



MEENAKSHI

ACADEMY OF HIGHER EDUCATION & RESEARCH
DEEMED TO BE UNIVERSITY U/S 3 OF UGC ACT, 1956

Prof. Dr. R. S. Neelakandan, MDS, IFHNO (USA)

Vice Chancellor

Ref: MAHER/VC/021/2022

14-03-2022

CIRCULAR

The Second Maintenance committee for the Academic Year **2021-2022** will be conducted on **18-03-2022** from 12.30 PM to 1.30 PM in the Boarding room, MAHER. All the committee members were requested to attend the same.

S. No	NAME	DESIGNATION	ROLE
1.	Dr. R. S. Neelakandan	Vice Chancellor	Chair-Person
2.	Dr. G. H. Midhun Kumar	Vice Principal, MMCHRI	Member Secretary
3.	Dr. Virendra Kumar	Professor, MMCHRI	Faculty Member
4.	Dr. Harsha Vardhan	Professor, MADCH	Faculty Member
5.	Dr. Ragu Ganesh	Associate Professor, MADCH	Faculty Member
6.	Prof. R. Parthasarathy	Principal, FPT	Faculty Member
7.	Mr. Hari Hara Subramaniam	Assistant Professor, FPT	Faculty Member
8.	Mrs. V. Shanthi	Principal, FHS	Faculty Member
9.	Mrs. G. Gowri	Professor, MCON	Faculty Member
10.	Ms. Catherine	Associate Professor, MCON	Faculty Member
11.	Dr. Murugesan	Principal, FYST	Faculty Member
12.	Mr. Sabeer Ahmed Malik	Finance Officer	Member
13.	Mr. Sridhar	Maintenance Supervisor	Member
14.	Mr. Sampson	IT Director	Member
15.	Mr. Vijaykumar	Librarian	Member



16.	Mr. Lokesh	IT Engineer	Member
17.	Mr. Poovarasam	Bio Medical Engineer	Member
18.	Mr. Boobalan	Civil Engineer	Member
19.	Mr. Vishwanathan	Electrical Engineer	Member
20.	Mr. Sudhakar	A/C Technician	Member
21.	Mr. Balamurugan	Hostel Supervisor	Member
22.	Mr. ThamaraiSelvan	Hostel In-Charge	Member
23.	Mr. Yugha	Electrician Supervisor	Member
24.	Mr. Raja	Electrician	Member
25.	Mr. Rajasekar	Plumber	Member
26.	Mr. Narayanan	Transport In-Charge	Member
27.	Mr. Purushothaman	House Keeping Supervisor	Member
28.	Mrs. Bhuvaneshwari	House Keeping In- Charge	Member
29.	Mr. Palanivel	Store In-Charge	Member
30.	Mr. Periyasamy	Garden In-Charge	Member
31.	Ms. Kalpana	Sports In-Charge	Member


Chairperson

Maintenance Committee

Copy to:

Central IQAC, MAHER
Office, MAHER
Office, MMCHRI
Office, MADCH
Office, MCON


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(Deemed To be University),
No.12, Vembuliamman Koil Street,
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MAINTENANCE COMMITTEE MEETING

Name of the meeting: Maintenance Committee meeting for the Academic Year 2021-2022		
Venue: Board room, MAHER	Date: 18-03-2022	Time: 12:30 PM -1:30 PM
Chair-Person	Dr. R. S. Neelakandan	
Secretary	Dr. G. H. Midhun Kumar	
Members	Designation	Signature
Dr. Virendra Kumar	Professor, MMCHRI	Virendra Kumar
Dr. Harsha Vardhan	Professor, MADCH	Harsha
Dr. Ragu Ganesh	Associate Professor, MADCH	Ragu Ganesh
Prof. R. Parthasarathy	Principal, FPT	R. Parthasarathy
Mr. Hari Hara Subramaniam	Assistant Professor, FPT	Hari Hara Subramaniam
Mrs. V. Shanthi	Principal, FHS	V. Shanthi
Mrs. G. Gowri	Professor, MCON	G. Gowri
Ms. Catherine	Associate Professor, MCON	Catherine
Dr. Murugesan	Principal, FYST	Murugesan
Mr. Sabeer Ahmed Malik	Finance Officer	Sabeer Ahmed Malik
Mr. Sridhar	Maintenance Supervisor	Sridhar
Mr. Sampson	IT Director	Sampson
Mr. Vijaykumar	Librarian	Vijaykumar
Mr. Lokesh	IT Engineer	Lokesh
Mr. Poovarasana	Bio Medical Engineer	Poovarasana
Mr. Boobalan	Civil Engineer	Boobalan



