

**Annai College of Arts & Science**  
Quality Education for Today & Tomorrow  
Kovilacheri, Kumbakonam. 612 503. Ph: 0435 2453007  
Accredited by NAAC with "B" Grade & Recognized by UGC under Section 2(f) & 12(B)  
Affiliated to Bharathidasan University, Tiruchirappalli. E-Mail: acasdmn@gmail.com

Meeting Conducted by our Coordinator on 23.08.2021 for the Selection of Office bearers for the academic year 2020-2021

**Agenda:**

Selection of the office Bearers for the academic year 2021-2022

1. President                                      2. Secretary                                      3. Treasurer

**Minutes of the Meeting:**

1. The Club members discussed for the selection of office bearers for the academic year 2021-22.
2. Discussed about the Role and Responsibility of President, Secretary and Treasurer.
3. President's role is planning for monthly Activity for the academic year 2021-22 along with the coordinator.
4. Secretary's role to Organize and Execute the planning activity as per the schedule.
5. Treasurer's role is to Control the cost of expenses as per budget.

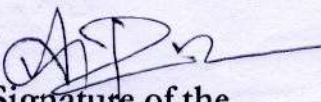
**List of selected Office bearer for the previous year 2019-2020**

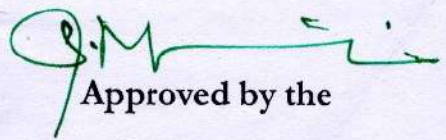
1. President - P.PRINCY  
2. Secretary - K.SANTHIYA  
3. Treasurer - M.FAHIMA BEEVI

**Declaration by the selected Office bearer for the academic year 2020-2021**

I am declaring that I will do my duties and responsibility with the best of my knowledge for the well functioning of our club for the duties of our club for the academic year 2020-2021.

1. President - G.BHUVANESHWARI  
2. Secretary - V.NISHASNTH  
3. Treasurer - A.RASOOL BEEVI

  
Signature of the  
GCC CO-ORDINATOR  
(Prof A.Roja bhanu)

  
Approved by the  
PRINCIPAL  
(Dr.S.P.Manickavasugi)  
**Principal**