



SATHYABAMA

INSTITUTE OF SCIENCE AND TECHNOLOGY

(DEEMED TO BE UNIVERSITY)

Accredited "A" Grade by NAAC | 12B Status by UGC | Approved by AICTE

www.sathyabama.ac.in

**SCHOOL OF BUILDING AND ENVIRONMENT
DEPARTMENT OF ARCHITECTURE
M. Arch (Building management)**

**PROFESSIONAL TRAINING (S84APT)
DEC 2020 - JAN 2021**

Name of the Student : M.SUDHARSUN

Semester : III

Reg No. : 40840016

Batch : 2020-22



SATHYABAMA

INSTITUTE OF SCIENCE AND TECHNOLOGY

(DEEMED TO BE UNIVERSITY)

Accredited "A" Grade by NAAC | 12B Status by UGC | Approved by AICTE

www.sathyabama.ac.in

SCHOOL OF BUILDING AND ENVIRONMENT

DEPARTMENT OF ARCHITECTURE

M. Arch (Building management)

VIVA-VOCE EXAMINATION

This is to certify that the Professional Training Report (S84APT) is the work of M.SUDHARSUN who had undergone training in BUILTEC **engineers & consultants and** has been monitored by the continuous assessment during Dec 2021 to Jan 2022.

Dr. Devyani Gangopadhyay
HOD AND DEAN

Submitted for Viva voce Examination held on 01/02/2022

Internal Examiner
(Ar. Sukirtha Suresh)

External Examiner
(Ar Hena Damodharan)



SATHYABAMA

INSTITUTE OF SCIENCE AND TECHNOLOGY
(DEEMED TO BE UNIVERSITY)

Accredited "A" Grade by NAAC | 12B Status by UGC | Approved by AICTE

www.sathyabama.ac.in

DECLARATION

I SUDHARSUN hereby declare that this Professional Training Report for 30 days **from 3rd Dec 2021 to 6th Jan 2022** done by me under the guidance of **PM. VISWANATHAN** is submitted in partial fulfillment of the requirements for the completion of practical training session.

DATE : 01/02/2022

PLACE : Chennai

A handwritten signature in blue ink, appearing to be 'Sudharsun', is written on a horizontal line.

SIGNATURE OF CANDIDATE

ACKNOWLEDGEMENT

I am pleased to acknowledge my sincere thanks to Board of Management of **SATHYABAMA INSTITUTE OF SCIENCE & TECHNOLOGY** for their kind encouragement in doing this project and for completing it successfully. I am grateful to them.

I convey my thanks to **Dr. Devyani Gangopadhyay Dean, School of building and Environment** for providing me necessary support and details at the right time during the progressive reviews.

I would like to express my sincere and deep sense of gratitude to **PM. Viswanathan and QC. Senthil Kumar** for his valuable guidance, suggestions and constant encouragement paved way for the successful completion of my Training.

I would also like to express my sincere thanks to Ar. Sukirtha Suresh (Internal Co-Ordinator) for her valuable guidance, during the entire Professional Training period.

I wish to express my thanks to all Teaching and Non-teaching staff members of the Department of Architecture who were helpful in many ways for the completion of the project.

I also thank **CEO HARINANDANAN, Builtec engineers & consultants, No.12 Jawaharlal Nehru Street, vgn nagar, nolambur Chennai 600037**

I also thank my Family and co.worker Ar. G.Gitanjali, Ar.Tharun for immense support.

CONFIRMATION LETTER



BUILTEC ENGINEERS AND CONSULTANTS
No.12, Jawaharlal Nehru Street, VGN Nagar, Phase - 4,
(Mogappair West), Maduravoyal P.O., Nolambur,
Chennai - 600095, TN. Ph: 044 - 42693779 / 42151577
info@bultecpmc.com | www.bultecpmc.com

Date: 01.12.2021

Lr. No: Bultec /Practical Training/1-2021

To

The Head of the Department,
Department of Architecture,
M/s. Sathyabama University
Jeppiaar Nagar, Rajiv Gandhi Salai,
Chemmenchery,
Chennai – 600 119.

Sir,

Sub: Internship Programme for M.Arch student in Building Management – During
December, 2021– Acceptance – Reg.

With reference to the letter dated 01.12.2021, we are willing to give
Internship Programme training to Mr. M.SUDHARSUN (40840016) an M.Arch
Building Management Student during the month of December, 2021 in our
Company.

Thanking you,

FOR BUILTEC ENGINEERS & CONSULTANTS

L.SENTHIL KUMAR
MANAGER ADMIN



MONTHLY REPORT


SATHYABAMA
INSTITUTE OF SCIENCE AND TECHNOLOGY
(DEEMED TO BE UNIVERSITY)
Accredited "A" Grade by NAAC | 12B Status by UGC | Approved by AICTE
www.sathyabama.ac.in

SCHOOL OF BUILDING & ENVIRONMENT, DEPARTMENT OF ARCHITECTURE
M. Arch (Building management) Batch 2020-2022
Continuous Assessment Report for Professional training
(Continuous progress report of the trainee architect/Project Manager for the period of 15 working days in the office to be submitted to HOD)

1. Name of the office / organization :	BUILTEC ENGINEERS AND CONSULTANTS
2. Address & Contact Number :	NO: 12 Jawahar Lal Nehru St, Nandanambakkam, Chennai - 600095. Ph: 42693779.
3. Name of the student :	M. SUDHARSON
4. Duration :	From 03/12/2021 To 31/12/2021
5. Total No. of days :	25 days.
6. Evaluation of Performance criteria shall be on	

* Note: Kindly grade the student as per his/her overall performance in the office during the assessment month;

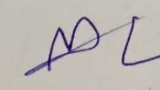
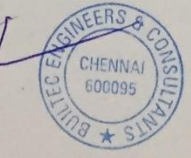
Description of works	Excellent	Good	Fair	Poor	NA
Understanding of office culture	✓				
Skillsets related to project management	✓				
Design Management		✓			
Understanding the Triple Constraints	✓				
Observation during Site Visits	✓				
Understanding of construction details	✓				
Understanding of Construction sequences	✓				
Site Supervision / Discussion with clients	✓				
Adherence to Time schedule		✓			
Quantitative aptitude	✓				
Documentation skills	✓				
Coordination with other consultants	✓				

Overall Grading* A

(A – 8.0, B – 7.0, C – 6.0, D – 5.5, E – 5.0, F – <5)

7. Any other Remarks : _____

8. Signature of the Head of the Office / Organization (With Seal) :


SATHYABAMA
INSTITUTE OF SCIENCE AND TECHNOLOGY
(DEEMED TO BE UNIVERSITY)
Accredited "A" Grade by NAAC | 12B Status by UGC | Approved by AICTE
www.sathyabama.ac.in

SCHOOL OF BUILDING & ENVIRONMENT, DEPARTMENT OF ARCHITECTURE
M. Arch (Building management) Batch 2020-2022
Continuous Assessment Report for Professional training
(Continuous progress report of the trainee architect/Project Manager for the period of 15 working days in the office to be submitted to HOD)

1. Name of the office / organization :	BUILTEC ENGINEERS AND CONSULTANTS
2. Address & Contact Number :	Ph : 42693779.
3. Name of the student :	M. SUDHARSON
4. Duration :	From 03/01/2022 To 07/01/2022
5. Total No. of days :	05 days.
6. Evaluation of Performance criteria shall be on	

* Note: Kindly grade the student as per his/her overall performance in the office during the assessment month;

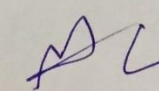
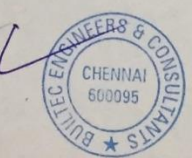
Description of works	Excellent	Good	Fair	Poor	NA
Understanding of office culture	✓				
Skillsets related to project management	✓				
Design Management		✓			
Understanding the Triple Constraints	✓				
Observation during Site Visits	✓				
Understanding of construction details	✓				
Understanding of Construction sequences	✓				
Site Supervision / Discussion with clients	✓				
Adherence to Time schedule		✓			
Quantitative aptitude	✓				
Documentation skills	✓				
Coordination with other consultants	✓				

Overall Grading* A

(A – 8.0, B – 7.0, C – 6.0, D – 5.5, E – 5.0, F – <5)

7. Any other Remarks : _____

8. Signature of the Head of the Office / Organization (With Seal) :

WORK DIARY

WORK DIARY (Annexure –VIII)

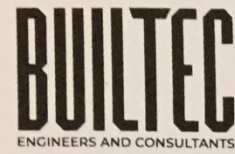
DAY	PROJECT NAME	WORK DONE	DAY	PROJECT NAME	WORK DONE
03/12/21	Celesta	Site observation - drawing analysis, PM introduction meeting	21/12/21	Celesta	Site observation - Site inspection , contract study analysis
04/12/21	Celesta	Site observation - Site study analysis	22/12/21	Celesta	Site observation - Contract study , security cabin column shuttering
06/12/21	Celesta	Site observation - Site meeting for upcoming week	23/12/21	Celesta	Site observation - Electrical inspection – block D
07/12/21	Celesta	Site observation - Contract documents study	24/12/21	Celesta	Site observation - OHT – block E, pergola shuttering in terrace floor Block-A
08/12/21	Celesta	Site observation - Electrical contract study, block-A 5 th floor slab reinforcement.	25/12/21	Celesta	Site observation - pergola reinforcement – block A
09/12/21	Celesta	Site observation - R.C.C pumping machine assembling and concreting	27/12/21	Celesta	Site observation - Site meeting for upcoming week , contract document study
10/12/21	Celesta	Site observation – Waterproofing D block terrace slab, contract document study	28/12/21	Celesta	Site observation - Multipurpose hall internal plastering
11/12/21	Celesta	Site observation - Brickbat coba completion D block.	29/12/21	Celesta	Site observation - Multipurpose hall painting , staircase granite flooring for 2nd floor
13/12/21	Celesta	Site observation - Site meeting for upcoming week , contract document study	30/12/21	Celesta	Site observation - OHT and side wall reinforcement and shuttering in block E
14/12/21	Celesta	Site observation - Block A – column casting, concrete block masonry work.	31/12/21	Celesta	Site observation - Sales office meeting with client handling
15/12/21	Celesta	Site observation - BOQ study analysis	03/12/22	Celesta	Site observation - Site meeting for upcoming week , contract document study
16/12/21	Celesta	Site observation - Cost sheet analysis – sales department meeting	04/12/22	Celesta	Site observation - External wall plastering in block E and B
17/12/21	Celesta	Site observation - Multipurpose hall - false ceiling paneling	05/12/22	Celesta	Office – contract analysis
18/12/21	Celesta	Site observation - Gym – plastering , staircase granite flooring	06/12/22	Celesta	Office – M.D meeting and checklist study analysis on site
20/12/21	Celesta	Site observation - Site meeting for upcoming week , contract document study	07/12/22	Celesta	Office – practical training official works.

Chief Architect Signature:

Office seal:



Consolidated Certificate (Experience)



BUILTEC ENGINEERS AND CONSULTANTS
No. 12, Jawaharlal Nehru Street, VGN Nagar, Phase - 4,
(Mogappair West), Madhavoyal P.O., Nalambur,
Chennai - 600095, TN. Ph: 044 - 42693779 / 42151577
info@bultecpmc.com | www.bultecpmc.com

Date: 01.12.2021

Lr. No: Bultec /Practical Training/1-2021

To

The Head of the Department,
Department of Architecture,
M/s. Sathyabama University
Jeppiaar Nagar, Rajiv Gandhi Salai,
Chemmenchery,
Chennai – 600 119.

Sir,

Sub: Internship Programme for M.Arch student in Building Management – During
December, 2021– Acceptance – Reg.

With reference to the letter dated 01.12.2021, we are willing to give
Internship Programme training to Mr. M.SUDHARSUN (40840016) an M.Arch
Building Management Student during the month of December, 2021 in our
Company.

Thanking you,

FOR BUILTEC ENGINEERS & CONSULTANTS

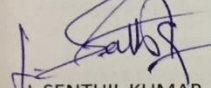

L.SENTHIL KUMAR
MANAGER ADMIN



TABLE OF CONTENTS

CHAPTER NO	TITLE	PAGE NO
1.	HISTORY OF THE FIRM	
2.	AWARDS	
3.	ROLES AND RESPONSIBILITIES OF THE ORGANISATION	
4.	PROJECT DETAILS	
5.	DRAWINGS	
6.	SITE WORK OBSERVATION	
7.	MOM(MINUTES OF MEETING)	
8.	CELESTA WORKSHEET	
9.	CONCLUSION	

FIRM HISTORY



Builtec Engineers and Consultants, started by T.Harinandanan and T.GopiMohan, is a division of “Builtec Engineers and Builders”, a construction company started in the year 1987. We diversified exclusively into Project Management and Consultancy Services since 2004.

As on date we have completed 7 million sq. ft. of Built-up area comprising of Residential, IT Park, Luxury Hotels, Hospitals and Factories.

AWARDS

2015	Guru Nanak College
2015	Guru Nanak Educational Society
2018	Guru Nanak Educational Society
2019	Sai Ram Institute
2019	Nethrodaya

ROLES AND RESPONSIBILITIES OF THE ORGANIZATION IN THE PROJECT

Project Management Consultation:

- Client total representation
- Program Planning
- Design team management
- Time scheduling
- Project document review
- On-site contractors co-ordination
- Quality Control

- Health & safety provisions co-ordination
- Statutory Compliance

Cost Management Consultation:

- Budgeting
- Tendering process
- Contract administration
- Value engineering
- Cash-flow management
- Bill certification
- Cost control

Quality Management Consultation

- Quality survey
- Quality control
- Sending weekly / monthly QC reports to clients

