



SREE SAKTHI ENGINEERING COLLEGE (AUTONOMOUS)

OOTY MAIN ROAD, KARAMADAI,
COIMBATORE - 641 104

MOB : +91 92445 04444, 92445 02222
Web : www.sreesakthi.edu.in

Affiliated to Anna University & Approved by AICTE, Accredited by NAAC

CIRCULAR

Ref.No: SSEC/INEC/2025-26/01

Date: 04.07.2025

Constitution of International / National Events Committee (INEC)

To ensure effective planning and execution of international and national events, the International / National Events Committee (INEC) is hereby constituted for a period of two years. The Committee will oversee conferences, seminars, workshops, symposia, and competitions organized under the College banner.

Sl. No	Name	Designation / Department	Role
1	Dr.G.Jayaprakash	Principal	Chief Patron
2	Mr.N.Prasannan	CEO	Patron
3	Ms.R.Pavithra	Senior Faculty Member	Convenor
4	Mr.R.Midhun	Faculty Members (MECH)	Members
5	Mr.J.Samuel	Faculty Members (ECE)	Member
6	Mr.G.Manoj	Faculty Members (CIVIL)	Members
7	Mrs.Abinaya	Faculty Members (EEE)	Member
8	Ms.N.Preethi	Faculty Members (CSE)	Members
9	Ms.K.Gayathree	IQAC Coordinator	Member
10	Ms.A.Divya	Student Representatives	Members
11	Ms.S.Gayathri	Student Representatives	Members

This circular is effective immediately.




Principal
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Meeting Circular

Ref.No: SSEC/INEC/2025-26/02

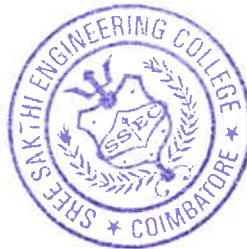
Date: 04.08.2025

All members of the **International / National Events Committee (INEC)** are requested to attend the meeting as per the details below:

- **Meeting No.:** 01
- **Date:** 12.08.2025
- **Time:** 11.00 a.m
- **Venue:** Board Room

Agenda:

1. Review of previous MoM.
2. Approval and planning of upcoming national and international events.
3. Coordination with external universities, industries, and research organizations.
4. Discussion on documentation, accreditation, and feedback collection.
5. Any other matter with permission of the Chair.



R. Patil
Convenor – INEC



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International / National Events Committee – Minutes of Meeting

- **Meeting No.:** 01
- **Date:** 12.08.2025
- **Time:** 11.00 a.m
- **Venue:** Board Room

Minutes of meeting:

- The Chairperson welcomed all members and briefed them on the agenda of the meeting.
- The Committee reviewed the list of upcoming national and international days of importance to be observed during the academic year.
- It was discussed to organize programs such as seminars, guest lectures, cultural activities, competitions, and awareness campaigns to commemorate significant national and international events.
- Members proposed collaboration with various departments and student clubs to ensure active participation and effective organization of events.
- The budget allocation and resource requirements for conducting the events were discussed and recommendations were made for approval by the management.
- The Committee resolved to prepare an annual calendar of events and assign responsibilities to members for smooth execution.
- The meeting concluded with a vote of thanks to the Chair.

Convenor – INEC

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Members Present:

Sl. No	Name	Designation / Department	Role	Signature
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3	Ms.R.Pavithra	Senior Faculty Member	Convenor	
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7	Mrs.Abinaya	Faculty Members (EEE)	Member	
8	Ms.N.Preethi	Faculty Members (CSE)	Members	
9	Ms.K.Gayathree	IQAC Coordinator	Member	
10	Ms.A.Divya	Student Representatives	Members	
11	Ms.S.Gayathri	Student Representatives	Members	

Convenor – INEC

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International / National Events Committee (INEC) – Action Taken Report

- **Meeting No.:** 01
- **Date:** 12.08.2025
- **Time:** 11.00 a.m
- **Venue:** Board Room

Action Taken:

- A list of important national and international days to be observed during the academic year was finalized and circulated to all departments.
- Departments and student clubs were informed to coordinate and actively participate in organizing seminars, competitions, cultural programs, and awareness activities.
- A tentative annual calendar of events was prepared and shared with the management for approval.
- Budget requirements and necessary resources for conducting events were submitted to the concerned authority for sanction.
- Responsibilities were assigned to committee members for the smooth planning and execution of upcoming events.
- Follow-up actions are in progress to ensure successful organization of the scheduled programs.


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Meeting Circular

Ref.No: SSEC/INEC/2025-26/03

Date: 05.01.2026

All members of the **International / National Events Committee (INEC)** are requested to attend the meeting as per the details below:

- **Meeting No.:** 02
- **Date:** 08.01.2026
- **Time:** 11.00 a.m
- **Venue:** Board Room

Agenda:

1. Review of previous MoM.
2. Approval and planning of upcoming national and international events.
3. Coordination with external universities, industries, and research organizations.
4. Discussion on documentation, accreditation, and feedback collection.
5. Any other matter with permission of the Chair.



R. Pait.

Convenor – INEC

Sree Sakthi Engineering College



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International / National Events Committee – Minutes of Meeting

- **Meeting No.:** 02
- **Date:** 08.01.2026
- **Time:** 11.00 a.m
- **Venue:** Board Room

Minutes of meeting:

1. The Chairperson welcomed the members and highlighted the importance of celebrating national and international events to promote awareness and cultural values among students.
2. The Committee reviewed the events conducted in the previous semester and evaluated student participation and overall outcomes.
3. It was decided to organize the Interofest 2K26 Symposium on 28.02.2026 as part of the cultural and international event calendar.
4. It was proposed to organize commemorative programs for significant national and international observances, including academic lectures, panel discussions, poster presentations, cultural performances, and outreach activities.
5. The Committee discussed the need to involve external resource persons and collaborate with other institutions for selected events to enhance exposure and learning.
6. Responsibilities were distributed among committee members for planning, publicity, logistics, and documentation of events.
7. The Committee resolved to maintain proper records, photographs, and reports of all events for institutional documentation and compliance purposes.
8. The meeting concluded with the Chairperson appreciating the suggestions provided by the members.


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International / National Events Committee (INEC) – Action Taken Report

- Meeting No.: 02
- Date: 08.01.2026
- Time: 11.00 a.m
- Venue: Board Room

Action Taken:

- A review report of previously conducted events was prepared and areas for improvement were identified.
- Plans were initiated to organize upcoming national and international observances as per the academic calendar.
- The **Interofest 2K26 Symposium** was scheduled for **28.02.2026**. Faculty coordinators and student committees were assigned, program schedule prepared, invitations sent to external resource persons, and arrangements for venue, stage, sound system, and materials initiated.
- Invitations were sent to identified resource persons and necessary permissions were obtained for collaborative activities.
- Duties were assigned to members, and event planning processes were initiated, including publicity and logistical arrangements.
- A documentation system was established to compile reports, photographs, and attendance records of all events.
- The Committee is monitoring progress to ensure smooth execution of the scheduled programs.

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