

<b>ICSBCADD-2019</b>		
<b>Committee for Various work and responsible persons</b>		
<b>Duties</b>	<b>Faculty incharge</b>	<b>Volunteers</b>
Update of the participant list/ mail	Dr. JJ	Ms. Jayashree Biswal & Mr. Santhosh
Certificates printing/ writing	Dr. JJ	Dr. M. Nachiappan & Dr. Manikanda Madhavan
<b>Seminar Hall Arrangement</b> Power point, Slide projector, Pointer, Batteries, Screen, Lightening of Lamp, Flower Decoration & Question Session	Dr. PB	Dr. Selvaraj, Mr. Umesh Panwar, Ms. Indhumathi and Ms. Abirami
Banners two- small and big & Invitation	Dr. JJ	Dr. M. Nachiappan & Ms. Jayashree Biswal
<b>Conference Kit</b> - Bag, Pen, Notepad, Abstract book, ID card	Dr. JJ & Dr. JJSR	Ms. Prajisha, Ms. Kohila and M. Sc. Students
Souvenir	Dr. JJ, Dr. SKS & Dr. MK	Ms. Jayashree Biswal & Dr. Balajee
Registration, Attendance Certificate & Confirmation	Dr. RMV & Dr. VKL	Ms. Madhumathi, Ms. Abinaya & Ms. Soundarya
Reception	Dr. RMV	M.Sc. II <sup>nd</sup> year Students
Participant database with communication, confirmation Accommodation information	Dr. JJ, Dr. SKS & Dr. MK	Mr. Santhosh and Ms. Madhu
Inaugural function, memento, shawl, flower, tray, cups, and snacks	Dr. JJ, Dr. SKS & Dr. PB	Mr. Veerapandiyan, & Ms. Kohila Ms. Muthumanickam, Ms. Sangavi
Guest Accommodation and Transport	Dr. SKS, Dr. MK & Dr. PB	Mr. Prabhu, Mr. Richard, Mr. Lakshmanan and Mr. Ishwar
Participants Accommodation and Transport	Dr. JJSR & Dr. VKL	Dr. Venkatesan, Mr. John Marshal, Mr. Murali, Mr. Mani , Mr. Aqeel Khan, Mr. Karthikeyan and Mrs. Aarthi
Programme schedule (Welcome, Inaugural, Special, Keynote, Presidential & Vote of thanks	Dr. JJ and Dr.SKS	Ms. Jayashree Biswal and Ms. Prajisha
Photographer	Dr. VKL	Mr. Veerapandiyan & Mr. Murali
Food, Tea, Biscuits, and others	Dr. JJSR	Dr. M. Nachiappan, Mr. Vijay, Mr. Ishwar Mr. Arumugam (All M.Sc students )
Introduction to Speakers, Thanks &	Dr. SKS & Dr. JJ	CV will be provided by

Questions		Dr. JJ/ Dr. SKS/ Dr. MK Dr. Balaje
Feedback form Distribution and Collection	Dr. RMV & Dr. JJSR	Dr. Manikanda Madhavan and Mr. Mani
Programme Schedule	Dr. JJ	Ms. Jayashree Biswal
Press	Dr. JJ	Ms. Jayashree Biswal
TA / DA	Dr. JJ	Mr. D. Prabhu and Mrs. Nithya
Sponsors	Dr. JJ	Dr. M. Nachiappan, Mr. D. Prabhu
Finance	Dr. JJ	Dr. M. Nachiappan and Mr. D. Prabhu
Poster arrangement and Oral lot preparation	Dr. JJ& Dr. SKS	Dr. Balajee and All M.Sc
Rangoli	Dr. RMV	M.Sc and M. Phil Girls