PROJECT DETAILS

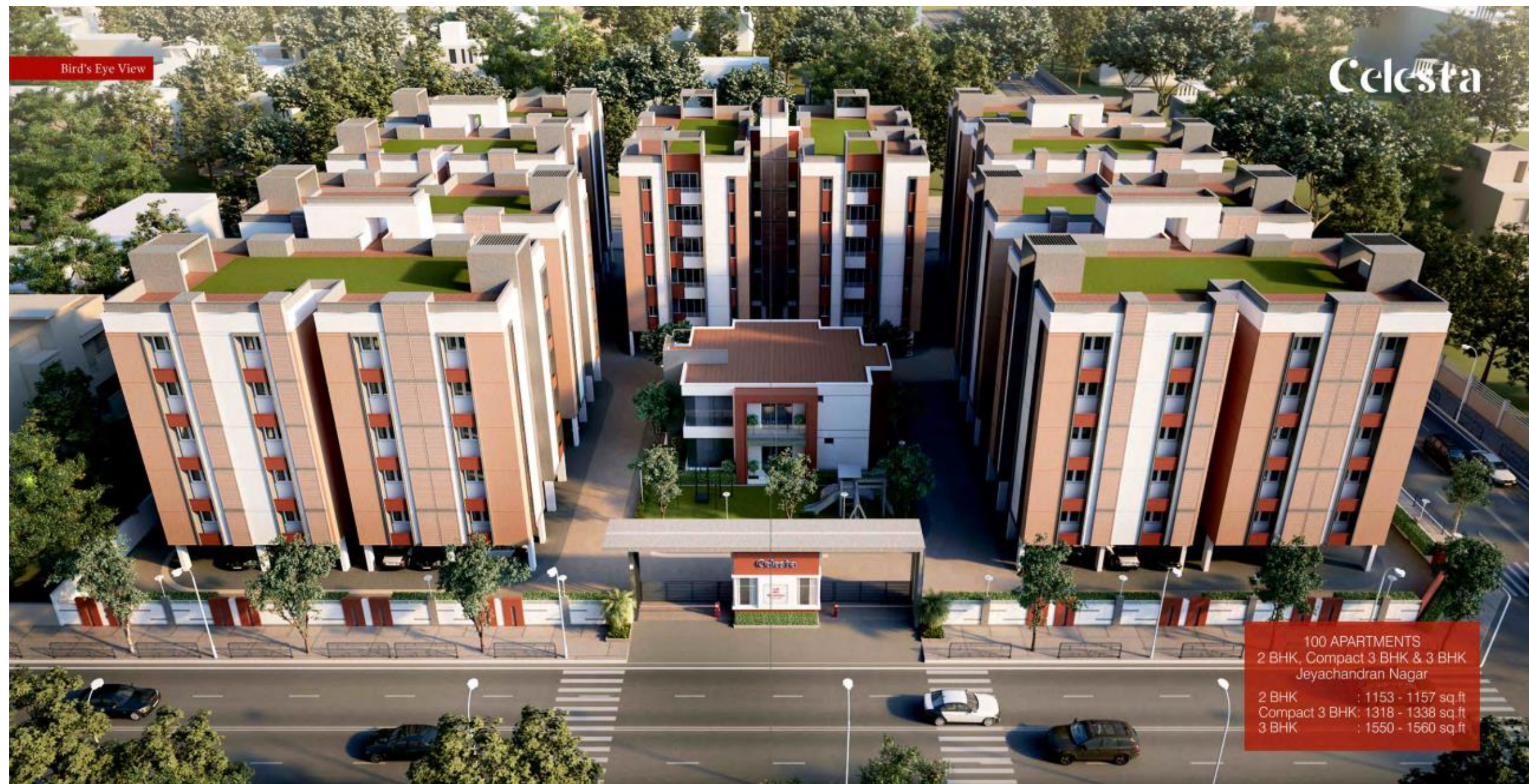
Celesta, pallikaranai

Name of the client: M/s Krishna Constructions Chennai Pvt. Ltd

Scope of services: PMC

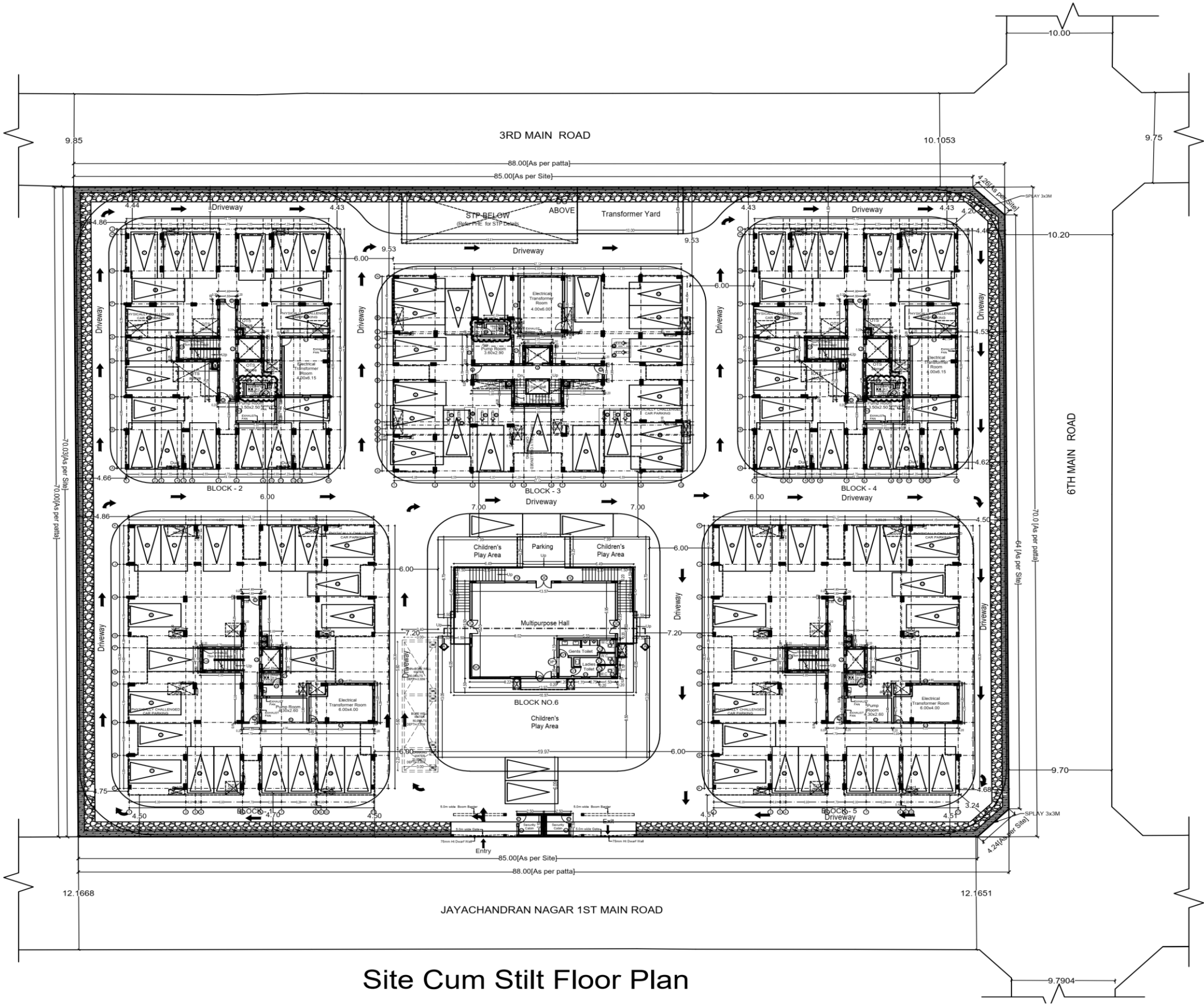
Project Area: 134000 Sft

Status: Under construction



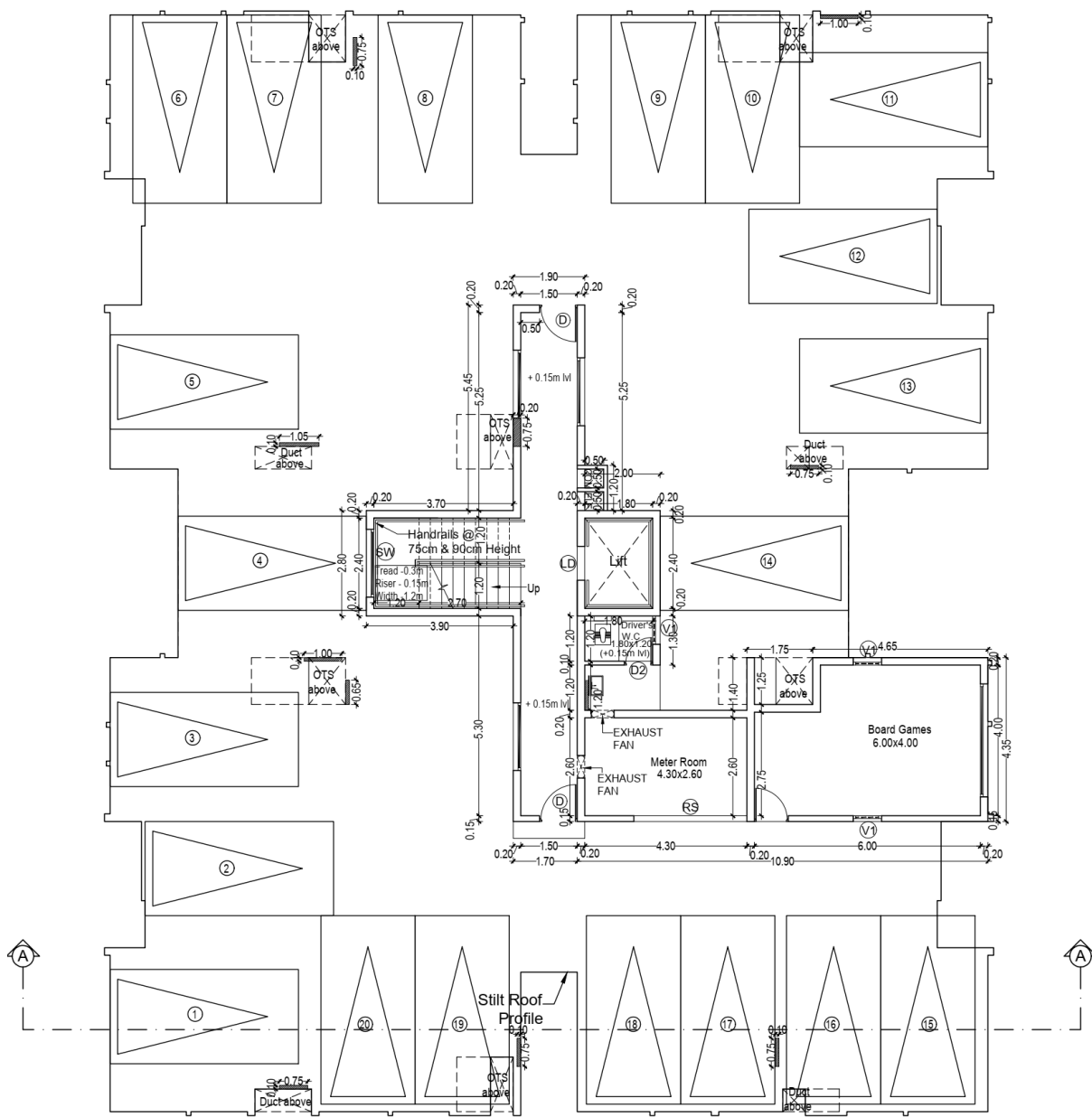


DRAWINGS:
SITE PLAN:



Site Cum Stilt Floor Plan

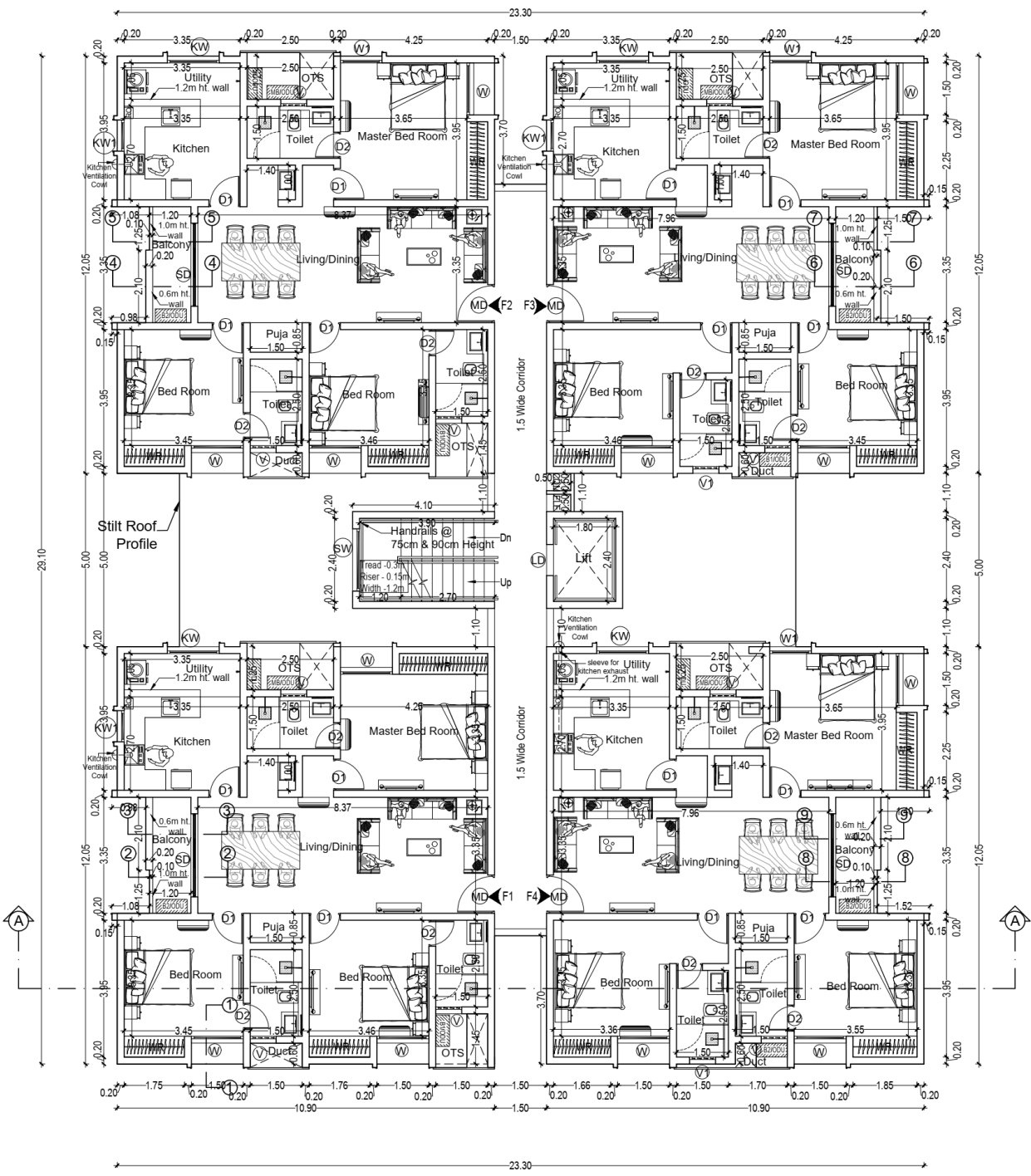
BLOCK-1



STILT FLOOR PLAN
BLOCK - 1

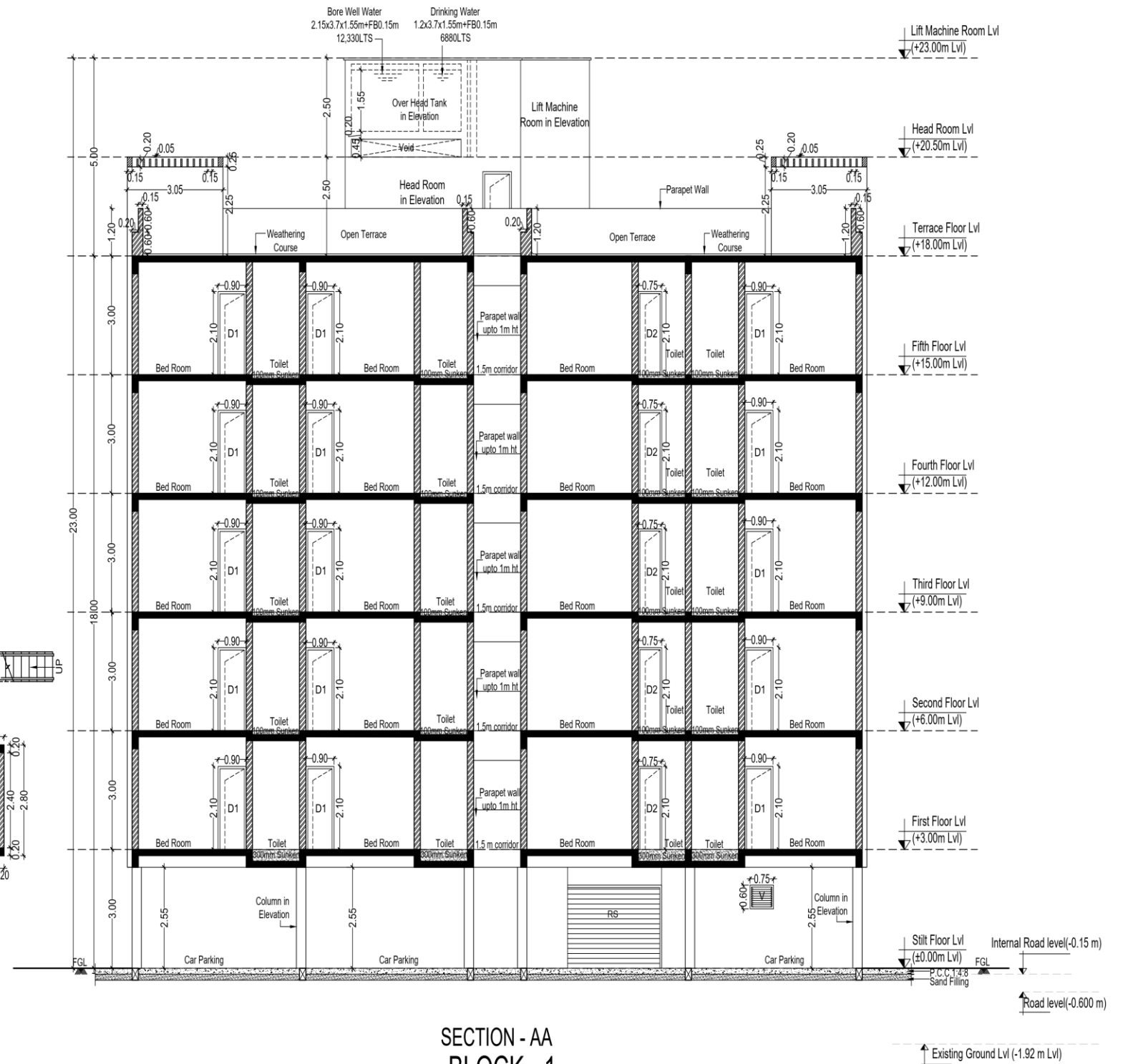
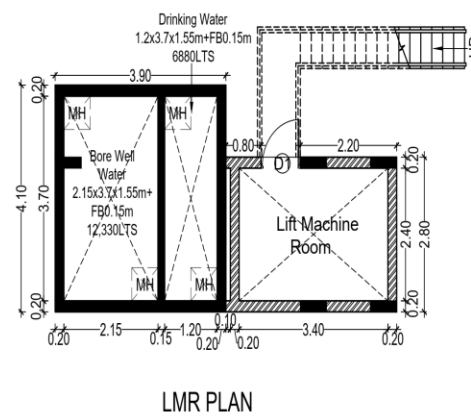
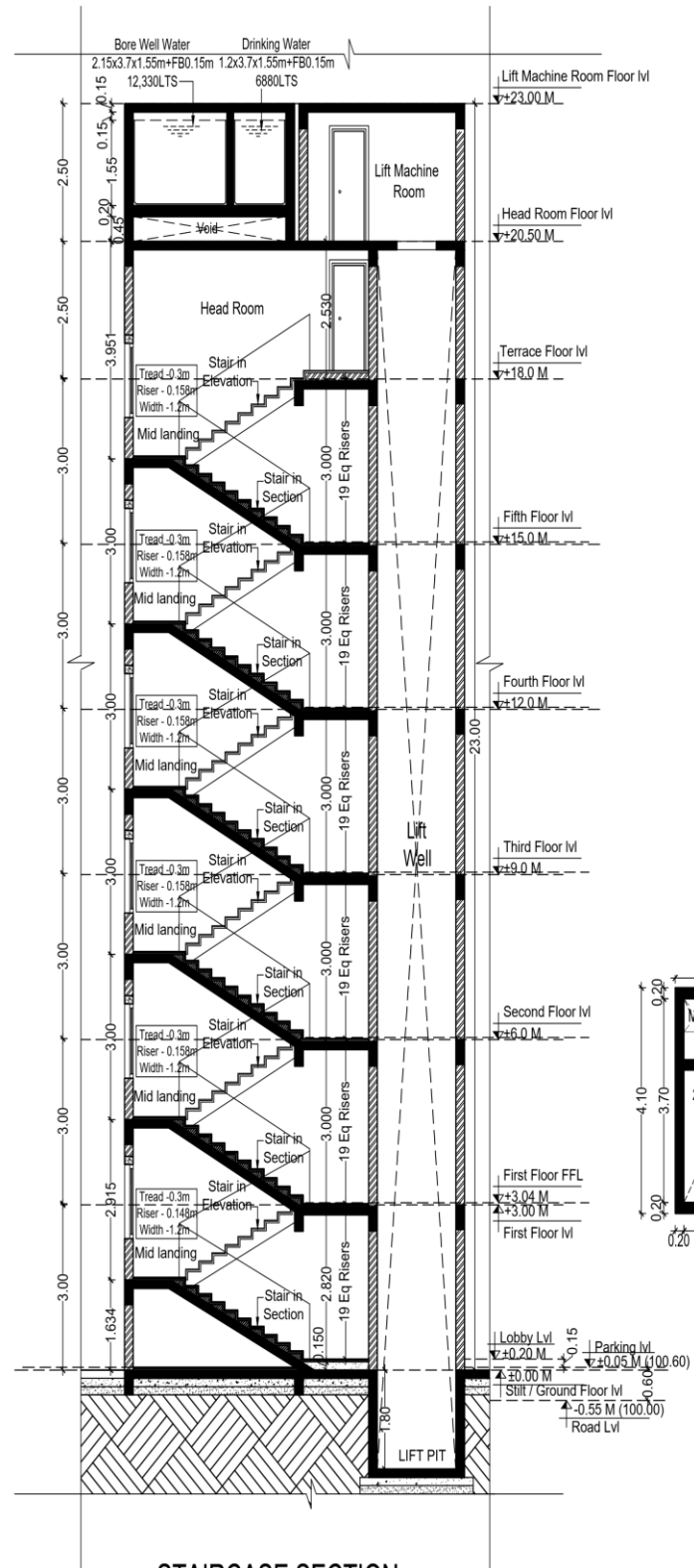
Note: Please Refer Structural Drawing for Column, Beam, Slab Details, for Doors and Windows Refer Joinery Details, for Elevation Finishes - Details Refer All side Elevations, for Grooves, Bands Projection Details Refer Wall Sections.

