



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: 10.11.2022

CIRCULAR

It is hereby informed that Civil Works & General Maintenance committee meeting is scheduled on 17.11.2022 at 1:00 pm in Principal Board Room. All the Civil Works and General 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 Civil Works and General Management Committee Members
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MINUTES OF MEETING

Date:17.11.2022

The Civil Works and General Maintenance committee meeting was held on 17.11.2022 at 1:00PM in Principal board room.

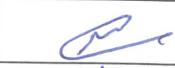


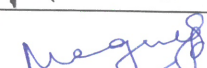

The following were discussed with the members.

1. The committee reviewed the Civil and General issues as suggested in the last meeting
2. The committee reviewed the Civil works and General maintenance works done the last six months.
3. The committee discussed about the new Civil and General issues and its solutions.

S.No	Nature of work
1	Computer desks needs to be repaired at 1 st block.
2	Whitening of walls at 2 nd year block needs to be done.
3	Carpentry Works must be done at MBA Department.
4	The grassy areas near to vasthu building must be cleaned.
5	Fire pipes Works must be done at Main block.
6	Annual maintenance works to be done.
7	Plumbing works to be done.

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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