

Hindusthan College of Engineering and Technology

Approved by AICTE, New Delhi, Accredited with 'A' Grade by NAAC
(An Autonomous Institution, Affiliated to Anna University, Chennai)
Valley Campus, Pollachi Highway, Coimbatore – 641 032



Date: 02.05.2025

CIRCULAR

It is hereby informed that Electrical Maintenance committee meeting is scheduled on 12.05.2025 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



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MINUTES OF MEETING

Date: 16.05.2025

The Electrical Maintenance committee meeting was held on 12.05.2025 at 12:00PM in Principal board room.

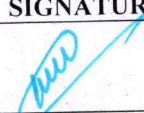
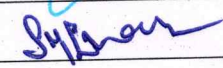
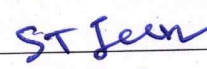
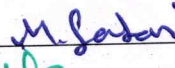
The following were discussed with the members.

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.

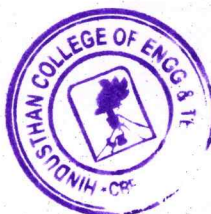
S.No	Nature of work
1	Wiring and lift Maintenance works needs to be done at Main and new blocks
2	Switch board Works needs to be done at MCA block.
3	LED light works needs to be done at Principal and Board room.
4	Lighting Works needs to be done at Principal and Board room.
5	Bulbs has to be replaced at all hostels.
6	CCTV wiring works needs to be done at all department block.
7	Battery maintenance needs to be fixed at Main block.
8	Tube lights and Fans are needs to be replaced at all blocks.
9	Electrical maintenance team must ensure that no trees are touching the electrical lines.
10	Repairing of switches must be done immediately whenever there is complaint from the manager
11	Lighting arrangements during the functions in the auditorium must be done perfectly.
12	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	Ms.K.Vimala	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



Principal

PRINCIPAL

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