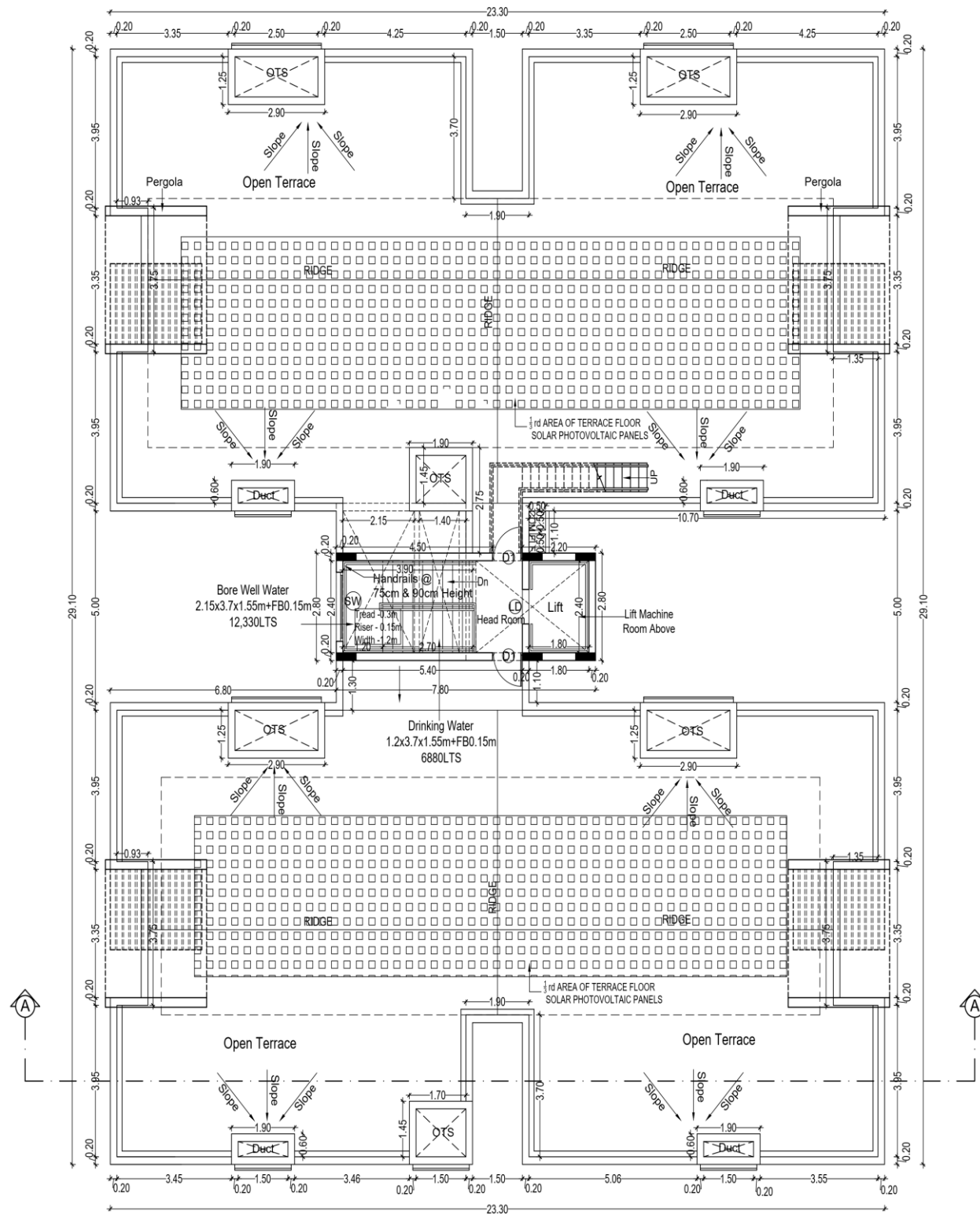
Disclaimer: This plan and areas are prepared based on the schematic plans prior to construction of the project and is indicative only. Design changes and DCR Norms may cause the floor areas and design differs from those shown on this plan. The location of fixtures and fittings is subject to change on implication of allied building services. Furniture and appliances shown are indicative only. Colors shown on the plan are not indicative of actual finishes. This drawing is the sole property of M/s Kharche & Associates and may not be reproduced in whole or part without prior permission.



TYPICAL FLOOR PLAN (1st to 5th)
BLOCK - 1

- 1. 300mm sunken for first floor toilets.
- 2. 300mm sunken for typical floor kitchen utility.
- 3. 100mm sunken for Second floor to fifth floor toilets.
- 4. 100mm sunken for typical floor balcony.



