



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

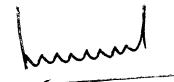


Date: 11.5.2017

CIRCULAR

It is hereby informed that Electrical Maintenance committee meeting is scheduled on 18.05.2017 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



MINUTES OF MEETING

Date: 18.05.2017

The Electrical Maintenance committee meeting was held on 18.05.2017 at 12:00PM in Principal board room.

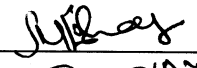
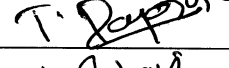
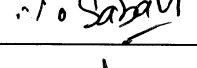
The following were discussed with the members.

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.

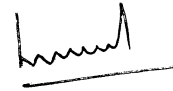
S.No	Nature of work
1	Electrical Work must be done at canteen.
2	Electrical maintenance at auditorium to be done.
3	Batteries must be replaced at ladies' hostel.
4	Motor Works needs to be done at 2 nd year boy's hostel.
5	Fans in all the classrooms must be checked periodically.
6	Genset should be started immediately after the Power cut.
7	Lights should be fixed if any repairs.
8	Post lamps should be maintained periodically.

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: 15.11.2017

CIRCULAR

It is hereby informed that Electrical Maintenance committee meeting is scheduled on 22.11.2017 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.

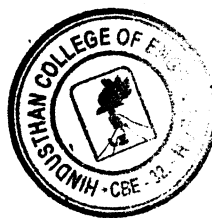

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MINUTES OF MEETING

Date: 22.11.2017

The Electrical Maintenance committee meeting was held on 22.11.2017 at 12:00PM in Principal board room.

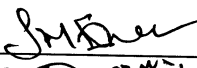
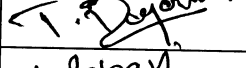
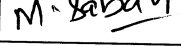
The following were discussed with the members.

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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.

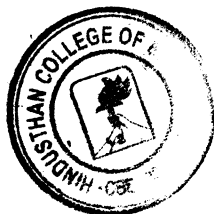
S.No	Nature of work
1	Battery Works needs to be done at 2 nd year block.
2	Generator Works needs to be done at MFT laboratory.
3	Motor Repairs has to be done in GRM Tank.
4	Ground lamps should be maintained periodically.
5	Electrical maintenance team must ensure that no trees are touching the electrical lines.
6	Repairing of switches must be done immediately whenever there is complaint from the manager
7	Lighting arrangements during the functions in the auditorium must be done perfectly.
8.	Replacement of lights in the roads must be done immediately whenever there is complaint.

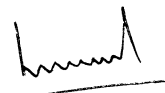
The meeting end with a thanks note.

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	


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