



**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: 15.11.2017

**CIRCULAR**

It is hereby informed that Civil Works & General Maintenance committee meeting is scheduled on 22.11.2017 at 1:00 pm in Principal Board Room. All the Civil and General Management 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 Civil Works & General Maintenance Committee Members
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**Minutes of the Meeting**

Date:22.11.2017

The Civil Works & General Maintenance Committee meeting was held on 22.11.2017 at 1:00PM in Principal board room.

The following were discussed with the members.

1. The committee reviewed the civil works done as suggested in the last meeting
2. The committee reviewed the maintenance work done as suggested in the last meeting
3. The committee discussed about the repairs and new works to be done.

S.No	Nature of work
1	Auditorium Aquastick works has to be done
2	Desk works has to be done MBA and MCA classes.
3	Plumbing repairs to be done at main block.
4	Oil service for all the genset in main block
5	Rain water arresting work near to main block.
6	Wash basin tap fitting work to done auditorium back side.
7	Damaged Furnitures has to be fixed in all the laboratories.
8	2 <sup>nd</sup> year class building cementing works has to be done
9	Damaged Furnitures has to be fixed in all the laboratories

The meeting end with a thanks note.

Members Present:

S.No	NAME	DESIGNATION	POSITION	SIGNATURE
01	Mr M Sankaralingam	Maintenance Manager	Member	
02	Mr.T Anandakumar	Supervisor – General maintenance	Member	
03	Mr.M Saravanan	Supervisor – General maintenance	Member	
04	Mr.J Menagadevi	Supervisor – General maintenance	Member	
05	Mrs.K.Seethalakshmi	Supervisor – General maintenance	Member	

Coordinator



Principal

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Date: 11.05.2018

**CIRCULAR**

It is hereby informed that Civil Works & General Maintenance committee meeting is scheduled on 16.05.2018 at 1:00 pm in Principal Board Room. All the Civil and General Management committee members are requested to attend the meeting and give your valuable suggestions.

  
Coordinator

  
Principal

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Hindusthan College Of Engineering & Technology  
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**MINUTES OF THE MEETING**

Date: 16.05.2018

The Civil Works & General Maintenance committee meeting was held on 16.05.2018 at 1:00PM in Principal board room.


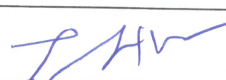

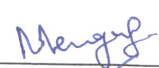

The following were discussed with the members.

1. The committee reviewed the civil works done as suggested in the last meeting
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3. The committee discussed about the repairs and new works to be done.

S.No	Nature of work
1	Curtain cloth has to be fixed in the physics and chemistry laboratory.
2	Whitening of walls has to be done.
3	Damaged tiles has to be replaced.
4	Damaged window glasses must be replaced.
5	Damaged doors in the toilet must be fixed.
6	Cleaning of toilets has to be done after 4.30 PM
7	Dust bins in the class rooms must be cleaned regularly.
8	Any emergency work in the maintenace should be informed to the manager immediately.

The meeting end with a thanks note.

Members Present:

S.No	NAME	DESIGNATION	POSITION	SIGNATURE
01	Mr M Sankaralingam	Maintenance Manager	Member	
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03	Mr.M Saravanan	Supervisor – General maintenance	Member	
04	Mr.J Menagadevi	Supervisor – General maintenance	Member	
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