

Chaucerian Club

Mr.Vimal Raj Jayahran

Coordinator

Mr. M.Elizabeth Rani

Member

Responsibilities

- ❖ Planning for conducting the event
- ❖ To get approval (budget)
- ❖ Preparing the circular
- ❖ Planning for arranging the judges
- ❖ To assign the committee
- ❖ To communicate press & media
- ❖ To intimate faculty and students regarding the event.
- ❖ Collecting the name list in event wise.
- ❖ Give reminder to the judges
- ❖ Look after the arrangements during the programme
- ❖ To prepare the certificate and prizes for the events.
- ❖ To prepare the report for press and media.
- ❖ To file the documentation based on the events.