pm

Ref: Dr. H. G. R./Event/MOM 042/04112019.

Venue: Anna Block, A210

Members Present					
S.No	Name	Faculty/Department	S.No	Name	Faculty/Department
1	Dr. V. Cyril Raj	Joint Registrar	20	Mr. Radha Ram Mohan	IEI MGR Chapter
2	Dr. L. Ramesh	Dean – EPA	21	Ms. S. Dhanalakshmi	IQAC & CGC
3	Mr. M. Manikandan	Civil	22	Ms. V. Monica	SDC
4	Dr. U. Prithika	APJ RC	23	Ms. G. Mutharasi	IAS
5	Mrs. M. Sri Devi	IBT	24	Ms. K. E. Alamelu	FoMS – FP
6	Mrs. A. Thangam	TLS	25	Mr. Dhanush Ram	Viscom. & Anim.
7	Mr. Arjun. S. Mirpur	TLS	26	Dr. A. Anuradha	Commerce (CMA)
8	Mr. D. A. Vinoth	Mechanical	27	Ms. A. Thanushree	Commerce (CMA)
9	Mrs. Victosudha George	CSE & IT	28	Mr. J. Jayarajan	EEE
10	Mr. N. Premkumar	OIR	29	Mrs. S. T. Rama	EEE
11	Mrs. Nagarathinam	H&S (PH-II)	30	Ar. Mohana Priya	FOA
12	Mrs. Sabitha Banu	Maths	31	Mr. M. Ranjith Kumar	IIPC
13	Dr. R. Kavitha	H&S (PH-II)	32	Dr. B. Raja	ECE
14	Mrs. V. Anuradha	Education	33	Ms. Sabarishwari	MAA
15	Mrs. R. Iswariya	Commerce	34	Mr. Aneesh	Ensav Club
16	Ms. Sinduja	FoCA	35	Mr. P. Rajkumar	MAGIC Assoc.
17	Ms. V. Nithya	FoCA	36	Ms. S. Padmavathy	FOMS
18	Dr. B. Latha	E & T 1 st yr	37	Mr. D. Janakiraman	NT
19	Mrs. Tanmayee Panigrahi	Chemical			
Members Absent without permission					
1	Dr. Rajakumar	NSS	4	Mr. Ilanchezhian	MSME
2	Dr. V. Ganesan	PTC	5	Mrs. K. Vasanthi	ASC
3	Ms. Deepa	English	6	Mr. D. Chandru	PED

Discussions:

- Dr. L. Ramesh, Dean – Events welcomed all the members for the meeting.

Association Convenors Meeting Dated – 04/11/2019

❖ Review of Odd Semester 2019 Events and MOMS Complaine & Suggestion

MOMS Complaine & Suggestion

- Dean - Events requested all the members to give their department Events progression and mention any complaine faced in MOMS in detail.
- Mrs.Nagarathinam mentioned that press release videos are unable to be uploaded/ are not able to be uploaded in the jack prodigy.
- Mrs.Sridevi informed that more than 20 members are not able to give feedback in the feedback app.
- Mr.D.A.Vinoth from Mechanical suggested for automating the event attendance that shall be given by the corresponding staff for the classes in MOMS.
- Mr.Dhanush Ram Suggested making a different and unique format for uploading and download options can be given for the event page in MOMS.
- Attendance and feedback may be digitalized by providing OTP to the mobile number of the student.
- Separate LOGIN ID like Secretarydeptname@drmgrdu.ac.in may be given in the future for accessing MOMS by the student secretary.
- Mr.Rajkumar mentioned that the Chief guests and no. of participant's details are not given properly in MOMS by a few departments.
- Dean Events suggested the F2 form can be digitalized through MOMS which will be helpful for consolidating the final F2 Form.
- All the complaine and suggestion were recorded and the following recommendations are made after discussion with Joint Registrar (Academic&Administration) & Mr.Mathan-MOMS I/C,
 1. F2 Form will be digitized through MOMS.
 2. Participant Feedback through QR code for each Event.
 3. Separate login in MOMS for Convener & Secretary of the corresponding department.
 4. Chief Guest, Speaker and the number of participant details are mandatory to update in MOMS while updating the document related to the event.
 5. Separate option will be made to update the press release related information.

Association Convenors Meeting Dated – 04/11/2019

Review of Odd Semester 2019 Events

- The outcomes of MOMS for the ODD Semester 2019 were read out and the departments who did not upload the necessary documents were insisted to upload it as early as possible.
- Events uploaded in MOMS were discussed with each department – events planned, events executed, event postponed, events in green tag, yellow tag, pending, etc and relevant corrections were made.
- Dean Events informed that the involvement of students in executing and updating the events should be at least 80% of total work in the future.

❖ Proposal for Even Semester 2020 Events

- Dean – Events requested the conveners to submit the tentative F2 Form for the even semester 2020 events, most of the department conveners were shown but few conveners were not prepared and they were informed to submit as soon as possible.
- After the release of the Academic calendar for the even semester 2020 by the registrar, a meeting will be conducted to confirm the venue for the events.

