



RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

RAAK/ADMIN/2018-19/12

04.06.2018

CIRCULAR

It is hereby informed to the Maintenance Committee Members of RAAK Arts and Science College that, Committee Meeting is scheduled on 08.06.2018 regarding the maintenance activities of the campus. All are asked to attend the meeting.

Venue: Principal Chamber

Time: 10.30 am

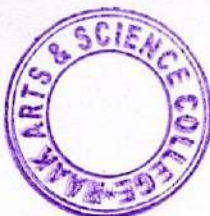
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RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

MAINTENANCE COMMITTEE MEETING

Minutes of the meeting of the RAAK Arts and Science College Maintenance Committee held on Friday 8th June 2018 at 2.00 Pm in Placement cell.

AGENDA

- To monitor and arrange major and minor repairs of lab equipment's.
- Regular cleaning of college floors, classrooms, laboratories, equipment, and restrooms are being done by the housekeeping team.
- To discuss any other matter with permission of management.
- To discuss on Safety and Security.

S.No	NAME OF THE COMMITTEE MEMBERS	DESIGNATION	SIGNATURE
1	Dr. G. Mohammed Nazar	Principal	
2	Mr. A.Mohamed jakria	Supervisor	
3	Mr. R. Anitha	Administrative officer	
4	Mrs. R. Devagi	HOD/Dept of Commerce	
5	Mr. S.Kalimuthu	Assistant Professor	
6	Ms. Ezhilarasi	Office Assistant	



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MINUTES OF MEETING

- Major and minor repair of Lab Equipment's, to be solved in next week.
- Discussed on Housekeeping arrangements.
- As there no other matter to discuss meeting was concluded.
- Safety & Security Coordinator is instructed to check the Fire Extinguisher and CCTV Camera weekly once.

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RAAK/ADMIN/2018-19/20

18.01.2019

CIRCULAR

It is hereby informed to the Maintenance Committee Members of RAAK Arts and Science College that, Committee Meeting is scheduled on 22.01.2019 regarding the maintenance activities of the campus. All are asked to attend the meeting.

Venue: Principal Chamber

Time: 10.30 am

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MAINTENANCE COMMITTEE MEETING

Minutes of the meeting of the RAAK Arts and Science College Maintenance Committee held on Tuesday, 22nd January 2019 at 2.30 Pm in Placement cell.

AGENDA

- Review of Previous Meeting.
- Daily cleaning of all floors, all rooms, and all toilets.
- Cleaning of all furniture, laboratory Table, equipment's and window glass panes.
- Plan for major annual events in the college, such as annual day, sports events, cultural events, etc.:

The following members were present:

S.NO	NAME OF THE COMMITTEE MEMBERS	DESIGNATION	SIGNATURE
1	Dr. G. Mohammed Nazar	Principal	
2	Mr. A. Mohamed jakria	Supervisor	
3	Mr. R. Anitha	Administrative officer	
4	Mrs. R. Devagi	HOD/Dept of Commerce	
5	Mr. S.Kalimuthu	Assistant Professor	
6	Ms. Ezhilarasi	Office Assistant	



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MINUTES OF MEETING

- The Principal discussed on daily cleaning of all floors, all class rooms, and all toilets.
- Principal asked (Bus Transport Incharge) to instruct the drivers and cleaners to maintain the buses properly.
- The Cleaning of all furniture, Laboratory Tables, equipment's and window glass panes was also discussed in the meeting.
- The Lab Coordinator was instructed to complete the stocks register of various departments keep ready for the stock verification.

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RAAK/ADMIN/2019-20/25

15.07.2019

CIRCULAR

It is hereby informed to the Maintenance Committee Members of RAAK Arts and Science College that, Committee Meeting is scheduled on 19.07.2019 regarding the maintenance activities of the campus. All are asked to avoid the leave and ensure your presence for the meeting.

Venue: Principal Chamber

Time: 10.30 am

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MAINTENANCE COMMITTEE MEETING

Minutes of the meeting of the RAAK Arts and Science College Maintenance Committee held on Friday 19th July 2019 at 2.30 pm in Placement cell.

