

**SANKARA POLYTECHNIC COLLEGE
CIRCULAR**

CIRCULAR - SPC - FDC-01/2022-2023 Dated 15.6.2022

The meeting of **Facility Development committee** for the academic year 2022-2023 will be scheduled on 17.06.2022 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


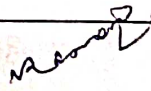
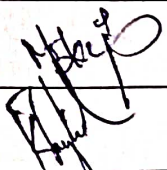
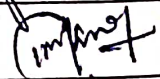
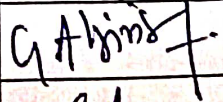

NAME OF THE MEETING : Facility Development Committee
DATE & TIME OF MEETING: 17.6.2022 & 3.00pm

MINUTES OF MEETING :



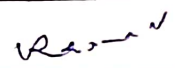
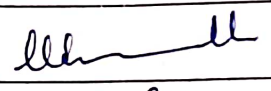
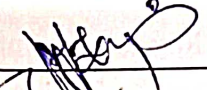
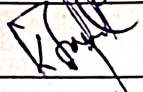
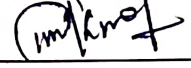


1. Open action items were discussed and status update
2. Updating Committee Members
3. Updating the staff name list in the notice board.
4. All the water points to be checked.
5. Review of the suggestion box.
6. Regular monitoring of PA system.

| S.NO | Task | Responsible Staff | Planned End Date | Remarks |
|------|--------------------------|-------------------|------------------|---------|
| 1 | Committee members update | VP | 30.06.22 | |
| 2 | Staff name board fixing | FDM/EME | 03.07.22 | |
| 3 | Water points checking | EME | Monthly once | |
| 4 | Monitoring the PA system | EME | 15.07.22 | |

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. 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. Alagirisamy Network Admin., | Member |  |
| 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