

HINDUSTHAN COLLEGE OF ENGINEERING AND TECHNOLOGY

COIMBATORE-32

ENGLISH LITERARY AND ORATORICAL CLUB (ELOC)

Date: 10.08.2017

Venue: F104

Minutes

1. The Secretary welcomed the faculty coordinators, Student coordinators and student members to the second meeting of ELOC for the Academic Year 2017-18 and thanked all faculty, student coordinators and club members for organizing the seminar programme in a grand manner.
2. List of participants was singed and sent to HoD s of Various Departments to ensure the students OD.
3. Weekly workout tasks and themes have been decided.
4. Question papers for regular workouts on verbal skills will be prepared by Mr.K.Anand&Mr.Saravana Kumar
5. The students are instructed to maintain discipline during evening meets.
6. Mrs.Narmatha M &Mr.K.Anandwill monitor and the activities.
7. Participants list will be sent to the Hostel Wardens during late report of the club members.


Secretary

Narmatha M/AP/English



HINDUSTHAN COLLEGE OF ENGINEERING AND TECHNOLOGY

COIMBATORE-32

ENGLISH LITERARY AND ORATORICAL CLUB (ELOC)

Date: 15.07.2017

Venue: F104

Minutes

1. The Secretary welcomed the faculty coordinators, Student coordinators and student members to the first meeting of ELOC for the Academic Year 2017-18.
2. Weekly workout tasks and themes have been decided. Activity based tasks have been discussed to improve team spirit.
3. Organizing a seminar was proposed.
4. Team responsibilities were decided in organizing the seminar programme.
5. The students are instructed to maintain discipline during evening meets.
6. Mrs.Narmatha M & Mr.Anand will monitor the weekly activities.
7. The answer discussion for weekly tasks must be completed before starting the next task. Due to lack of time if the answers for the task kept pending, it must be completed in the forthcoming week.


Secretary

Narmatha M/AP/English