AGENDA

- Review of Previous Meeting.
- To Maintenance of Library.
- Regular cleaning of all floors, classrooms, laboratories and restrooms by the housekeeping team.

S.No	NAME OF THE COMMITTEE MEMBERS	DESIGNATION	SIGNATURE
1	Dr. G. Mohammed Nazar	Principal	
2	Mr. A. Mohamed jakria	Supervisor	
3	Mr. R. Anitha	Administrative officer	
4	Mrs. R. Devagi	HOD/Dept of Commerce	
5	Mr. S.Kalimuthu	Assistant Professor	
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MINUTES OF MEETING

- The Work Completion of last meeting was discussed.
- The Co convener assured various departments asking requirements will be completion on priority basis within a month.
- The Safety & Security Coordinator was instructed to ensure all the staffs and students wearing mask compulsory in the college campus.

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RAAK/ADMIN/2019-20/25

16.03.2020

CIRCULAR

It is hereby informed to the Maintenance Committee Members of RAAK Arts and Science College that, Committee Meeting is scheduled on 20.03.2020 regarding the maintenance activities of the campus. All are asked to attend the meeting.

Venue: Principal Chamber

Time: 10.30 am

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MAINTENANCE COMMITTEE MEETING

Minutes of the meeting of the RAAK Arts and Science College Maintenance Committee held on Friday, 20th March 2020, at 11.00 am in Placement cell.

AGENDA

- Review of Previous Meeting.
- To discuss the pending repair and service works in different departments.
- To maintain water supply, cleaning of drinking water, cleaning of the campus, etc.,

S.No	NAME OF THE COMMITTEE MEMBERS	DESIGNATION	SIGNATURE
1	Dr. G. Mohammed Nazar	Principal	
2	Mr. A. Mohamed jakria	Supervisor	
3	Mr. R. Anitha	Administrative officer	
4	Mrs. R. Devagi	HOD/Dept of Commerce	
5	Mr. S.Kalimuthu	Assistant Professor	
6	Ms. Ezhilarasi	Office Assistant	



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MINUTES OF MEETING

- The Work Completion of last meeting was discussed.
- The Committee discussed on RO System, Cleaning of Water tank, common rooms & ensured the next cleaning date of water tank and RO Systems.
- The Co convener assured the Plumbing and Furniture repair works completion for various departments if any on priority basis within a week.
- The tank Coordinator for tanks was instructed to check the water supply for students rest room.
- The Work Completion and cleanliness were also discussed in the meeting as any other points.

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RAAK/ADMIN/2020-21/29

07.09.2020

CIRCULAR

It is hereby informed to the Maintenance Committee Members of RAAK Arts and Science College that, Committee Meeting is scheduled on **11.09.2020** regarding the maintenance activities of the campus. All are asked to attend the meeting.

Venue: Principal Chamber

Time: 2.30 pm

A. M. H. N. S.

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MAINTENANCE COMMITTEE MEETING


Minutes of the meeting of the RAAK Arts and Science College Maintenance Committee held on Friday 11th September 2020, at 2.30 pm in Placement cell.

AGENDA

- Review of Previous Meeting. February
- Beautification of the Garden/Lawn.
- To monitor the ground water supply regularly.
- The repairing and replacing with the new furniture.
- Plan for major annual events in the college, such as annual day, sports events, cultural events, etc.

S.No	NAME OF THE COMMITTEE MEMBERS	DESIGNATION	SIGNATURE
1	Dr. G. Mohammed Nazar	Principal	G. Mohammed Nazar
2	Mr. A. Mohamed jakria	Supervisor	A. Mohamed jakria
3	Mr. R. Anitha	Administrative officer	R. Anitha
4	Mrs. R. Devagi	HOD/Dept of Commerce	R. Devagi
5	Mr. S. Kalimuthu	Assistant Professor	S. Kalimuthu
6	Ms. Ezhilarasi	Office Assistant	Ezhilarasi




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MINUTES OF MEETING

- The Work Completion of Last meeting was discussed.
- The Members decided to restructure the Gardening work.
- They also discussed about the Ground Water supply.
- The Co Convener assured the Plumbing and Furniture repair works completion for various departments if any on priority basis within a week.
- The Committee members were instructed to get the requirements of various lab department purchases for sports events.