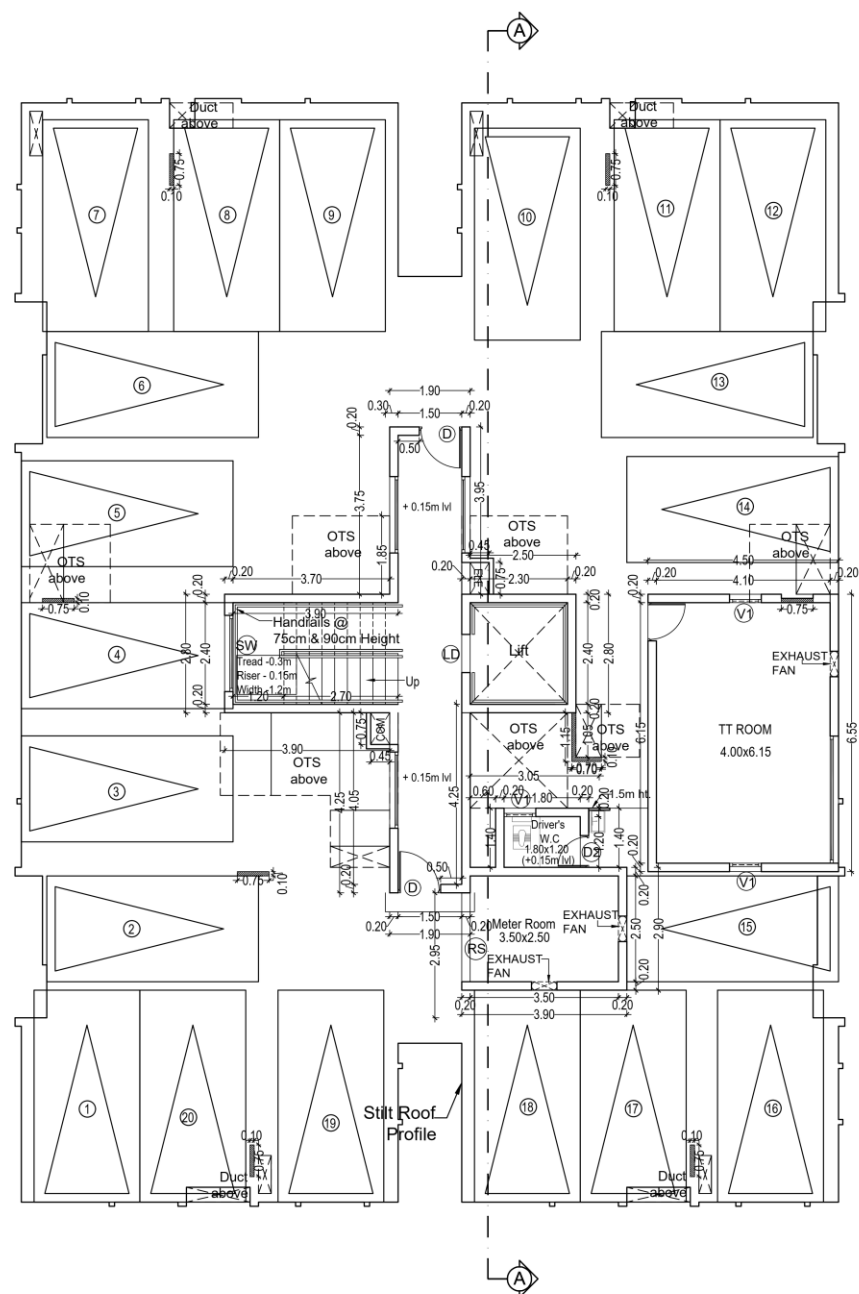


TERRACE FLOOR PLAN
BLOCK - 1

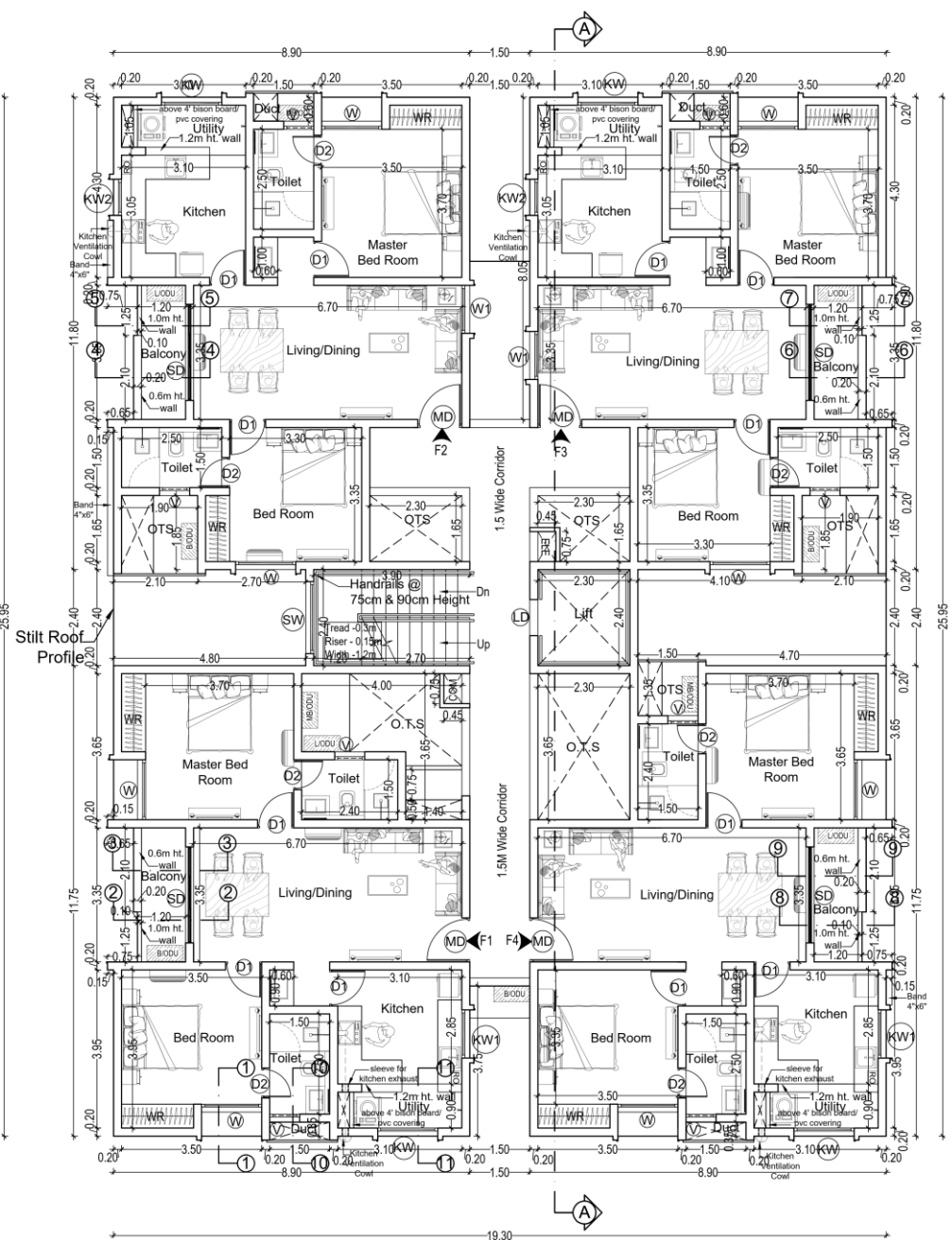


FRONT ELEVATION
BLOCK - 1

BLOCK-2



STILT FLOOR PLAN
BLOCK - 2

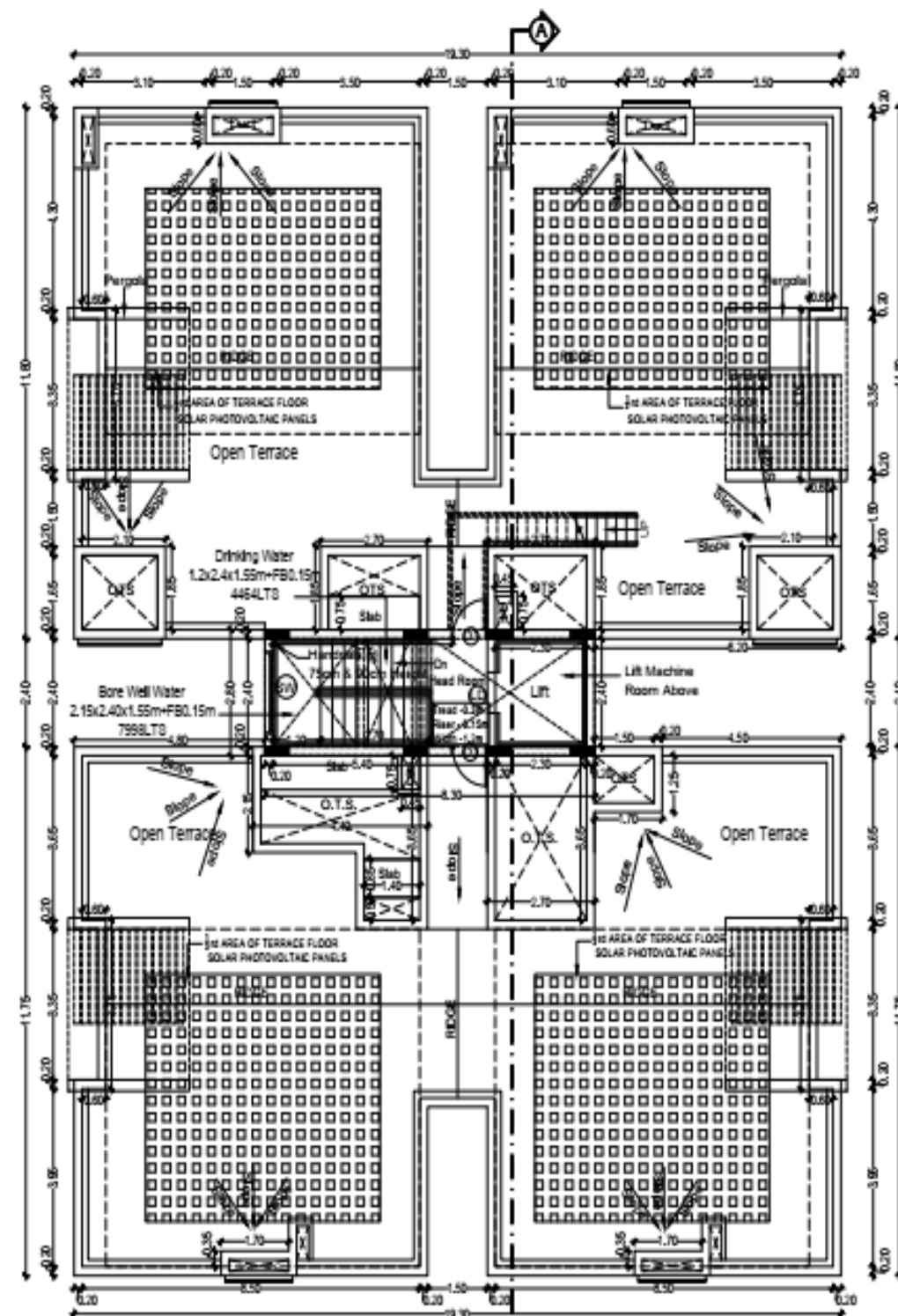


TYPICAL FLOOR PLAN (1st to 5th)
BLOCK - 2

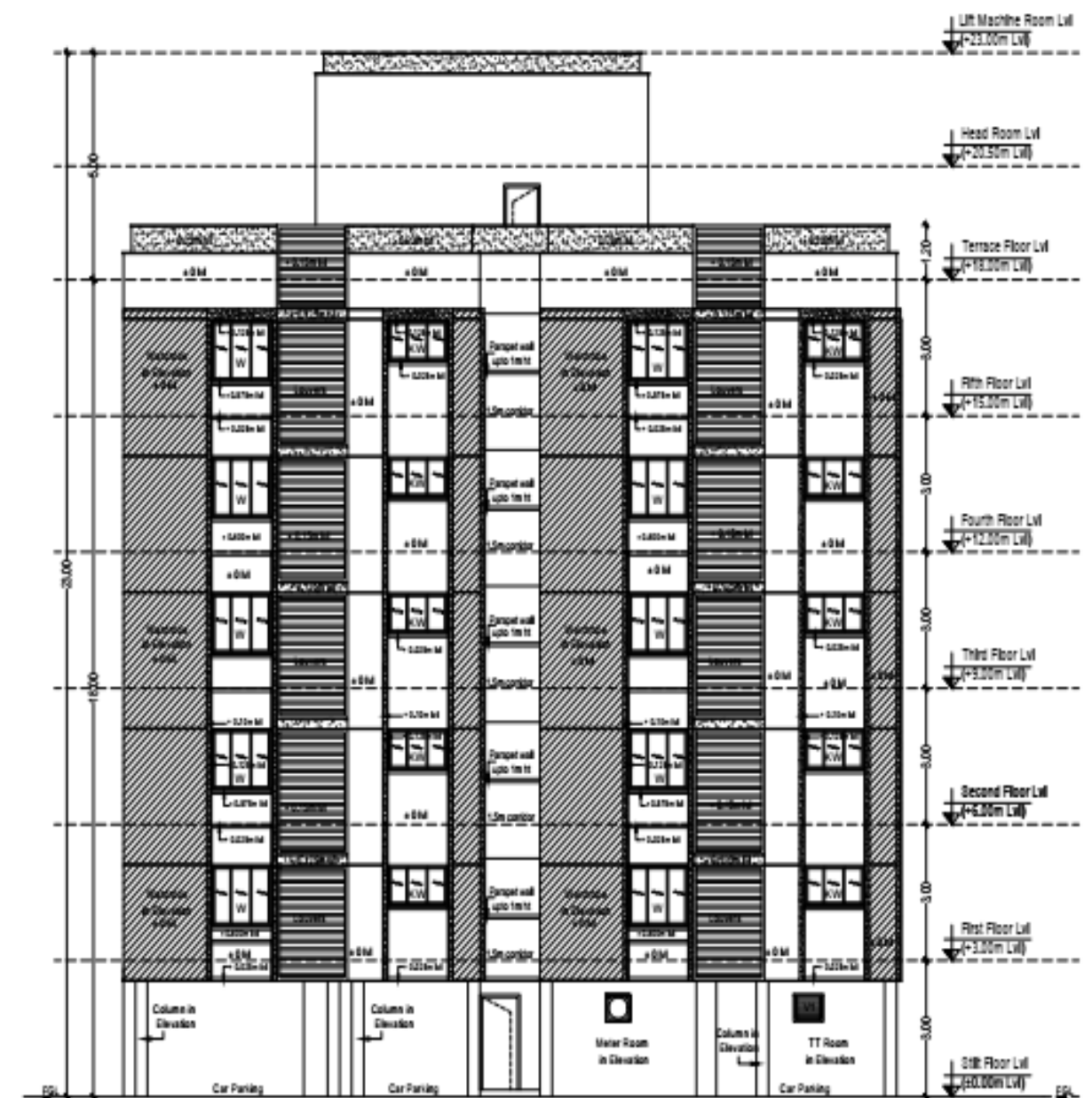
Note: Please Refer Structural Drawing for Column, Beam, Slab Details, for Doors and Windows Refer Joinery Details, for Elevation Finishes - Details Refer All side Elevations, for Grooves, Bands Projection Details Refer Wall Sections.

Disclaimer: This plan and areas are prepared based on the schematic plans prior to construction of the project and is indicative only. Design changes and DCR Norms may cause the floor areas and design differs from those shown on this plan. The location of fixtures and fittings is subject to change on implication of allied building services. Furniture and appliances shown are indicative only. Colors shown on the plan are not indicative of actual finishes. This drawing is the sole property of M/s Kharche & Associates and may not be reproduced in whole or part without prior permission.

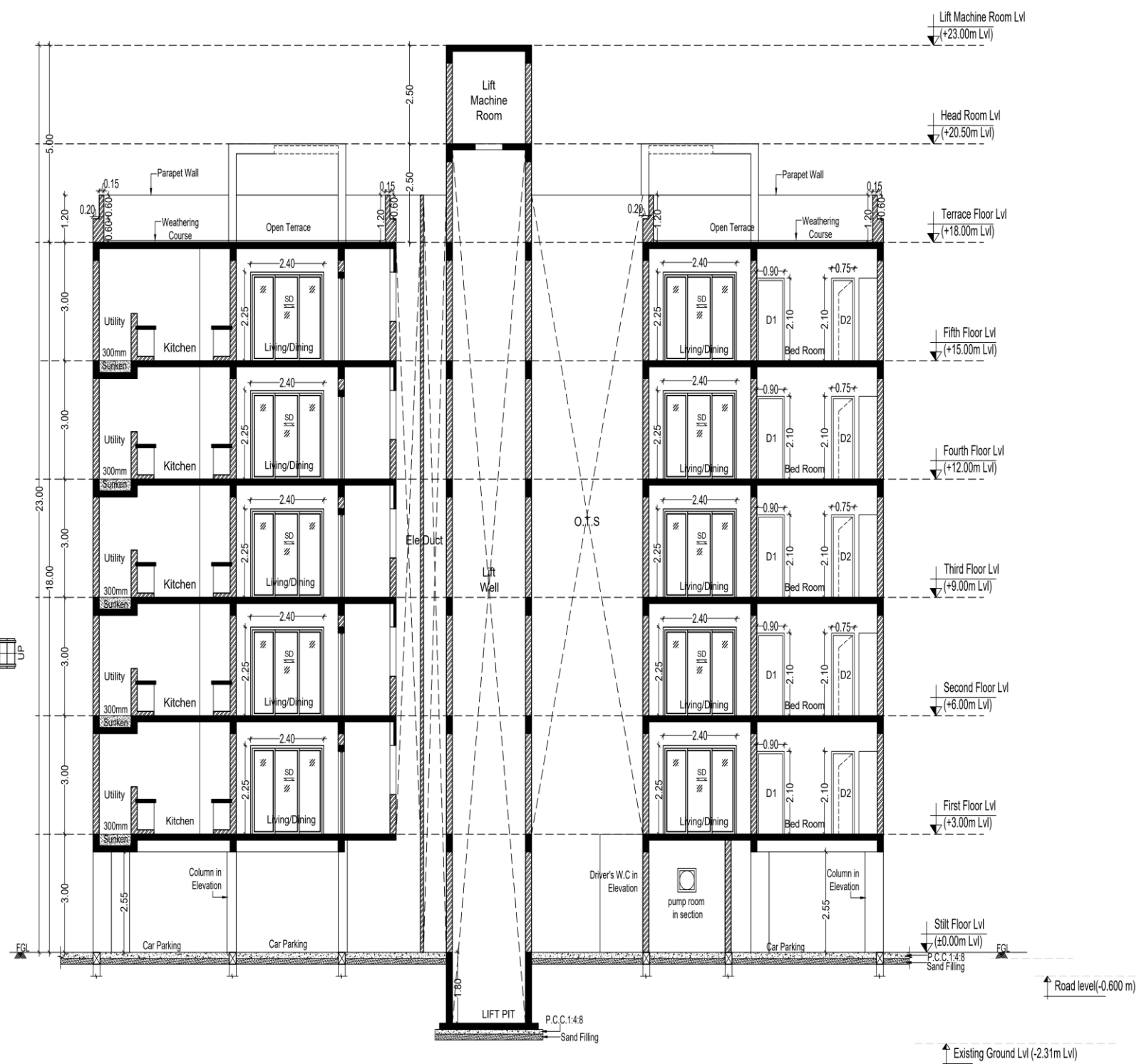
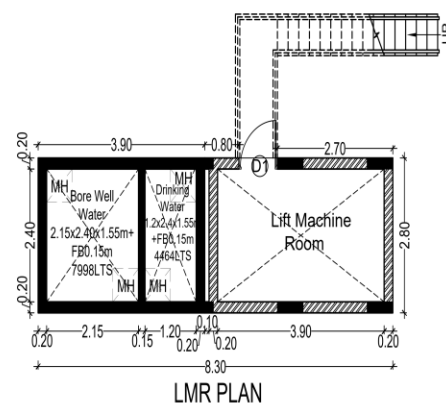
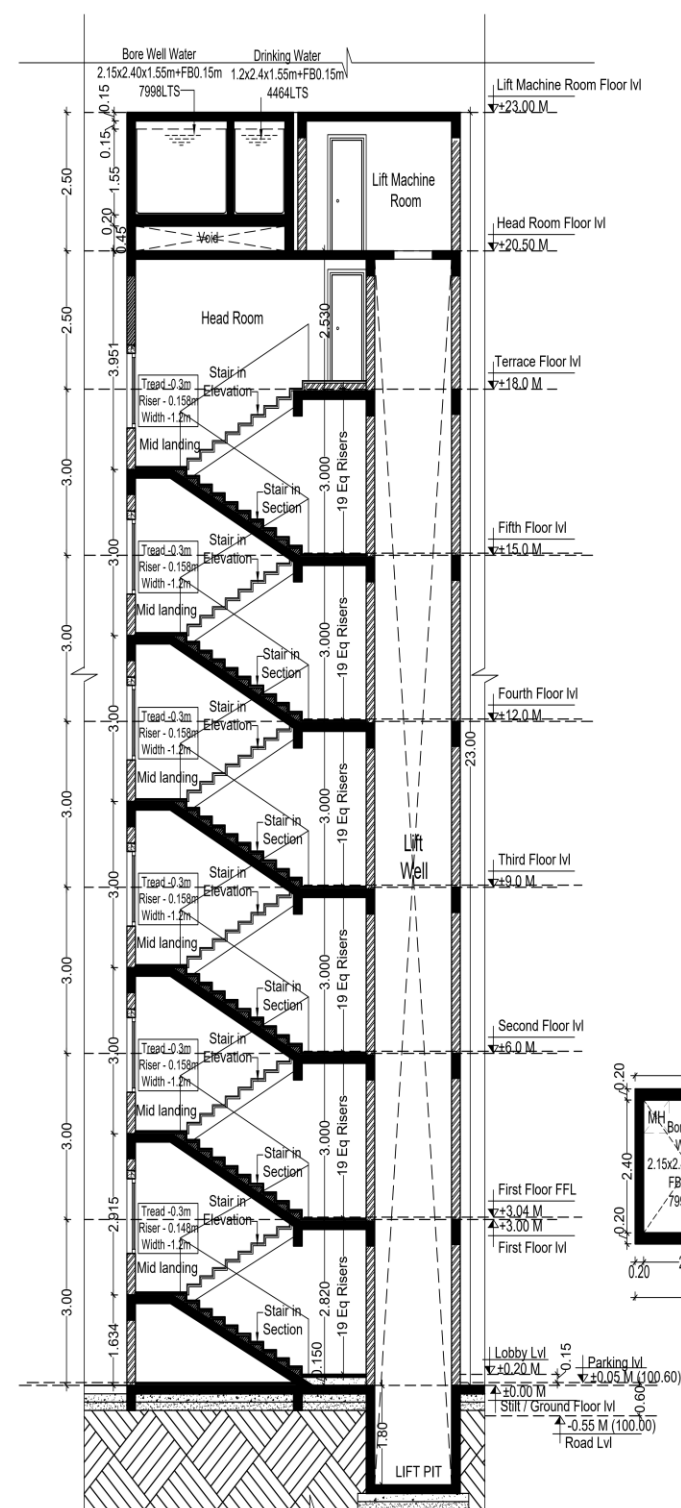
- 1. 300mm sunken for first floor toilets.
- 2. 300mm sunken for typical floor kitchen utility.
- 3. 100mm sunken for Second floor to fifth floor toilets.
- 4. 100mm sunken for typical floor balcony.



