

**E.G.S.PILLAY ENGINEERING COLLEGE, NAGAPATTINAM**  
**OFFICE OF THE PRINCIPAL**  
**Circular dated 16/10/2019**

**Win Mech-2019**

Our college in association with the Centre for University – Industry Collaboration, Anna University, Chennai and Renault Nissan Technology & Business Centre India Private Limited (RNTBCI) Corporate Social Responsibility (CSR) is organizing Sensitization Programme for Girls students currently studying 11th & 12th Standard – on Career Opportunities in Mechanical Engineering-Women in Mechanical (Win-Mech) on 24<sup>th</sup> October, 2019. In this regard, I would request you all to extend your fullest support and cooperation by owing and discharging the responsibilities identified against each of you to make the entire event a grand success.

**Convener: Dr.Che.S.Paramesvaran**

**Co-Conveners: Dr.S.Ramabalan**

**Summit Director – Mr.K. Manikanda Kumaran**

Sl. No	COMMITTEE/ STAFF IN-CHARGE	Responsibility
01	<b>Website-</b> Mr.Vetriselvan Placement Team	Updating the College website about the event. Getting approval from management and Hosting.
02	<b>Flex Printing</b> Mr.Anand Raj	Identifying the flex requirement from each committee and principal, getting approval of design, sending it for printing and making arrangement for erecting of Back drop, welcome banner
03	<b>Video &amp; Photo-</b> Mr.Jim Hawkinson	Finalizing the vendor for photography and video. Arranging for Interview and Making photo available on the day of the event for press
04	<b>Press-</b> <b>Mr.Nandakumar</b>	Arrange for Write up before and after the Event, Send Today's Engagement. Arrange for a press meet before & after the event. Collect photos from Photographer and send it to press. Collect the cuttings and handover to the Convener
05	<b>Guest Transport &amp; Logistics-</b> Placement Team	Co ordinate with the guest and identify the requirement of vehicle and arranging transport and accommodation for Guest as per their requirement. Also Arranging for transport for guests from Railway station to Hotel and to college as per their requirements
06	<b>Reception-HOD</b> MBA & Team	Arrange for reception on the day for the function at Auditorium. Reception should be ready by 9.00 am.
07	<b>Registration &amp; Certificate Distribution-</b> HOD MCA & Team	Collecting the registration form, Issuing materials like pen, file, College Broucher. Preparing and issuing the certificate to participants only after the event is completed. (Certificate to be prepared after physical registration as the name registered and attended may vary)
08	<b>Transport- Participants &amp; EGSPians-</b> Transport Manager	Arranging for transport for participants to be sent to respective schools, EGSPians and Faculty to college and back.
09	<b>Programme Agenda, MoC &amp; Stage Arrangement-</b> Department of English	Preparing the Agenda and getting approval from management Preparing for MoC, Arranging the stage with water, agenda, name plate etc .