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RAAK/ADMIN/2020-2021/23

18.01.2021

CIRCULAR

It is hereby informed to the Maintenance Committee Members of RAAK Arts and Science College that, Committee Meeting is scheduled on 22.01.2021 regarding the maintenance activities of the campus. All are asked to attend the meeting.

Venue: Principal Chamber

Time: 3.30 pm

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MAINTENANCE COMMITTEE MEETING

Minutes of the meeting of the RAAK Arts and Science College Maintenance Committee held on Friday, 22 January 2021, at 3.30 pm in Placement cell.

AGENDA

- Review of Previous Meeting.
- Quality of raw materials, discussion on the Breakfast menu.
- Machinery and Equipment which are unserviceable or beyond economic repairs.
- To maintenance of Library.
- Regular cleaning of all floors, classrooms, laboratories and restrooms by the housekeeping team.

S.No	NAME OF THE COMMITTEE MEMBERS	DESIGNATION	SIGNATURE
1	Dr. G. Mohammed Nazar	Principal	G. Mohammed Nazar
2	Mr. A. Mohamed jakria	Supervisor	A. Mohamed Jakria
3	Mr. R. Anitha	Administrative officer	R. Anitha
4	Mrs. R. Devagi	HOD/Dept of Commerce	R. Devagi
5	Mr. S.Soundarrajan	Assistant Professor	S. Soundarrajan
6	Ms. Ezhilarasi	Office Assistant	E. Ezhilarasi



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MINUTES OF MEETING

- The Director Sir and Principal Mam informed the committee about changing, it was advised that breakfast & lunch should be provided to the students in good quality of the menu.
- Scrap disposal action was initiated by principal.
- The Implementation of Best Control in library was discussed in the meeting.
- The Other Points for discussion was housekeeping arrangements, Gardening requirements, tank cleaning.

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RAAK/ADMIN/2021-22/22

04.08.2021

CIRCULAR

It is hereby informed to the Maintenance Committee Members of RAAK Arts and Science College that, Committee Meeting is scheduled on 08.08.2021 regarding the maintenance activities of the campus. All are asked to attend the meeting.

Venue: Principal Chamber

Time: 10.30 am

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MAINTENANCE COMMITTEE MEETING

Minutes of the meeting of the RAAK Arts and Science College Maintenance Committee held on Monday, 8 August 2021, at 10.30 am in Placement cell.

AGENDA

- Review of Previous Meeting.
- The repairing of Door, Window and painting in the conference hall.
- Plan for the major purchase requirement for the electrical work.
- To discuss the proper cleaning of water tank.

S.No	NAME OF THE COMMITTEE MEMBERS	DESIGNATION	SIGNATURE
1	Dr. G. Mohammed Nazar	Principal	
2	Mr. A. Mohamed jakria	Supervisor	
3	Mr. R. Anitha	Administrative officer	
4	Mrs. R. Devagi	HOD/Dept of Commerce	
5	Mr.S .Soundarrajan	Assistant Professor	
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MINUTES OF MEETING

- The work completion of Last meeting was discussed.
- The Co convener assured the electricity work completion for various departments on priority basis within a week.
- Repairing work of Door, Window and painting in the conference hall.
- Committee also discussed on cleaning of water tank in appropriate intervals.

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RAAK/ADMIN/2021-22/25

21.03.2022

CIRCULAR

It is hereby informed to the Maintenance Committee Members of RAAK Arts and Science College that, Committee Meeting is scheduled on **25.03.2022** regarding the maintenance activities of the campus. All are asked to attend the meeting.

Venue: Principal Chamber

Time: 1.30 pm

A. H. H. No 2.

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MAINTENANCE COMMITTEE MEETING

Minutes of the meeting of the RAAK Arts and Science College Maintenance Committee held on Friday, 25 March 2022, at 1.30 pm in Placement cell.

AGENDA

- Review of Previous Meeting.
- The repairing of class room furniture and replacing the inaccessible
- Plan for the major purchase requirement for the annual day, sports events, cultural events, etc.;
- To discuss the requirements of Garden maintenance.