❖ MAGIC Association Award

- Totally 643 nominations received from the students/departments regarding the MAGIC Association Award and the detailed report was shared with the conveners.
- A team of Juries was formed with senior professors of our institution to scrutinize the 16 categories of Award nominations and the final list of the award was decided by the juries for each category.
- After getting the approval from our honorable president the finalized Award list will be released.

❖ Semester Event Plan:

- Since many of our senior professors are requesting to organize the Guest Lecture with external professors.
- In this regards there was a discussions with members and decided to convert the Guest lecture hereafter as a minimum of 2 Subject lecture and 1 Guest lecture.
The subject lecture will be of one hour with
 - 30 Minutes of Talk by a subject expert
 - 15 Minutes of top professors Lecture Video
 - 15 Minutes presentation by one of the participating student

Association Convenors Meeting Dated – 04/11/2019


- He requested the department to organize FDP with one internal expert and one external expert in the alternative semester.

❖ Special Invitee - Dr.V.Cyril Raj, Joint Registrar (Academic & Administration)

- Dean – Events welcomed the special invitee and invited him to give his view on Events organizing by the departments.
- Dr.V.Cyril Raj, Joint Registrar (Academic & Administration) mentioned that the quality of the program should be improved, and every department could try bringing people who are really willing to share their experience with the students for each event.
- He also mentioned that one should not promote more number of internal students for participation; if internal students are willing brainstorming could be conducted before the event.

The meeting concluded with thanks message by Dean – Events.

Regards



Dr. L. Ramesh
Dean – Events

Association Convenors Meeting Dated - 03/12/2019

8				9	
S.No	NAME	DEPARTMENT	SIGNATURE	ASSOCIATION CONVENOR MEETING	
01.	D.A. NINGITH	MECHANICAL	[Signature]	VENUE : JOINT REGISTRAR OFFICE [ACADEMIC & ADMIN]	
02.	Dr. J. ARUN KUMAR	AKC	[Signature]		
03.	Dr. P. SATHYANARAYAN	Alumni Office	[Signature]		
04.	Dr. G. Raja	EE	[Signature]		
05.	S. ELAKKIA	ECE	[Signature]	DATE : 31/12/19	
06.	Mohanapriya R	Architecture	[Signature]		
07.	SEN. J. V. V.	BioTech	[Signature]	TIME : 11:30 AM	
08.	HIS NOBLEIN	International Communication	[Signature]		
09.	M. MANIKANDAN	Civil	[Signature]	Agenda:	
10.	M. P. PILLAI	BBAFP	[Signature]		
11.	V. Anuradha	B.Ed	[Signature]	Event date Confirmation with venue.	
12.	Dr. M. Mahalingam	PHY: EDN	[Signature]	1) General discussion with department convenors about the plan.	
13.	S. SULTAN NOORDEEN	CVR Journal	[Signature]	2) Venue Confirmation has been discussed and rescheduled with academic calendar.	
14.	ANEESH K	EnSAV Club	[Signature]	3) Online Management System updation are not in proper format.	
15.	M. RANJITH	IIPC	[Signature]		
16.	Y. NITHYA	MCA	[Signature]	4) The department which had not update in format need to updated within 15 days.	
17.	S. SINDHUJA	MCA	[Signature]		
18.	Dr. S. RADHA RAMANATHAN	MCA	[Signature]	5) During the event bills and expenses vouchers need to maintained with also convenor with Govt bills.	
19.	T. Teena Ruby	Law	[Signature]		
20.	THANUSREE	COM IMA	[Signature]	6) Online Management system has been changed with new approval button will be enabled after updating event document the event will verify to give final verification.	
21.	J. JAYARAJAN	EEE	[Signature]		
22.	ARJUN S. MURUGAN	LIT	[Signature]		
23.	ADITHYAN	LET	[Signature]		
24.	MUTHUSAMI	IAS	[Signature]		
25.	S. SHANMUGAM	TECH. CGC	[Signature]		
26.	N. JAYASREE	SDC	[Signature]		

Association Convenors Meeting Dated – 21/02/2020

S.N	NAME	DEPARTMENT	SIGNATURE
1	I. ABHIR K	DEAN IIT	(PA)
2	S. SULTAN NIGRAM	Research Coordinator Dean EPA	S
3	S. GEETHA	CSE	S. C. S. / P. S. / P. S.
4	S. Radha Rammachan	FOA	S. C. S. / P. S. / P. S.
5	M. R. VIJAYA KUMAR	MICH	S. C. S. / P. S. / P. S.
6	Dr. K. Hanuman	BT	S. C. S. / P. S. / P. S.
7	Dr. R. Subhakar	CIVIL	S. C. S. / P. S. / P. S.
8	Dr. K. Sufhamu	ECE	S. C. S. / P. S. / P. S.
9	Dr. N. Jayachitra	Chemical Engg.	S. C. S. / P. S. / P. S.
10	Dr. N. Kanya	IT	S. C. S. / P. S. / P. S.



