Date: 03.05.2023

COMPUTER MAINTENANCE COMMITTEE MEETING CIRCULAR

It is hereby informed that, the computer maintenance committee meeting is scheduled on 03.05.2024 by 4.30pm at Department of Principal board room. All the Computer Maintenance Committee Members are requested to attend the meeting and give your valuable suggestions.

Coordinator

Principal

PRINCIPAL
Hindusthan College Of Engineering & Technology
COIMBATORE - 641 032

Copy To

1. The Computer Maintenance Committee Members
2. All Hods / Establishments
3. File

Hindusthan College of Engineering and Technology Approved by AICTE,
New Delhi and Accredited with 'A' Grade by NAAC
(An Autonomous Institution, Affiliated to Anna University, Chennai)
Othakalmandapam Post, Coimbatore

Date: 03.05.2023

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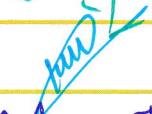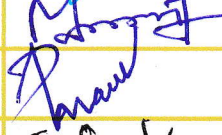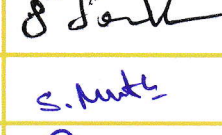The following were discussed with the members.
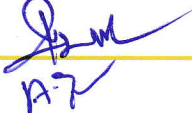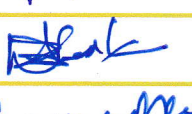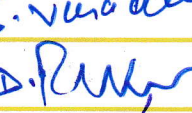
1. The committee reviewed the work done as suggested in the last meeting.
2. The committee verify the Computer peripherals maintain during the last six months.
3. The committee discussed about the repairs and new works to be done.
4. Any other

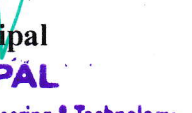| S.No	Nature of work
1	Toner Refilling for the Science and humanity Department
2	Toner Refilling for the Information Technology
3	Toner Refilling for the MCT, MCA and MBA Department
4	Toner Refilling for the Mechatronics Department
5	Printer service for the IQAC
6	Toner Refilling for the Civil
7	Toner Refilling for the
8	Monitor service for the CSE, ECE, Mechatronics Department
9	Monitor service for the Information Technology
10	Toner Refilling for the Bio-Medical Engineering
11	Toner Refilling for the EEE, Chemical Engineering, Agricultural Engineering

The meeting end with a thanks note.

Members Present:

S.No	Name	Designation	Position	Signature
1.	Dr J Jaya	Principal	Chairperson	
2.	Dr S Shankar	HoD / Computer Science Engineering	Coordinator	
3.	Mrs K Vimala	Maintenance Manager	Co-Coordinator	
4.	Mr Mohammed Ali Jinna	System Admin	Member	
5.	Mr P Mani	Nertwork Admin	Member	
6.	Mr S Senthilkumar	Junior Hardware Engineer	Member	
7.	Mr S Marimuthu	Lab Technician	Member	
8.	Mr P Pugalmani	Lab Technician	Member	
9.	Mr A Ganeshan	Lab Technician	Member	
10.	Mr D Ashok Kumar	Lab Technician	Member	
11.	Mr S Varadarajan	Lab Technician	Member	
12.	Mr D Prem Kumar	Lab Technician	Member	
13.	Mr R Lakshmanan	Lab Technician	Member	

Coordinator

Principal

Hindusthan
College of Engineering and Technology
Coimbatore – 641 032

Date: 03.11.2023

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Coordinator

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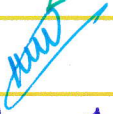The following were discussed with the members.
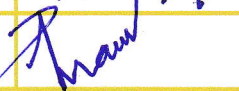
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2. The committee reviewed the computer peripherals maintain during the last six months.
3. The committee discussed about the repairs and new works to be done.
4. Any other

S.No	Nature of work
1	Toner Refilling for the Aero
2	Toner Refilling for the Automobile, ECE and Bio-medical Engineering
3	Toner Refilling for the CSE, Science and Humanities, And office
4	Projector service for the Aero and ECE
5	Toner Refilling for the Science and Humanities, MCT, ECE and Information Technology
6	Toner Refilling for the Civil, food Technology, EIE and EEE
7	Toner Refilling for the IQAC CELL
8	Toner Refilling for the MBA AND MCA
9	Toner Refilling for the Agricultural Engineering, Chemical Engineering and AIML
10	Printer service to IQAC
11	Printer service for the Mechatronics Engineering

The meeting end with a thanks note.

Members Present:

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12.	Mr D Prem Kumar	Lab Technician	Member	
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