



# RAAK

**COLLEGE OF ENGINEERING AND TECHNOLOGY**  
(Approved by AICTE, New Delhi & Affiliated to Pondicherry University)

## MAINTENANCE COMMITTEEMEETING

**HELD ON 12 MARCH, 2019**

The Maintenance committee Meeting for the Academic Year 20219-20 was held on, 12<sup>th</sup> March 2019, from 12.00 pm to 01.00 pm

The following members were present:

SI.NO.	NAME OF THE MEMBER	ROLE	SIGN
1.	Dr. A. SivaKumar/ Principal	Chair person	<i>ASK</i>
2.	Mr.Murugadhanan/ Supervisor	Coordinator	<i>Murug</i>
3.	Ms. L. Rogini Devi/ AP	Co-coordinator	<i>L. Rogini Devi</i>
4.	Mr.G. Saravanan/OA	Office Assistant / Member	<i>G. Saravanan</i>
5.	Mrs.Neelaambal	Sweeper / Member	<i>Neela</i>

The following issues have been discussed:

1. It was decided that requisition should be received from the respective departments for maintenance of major equipment, furniture, infrastructure, lift etc.
2. Complaint received from Physics lab to make service the fan and tube light.
3. Complaint received that two systems are not working in CSE lab.
4. To check non working electric lights and fan and to replace them.
5. To ensure cleaning of garden and watering the plants.



*Dr. S. Seenuvasamurthi*  
Dr. S. SEENUVASAMURTHI, M.E., Ph.D.

PRINCIPAL

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### MAINTENANCE COMMITTEEMEETING

HELD ON 20<sup>TH</sup> AUGUST 2019

The Maintenance committee Meeting for the Academic Year 2019-20 was held on, 20<sup>th</sup> August 2019, from-1.00pm to 02.00pm.

The following members were present:

SL.NO.	NAME OF THE MEMBER	ROLE	SIGN
1.	Dr. A. SivaKumar/ Principal	Chair person	<i>ASK</i>
2.	Mr. Murugadhanan/ Supervisor	Coordinator	<i>Murugadhanan</i>
3.	Ms. L. Rogini Devi/AP	Co-coordinator	<i>L. Rogini Devi</i>
4.	Mr. G. Saravanan/OA	Member	<i>G. Saravanan</i>
5.	Mrs. Neelaambal/ Sweeper	Member	<i>Neela</i>

The following issues have been discussed:

1. To ensure all computers are in good conditions and to repair defects if any.
2. To prepare a budget of new requirements and given to the management for approval.
3. It was proposed to purchase new chairs for office and department.
4. It was proposed to Additional cupboards for laboratory.
5. It was proposed to provide additional shelf to the departments.



*[Signature]*  
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