



RAAK

COLLEGE OF ENGINEERING AND TECHNOLOGY

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

MAINTENANCE COMMITTEE

MINUTES OF MEETING

HELD ON 13th May 2021

The Maintenance committee Meeting for the Academic Year 2021-22 was held on, 13th May 2021, from 12.00pm to 01.00pm.

The following members were present:

S. No.	Name of The Committee Members	Designation	Sign
1.	Dr. S. Seenuvasamurthi, Principal	Chair person	
2.	Dr. S. Sandosh, HoD / CSE	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. Overhead Tank cleaning has to be done.
2. Washbasin in second floor should be cleaned regularly.
3. AC should be serviced in IT Lab.
4. Bore well spore pump & Motor should be repaired.
5. Washroom maintenance should be done.



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MAINTENANCE COMMITTEE

MINUTES OF MEETING

HELD ON 19 NOVEMBER 2021

The Maintenance committee Meeting for the Academic Year 2021-22 was held on, 19 November 2021, from 10.00 am to 11.00 am.

The following members were present:

S. No.	Name of The Committee Members	Designation	Sign
1.	Dr. S. Seenuvasamurthi, Principal	Chair person	
2.	Dr. S. Sandosh, HoD / CSE	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. Maintenance of equipment and computers through Annual maintenance contract.
2. Carpentry related works for workshop lab and departments if any.
3. Lift maintenance and repairs if any.
4. Repair work works for plumbing issues and wash rooms.
5. Exam hall maintenance for upcoming theory exams.



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