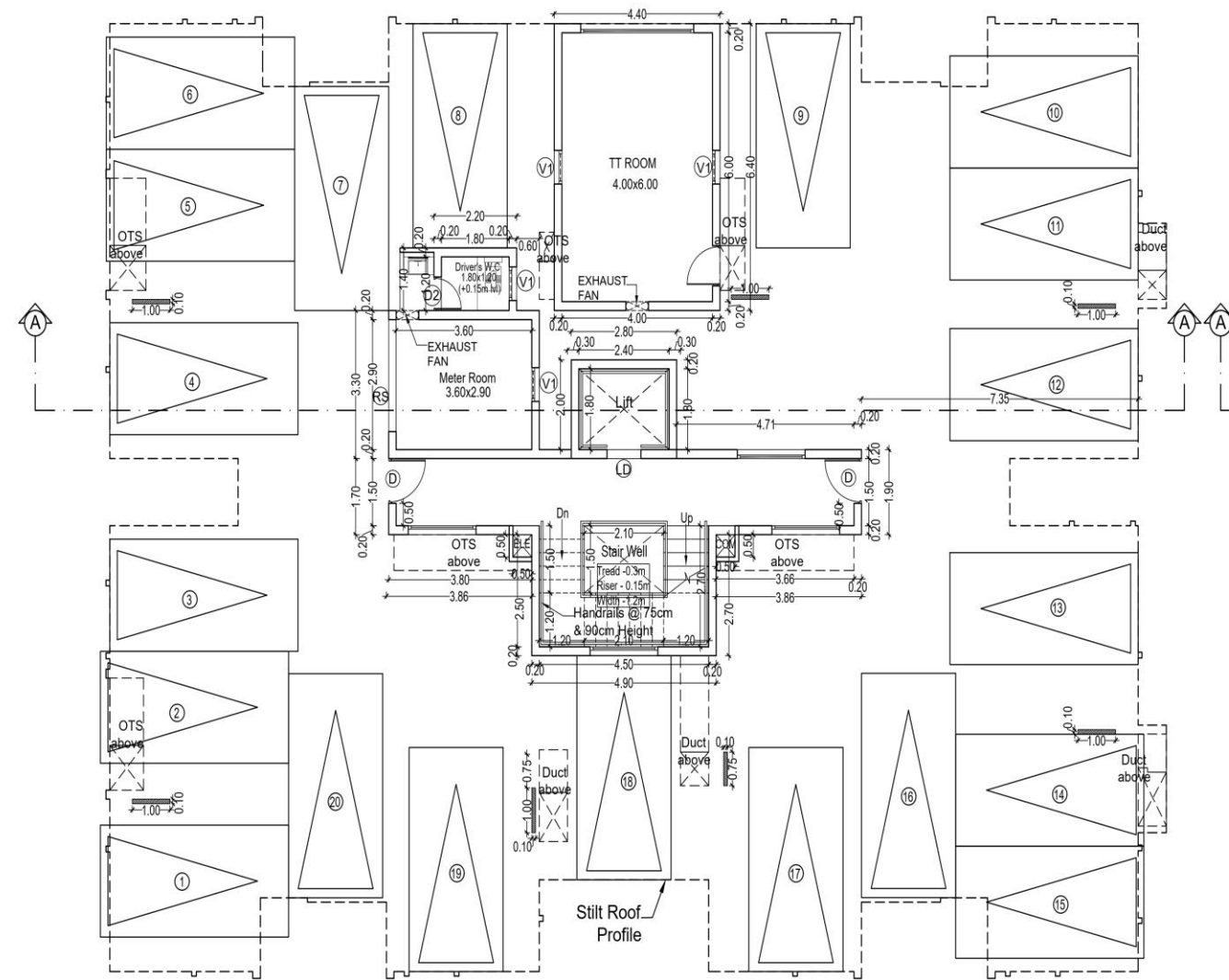
TERRACE FLOOR PLAN
BLOCK - 2



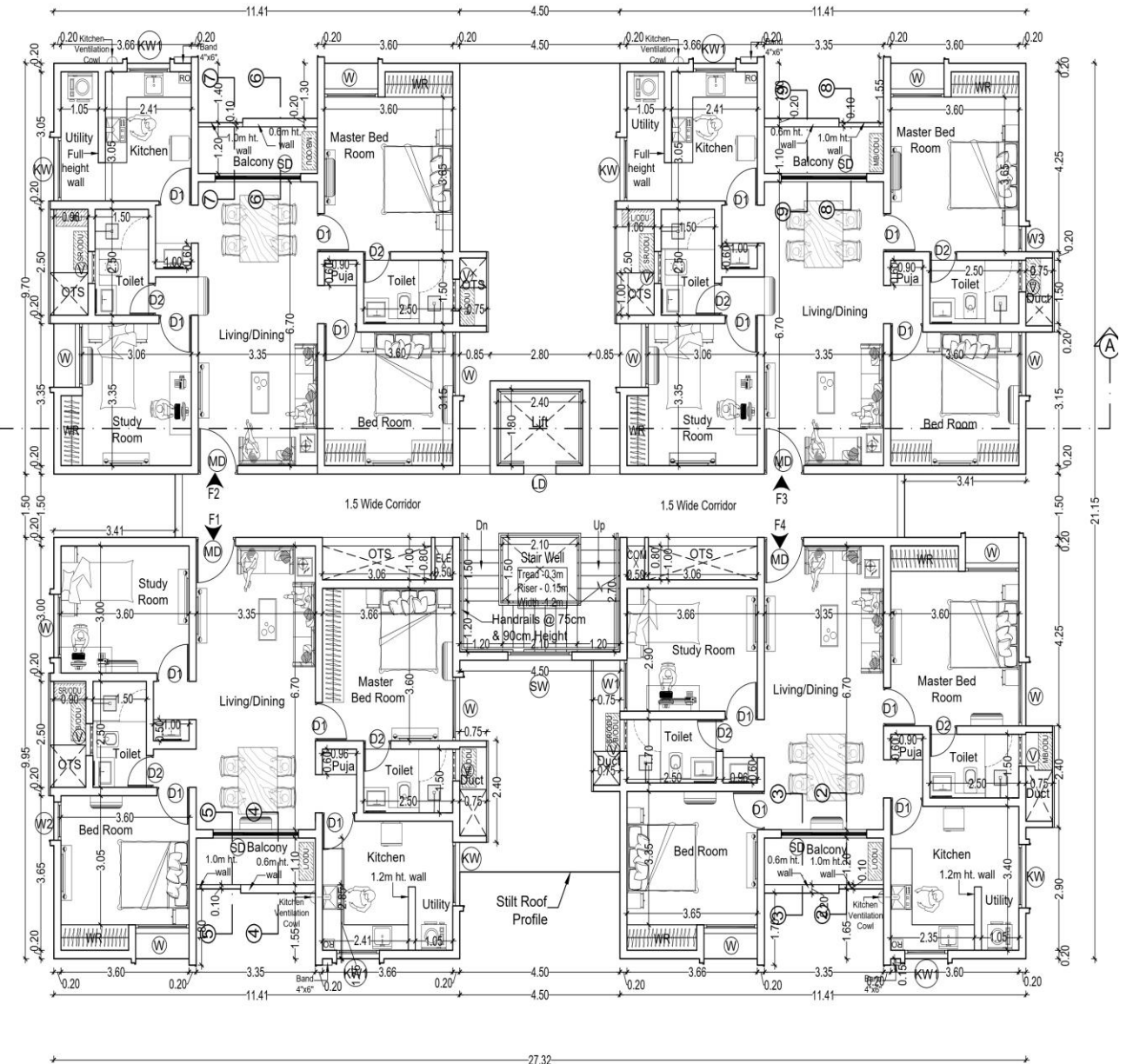
FRONT ELEVATION
BLOCK - 2



BLOCK-3



STILT FLOOR PLAN
BLOCK - 3

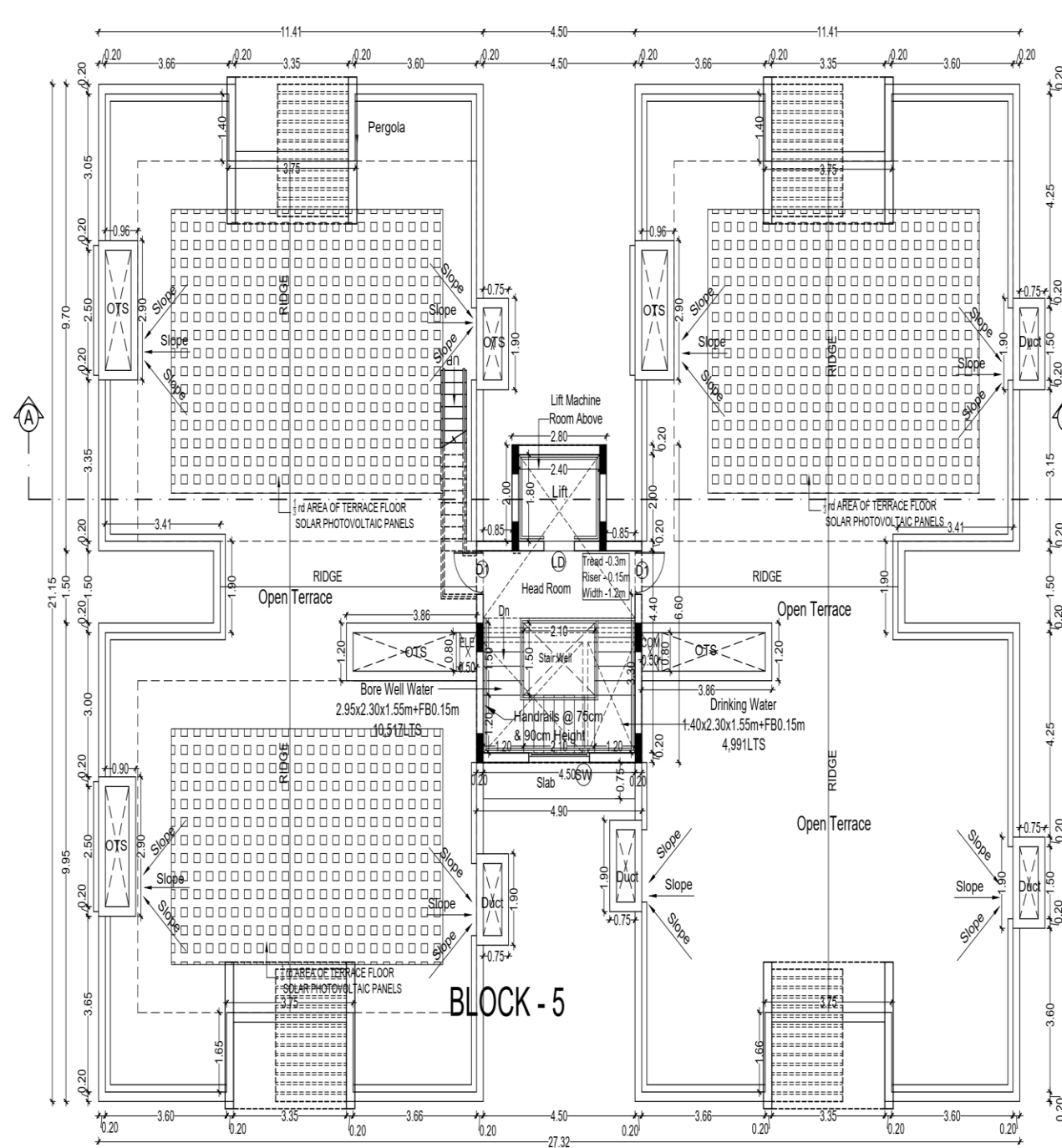


TYPICAL FLOOR PLAN (1st to 5th)
BLOCK - 3

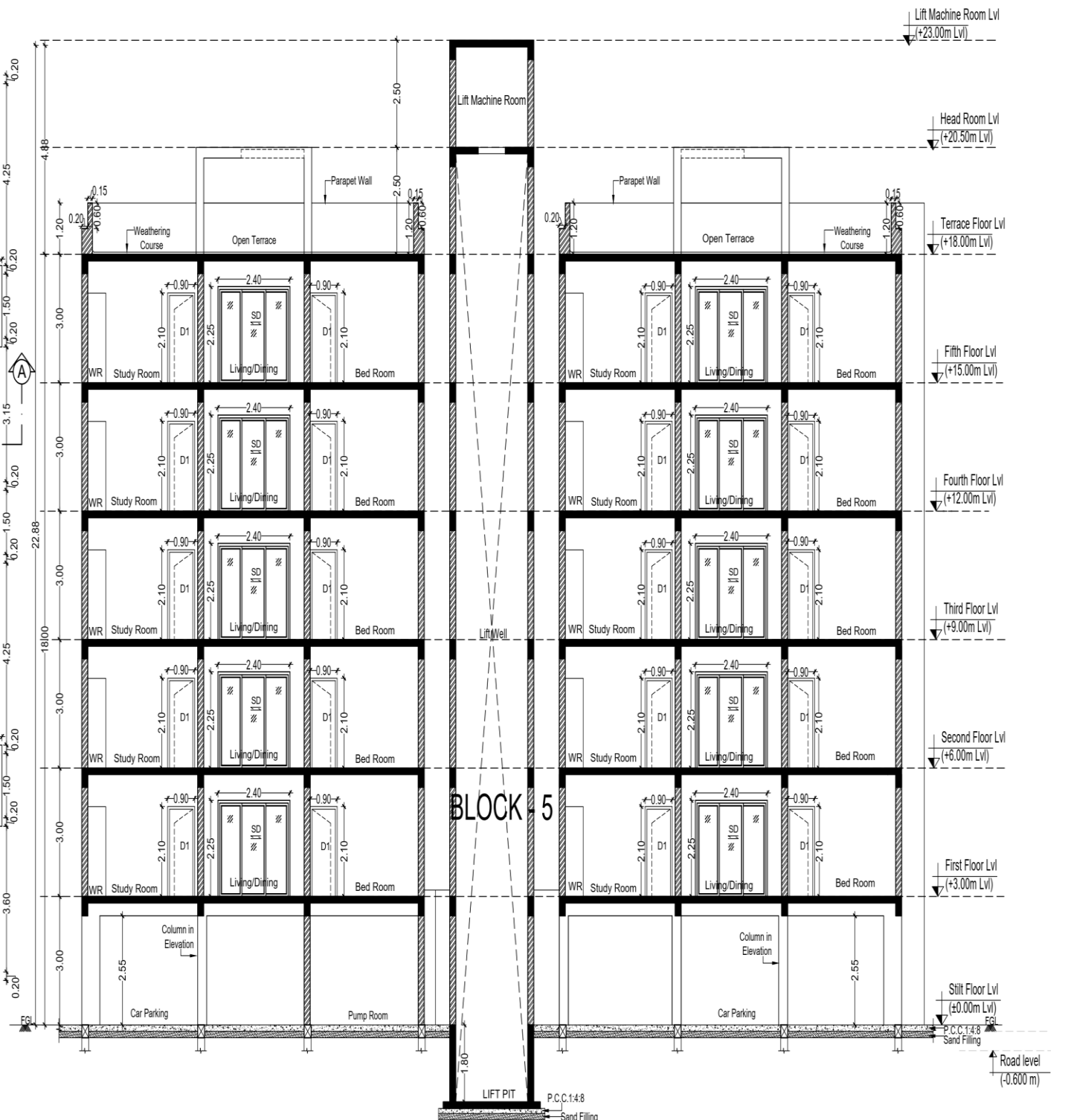
Note: Please Refer Structural Drawing for Column, Beam, Slab Details, for Doors and Windows Refer Joinery Details, for Elevation Finishes - Details Refer All side Elevations, for Grooves, Bands Projection Details Refer Wall Sections.

Disclaimer: This plan and areas are prepared based on the schematic plans prior to construction of the project and is indicative only. Design changes and DCR Norms may cause the floor areas and design differs from those shown on this plan. The location of fixtures and fittings is subject to change on implication of allied building services. Furniture and appliances shown are indicative only. Colors shown on the plan are not indicative of actual finishes. This drawing is the sole property of M/s Kharche & Associates and may not be reproduced in whole or part without prior permission.

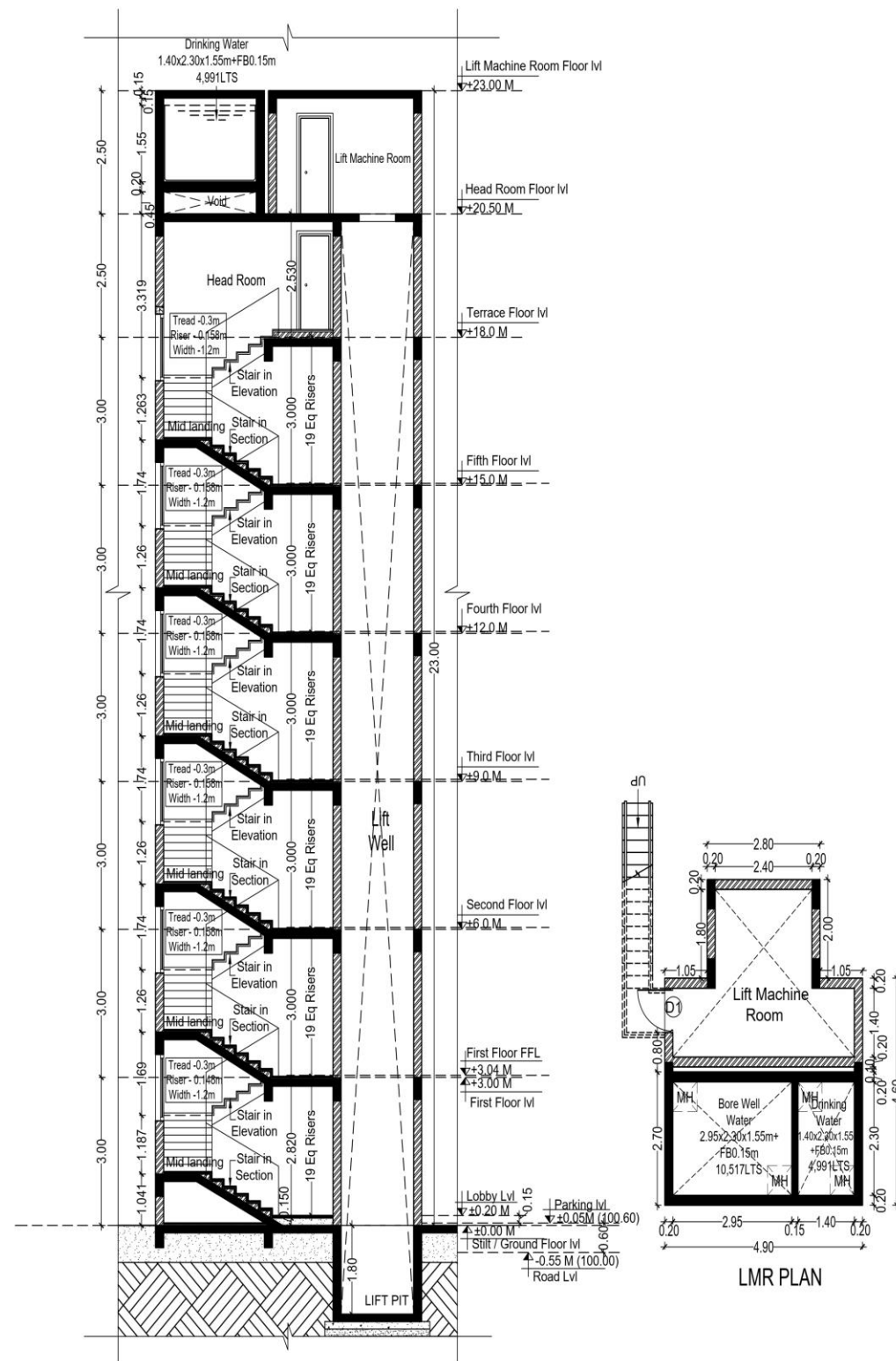
1. 300mm sunken for first floor toilets.
2. 300mm sunken for typical floor kitchen utility.
3. 100mm sunken for Second floor to fifth floor toilets.
4. 100mm sunken for typical floor balcony.



