

**SANKARA POLYTECHNIC COLLEGE  
CIRCULAR**

**CIRCULAR – SPC – FDC-01/2021-2022 Dated 14.8.2021**

The meeting of **Facility Development committee** for the academic year 2021-2022 will be scheduled on 17.08.2021 at 3.00 pm in library. All the committee members are requested to attend the meeting without fail.

**AGENDA**

1. Updating the committee members
2. Updating the staff name board
3. Reviewing the suggestion box
4. PA system monitoring

  
**Coordinator**

**COPY TO**

1. Principal
2. Vice Principal
3. Librarian/Transport Incharge/Exam cell/PD
4. Placement Cell/CIICP
5. All HODs/OM(request to circulate among staff)

**SANKARA POLYTECHNIC COLLEGE, COIMBATORE 641035**  
**MINUTES OF MEETING**

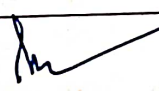

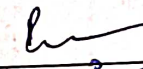
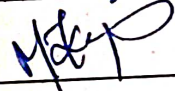
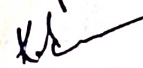
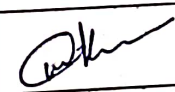
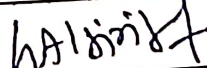

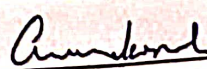
**NAME OF THE MEETING :** Facility Development Committee  
**DATE & TIME OF MEETING:** 17.8.2021 & 3.00pm

**MINUTES OF MEETING :**

1. Open action items were discussed and status update
2. Updating Committee Members
3. Updating the staff name list in the notice board.
4. All the water points to be checked.
5. Review of the suggestion box.
6. Regular monitoring of PA system.



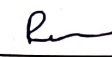

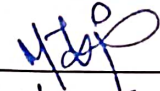
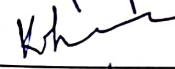
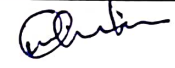
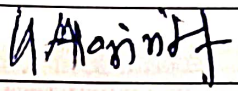
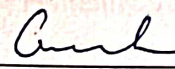
S.NO	Task	Responsible Staff	Planned End Date	Remarks
1	Committee members update	VP	30.08.21	
2	Staff name board fixing	FDM/EME	03.09.21	
3	Water points checking	EME	Monthly once	
4	Monitoring the PA system	EME	25.08.21	

**MEMBERS PRESENT AT THE MEETING**

S.No	Name of the HOD/Staff	Designation	Signature
1	Mr. Balasubramanian A Vice Principal	Chairmen	
2	Mr. Sakthiprakash N S FDM Manager / SL.ECE	Coordinator	
3	Mr. Venkataramanan R Office Manager	Member	
4	Ms. KALAIVANI .M SL/ PHY	Member	
5	Mr. Jayabal K Foreman	Member	
6	Mr. Dinesh kumar S Transport Manager	Member	
7	Mr. Alagirisamy Network Admin.,	Member	
8	Ms. Anuradha M HOD / ECE	Special Invitee	
9	Selvan. Sakthi Krishna G II - ECE	Student Member	



## UPDATED COMMITTEE MEMBERS

S.No	Name of the HOD/Staff	Designation	Signature
1	Mr. Balasubramanian A Vice Principal	Chairmen	
2	Mr. Sakthiprakash N S FDM Manager / SL.ECE	Coordinator	
3	Mr. Venkataramanan R Office Manager	Member	
4	Ms. Anuradha M HOD / ECE	Member	
5	Ms. KALAIVANI .M SL/ PHY	Member	
6	Mr. Jayabal K Foreman	Member	
7	Mr. Dinesh kumar S Transport Manager	Member	
8	Mr. Alagiriswamy Network Admin.,	Member	
9	Selvan. Sakthi Krishna G II - ECE	Student Member	

  
PRINCIPAL