



# RAAK

## COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi & Affiliated to Pondicherry University)

### MAINTENANCE COMMITTEE MEETING

HELD ON JULY 4, 2018

The Maintenance committee Meeting for the Academic Year 2018-19 was held on 4<sup>th</sup> July 2018, from 12.00pm to 01.00 pm.

The following members were present:

S. No.	Name of The Committee Members	Role	Sign
1.	Dr. A. SivaKumar/ Principal	Chair person	
2.	Mr. Murugadhanan/ Supervisor	Coordinator	
3.	Ms. L. Rogini Devi /AP	Co-coordinator	
4.	Mr. G. Saravanan/OA	Member	
5.	Mrs. Pushpa/ Sweeper	Member	

The following issues have been discussed:

1. Maintenance of class rooms in proper manner like cleaning and moping regularly.
2. Campus cleanliness maintenance has to done regularly.
3. Cleaning of washrooms twice a day.
4. It is decided that a monitor should be done in regular intervals and get a feedback about the maintenance from every complaints.
5. Separate maintenance register should be followed.
6. AC service is needed.



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### MAINTENANCE COMMITTEEMEETING

HELD ON 7<sup>TH</sup> SEPTEMBER 2018

The Maintenance committee Meeting for the Academic Year 2018-19 was held on, 7<sup>TH</sup> September 2018, from 3.00pm to 4.30pm

The following members were present:

Si.No.	Name of the Member	Role	Sign
1.	Dr. A. SivaKumar/ Principal	Chair person	
2.	Mr. Murugadhanan/ Supervisor	Coordinator	
3.	Ms. L.Rogini Devi/ AP	Co-coordinator	
4.	Mr. G. Saravanan/ OA	Member	
5.	Mrs. Rathi/ Sweeper	Member	

The following issues have been discussed:

1. The committee decided to make a list of maintenance work to be done as per its preference.
2. It was decided to do the painting of the classrooms, building.
3. The garden and other common area to be properly maintained seeking professional help..
4. Necessary electrical works are to be done in all the departments as per their request.
5. Make necessary arrangement to clean the class rooms regularly.



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