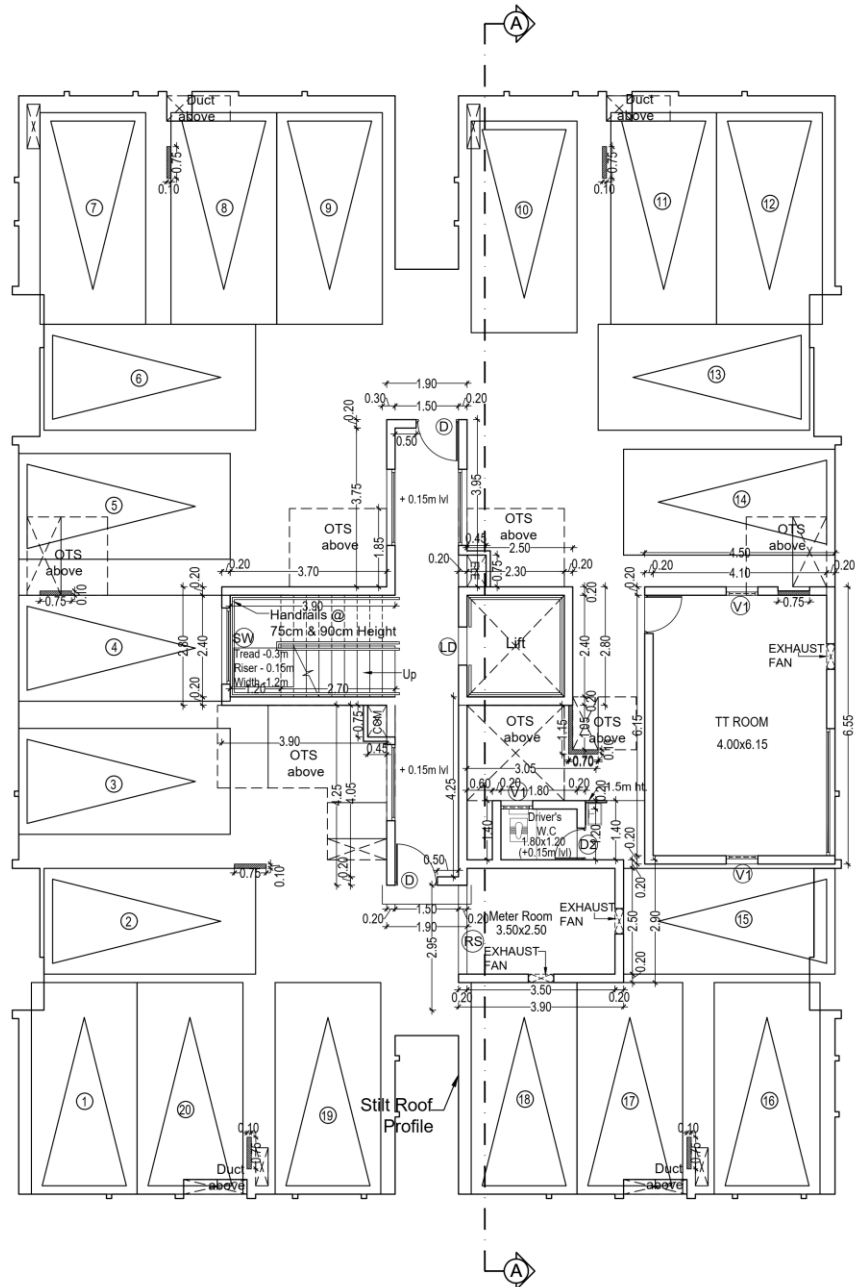
TERRACE FLOOR PLAN
BLOCK - 3



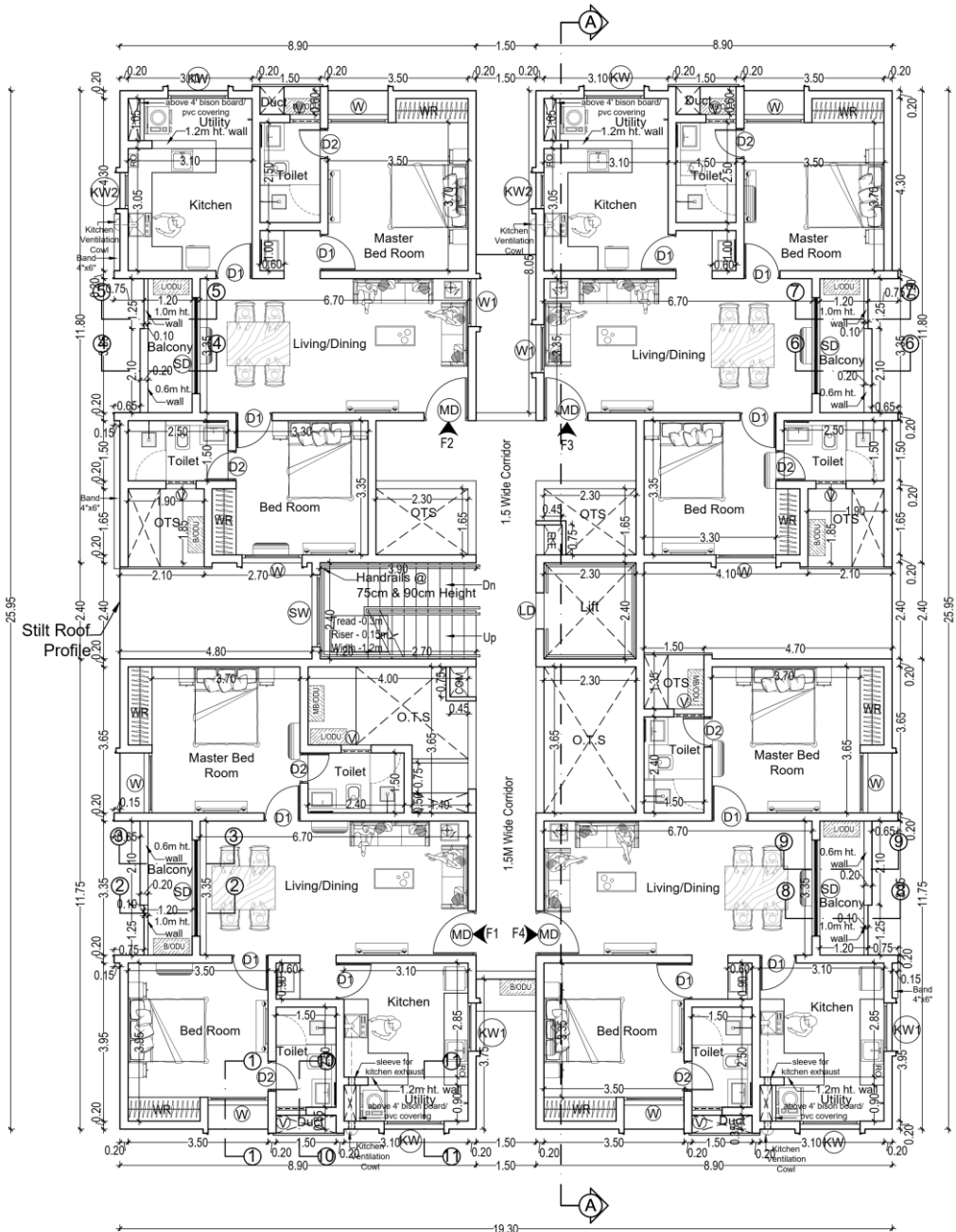
SECTION - AA
BLOCK - 3



BLOCK-4



STILT FLOOR PLAN



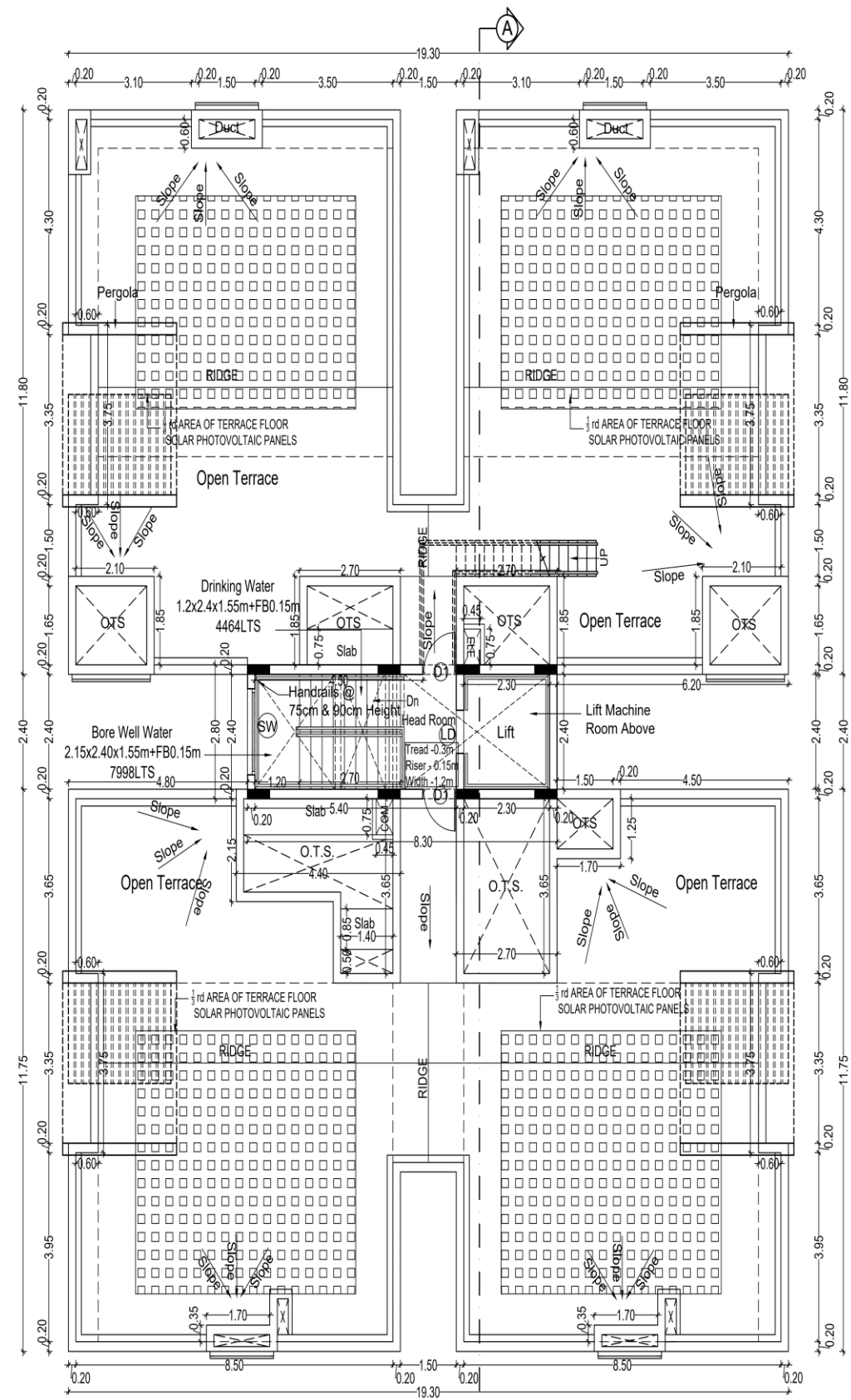
TYPICAL FLOOR PLAN (1st to 5th)

Note: Please Refer Structural Drawing for Column, Beam, Slab Details, for Doors and Windows Refer Joinery Details, for Elevation Finishes - Details Refer All side Elevations, for Grooves, Bands Projection Details Refer Wall Sections.

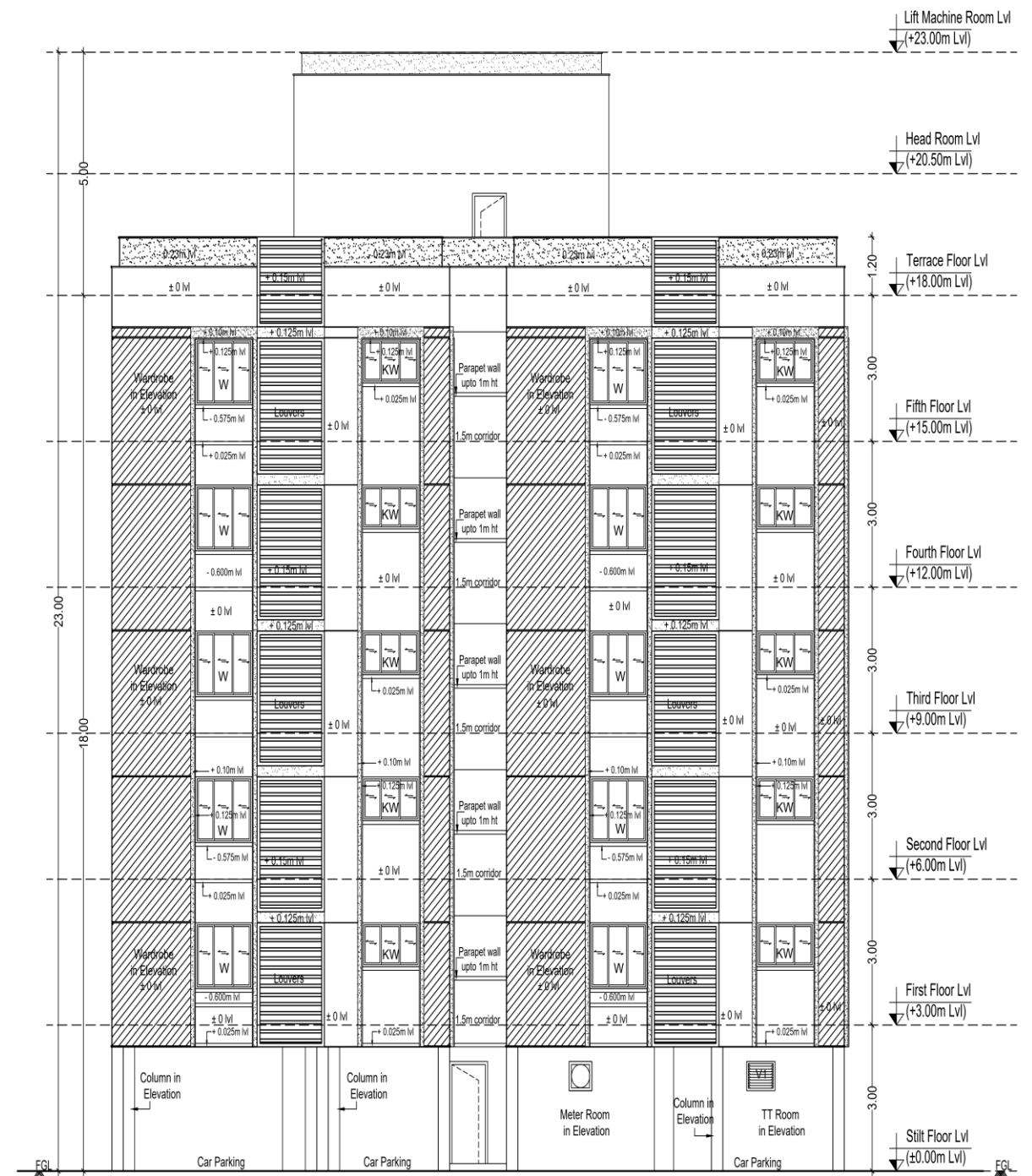
BLOCK - 4

- 1. 300mm sunken for first floor toilets.
- 2. 300mm sunken for typical floor kitchen utility.
- 3. 100mm sunken for Second floor to fifth floor toilets.
- 4. 100mm sunken for typical floor balcony.

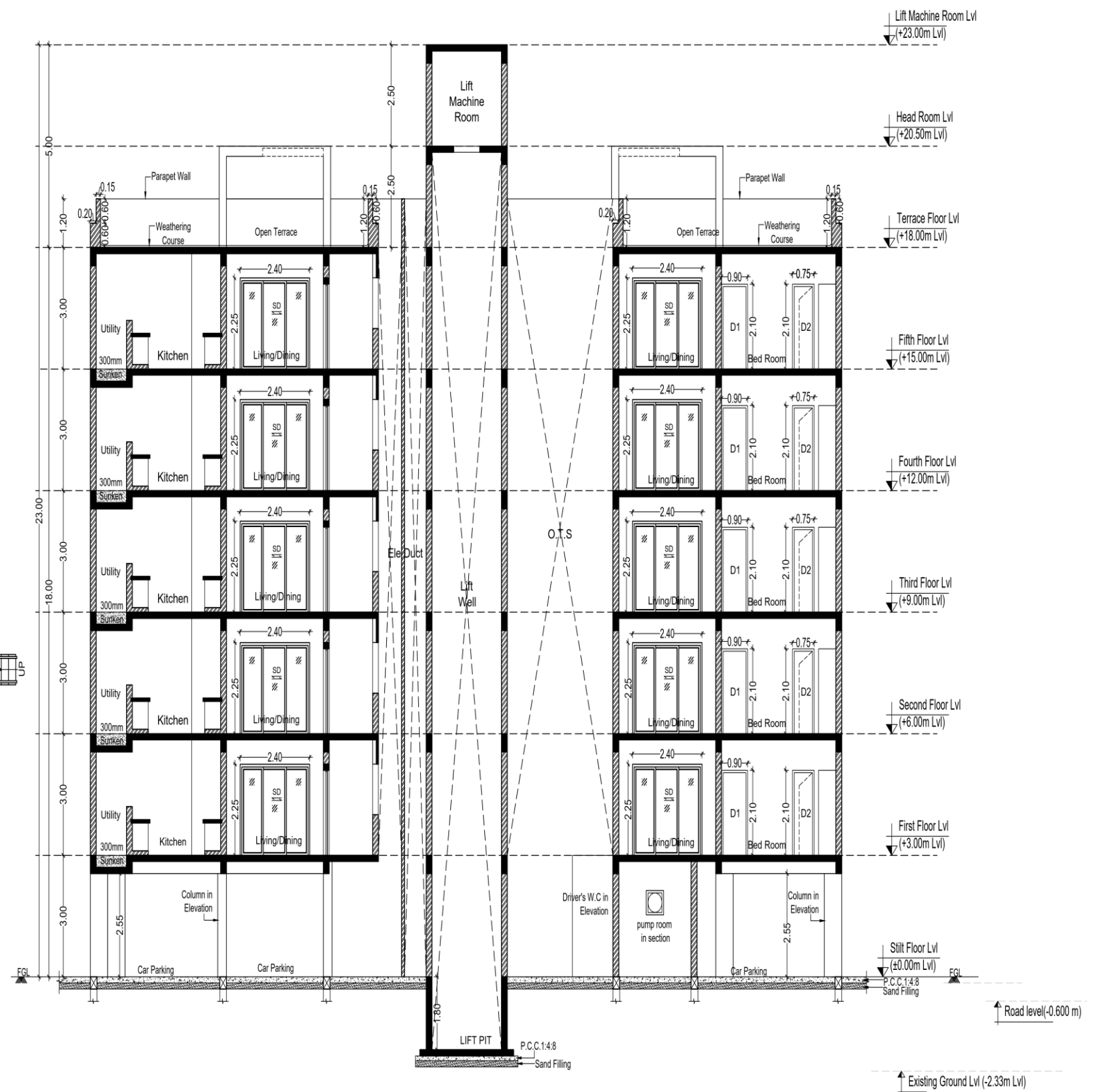
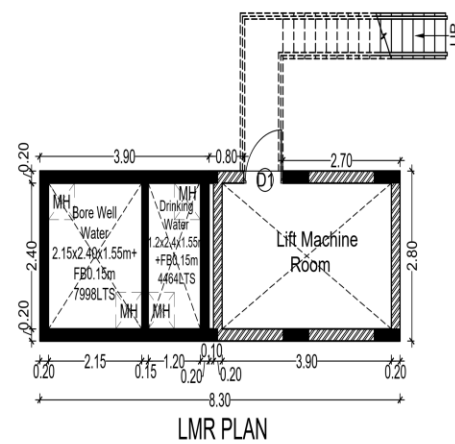
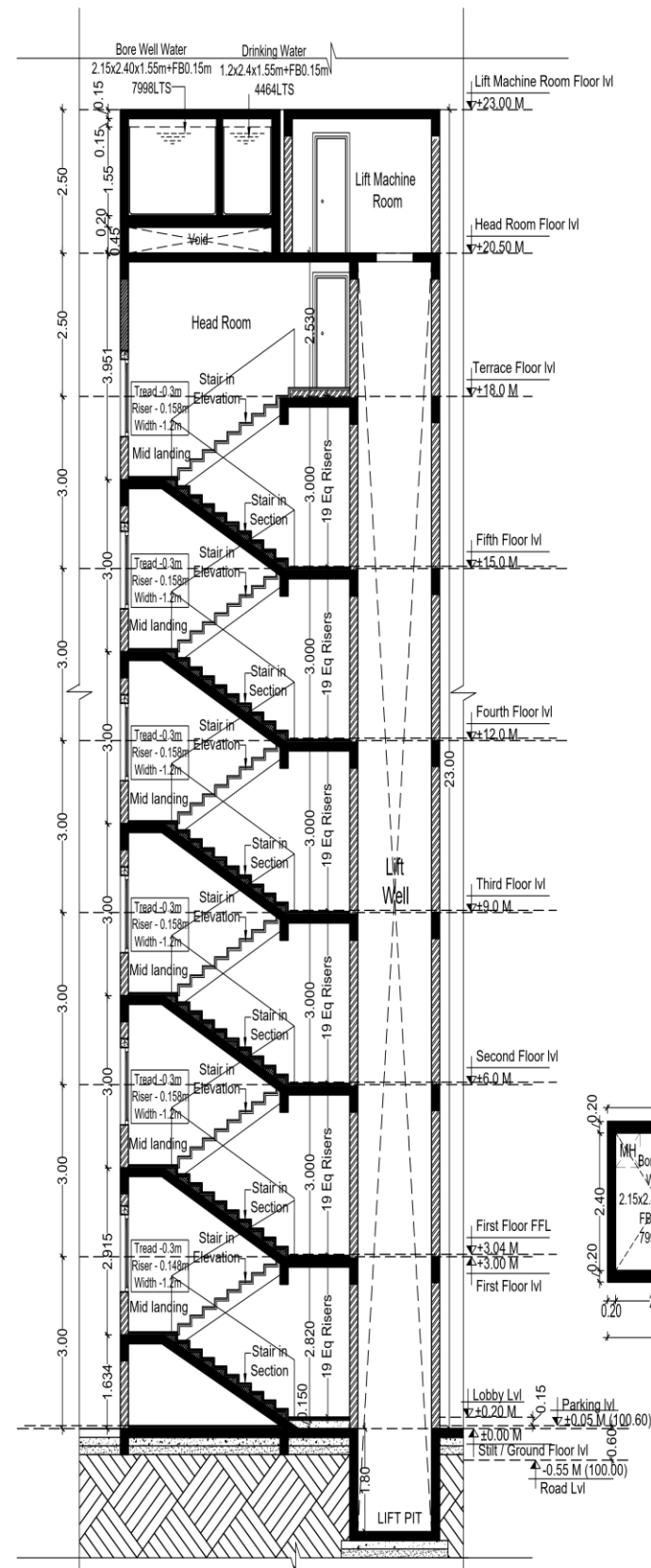
Disclaimer: This plan and areas are prepared based on the schematic plans prior to construction of the project and is indicative only. Design changes and DCR Norms may cause the floor areas and design differs from those shown on this plan. The location of fixtures and fittings is subject to change on implication of allied building services. Furniture and appliances shown are indicative only. Colors shown on the plan are not indicative of actual finishes. This drawing is the sole property of M/s Kharche & Associates and may not be reproduced in whole or part without prior permission.



