

## CONVOCAATION - WORK ALLOCATION TO OFFICERS / STAFF

### SUMMARY

<b>Work allotted</b>	<b>Medical Officer</b>	<b>Officer</b>	<b>Staff</b>
<b>Seating arrangements</b>	Dr. N. Kabilan, M.D(S), Dr. E.M. Manikganthan, M.D.(S)	Mr. K. Suriya Kumar, Deputy Registrar. Mrs. Vijaya, Asst. Registrar	Mrs. E. Sumathy, Section Officer Mrs. J.Chitra, Section Officer
<b>Reception</b>	Dr. S.T. Radhiga, M.D. Dr. K.S. Uma, M.D.(S) Dr. K. Rajalakshmi, M.D.(S)	Mrs. D. Usha Malini, Asst. Registrar	Mr. S. Govindan, Section Officer
<b>Formation of Academic Procession</b>	Dr. S. Pushkala, M.D.,		
<b>Vehicle arrangement</b>	Dr.G.Bharatkumar MD(S)	Mrs.K.S.Krishnakumari Assistant Registrar	Mr. N. Adhikesavan, SO Mr. Srinivasan , O.A. DTM
<b>Police Band Security</b>	Dr.Joseph Maria Adaikalam MD(S)	Mr.P.Mohandhas Assistant Registrar	Mr. D. Raj Kumar Lab Technician
<b>Preparation of Citation &amp; Chief Guest Address</b>	Dr.R.Srilakshmi Ph.D.,		
<b>Compering</b>	Dr.Priya Kannan, MBBS		
<b>Dias arrangement &amp; Grace Room</b>	Dr.S.Pushkala,MD Dr.R. Srilakshmi, D.C.H., Ph.D.	1. Mrs. Shanthi, UGC Co-ordinator	Mrs. A. Paul Thangam, Section Officer
<b>Assignments attached to Convocation</b>	Dr.K.Sivasangeetha MD.,	Mrs. P. Tamilselvi, Asst. Registrar. Medals - Mrs. Uma, Asst. Registrar	Convocation Section Mr. Adikesavan, Section Officer Mr. Thirunavukarasu, Section Officer.
<b>Arrangement of Refreshment / Lunch</b>		Mr. S. Nazir Hussain, Finance Officer Mr.G.Subramonian Assistant Registrar	Mrs.R.Punithavalli Section Officer
<b>Printing Materials, House keeping, Form of Procedure &amp; Security arrangement</b>	Dr.Parameswari Srijayanth MBBS, M.Sc. (Epi)	Mr.V.N.Mohan Assistant Registrar	1.Mrs.V.Geetha Section Officer 2. Mr. S. Pandian, Section Officer 3. Mr. T.S. Dhananjayan, Section Officer 4. Mr.N.Shanmuga Sundaram Sergeant 5. Mr. G. Manohar, Asst. 6. Mr. M. Paul Raj, A.S.O. 7. Mr. B. Kumaresan, ASO

<b>Communication to Police, Fire Service, Press &amp; Media etc.,</b>	Dr. S. Jeevanandam, M.Sc., DLO, Ph.D.,	1.Mr.D.Jothimani Sr.Pub.Relations Officer 2.Mr.K.Udayakumar Assistant Registrar	Mr. B. Dhandapani, ASO
<b>Invitees list / Despatch, Invitation Card &amp; Car Pass</b>		Mrs.S.Laksham Deputy Librarian	1.Mr.S.Muthuperumal Library Assistant  3.Ms. K. Punitha 4. Mr.K. Tavamani
<b>Photography / Video</b>			Mr.K.Sampath
<b>Providing gowns to GC Members / VC / Chief Guest / Hon. Causa.</b>		1.Mrs. P. Jeyalekshmi, Deputy Registrar 2.Mrs.G.Vijaya Assistant Registrar	Mr. M.S. Kulasekaran, Section Officer
<b>Gowns &amp; Badges to students</b>		Mr.S.Ayyadurai Deputy Registrar	Mr.R.Venkatesh Section Officer
<b>Public Address System &amp; Stage Lighting</b>		1.Mr.S.Subramanian Asst.Exe.Eng(PWD) 2.Mr.M.Kamalakannan Asst.Eng.(Electrical)	Mr. Suresh, Section Officer
<b>Web Casting &amp; Powerpoint Presentation</b>		1.Mr.M.Shanmugam Systems Analyst 2.Mrs.K.Rajalakshmi Systems Analyst 3.Mrs. Rajeswari Programmer 4. Mr. B. Kambaraman, Asst. Librarian 5.Mr.R. Subramani Assistant Librarian	Ms. Thangam, Computer Operator