



# RAAK

## COLLEGE OF ENGINEERING AND TECHNOLOGY

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

### MAINTENANCE COMMITTEE

### MINUTES OF MEETING

HELD ON 20<sup>th</sup> MAY 2022

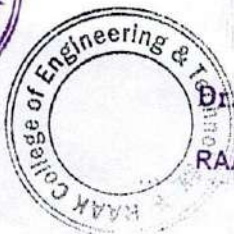
The Maintenance committee Meeting for the Academic Year 2022-23 was held on, 20 May 2022, from 11.00pm to 12 pm.

The following members were present:

S. No.	Name of The Committee Members	Designation	Sign
1.	Dr. S. Seenuvasamurthi, Principal	Chair person	
2.	Dr. N. Sowri Raja Pillai, HoD/IT	Coordinator	
3.	Mr.M. Murugadhanan	Supervisor	
4.	Mr. B. Murugan, HoD/EEE	Co- Coordinator	
5.	Mr. G. Saravanavel	Member	
6.	Mr.M. Gnanavel, Lab Assistant	Member	
7.	Mr.B. Balachandiran, Librarian	Member	

The following issues have been discussed:

1. Allotting separated parking spaces for students and teachers for both two wheelers and four wheelers.
2. Overhead water tank maintenance.
3. Plumbing works for all floors.
4. Maintenance in gardens.
5. Classroom maintenance to be coordinated.
6. Computer maintenance should be coordinated.



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### MAINTENANCE COMMITTEE

### MINUTES OF MEETING

HELD ON 9<sup>th</sup> SEPTEMBER, 2022

The Maintenance committee Meeting for the Academic Year 2022-23 was held on, 9<sup>th</sup> September 2022, 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. N. Sowri Raja Pillai, HoD/IT	Coordinator	
3.	Mr. M. Murugadhanan	Supervisor	
4.	Mr. B. Murugan, HoD/EEE	Co -Coordinator	
5.	Mr. G. Saravanavel,	Member	
6.	Mr. M. Gnanavel, Lab Assistant	Member	
7.	Mr. B. Balachandiran, Librarian	Member	

The following issues have been discussed:

1. Laboratory maintenance to be coordinated with respective lab in charge.
2. Classroom maintenance to be coordinated with respective coordinators.
3. AC maintenance should be done.
4. Sports equipment maintenance to be done.
5. Classroom furniture repair work to be assessed.
6. Library books maintenance to be coordinated with respective staff.



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