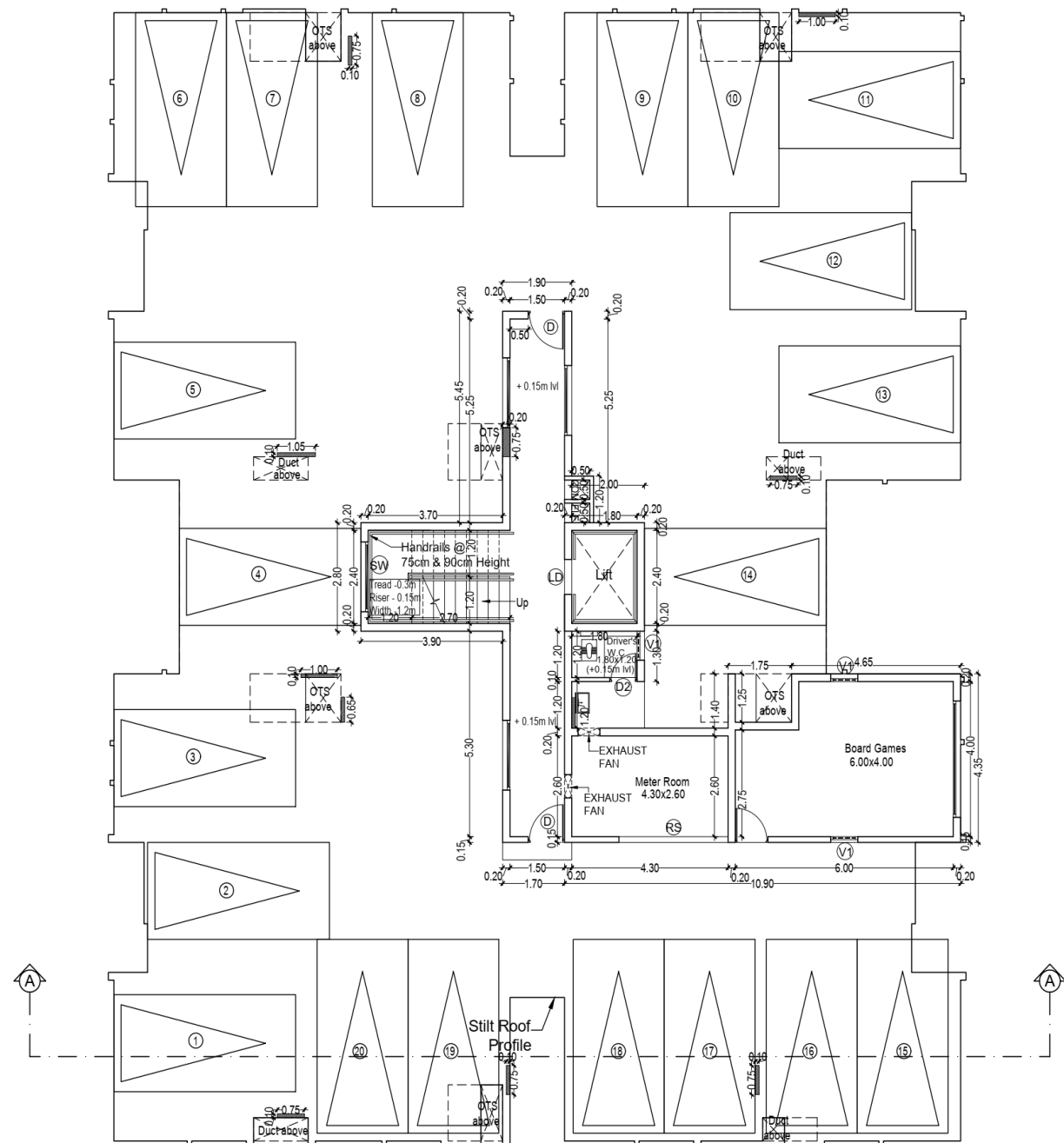
TERRACE FLOOR PLAN



FRONT ELEVATION



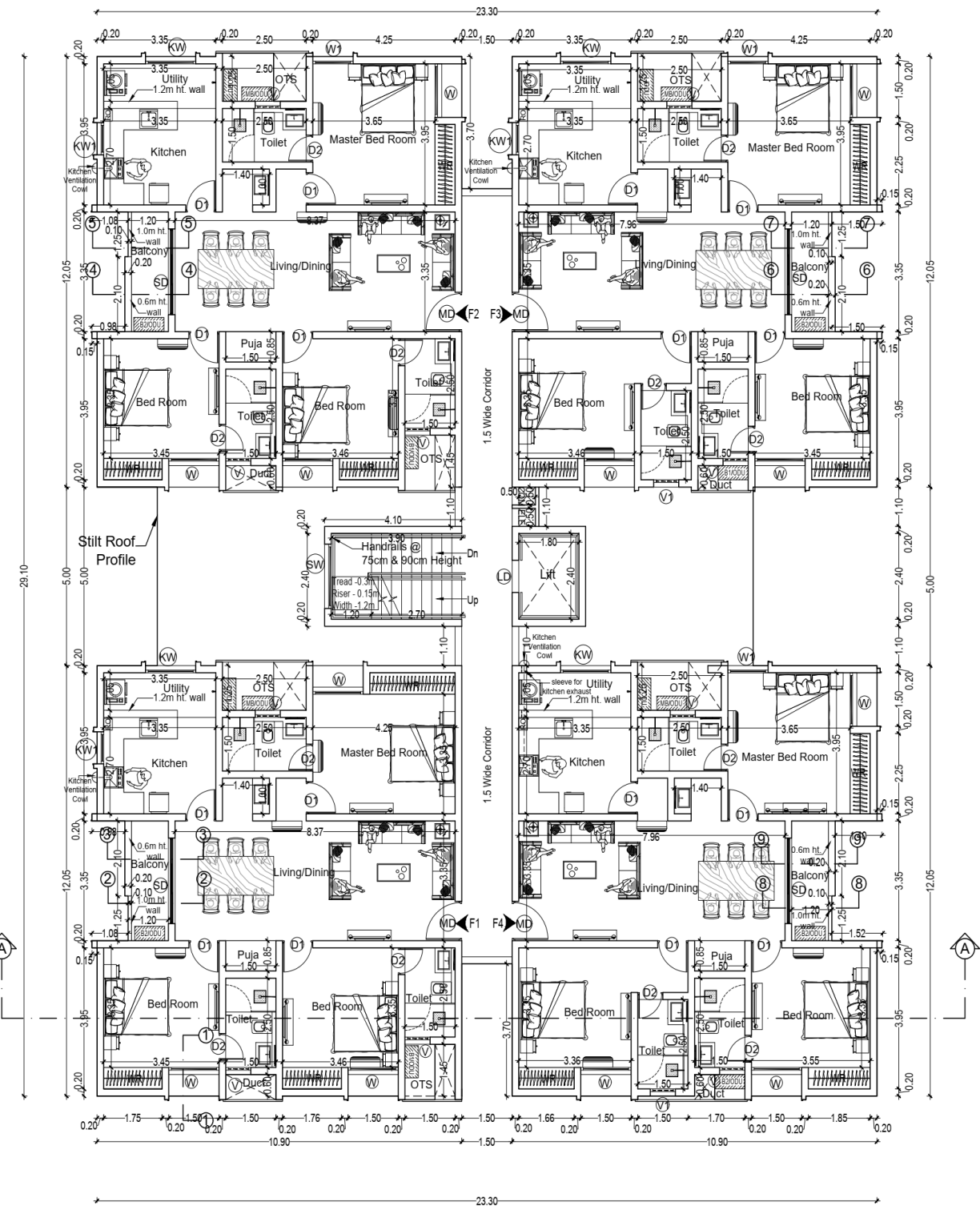
BLOCK-5



STILT FLOOR PLAN

Note: Please Refer Structural Drawing for Column, Beam, Slab Details, for Doors and Windows Refer Joinery Details, for Elevation Finishes - Details Refer All side Elevations, for Grooves, Bands Projection Details Refer Wall Sections.

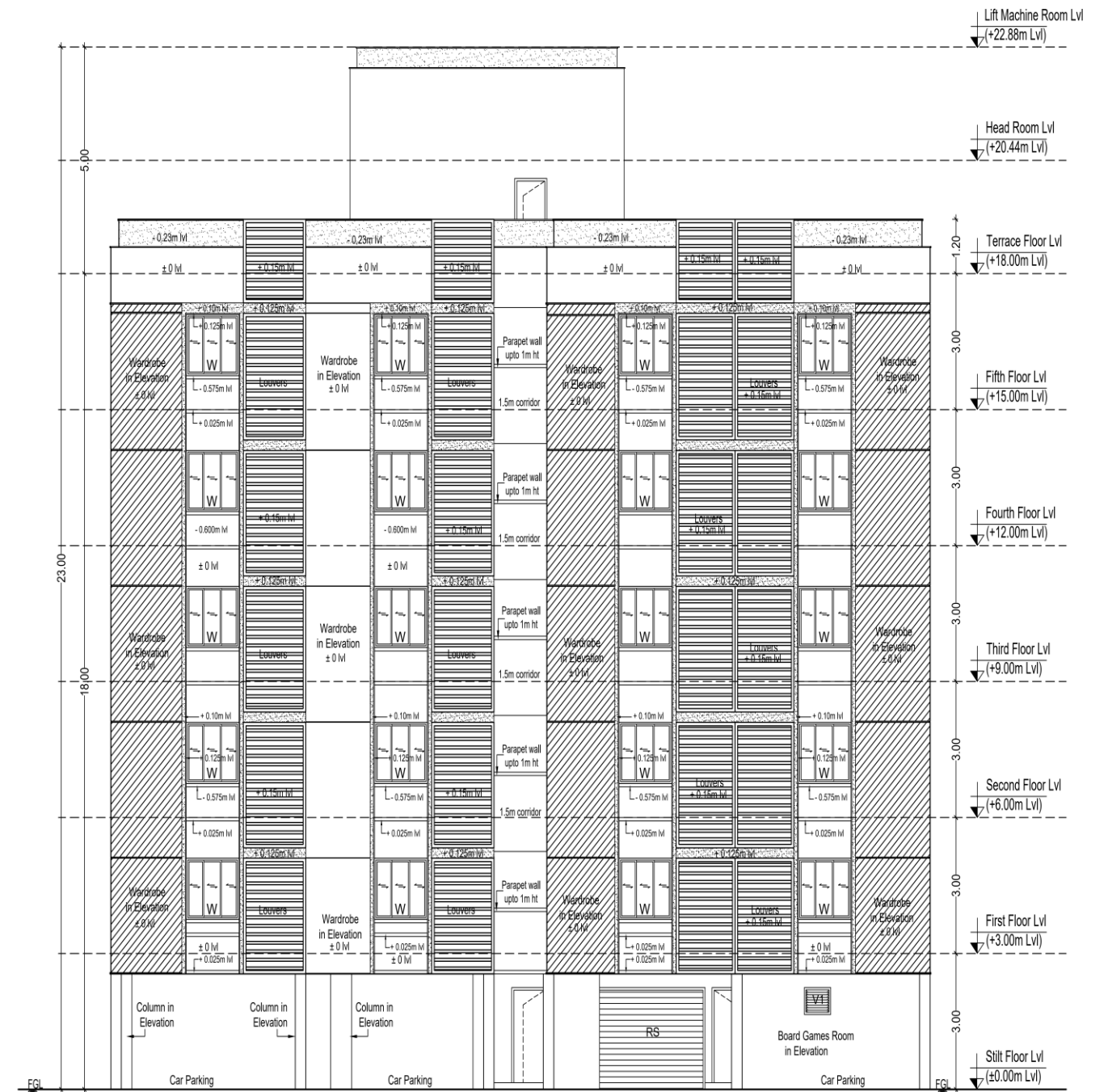
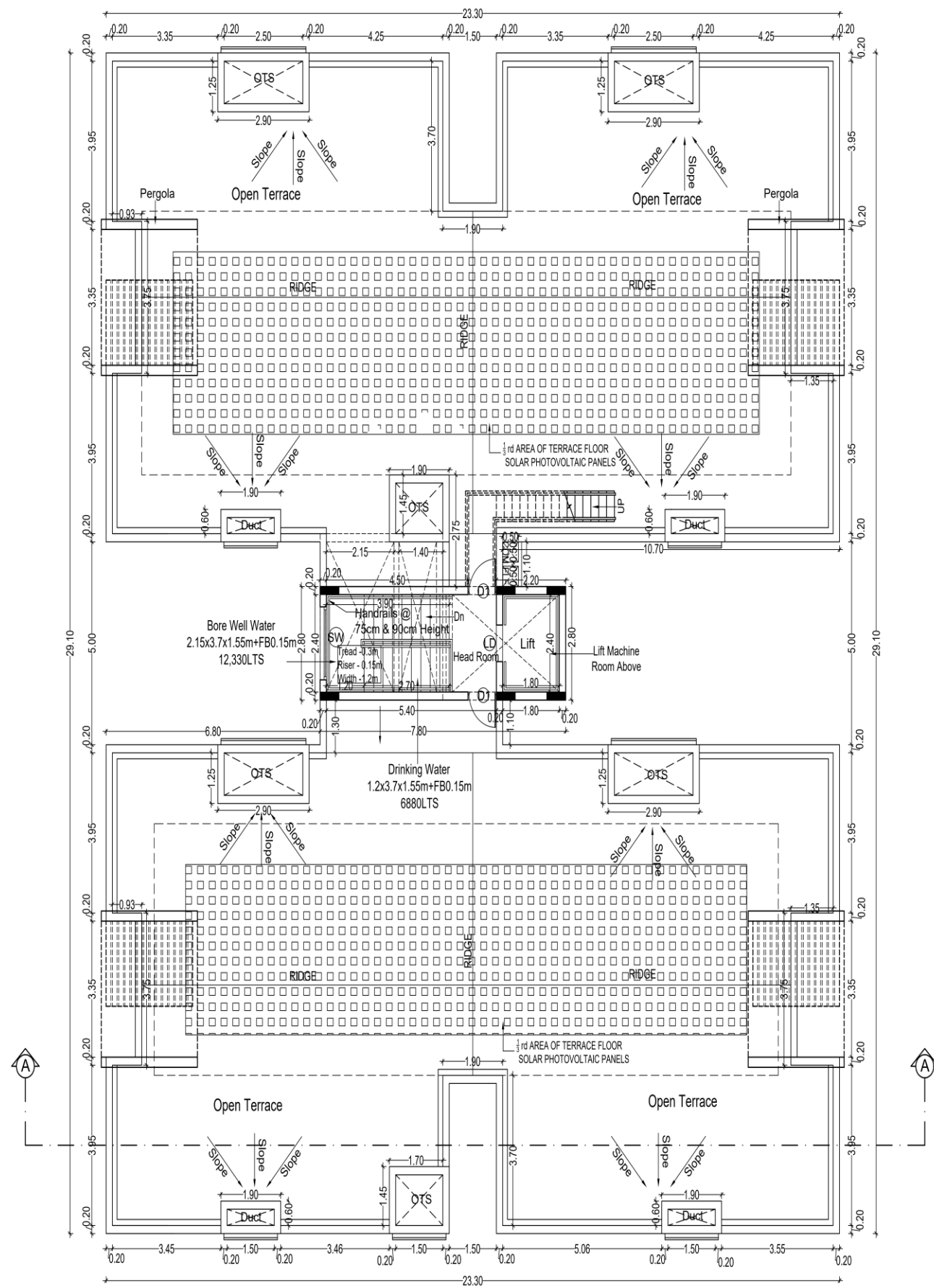
Disclaimer: This plan and areas are prepared based on the schematic plans prior to construction of the project and is indicative only. Design changes and DCR Norms may cause the floor areas and design differs from those shown on this plan. The location of fixtures and fittings is subject to change on implication of allied building services. Furniture and appliances shown are indicative only. Colors shown on the plan are not indicative of actual finishes. This drawing is the sole property of M/s Kharche & Associates and may not be reproduced in whole or part without prior permission.

