

SREE NARAYANA GURUKULAM COLLEGE OF ENGINEERING
Department of Electronics and Communication

MINUTES OF FM LAB MEETING			
Venue: FM LAB	Date: 03/08/2022	Time: 3 PM	
Members Present			
1. Prof .Deepak P(HOD ,ECE) 2. Ms. Archana Lakshmi K.S (Faculty Coordinator) 3. Mr. Jinesh .M.S (Staff Technical Coordinator) 4. Mr. Vishnu S (Student Technical Coordinator) 5. Ms. Greeshma Haridas (Student Programme Coordinator 1) 6. Mr.Abhishek C.S (Student Programme Coordinator 2) 7. Mr.Harisankar (Student Programme Coordinator 3)			
Members Absent			
Agenda: 1. FM LAB Programme Schedule Preparation. 2. Screening of events. 3. Technical issues.			
No	Subject	Action By	Action Date
1	FM LAB Programme Schedule Preparation.	1. Greeshma Haridas (Student Programme Coordinator 1) 2.Mr.Abhishek C.S (Student Programme Coordinator 2) 3. Mr.Harisankar (Student Programme Coordinator 3)	03/08/2022
2	Screening of events.	1.Prof .Deepak P(HOD ,ECE) 2.Ms. Archana Lakshmi K.S (Faculty Coordinator)	03/08/2022
3	Technical issues.	1.Mr. Jinesh .M.S(Staff Technical Coordinator) 2.Mr. Vishnu S (Technical Coordinator)	03/08/2022
Prepared by : Ms. Archana Lakshmi K.S (Faculty Coordinator) Approved by: Prof .Deepak P (HOD,ECE)			



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ACTION TAKEN REPORT

The following gives a detailed report of the suggestions /decisions as received in the meeting held on 03/08/2022 and the action taken based on those suggestions /decisions by the institution/ department/committee.

SL. No	OBSERVATIONS/DECISIONS	ACTION TAKEN	DATE
1	FM LAB Programme Schedule Preparation: - To conduct events within time frame, members decided to prepare and follow up modified programme schedule.	Programme schedule prepared by student coordinators with help of faculty coordinator and approved by HOD.	04/08/2022
2	Screening of events: - Discussed about how to improve quality of programmes, participant selection and prioritize events.	To improve quality of programmes, every programme should be screened in the presence of HOD/faculty coordinator and student coordinators.	04/08/2022
3	Technical issues: Discussed about the technical difficulties during programmes.	No issues reported	03/08/2022

Prepared by : Ms. Archana Lakshmi K.S
(Faculty Coordinator)

Approved by: Prof .Deepak P
(HOD,ECE)





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