



**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: 18.11.2018

**CIRCULAR**

It is hereby informed that Civil Works & General Maintenance committee meeting is scheduled on 23.11.2018 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

**PRINCIPAL**  
Hindusthan College Of Engineering & Technology  
COIMBATORE - 641 032.

Copy To

1. The Civil Works and General Maintenance Committee Members
2. All hods / Establishments
3. File



**MINUTES OF THE MEETING**

Date:23.11.2018

The Civil Works and General Maintenance Committee meeting was held on 23.11.2018 at 1:00PM in Principal board room.

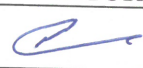
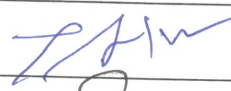



The following were discussed with the members.

1. The committee reviewed the civil works done as suggested in the last meeting
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	Whitening Work has to be done at civil and Main block.
2	Plumbing repairs should be done at main block, toilets of all the blocks.
3	Door Fittings must be done at the toilet in all the blocks.
4	Carpentry Works must be done at MBA Department.
5	Rack repairs are needs to be done at Library.
6	Projector setup needs to be done in final year class rooms.


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

**PRINCIPAL**  
Hindusthan College Of Engineering & Technology  
COIMBATORE - 641 032.



**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

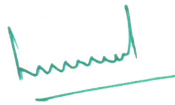


Date: 13.05.2019

**CIRCULAR**

It is hereby informed that Civil Works & General Maintenance committee meeting is scheduled on 17.05.2019 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 and General Maintenance Committee Members
2. All hods / Establishments
3. File



Minutes of the Meeting

Date: 17.05.2019

The Civil Works and General Maintenance Committee meeting was held on 17.05.2019 at 1:00PM in Principal board room.


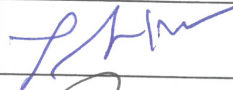

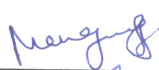

The following were discussed with the members.

1. The committee reviewed the Civil and General issues as suggested in the last meeting
2. The committee reviewed the Civil and General allocation and problematic points inside the campus during the last six months.
3. The committee discussed about the new Civil and General issues and its solutions.

S.No	Nature of work
1	Shutter doors must be greased.
2	Weeds must be removed near to main block.
3	Ramp near to main block must be painted
4	Rubber Bushes of the chairs must be checked and the damaged one must be replaced.
5	Damaged chairs must be fixed in the class rooms.
6	Whitening of walls must be done in the new block.
7	Carpentry works must be done in the damaged areas.
8	Damaged taps and valves must be replaced.

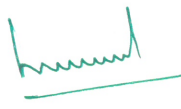
The meeting end with a thanks note.

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

**PRINCIPAL**  
Hindusthan College Of Engineering & Technology  
COIMBATORE - 641 032.