S.No	NAME OF THE COMMITTEE MEMBERS	DESIGNATION	SIGNATURE
1	Dr. G. Mohammed Nazar	Principal	
2	Mr.A.Mohamed jakria	Supervisor	
3	Mr. R. Anitha	Administrative officer	
4	Mrs. R. Devagi	HOD/Dept of Commerce	
5	Mr.S.Soundarrajan	Assistant Professor	
6	Ms.Ezhilarasi	Office Assistant	



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MINUTES OF MEETING:

- The Work Completion of last meeting was discussed.
- The co convener assured the Plumbing and furniture repair work completion for various departments on priority basis within a week.
- Committee members were asked to arrange the requirements of various vents, like annual day, sports day etc,;
- Committee also discussed on the requirements of Garden maintenance for the 'Go Green Campus'
- The Safety & Security Coordinator was instructed to check the Fire Extinguisher and CCTV Camera weekly once.

A. M. H. No 2.

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RAAK/ADMIN/2022-23/25

12.09.2022

CIRCULAR

It is hereby informed to the Maintenance Committee Members of RAAK Arts and Science College that, Committee Meeting is scheduled on 16.09.2022 regarding the maintenance activities of the campus. All are asked to attend the meeting.

Venue: Principal Chamber

Time: 3.30 pm

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MAINTENANCE COMMITTEE MEETING

Minutes of the meeting of the RAAK Arts and Science College Maintenance Committee held on Friday, 16 September 2022, at 3.30 pm in Placement cell.

AGENDA

- Review of Previous Meeting.
- To discuss the requirements of Electrical maintenance.
- Plan major annual events in the college, such as annual day, sports events, cultural events, etc.;
- To ensure regular maintenance of the building, equipment's, of the institute.

S.No	NAME OF THE COMMITTEE MEMBERS	DESIGNATION	SIGNATURE
1	Dr. V. Ramnath	Principal	
2	Mr.A.Mohamed jakria	Supervisor	A. Mohamed Jakria
3	Mr. R. Anitha	Administrative officer	
4	Mrs. R. Devagi	HOD/Dept of Commerce	
5	Mr.S.Soundarrajan	Assistant Professor	S. Soundarrajan
6	Ms.Ezhilarasi	Office Assistant	Ezhilarasi



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MINUTES OF MEETING:

- The Work Completion of Last meeting was discussed.
- Discussed on Electrical requirement, to be fulfilled on next week.
- Committee members asked students to arrange the requirements of various events, like annual day, sports day etc.,
- Ensured the regular activities of Maintenance committee.

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RAAK/ADMIN/2022-23/25

20.03.2023

CIRCULAR

It is hereby informed to the Maintenance Committee Members of RAAK Arts and Science College that, Committee Meeting is scheduled on 27.03.2023 regarding the maintenance activities of the campus. All are asked to attend the meeting.

Venue: Principal Chamber

Time: 3.30 pm

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MAINTENANCE COMMITTEE MEETING

Minutes of the meeting of the RAAK Arts and Science College Maintenance Committee held on Friday, 27 March 2023, at 3.30 pm in Placement cell.

AGENDA

- Review of Previous Meeting.
- To discuss the requirements of Electrical maintenance.
- Plan major annual events in the college, such as annual day, sports events, cultural events, etc.;
- To ensure regular maintenance of the building, equipment's, of the institute.

S.No	NAME OF THE COMMITTEE MEMBERS	DESIGNATION	SIGNATURE
1	Dr. V. Ramnath	Principal	
2	Mr.A.Mohamed jakria	Supervisor	A. Mohamed Jakria
3	Mr. R. Anitha	Administrative officer	
4	Mrs. R. Devagi	HOD/Dept of Commerce	
5	Mr.S.Soundarrajan	Assistant Professor	S. Soundarrajan
6	Ms.Ezhilarasi	Office Assistant	Ezhilarasi



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MINUTES OF MEETING:

- The Work Completion of Last meeting was discussed.
- Overhead water tank maintenance.
- Plumping works for all floors
- Maintenance in gardens.
- Classroom maintenance to be coordinated.
- Computer maintenance should be coordinated.

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