



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 Electrical Maintenance committee meeting is scheduled on 17.05.2019 at 12:00 pm in Principal Board Room. All the Electrical Services 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 Electrical Maintenance Committee Members
2. All hods / Establishments
3. File



MINUTES OF MEETING

Date: 17.05.2019

The Electrical Maintenance Committee meeting was held on 17.05.2019 at 12:00PM in Principal board room.

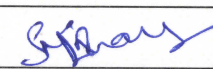
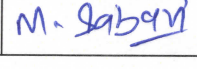
The following were discussed with the members.

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	Battery must be serviced for college lift.
2	LED light works must be done in basketball ground.
3	Post lamps should be maintained periodically.
4	Lighting Works needs to be done at Placement Cell.
5	Earth Wire has to fixed at Computer Lab.
6	Name board lightings has to be taken care.
7	Electrical maintenance team must ensure that no trees are touching the electrical lines.
8	Repairing of switches must be done immediately whenever there is complaint from the manager
9	Lighting arrangements during the functions in the auditorium must be done perfectly.
10	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: 12.11.2019

CIRCULAR

It is hereby informed that Electrical Maintenance committee meeting is scheduled on 18.11.2019 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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Hindusthan College Of Engineering & Technology
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MINUTES OF MEETING

Date: 18.11.2019

The Electrical Maintenance committee meeting was held on 18.11.2019 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 service needs to be done in new block.
2	All the class rooms, laboratories must be fitted with new tubes, and other electrical appliances.
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.

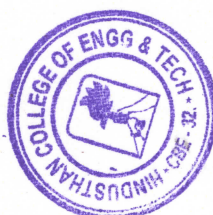
The meeting end with a thanks note.

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	

[Signature]
Coordinator

[Signature]
Principal



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