

**SANKARA POLYTECHNIC COLLEGE
CIRCULAR**

CIRCULAR - SPC - MISC-01/2023-2024 Dated 19.6.2023

The meeting of MIS committee for the academic year 2023-2024 will be scheduled on 26.06.2023 at 10.30 am in library. All the committee members are requested to attend the meeting without fail.

AGENDA

- 1. Updating the committee members**
- 2. Data collection**
- 3. Newsletter preparation**
- 4. Updating the events in social media**


SECRETARY

COPY TO

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

SANKARA POLYTECHNIC COLLEGE, COIMBATORE 641035
MINUTES OF MEETING

NAME OF THE MEETING : MIS Committee



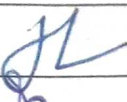


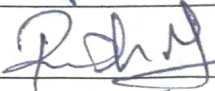


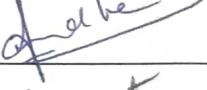
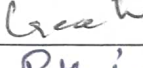

DATE & TIME OF MEETING: 26.06.2023 & 10.30 pm

MINUTES OF MEETING :

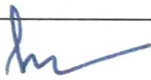





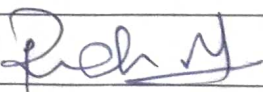

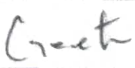
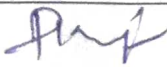
1. Open action items were discussed and status update
2. Updating Committee Members
3. Monitoring and maintaining the data to the day to day events.
4. Maintain the photos in the common drives.
5. Preparing the News letter for every month.
6. Daily updating the events in Facebook.
7. Daily updating the events in Instagram.
8. Preparing the poster for all the events.

S.NO	Task	Responsible Staff	Planned End Date	Remarks
1	Committee members update	VP	30.06.23	
2	Monitoring and maintaining the data for the day to day events	Sathyapriya S K	30.8.23	<i>S</i>
3	Maintain the photos in the common drives.	Sathyapriya S K	10.9.23	<i>S</i>
4	Preparing the news letter for every month.	Ramalakshmi B Sudharsana S	25.8.23	<i>R</i>
5	Daily updating the events in Facebook.	VP & Geetha B	15 days once	<i>Geetha</i>
6	Daily updating the events in Instagram.	VP	10.12.23	
7	Preparing the poster for all the events.	Geetha B	Monthly once	<i>Geetha</i>

MEMBERS PRESENT AT THE MEETING

S.No	Name of the HOD/Staff	Designation	Signature
1	Mr. BALASUBRAMANIAN A	VICE PRINCIPAL	
2	Ms. Anuradha M	HOD / ECE	
3	Ms. Jayamathi K	HOD / CSE	
4	Ms. Sathya priya S K	SL/ CSE	
5	Ms. Ramalakshmi B	Lec/ CSE	
6	Mr. Prakash S	Network Admin.,	
7	Mr. Sakthiprakash N S	SL/ECE	
8	Ms. Subathra C	Lec/ CSE	
9	Ms. Sudharsana S	SL/ SDP	
10	Ms. Geetha B	Senior Ass. / Examcell	
11	Ms. Kalaiselvi P	Cashier	

UPDATED COMMITTEE MEMBERS

S.No	Name of the HOD/Staff	Designation	Signature
1	Mr. BALASUBRAMANIAN A VICE PRINCIPAL	CHAIRMAN	
2	Ms. Anuradha M HOD / ECE	Secretary	
3	Ms. Sathya priya S K SL/CSE	Coordinator	
4	Ms. Subathra C Lec/CSE	Co-coordinator	
5	Ms. Jayamathi K HOD / CSE	Member	
6	Ms. Ramalakshmi B Lec/ CSE	Member	
7	Ms. Sudharsana S Lec/SDP	Member	
8	Mr. Prakash S Network Admin.,	Member	
9	Mr. Sakthiprakash N S SL/ECE	Member	
10	Ms. Geetha B Senior Ass. / Examcell	Member	
11	Ms. Kalaiselvi P Cashier	Member	


PRINCIPAL