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CAUVERY COLLEGE FOR WOMEN (AUTONOMOUS) TRICHY-18  
INFRASTRUCTURE MAINTENANCE COMMITTEE MEETING (2021-22)

CIRCULAR

Date : 05/04/2022

To : Members of Infrastructure Maintenance Committee

Sub: Infrastructure Maintenance Committee on 5/4/2022

This is to inform the Members of Infrastructure Maintenance Committee to be present in the Rameshwari Nallusamy Hall on 5<sup>th</sup> April, 2022 for the Even Semester Meeting.

The Meeting will begin at 01.30 pm sharp.

CATEGORY	NO	DESIGNATION
Principal	1	Dr.V.Sujatha
Office	1	Mr.G.Rajkumar
Vice-Principals	2	Dr.S.Ramalakshmi Dr.S.Shameem
Physical Directress	1	Dr.B.BabyShakila
<b>B Block</b>	16	
Ground Floor		Dr.R.MerlinPackiam
First Floor		Dr.M.Parveen
Second Floor		Dr.P.Pungayee@Amirtham
Third Floor		Dr.B.Thamilmaraiselvi
<b>C Block</b>		Dr.G.Maheswari
Ground Floor		Dr.R.Rameshwari
First Floor		Dr.S.Jayashree Agarwal
Second Floor		Dr.G.Mettilda Buvaneswari
Third Floor		

<b>D Block</b>		Dr.S.Premalatha
Ground Floor		Ms.S.Pommi
First Floor		Dr.S.Sudha
Second Floor		Dr.J.Tamilselvi
Third Floor		Dr.A.R.Gomathi
<b>E Block</b>		Dr.A.Yasodha
First Floor		Dr.N.Subha
Second Floor		
Third Floor		
Auditorium		Mr.P.Guhanraj
Student Representatives	3	College Union President College Union Secretary College Union Treasurer

# CAUVERY COLLEGE FOR WOMEN (AUTONOMOUS), TRICHY-18

## INFRASTRUCTURE MAINTENANCE COMMITTEE MEETING

Date : 05.04.2022

Time: 1:30 pm

### MEMBERS PRESENT

S.No.	Members	Designation	Signature
1	Dr.V.Sujatha	Principal	
2	Mr.G.Rajkumar	Manager	
3	Dr.S.Ramalakshmi	Vice-Principal	
4	Dr.S.Shameem	Vice-Principal	
5	Dr.B.BabyShakila	Physical Directress	
6	Dr.R.Merlin Packiam	Assoc.Prof.&Head,Dept of BCA	
7	Dr.M.Parveen	Professor &Head, Dept. of IT	
8	Dr.P.Pungayee@Amirtham	Asst. Prof.&Head Dept. Of Chem.	
9	Dr.B.Thamilmaraiselvi	Professor &Head, Dept. of MB	
10	Dr.G.Maheswari	Assoc.Prof.&Head,Dept.of Physics	
11	Dr.R.Rameshwari	Asst. Prof & Head,Dept of Biotech	
12	Dr.S.Jayashree Agarwal	Asst Prof & Head,Dept of English	
13	Dr.G.Mettilda Buvaneshwari	Assoc.Prof.&Head,Dept.of SW	
14	Dr.S.Premalatha	Prof & Head,Dept. of Mathematics	
15	Ms.S.Pommi	Librarian	
16	Dr.S.Sudha	Assoc Prof.Head In-charge,PG Com.	
17	Dr.J.Tamilselvi	Assoc. &Head,Dept.of BBA	
18	Dr.A.R.Gomathi	Assoc.Prof.,Dept.of Tamil	
19	Dr.A.Yasodha	Assoc Prof.,Dept of Tamil	
20	Dr.N.Subha	Assoc.Prof.,Dept of Tamil	
21	Mr.P.Guhanraj	Cultural Coordinator	
22.	Student Representatives	College Union President College Union Secretary College Union Treasurer	

**CAUVERY COLLEGE FOR WOMEN (AUTONOMOUS) TRICHY-18**  
**INFRASTRUCTURE MAINTENANCE COMMITTEE MEETING (2021-22)**

**AGENDA**

*W*  
*2.4.22*

**Date : 05/04/2022**

**To : Members of Infrastructure Maintenance Committee**

**Sub: Infrastructure Maintenance Committee on 5/4/2022**

This is to inform the Members of Infrastructure Maintenance Committee to be present in the **Rameshwari Nallusamy Hall** on **5<sup>th</sup> April, 2022** for the **Even Semester** Meeting.

The Meeting will begin at 01.30 pm sharp.

Purpose of the Meeting :

1. Computer Labs and LCDs of classrooms maintained by Dr. Parveen .
2. AoE Lab & Language Lab maintained by Dr. Jayashree & Dr. P. Urnila
3. The HOD's/ Floor In-charges should go on rounds regularly.
4. The maintenance of the Grievance Register of all the Departments.
5. The overall register is maintained by the Physical Directress Dr.B.Baby Shakila

## Infrastructure Maintenance Committee

### Report

- The members of the Infrastructure Maintenance Committee met by 1.30 p.m on 5.4. 2022 at the Rameshwari Nallusamy Hall. The Principal Dr.V.Sujatha chaired the meet with all the designated members. The purpose of the meeting started with the Review of the maintenance of Computer Labs and LCDs installed in the classrooms which was elaborated by Dr.Parveen,Head, Department of Information Technology.
- A Review on the AOE-Lab & Language Lab maintained by Dr.S. Jayashree Agarwal & Dr. P.Urmila, Heads, Department of English was presented.
- The plan for the proper maintenance of the Auditorium was discussed.
- Maintenance of the Department Register by all the departments was analysed.
- Dr.Baby Shakila,the Physical Directress presented The Over all Register maintained by her in the meeting.

Principal Dr.V.Sujatha emphasized that the first year students should be trained more towards cleanliness and hygiene as they were not much aware of the cleanliness and maintenance of infrastructural facilities.

She insisted that the Auditorium should receive extra care in maintenance as the students utilize it for various purposes like Monday assembly, Meetings, Programmes and Competitions. Madam also directed that more awareness programmes on hygiene and health in the Monday Morning Assembly –CESGA would reinforce the notion on the importance of maintaining cleanliness in and around the campus.

The meeting ended with the updation from the floor incharges that their visits are regular and the registers are maintained and regularly updated by the departments. The manager Mr.Rajkumar also explained the different methodologies practised to maintain the records of support staff like the Electrician, contingent staff and the gardener. The Over all register to record the above purpose is maintained by the Physical Directress Dr. Baby Shakila.



V. Sujatha  
5.4.22

Principal  
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Tiruchirappalli - 620 018.  
Tamilnadu.