Association Convenors Meeting Dated – 06/11/2020

S.No	Name	Designation / Department	Signature
1.	Dr. V. CYRIL RAY	Joint Registrar Academics & Admin	<i>[Signature]</i>
2.	Dr. L. RAMESH	Dean - EPA	<i>[Signature]</i>
3.	Sudhakar Kumar	CSG	<i>[Signature]</i>
4.	DAHLIA	IT	<i>[Signature]</i>
5.	Janki Ramani, R	EPA Office	<i>[Signature]</i>

MEETING FOR EVENTS AUTO REFLECT
ON DR. MGR ERI WEBSITE

VENUE : JOINT REGISTRAR - ACADEMICS OFFICE.

DATE : 06/11/20

TIME : 2:00 PM - 3:00 PM.

* Dr. L. Ramesh (Dean-EPA) welcomed the Joint Registrar Dr. Cyril Ray and the website team to the meeting.

* A lot of suggestions were discussed on inclusion of event's details and photos in Dr. MGR ERI website.

* Finally the suggestions were finalized and explained by Dr. L. Ramesh to Joint Registrar Dr. Cyril Ray are listed below.

⇒ A section reflecting the national and international events conducted in the University to be added below the Academic News Section.

⇒ Another new section to be added



Association Convenors Meeting Dated – 16/07/2021

S.No	Name	Designation/Department	Sign.	25
1	P. Nagalakshmi	Assistant Professor/ Faculty of HMC De Novo Courses	[Signature]	CONVENORS MEETING [Medical & Dental Campus]
2	Dr. Senthil Kumar	Asst. prof. Faculty of ANS	[Signature]	VENUE : Anna Bldg, 301, Dental EPA Office
3	Dr. C. Gopalakrishnan	Professor Faculty of Dentistry	[Signature]	DATE : 16/7/21
4	Dr. V. Keerthi Narayan	Asst. professor Faculty of Dentistry	[Signature]	TIME : 2:00 PM - 3:00 PM
5	Dr. S. KARITHIK	Tutor Dept. of Bio-Chemistry (NISMCH)	[Signature]	* Dr. P. Ramiah, Dean EPA welcomed all the Convenors to the meeting.
6	Mr. J. Stella Angel	Tutor Faculty of Nursing	[Signature]	* Dean EPA discussed about the events that are conducting before 2020 to be filled in our online management system and informed them to submit the F2 for events from 2021.
7	Dr. G. Tharani	Asst. Professor Faculty of Physiotherapy	[Signature]	* He also explained the Semester event and briefed it one by one and also it recommended by Dr. V. Keerthi Narayan (Sec. Convenors) to add ME/IDE Events in the plan.
8	Mrs. KOMAL S	Assistant Professor Faculty of Pharmacy	[Signature]	* Dr. G. Tharani (Convenor, Physio) recommended to include International with National day in the event type.
				* Dr. P. Ramiah, Dean EPA also briefed about the online management system functioning process and explained the logs form and Car to Records for event selection.

Association Convenors Meeting Dated - 02/08/2021

S.No.	Name	Designation/Dept	Signature
1.	Dr. L. Ramesh	JR/EPA	[Signature]
2.	Dr. K. Senthil Kumar	Dean Admin	[Signature]
3.	Dr. B. Kasi Lakshmi	Deputy Dean	[Signature]
4.	Dr. S. Sathish Kumar	Dean	[Signature]
5.	Dr. MKK Kumari	HOD/physics	[Signature]
6.	Dr. R. KAVITHA	CS / P-II	[Signature]
7.	M. Manjula Begum	HOD/Fashion Design	[Signature]
8.	Dr. J. Valliammal	HOD/chemistry	[Signature]
9.	Dr. R. Jayaram	HOD/HRM	[Signature]
10.	Ms. AMUTHA	Asst / P-II Tamil	[Signature]
11.	M. Sujitha	Asst / P-II Tamil	[Signature]
12.	Jayalakshmi D	JR/EP-Office	[Signature]

JR EPA & HODs meeting Reg. Events

Venue : Executive Room, Phase II Campus.

Date : 02/08/2021

Time : 11.30am to

- * Dr. L. Ramesh, Joint Registrar Events Registration and Alumni welcomed the HODs of Physics, Chemistry, HRM, Fashion Design & Computer Science.
- * Dr. Valliammal Dept Head suggested that events should be conducted as combined in Phase II campus.
- * All Head of the departments suggested that events should be conducted combined phase II campus.
- * Dr. Ramesh Si informed about the faculty and asked all the heads to try for faculty agencies for events.
- * He also informed about the life membership and asked all the staff to be the member for Life time Associations membership.

Association Convenors Meeting Dated – 03/08/2021