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Mr. Vishwanathan	Electrical Engineer	Vishwanathan
Mr. Sudhakar	A/C Technician	Sudhakar
Mr. Balamurugan	Hostel Supervisor	Balamurugan
Mr. ThamaraiSelvan	Hostel In-Charge	ThamaraiSelvan
Mr. Yugha	Electrician Supervisor	Yugha
Mr. Raja	Electrician	Raja
Mr. Rajasekar	Plumber	Rajasekar
Mr. Narayanan	Transport In-Charge	Narayanan
Mr. Purushothaman	Housekeeping Supervisor	Purushothaman
Mrs. Bhuvaneshwari	House Keeping In- Charge	Bhuvaneshwari
Mr. Palanivel	Store Keeper	Palanivel
Mr. Periyasamy	Gardener	Periyasamy
Ms. Kalpana	Sports In-Charge	Kalpana
Agenda	The Agenda for the Meeting: <ol style="list-style-type: none">1. To confirm the minutes of the previous meeting held on 26.10.2021.2. To review the action taken report of the previous meeting.3. Discussion on Budget utilization of the Financial Year 2021-2022.4. Budget allocation for the Financial Year 2022-2023.5. Any other suggestions.	

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Chairperson
Maintenance Committee

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MINUTES OF THE MEETING

The Second Maintenance committee for the Academic Year **2021-2022** was conducted on **18-03-2022** from 12.30 PM to 1.30 PM in the Board Room, MAHER with all the Committee members. The Member secretary welcomed the chairperson and all the members to the meeting and the following points were discussed:

Agenda 1: To confirm the minutes of the previous meeting held on 26.10.2021.

It was resolved that the minutes of the previous meeting held on 26.10.2021 was confirmed.

Agenda 2: To review the action taken report of the previous meeting.

It was resolved that the action taken report of the previous meeting was reviewed by the committee members.

Agenda 3: Discussion on Budget utilization of the Financial Year 2021-2022

Overall expenditure incurred on the Maintenance of the Physical and Academic support facilities was 3091 lakhs which constitutes to the expenditure on the Maintenance of Academic support Facility was 1153 lakhs and on the Maintenance of the Physical Facility was 1938 lakhs for the Financial Year 2021-2022.

Agenda 4: Budget allocation for the Financial year 2022-2023

Budget of Rs. 3000 Lakhs was allotted for the Financial Year 2022-2023 which was announced by the Finance Officer.

Agenda 5: Any other suggestions

Suggestions were given to improve the green cover of the campus.

The member secretary thanks the members and the meeting ended.

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Chairperson
Maintenance Committee

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MAINTENANCE COMMITTEE

DATE: 31.03.2022

MEETING REVIEW OUTPUT

S. No	AGENDA	ACTION PLAN
1	Confirmation of the minutes of the last Maintenance committee meeting	Minutes were confirmed during the meeting.
2	Review of the action taken report of the previous meeting	Action taken report was reviewed during the meeting.
3	Greening of the campus	The work was assigned to Mr. Periyasamy for the beautification of the campus and planting new saplings around the campus of constituent college under MAHER

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Prof. Dr. R. S. Neelakandan, MDS, IFHNO (USA)

Vice Chancellor

Ref: MAHER/VC/088/2021

21-10-2021

CIRCULAR

The first Maintenance committee for the Academic Year **2021-2022** will be conducted on 26-10-2021 from 12.00 PM to 1.00 PM in the Board Room, MAHER. All the committee members were requested to attend the same.

