



# 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/019/2023

Date: 14.03.2023

## CIRCULAR

The Second Maintenance committee for the Academic Year 2022-2023 will be conducted on 20.03.2023 from 12.30 PM to 1.30 PM in the Board 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. Mithun Kumar	Vice Principal, MMCHRI	Member Secretary
3	Dr. Harsha Vardhan	Professor, MADCH	Faculty Member
4	Prof. R. Parthasarathy	Principal, FPT	Faculty Member
5	Mr. Hari Hara Subramanyan P V	Assistant Professor, FPT	Faculty Member
6	Dr. V. Shanthy	Principal, FHS	Faculty Member
7	Ms. Jones Marina. N. V	Associate Professor, MCON	Faculty Member
8	Dr. Thephilah Catherine	Assistant Professor, MCON	Faculty Member
9	Dr. Murugesan	Principal, FYST	Faculty Member
10	Mr. Sabeer Ahmed Malik	Finance Officer	Member
11	Mr. Sridhar	Maintenance Supervisor	Member
12	Mr. Sampson	IT Director	Member
13	Mr. Vijay kumar	Librarian	Member
14	Mr. Lokesh	IT Engineer	Member
15	Mr. Kalaiselvan	Bio Medical Engineer	Member
16	Mr. Arun Kumar	Civil Engineer	Member
17	Mr. Muthu Kumar	Electrical Engineer	Member
18	Mr. Sudhakar	A/C Technician	Member
19	Mr. Balamurugan	Hostel Supervisor	Member
20	Mr. Thamarai Selvan	Hostel In-Charge	Member
21	Mr. Yugha	Electrician Supervisor	Member
22	Mr. Raja	Electrician	Member



23	Mr. Rajasekar	Plumber	Member
24	Mr. Narayanan	Transport In-Charge	Member
25	Mr. Purushothaman	Housekeeping Supervisor	Member
26	Mrs. Bhuvaneshwari	Housekeeping In-Charge	Member
27	Mr. Palanivel	Store Keeper	Member
28	Mr. Periyasamy	Garden In-Charge	Member
29	Ms. Kalpana	Sports In-Charge	Member

  
Chairperson

Maintenance Committee

VICE CHANCELLOR  
MEENAKSHI ACADEMY OF HIGHER EDUCATION AND RESEARCH  
(Deemed To be University),  
No.12, Vembullamman Koil Street,  
West K.K.Nagar, Chennai - 600 078.

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Office, MAHER

Office, MMCHRI

Office, MADCH

Office, MCON



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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: 20-03-2023	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	
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. Sridhar	Maintenance Supervisor	
Mr. Sampson	IT Director	
Mr. Vijaykumar	Librarian	
Mr. Lokesh	IT Engineer	
Mr. Poovarasan	Bio Medical Engineer	




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Mr. Boobalan	Civil Engineer	<i>Boobalan</i>
Mr. Vishwanathan	Electrical Engineer	<i>Vishwanathan</i>
Mr. Sudhakar	A/C Technician	<i>Sudhakar</i>
Mr. Balamurugan	Hostel Supervisor	<i>Balamurugan</i>
Mr. ThamaraiSelvan	Hostel In-Charge	<i>ThamaraiSelvan</i>
Mr. Yugha	Electrician Supervisor	<i>Yugha</i>
Mr. Raja	Electrician	<i>Raja</i>
Mr. Rajasekar	Plumber	<i>Rajasekar</i>
Mr. Narayanan	Transport In-Charge	<i>Narayanan</i>
Mr. Purushothaman	Housekeeping Supervisor	<i>Purushothaman</i>
Mrs. Bhuvaneshwari	House Keeping In- Charge	<i>Bhuvaneshwari</i>
Mr. Palanivel	Store In-Charge	<i>Palanivel</i>
Mr. Periyasamy	Garden In-Charge	<i>Periyasamy</i>
Ms. Kalpana	Sports In-Charge	<i>Kalpana</i>
<b>Agenda</b>	<b>The Agenda for the Meeting:</b> <ol style="list-style-type: none"><li>1. To confirm the minutes of the previous meeting held on 15.10.2022.</li><li>2. To review the action taken report of the previous meeting.</li><li>3. Budget allocation for the Financial Year 2023-2024.</li><li>4. Any other suggestions.</li></ol>	

  
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Chairperson  
Maintenance Committee  
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Date: 20.03.2022

## MINUTES OF THE MEETING

The Second Maintenance committee for the Academic Year **2021-2022** was conducted on **20-03-2022** 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 15.10.2022.**

It was resolved that the minutes of the previous meeting held on 15.10.2022 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: Budget allocation for the Financial year 2023-2024.**

Budget of Rs. 3000 lakhs was allotted for the Financial Year 2023-2024 which was announced by the Finance Officer.


**Agenda 4: Any other suggestions**

Suggestions were given to maintain STP.

The member secretary thanks the members and the meeting ended.

