



RAAK

COLLEGE OF ENGINEERING AND TECHNOLOGY

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

MAINTENANCE COMMITTEE

MINUTES OF MEETING

HELD ON 2nd JULY 2020

The Maintenance committee Meeting for the Academic Year 2020-21 was held on, 2nd July 2020, from 2.00pm to 03.00pm.

The following members were present:

S. No.	Name of The Committee Members	Designation	Sign
1.	Dr. S. Seenuvasamurthi, Principal	Chair person	
2.	Mr. S. Sivasankaran, HoD/IT	Coordinator	
3.	Mr. M. Murugadhanan	Supervisor	
4.	Ms. L. Roginidevi, AP/S&H	Co-Coordinator	
5.	Mr. M. Gnanavel, Lab Assistant	Member	
6.	Mr. B. Balachandiran, Librarian	Member	

The following issues have been discussed:

1. Water tanks inside the campus have been cleaned as per schedule. Cleaning work of the water tank has been given to outer agency on the contract basis or can be done by college maintenance workers. And also that committee should monitor the quality of water at regular intervals.
2. Coordinators have given the assurance that they will keep follow up for timely delivery of the items as per need of the departments.
3. Committee members are closely monitoring the fault and rectification of the electrical equipment.



Dr. S. SEENUVASAMURTHI, M.E., Ph.C.
PRINCIPAL
RAAK College of Engineering & Technology
No.1, Muthupillai Palayam Road,
Sulthanpet Post,
Puducherry - 605 110

PRINCIPAL
Dr. S. SEENUVASAMURTHI, M.E., Ph.C.
PRINCIPAL
RAAK College of Engineering & Technology
No.1, Muthupillai Palayam Road,
Sulthanpet Post,
Puducherry - 605 110



RAAK

COLLEGE OF ENGINEERING AND TECHNOLOGY

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

MAINTENANCE COMMITTEE

MINUTES OF MEETING

HELD ON 22nd OCTOBER 2020

The Maintenance committee Meeting for the Academic Year 2020-21 was held on, 22nd October 2021, from 3.00pm to 4.00pm

The following members were present:

S. No.	Name of The Committee Members	Designation	Sign
1.	Dr. S. Seenuvasamurthi, Principal	Chair person	
2.	Mr. S. Sivasankaran, HoD/IT	Coordinator	
3.	Mr. M. Murugadhanan	Supervisor	
4.	Mrs. L. Roginidevi, AP / S&H	Co- Coordinator	
5.	Mr. M. Gnanavel, Lab Assistant	Member	
6.	Mr. B. Balachandiran, Librarian	Member	

The following issues have been discussed:

1. Due to Covid – 19 pandemic situation our 50% staff on present in campus, they will look any essential services. Our all system placed on its own place, due to covid-19 all units and college is remained closed, whenever we all overcome on this situation, we will do all the things.
2. Day to day sanitization is our priority our maintenance work stopped for up to the period of Covid-19.
3. One dedicated staff will appointed to check day to day sanitizations and to report.
4. Mr. Muruganathan said that there is a need to conduct Environment Audit for reviewing the status of environment in the campus. A need to plant some more trees, plants to maintain the air quality and also we can make botanical garden inside the campus.
5. To review the maintenance of Rain water.



Dr. S. SEENUVASAMURTHI, M.E., Ph.C.
PRINCIPAL
RAAK College of Engineering & Technology
No.1, Muthupillai Palayam Road,
Sulthanpet Post,
Puducherry - 605 110

Dr. S. SEENUVASAMURTHI, M.E., Ph.C.
PRINCIPAL
RAAK College of Engineering & Technology
No.1, Muthupillai Palayam Road,
Sulthanpet Post,
Puducherry - 605 110