

**SANKARA POLYTECHNIC COLLEGE
CIRCULAR**

CIRCULAR - SPC - FDC-01/2023-2024 Dated 13.6.2023

The meeting of Facility Development committee for the academic year 2023-2024 will be scheduled on 19.06.2023 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**



CHAIRMAN

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

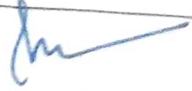





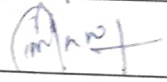


NAME OF THE MEETING : Facility Development Committee
DATE & TIME OF MEETING: 19.06.2023 & 3.00pm

MINUTES OF MEETING :







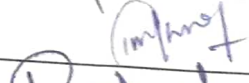
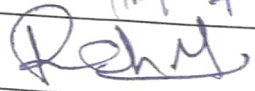

1. Open action items were discussed and status update
2. Updating Committee Members
3. Updating the staff name list in the notice board.
4. All the water points to be checked.
5. Review of the suggestion box.
6. Regular monitoring of PA system.
7. Pavers block installation.

S.NO	Task	Responsible Staff	Planned	Remarks
1	Committee members update	VP	30.06.23	
2	Staff name board fixing	FDM/EME	03.07.23	
3	Water points checking	EME	Monthly once	
4	Monitoring the PA system	EME	15.07.23	

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 HOD / PHY	Member	
6	Mr. Jayabal K Foreman	Member	
7	Mr. Dinesh kumar S Transport Manager	Member	
8	Mr. Prakash S Network Admin.,	Member	
9	Selvan. Sakthi Krishna G III - 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 HOD / PHY	Member	
6	Mr. Jayabal K Foreman	Member	
7	Mr. Dinesh kumar S Transport Manager	Member	
8	Mr. Prakash S Network Admin.,	Member	
9	Selvan. Sakthi Krishna G III - ECE	Student Member	


PRINCIPAL