S. No	NAME	DESIGNATION	ROLE
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14.	Mr. Sampson	IT Director	Member
15.	Mr. Vijay kumar	Librarian	Member



16.	Mr. Lokesh	IT Engineer	Member
17.	Mr. Poovarasan	Bio Medical Engineer	Member
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27.	Mr. Purushothaman	Housekeeping Supervisor	Member
28.	Mrs. Bhuvaneshwari	Housekeeping In-Charge	Member
29.	Mr. Palanivel	Store In-Charge	Member
30.	Mr. Periyasamy	Garden In-Charge	Member


Chairperson

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MAINTENANCE COMMITTEE MEETING

Name of the meeting: Maintenance Committee meeting for the Academic Year 2021-2022		
Venue: Board room, MAHER	Date: 26-10-2021	Time: 12:00 PM -1:00PM
Chair-Person	Dr. R. S. Neelakandan	
Secretary	Dr. G. H. Midhun Kumar	
Members	Designation	Signature
Dr. Virendra Kumar	Professor, MMCHRI	
Dr. Harsha Vardhan	Professor, MADCH	
Dr. Ragu Ganesh	Associate Professor, MADCH	
Prof. R. Parthasarathy	Principal, FPT	
Mr. Hari Hara Subramaniam	Assistant Professor, FPT	
Mrs. V. Shanthi	Principal, FHS	
Mrs. G. Gowri	Professor, MCON	
Ms. Catherine	Associate Professor, MCON	
Dr. Murugesan	Principal, FYST	
Mr. Sabeer Ahmed Malik	Finance Officer	
Mr. Sreenath	Maintenance Supervisor	
Mr. Sridhar	Facilities	
Mr. Sampson	IT Director	
Mr. Vijaykumar	Librarian	
Mr. Lokesh	IT Engineer	
Mr. Poovarasam	Bio Medical Engineer	



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Mr. Boobalan	Civil Engineer	Boobalan
Mr. Vishwanathan	Electrical Engineer	Vishwanathan
Mr. Sudhakar	A/C Technician	Sudhakar
Mr. Balamurugan	Hostel Supervisor	Balamurugan
Mr. Thamarai Selvan	Hostel In-Charge	Thamarai Selvan
Mr. Yugha	Electrician Supervisor	Yugha
Mr. Raja	Electrician	Raja
Mr. Rajasekar	Plumber	Rajasekar
Mr. Narayanan	Transport In-Charge	Narayanan
Mr. Purushothaman	Housekeeping Supervisor	Purushothaman
Mrs. Bhuvaneshwari	Housekeeping In-Charge	Bhuvaneshwari
Mr. Palanivel	Store In-Charge	Palanivel
Mr. Periyasamy	Garden In-Charge	Periyasamy
Agenda	The Agenda for the Meeting: <ol style="list-style-type: none">1. Maintenance under AMC chart for the Academic year 2021-2022.2. To discuss the submission of the condemned equipment list.3. Discussion on Vehicle Maintenance of all constituent colleges.4. Any other suggestions.	

Chairperson
Maintenance Committee

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MINUTES OF THE MEETING

The first Maintenance committee for the academic year **2021-2022** was conducted on **26-10-2021** from 12.00 PM to 1.00 PM in the Board Room, MAHER with all the Committee members. The Member secretary greeted all the members and the following points were discussed:

Agenda 1: Maintenance under AMC chart for the Academic year 2021-2022.

It was resolved that the maintenance of physical and academic support facility entitled under External Maintenance should be intimated to the finance officer and the Maintenance supervisor of MAHER.

Agenda 2: To discuss the submission of the condemned equipment list.

It was resolved that the List of the equipments that are beyond repair and restoration from all constituent colleges should be submitted to the Maintenance Supervisor, MAHER.

Agenda 3: Discussion on Vehicle Maintenance of all constituent college campuses.

FC papers and Vehicle services should be done and to be intimated to the maintenance supervisor of respective college campuses.

Agenda 4: Any other suggestions

Suggestions were dropped in Maintaining the bio-gas plant.

The meeting ended with the Vote of Thanks.

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MAINTENANCE COMMITTEE

DATE: 30.10.2021


MEETING REVIEW OUTPUT

S. No	AGENDA	ACTION TAKEN
1.	Intimation of the maintenance works of the external maintenance team to the MAHER finance officer.	The information was intimated to Mr. Sabeer Ahmed Malik, Finance officer, MAHER.
2.	Submission of the condemned equipment list to the MAHER	Condemned equipment list was presented to the Maintenance Supervisor, MAHER
3.	Vehicle Maintenance in all constituent college campuses.	Services of vehicles are done based on the requirement and it was intimated to the maintenance supervisor of respective college campuses.



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