



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 Electrical Maintenance committee meeting is scheduled on 23.11.2018 at 12:00 pm in Principal Board Room. All the Electrical 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 Electrical Maintenance Committee Members
2. All hods / Establishments
3. File



Date: 23.11.2018

The Electrical Maintenance committee meeting was held on 23.11.2018 at 12:00PM in Principal board room.




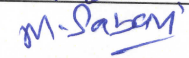
The following were discussed with the members.

1. The committee reviewed the work done as suggested in the last meeting.
2. The committee reviewed the power consumption during the last six months.
3. The committee discussed about the repairs and new works to be done.

S.No	Nature of work
1	Power sources for outdoor events has to be given high priority. They should be checked regularly.
2	Outdoor lighting for the sports event and motorsports events has to be done perfectly. Separate faculties must be allocated for those events.
3	Name board lightings has to be taken care.
4	Electrical maintenance team must ensure that no trees are touching the electrical lines.
5	Repairing of switches must be done immediately whenever there is complaint from the manager
6	Lighting arrangements during the functions in the auditorium must be done perfectly.
7	Replacement of lights in the roads must be done immediately whenever there is complaint.

The meeting end with a thanks note.

Members Present:

S.No	NAME	DESIGNATION	POSITION	SIGNATURE
01	Mr M Sankaralingam	Maintenance Manager	Co-Coordinator	
02	Mr.M Easwaramoorthy	Chief Electrician	Member	
03	Mr.S T Jayaraj	Electrician	Member	
04	Mr.M Sabariappan	Electrician	Member	


Coordinator




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Date: 11.05.2018

CIRCULAR

It is hereby informed that Electrical Maintenance Committee meeting is scheduled on 16.05.2018 at 12:00 pm in Principal Board Room. All the Electrical Maintenance committee members are requested to attend the meeting and give your valuable suggestions.


Coordinator


Principal

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MINUTES OF MEETING

Date: 16.05.2018

The Electrical Maintenance committee meeting was held on 16.05.2018 at 12:00PM in Principal board room.




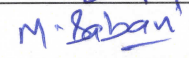
The following were discussed with the members.

1. The committee reviewed the work done as suggested in the last meeting.
2. The committee reviewed the power consumption during the last six months.
3. The committee discussed about the repairs and new works to be done.

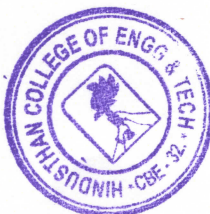
S.No	Nature of work
1	Automatic pump Controller has to be set up at 2 nd year Ultra deluxe hostel.
2	Round pipings around the wiring should be done in mechanical block.
3	Electrical maintenance team must ensure that no trees are touching the electrical lines.
4	Repairing of switches must be done immediately whenever there is complaint from the manager
5	Lighting arrangements during the functions in the auditorium must be done perfectly.
6	Replacement of lights in the roads must be done immediately whenever there is complaint.
7	Tubes should be replaced immediately in classrooms and other premises, if it gets fault

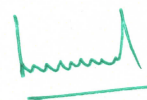
The meeting end with a thanks note.

Members Present:

S.No	NAME	DESIGNATION	POSITION	SIGNATURE
01	Mr M Sankaralingam	Maintenance Manager	Co-Coordinator	
02	Mr.M Easwaramoorthy	Chief Electrician	Member	
03	Mr.S T Jayaraj	Electrician	Member	
04	Mr.M Sabariappan	Electrician	Member	


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