10	<b>Hall , Stage Arrangement, Crowd and Discipline Management-</b> HOD Civil and Team	Arranging the venue for the event- Arranging the Hall with back drop & other facilities required for the smooth conduct of the event. Coordinating with the videographers & photographers on the day of the event to take adequate photos. Taking all necessary activities as required for the effective completion of the event Arranging the seating arrangement for students, allotting place for students school wise <b>Committee should make sure that seats are not left empty and back up students should be ready to occupy the empty seats if needed. Crowd management, control are also to be taken care.</b> All other activities for the smooth conduct of the event.
11	<b>Food &amp; Refreshment Participants -</b> HOD CSE and Team	Finalizing the vendor & menu for the participants in consultation with management Arranging for morning refreshment & food to faculty, participants and student volunteers .
12	<b>General Arrangement-</b> Mr.Senthil Kumar- Estate Supervisor	Supervising & arranging for the basic infrastructure facility in the college like parking, lab, library. Making the facility available when the guests & participants come for campus visit
13	<b>Video about College-</b> Mr.Vetriselvan Placement Team	Preparing the PPT/Video presentation about our College Infrastructure, Value-added Courses, Placement activities , NSS and College anthem.
14	<b>PA</b> HOD ECE and Team	Arranging for Mike, Light, generator coordinating with the Hall arrangement Committee for effective function of LCD, Computer,& Other facilities in Auditorium & APJ Abdul Kalam Hall and other activities required for the conduct of the event.
15	<b>Electricity</b> HOD EEE and Team	Arranging for Uninterrupted power and generator coordinating with the Hall arrangement Committee for effective function of LCD, Computer,& Other facilities in Auditorium and other activities required for the conduct of the event. Volunteers should be 2+2+2
16	<b>Conference proceedings-</b> Department of English	Preparing the, Press report Tamil and English before and after event. Preparing conference proceedings within 15 days of the completion of the event Getting the conference proceedings approved by the management. Getting the conference proceedings printed
17	<b>Guest Hospitality Food and Refreshment-</b> Placement Team	Receiving the guests, Arranging refreshments. Taking care of the guest from the time they enter to the time they go back.
18	<b>Flash Presentation-</b> Mr.Vetriselvan- Placement Team	Designing the flash presentation for the event, getting approval from principal and playing it on the day of event
19	<b>Invitation Designing &amp; Distribution</b> Admission Team	Designing the Invitation and getting approval. Printing the same. Preparing the list of schools to be invited. Sending the invitation by post or in person.
20	<b>Social Media Branding</b> HOD IT & Team	Sending the posters to reputed institutes mail. Upload all posters in Face book, Instagram, Whatsapp, Linked in and other social websites.

21	<b>General Arrangement-</b> Mr.Senthil Kumar- Estate Supervisor	Supervising & arranging for the basic infrastructure facility in the college like parking, lab, library. Making the facility available when the guests & participants come for campus visit
22	<b>Purchase of Guest Memento –</b> Placement Team	Selecting the memento to guest, getting approved from Convener, Placing the memento in order and Handing over the memento to the Organising Committee before the event.
23	<b>Project Expo at APJ Abdul Kalam Hall -</b> HOD EEE & Team	Coordinating with all department heads, finalizing the number of project to be displayed. Arranging Project Expo
24	<b>Event Communication to Alumni</b> Dr.Sivaramakrishnan & Team	Communicating about the event to all Alumni stakeholders, Sending the posters to Alumni by mail. Upload all posters in Face book, Instagram, Whatsapp, Linked in and other social websites.
25	<b>Care Takers-</b> Mr.Suresh Babu Team Director-School Team	Collecting the list of participating school from school CEO. Selecting students from First years as who have studied in the participating schools as care takers and sending them to respective schools to receive the students. Connecting with transport department and informing the school about the Bus.
26	<b>School Memento and Staff Gift-</b> Dr.Kannan –Dean Admission	Collecting the School gift, getting approval from Principal ,Placing orders, Collecting the gifts and distributing to school and accompanying staff
27	<b>Fun Games-</b> HOD ECE & Team	Deciding the games, getting approval from CEO and Principal, Arranging the Venue for the Fun games and taking all measures to complete the event successful.
28	<b>Computer Lab arrangement -</b> HOD IT & Team	Arranging the lab for school students visit and Arranging staff to explain the facilities in the Lab. Coordinating at the Entrance of GG Block. Movement of participants till APJ Block
29	<b>MFT, Thermal and Heat Transfer Lab-</b> HOD Mech & Team	Arranging the labs for school students visit and Arranging staff to explain the facilities in the Lab. All equipments in the lab should be working.
30	<b>Flag, Bullet Riding and Marital Art</b>	Coordinating with Marital Art Teacher and arranging for a performance. Flag to be placed at College premises. Identifying the girls who can drive bullet and make a performance

  
PRINCIPAL

CC to: The Secretary, CEO, All Directors, All Deans, All HoDs, COE, T&P, GM, Librarian, PED, Transport, R&D Cell, Exam Cell, Admission Office, Account Office, Office File.