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Chairperson  
Maintenance Committee  
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*Prof. Dr. R. S. Neelakandan, MDS, IFHNO (USA)*

*Vice chancellor*

Ref: MAHER/VC/093/2022

Date: 07.10.2022

## CIRCULAR

The first Maintenance committee for the Academic Year **2022-2023** will be conducted on **15.10.2022** from 12.30 PM to 1.30 PM in the Board 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. Mithun Kumar	Vice Principal, MMCHRI	Member Secretary
3	Dr. Harsha Vardhan	Professor, MADCH	Faculty Member
4	Prof. R. Parthasarathy	Principal, FPT	Faculty Member
5	Mr. Hari Hara Subramanyan P V	Assistant Professor, FPT	Faculty Member
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7	Ms. Jones Marina. N. V	Associate Professor, MCON	Faculty Member
8	Dr. Thephilah Catherine	Assistant Professor, MCON	Faculty Member
9	Dr. Murugesan	Principal, FYST	Faculty Member
10	Mr. Sabeer Ahmed Malik	Finance Officer	Member
11	Mr. Sridhar	Maintenance Supervisor	Member
12	Mr. Sampson	IT Director	Member
13	Mr. Vijay kumar	Librarian	Member
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15	Mr. Kalaiselvan	Bio Medical Engineer	Member
16	Mr. Arun Kumar	Civil Engineer	Member
17	Mr. Muthu Kumar	Electrical Engineer	Member
18	Mr. Sudhakar	A/C Technician	Member
19	Mr. Balamurugan	Hostel Supervisor	Member
20	Mr. Thamarai Selvan	Hostel In-Charge	Member
21	Mr. Yugha	Electrician Supervisor	Member
22	Mr. Raja	Electrician	Member

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URL: www.maherdeemedtobeuniversity.org | www.maher.ac.in





23	Mr. Rajasekar	Plumber	Member
24	Mr. Narayanan	Transport In-Charge	Member
25	Mr. Purushothaman	Housekeeping Supervisor	Member
26	Mrs. Bhuvaneshwari	Housekeeping In-Charge	Member
27	Mr. Palanivel	Store Keeper	Member
28	Mr. Periyasamy	Garden In-Charge	Member
29	Ms. Kalpana	Sports In-Charge	Member

  
Chairperson

Maintenance Committee

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## MAINTENANCE COMMITTEE MEETING

<b>Name of the meeting:</b> Maintenance Committee meeting for the Academic Year 2022-2023		
<b>Venue:</b> Board room, MAHER	<b>Date:</b> 15-10-2022	<b>Time:</b> 12:30 PM -1:30 PM
<b>Chair-Person</b>	Dr. R. S. Neelakandan	
<b>Secretary</b>	Dr. Midhun Kumar	
<b>Members</b>	<b>Designation</b>	<b>Signature</b>
Dr. Harsha Vardhan	Professor, MADCH	Harsha
Prof. R. Parthasarathy	Principal, FPT	Parthasarathy
Mr. Hari Hara Subramanyan P V	Assistant Professor, FPT	P. V. Hari Hara
Dr. V. Shanthi	Principal, FHS	V. Shanthi
Ms. Jones Marina. N. V	Associate Professor, MCON	Jones Marina
Dr. Thephilah Catherine	Assistant Professor, MCON	Thephilah 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. Vijay kumar	Librarian	Vijay Kumar
Mr. Lokesh	IT Engineer	Lokesh
Mr. Kalaiselvan	Bio Medical Engineer	Kalaiselvan
Mr. Arun Kumar	Civil Engineer	Arun Kumar
Mr. Muthu Kumar	Electrical Engineer	Muthu Kumar





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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 Keeper	Palanivel
Mr. Periyasamy	Garden In-Charge	Periyasamy
Ms. Kalpana	Assistant Physical Director	Kalpana
<b>Agenda</b>	<b>The Agenda for the Meeting:</b> <ol style="list-style-type: none"><li>1. Maintenance under AMC chart for the Academic Year 2022-2023.</li><li>2. Discussion on Maintenance of IT facilities of MAHER.</li><li>3. To submit the list of the condemned equipment from all constituent colleges under MAHER.</li><li>4. Discussion on Maintenance of sports facility of all constituent colleges under MAHER.</li><li>5. Any other suggestions.</li></ol>	

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Chairperson

Maintenance Committee

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DATE: 15-10-2022

## MINUTES OF THE MEETING

The first Maintenance committee for the Academic Year **2022-2023** was conducted on **15-10-2022** from 12.30 PM to 1.30 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 2022-2023.**

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, MAHER.

**Agenda 2: Discussion on Maintenance of IT facilities of MAHER**

Maintenance of MAHER IT facilities like computers, projectors, smart board, printers, scanner etc to be carried out by the internal IT team and to be reported to the IT director.

**Agenda 3: To submit the list of the condemned equipment from all constituent colleges under MAHER.**

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 4: Discussion on Maintenance of sports facility of all constituent colleges under MAHER.**

It was resolved that the Maintenance on sports equipments and grounds of all constituent colleges should be done by the Assistant physical director.

**Agenda 5: Any other suggestions**

Suggestions were dropped to renovate the Auditorium of MAHER.

The meeting ended with the Vote of Thanks.

Maintenance Committee

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## MAINTENANCE COMMITTEE

DATE: 30.10.2022

### 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.	Maintenance of IT facilities.	The internal IT team submitted a list to the IT Director.
3.	Submission of the condemned equipment list to the MAHER.	Condemned equipment list was presented to the Maintenance Supervisor, MAHER.
4.	Maintenance of sports facility of all constituent colleges.	Maintenance of sports facility of all constituent colleges was initiated.

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