

CHANCELLOR'S VISIT TO PONDICHERRY UNIVERSITY
(06.07.2018 at 11.30 AM)

- **Prof.K.Tharaunikkarasu, Registrar i/c – 9894246406**
- **S.Alamelu, AR to VC's Secretariat - x206**

1. Preparing programme schedule, getting and distributing of Security Passes

Prof. Clement Sagayaradja Lourdes - 9894320440

- Dr.Santhi Siri - 9965520345
- Giridharan, AR - 9443186465
- Vithaynathan, AR - 9442263557
- Rajasekharan, AR – 9486477632
- Routhramourthy, AR- 9629217033

2. Seating Arrangements

Dr. B. Chitra - 9047046754

- Prof. R. Chitra Sivasubramanian -9487550803
- Giridharan, AR - 9443186465
- Vithaynathan, AR - 9442263557

3. Reception

Prof. Govindaraju- 9894596729

- Prof.R.Prabhakara Raya – 2654309,0413-2253394
- Prof. G.Anjenaya Swamy -9952329922
- Prof.S.Balakrishnan – 9442256671
- Prof.P.K.Subramanian – 9443634506
- Prof. R. Nalini - 9489145171

4. Stage Arrangements

Prof. Subranyam Raju - 9500287750

- Dr. M. Thanuja - 9443434204
- Dr. D. Dhanalakshmi – 9840224559
- Dr.R.Manivannan - 9789263511
- Er.N.Sankaramourthy EE(Civil) - 9442223246
- Er.V.Mourougavelou AE (E) - 9443069067
- Sivagurunathan,SO - 9345197769

5. Media (P&E)

Dr Venkatesa Kumar - 9894240012

- Mr. Marie Stanislas Ashok, CC - 9442244736
- Dr. M.S.M.Haneef - 9444402361
- J.A.Sanjeev Kumar, Producer EMMRC - 9791553528
- K. Mahesh PRO- 9944757565

6. Refreshments

- Prof. K. Srinivas - 9442086276**
- Prof. K. Devan - 9488494925
 - Prof. P. Sreedharan - 9894023751
 - Dr.S.Sudelaimuthu- Chief Warden -9842063718
 - Dr.M.Singson-9442106179

7. Transport & Accommodation

- Velayutham, AR - 8300183855**
- Nallaperumal, AL- 7598290438
 - Elangovan , SO - 9600243158

8. Medical Attendance

- Dr.Sheela Das, MO – 238,2656173-2655688**
- Dr.S.Mahalakshmi, MO -237,2655184

9. Finance

- R.Segar, DR (F&A) - 9442587873**
- R.Vellikannu, SO - 9944756196

10. Compeering & Vote of Thanks

- Dr Uma Chandrasekharan - 9994810968**

11. Campus Cleaning

- Dr.S.I,Humayun, NCC-9841798487**
- Dr K. Anbu - 9486313164
 - G.Raghupathi - 9443412933
 - Er.N.Sankaramourthy EE(Civil) - 9442223246
 - Er. Venkatesan, AE
 - G. Radhakraishnan, Sanitary Inspector

12. Security

- Ravikumar, OSD -**
- Prof. Rangaiah-9042460674
 - Dr. S. Riasudeen-9444170944

13. Overall Coordination

- Prof. C.K. Ramaiah – 9487605773**
- Dr.Muralidasan – 9443469422
 - Prof. K. Chellamani - 9444131680
 - Mr. M.Leeladhasan – 9443103805
 - Dr. Panch Ramligam - 9443352476

CHANCELLOR'S VISIT TO PONDICHERY UNIVERSITY
(06.07.2018 at 11.30 AM)

- 1. Preparing programme schedule, getting and distributing of Security Passes**
Security passes to Staff, Student & VIPs.
Deans will select the student's names for giving security entry passes.
- 2. Staff Arrangements**
First Two Rows are reserved for VIPs
Seating to VIPs, Security & Media.
Seating Arrangement in the JN Auditorium and EC Hall
- 3. Reception**
Receiving /Escorting Guests,
- 4. Stage Arrangements**
Stage decoration with flowers, Cloth banner, Screen Backdrop, Steps decoration, Flower Banquet, Flower pots, Big LCD displays inside / Outside the Hall, Two PA Systems, AC, Room spray, Generator, Dias Carpet arrangements, Name Plates, Water Bottles, Folders – 4 (Program / pen)
PA system in EC Hall, LCD, Screen check the condition one day before.
Emergency Wash room, Restroom
Keep one emergency light
- 5. Media (P&E)**
-Press coverage (Print & Electronic)
-Photography, Videography, Press Briefing / Kits to be made ready
-Wide coverage – Press Release/ One day before.
- 6. Refreshments**
 - In EC Hall during VC's presentation – (Water Bottles, cashew nut, cookies, burfi, coffee/tea)
 - Vice President – Water bottle + glass
 - On the Dias JN Auditorium – Programme file
 - After the Program outside –Staff/ Faculty members
 - Students / Research Scholars
- 7. Transport**
Emergency vehicles - how many vehicles to be decided??
Book 2 Suites in University Guesthouse
- 8. Medical Attendance**
Alerting MO, Ambulance, etc.
- 9. Finance**
-Advance arrangements to each Committee Head
-Helping in settling all the bills
- 10. Compeering**
- 11. Campus cleaning**
-Going around and identifying the places to be cleaned

12. Security

Prof.Rangaiah

Dr.S.Riasudeen

Sending information to local SHO/SI

13. Overall Coordination

Mementoes titles + Packing materials

Shawls – 4, Flower Banquet - 4

Visitors Book / Pen

EC Hall arrangements – Name Plates

Sign Boards on the Road

PU Flag & National Flag

- Small – 25
- Big – 2
- Banners - 5

Check the Cleaning of EC Hall + JN Auditorium on 5th A/N

5 Seats the Dias + 4 Seats for assistants

- Staff / Students – Entry / Exit
- VIP's Entry, Exit

Lighting lamp, Candle, Match Box, Oil, Cotton

Check-up Name Plates holders – if not available purchase for all purposes