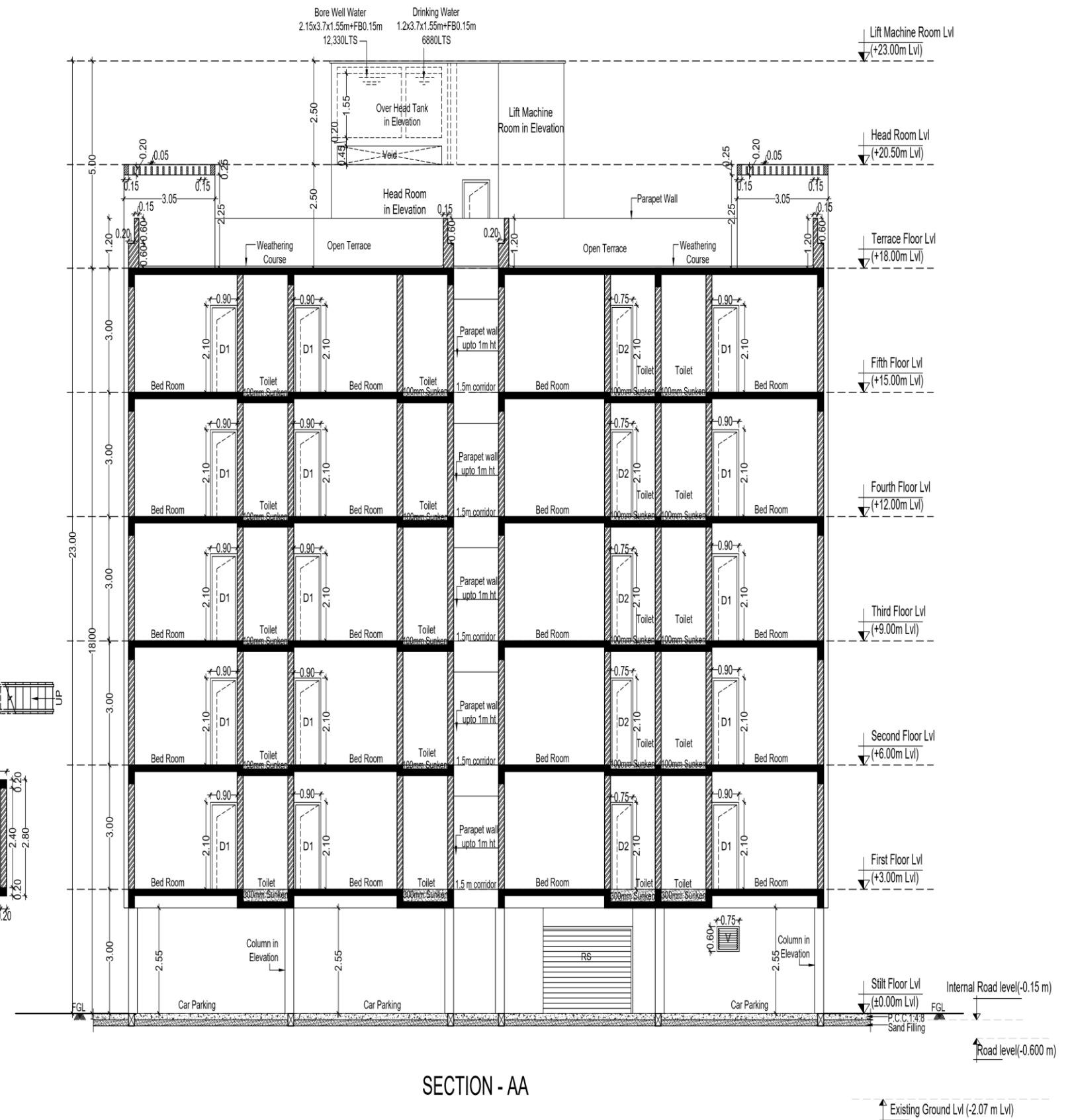
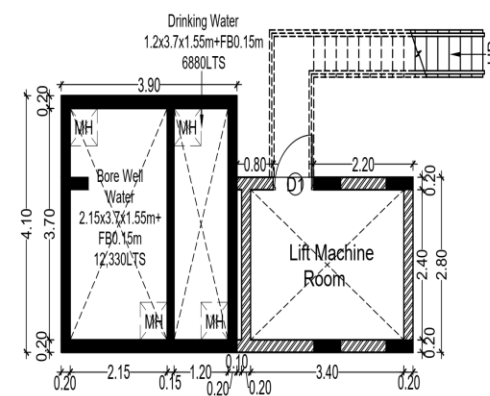
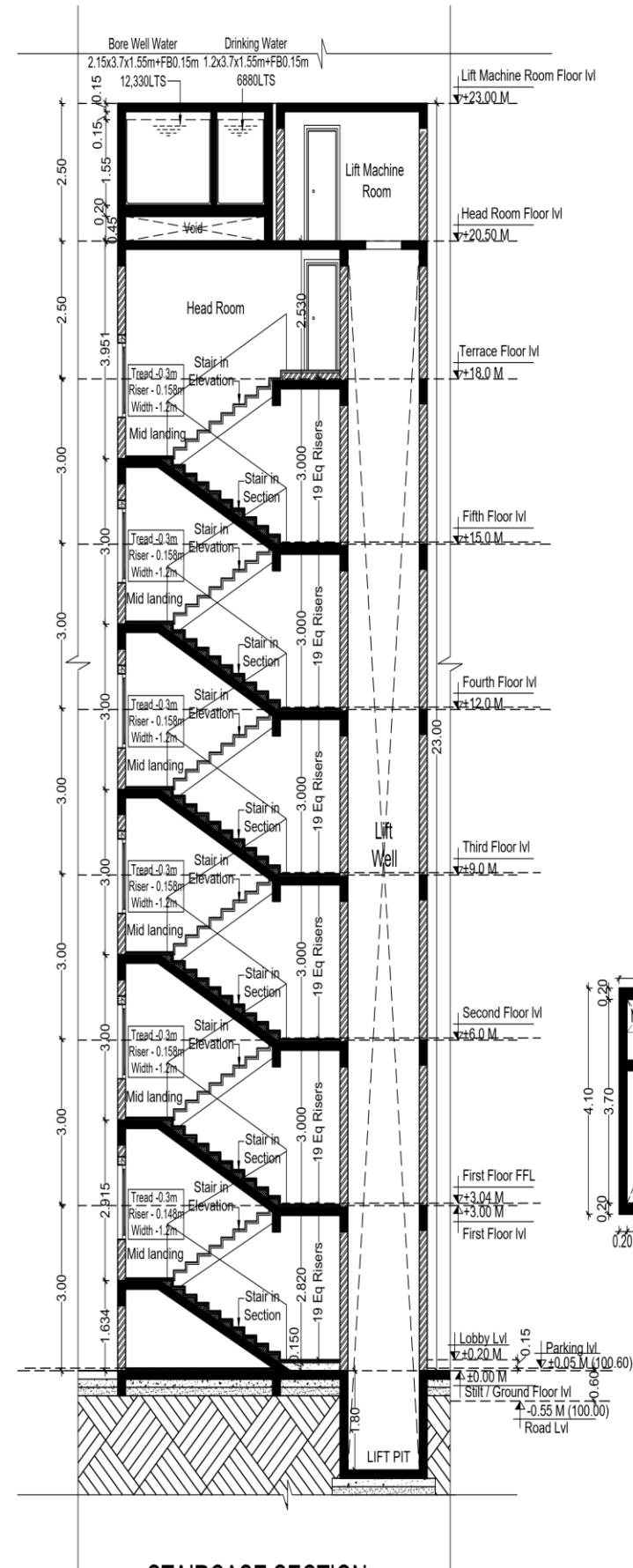


TYPICAL FLOOR PLAN (1st to 5th)

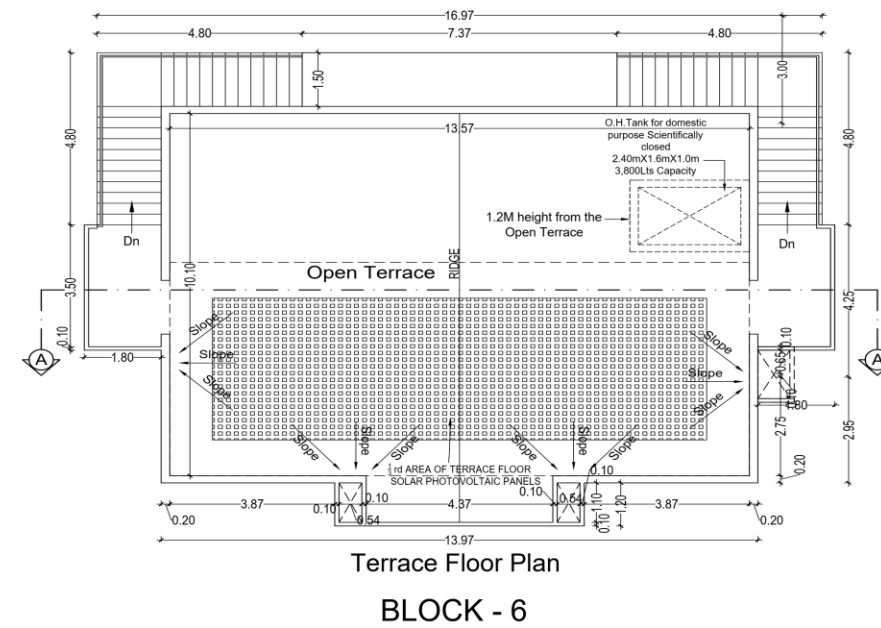
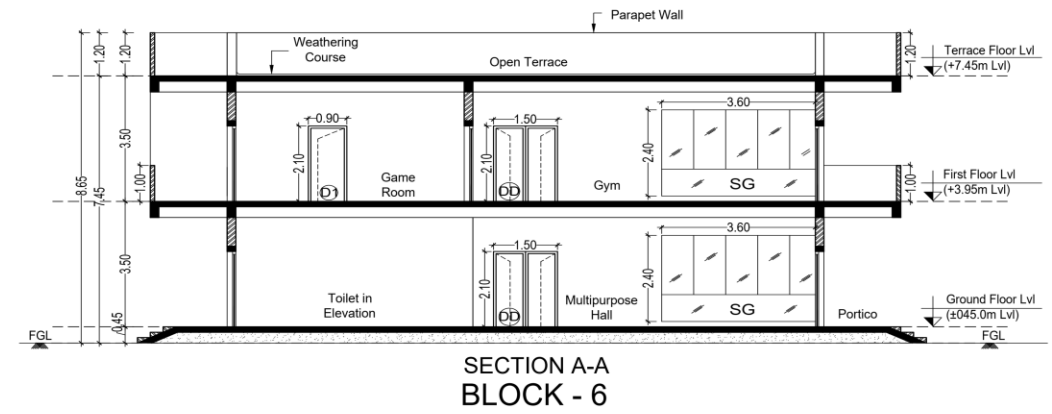
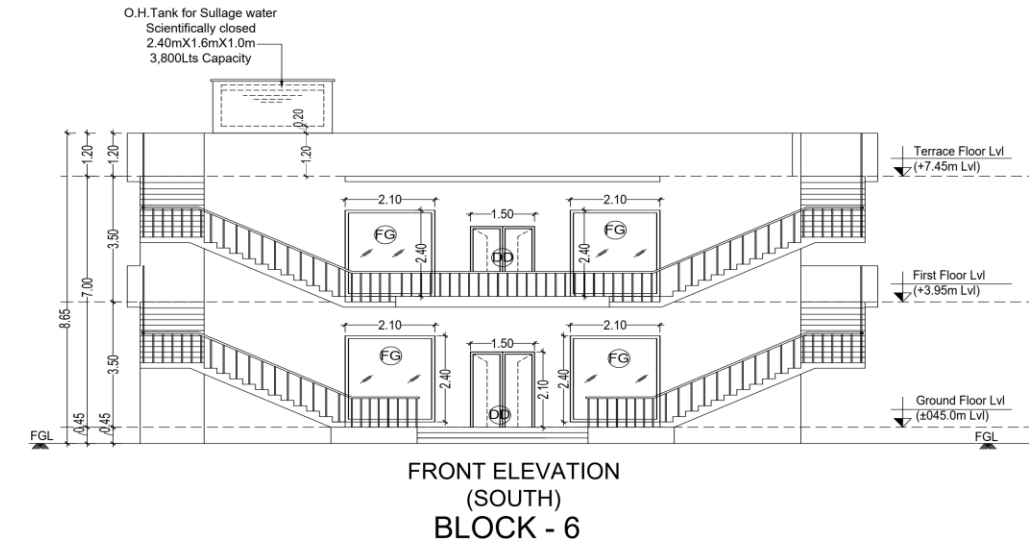
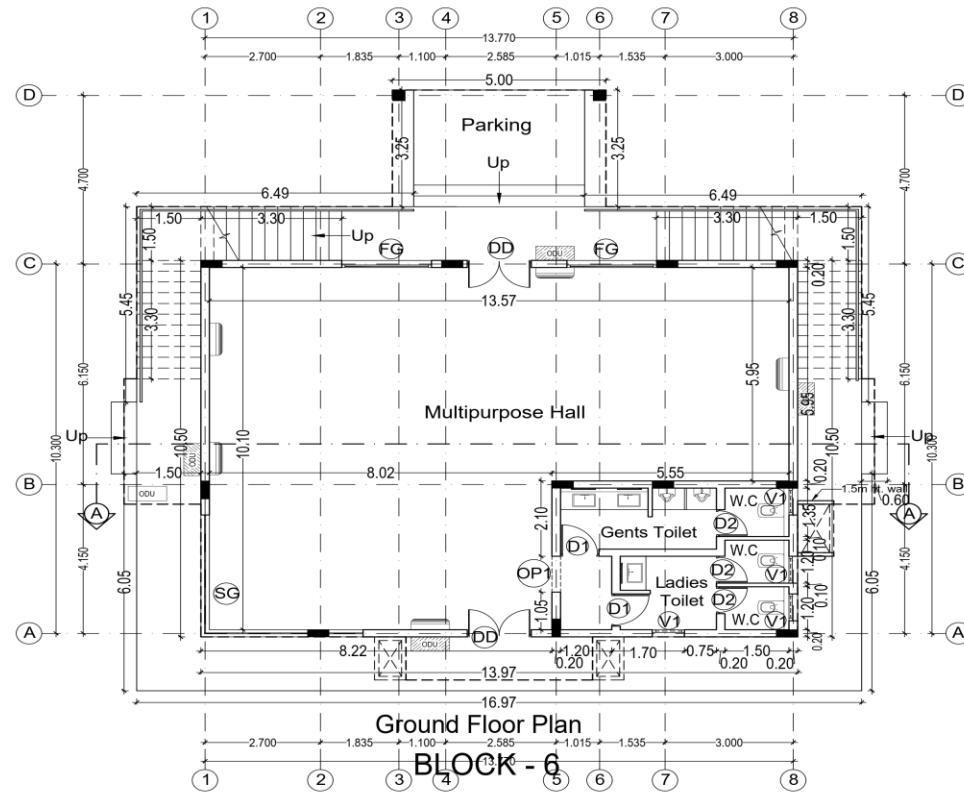
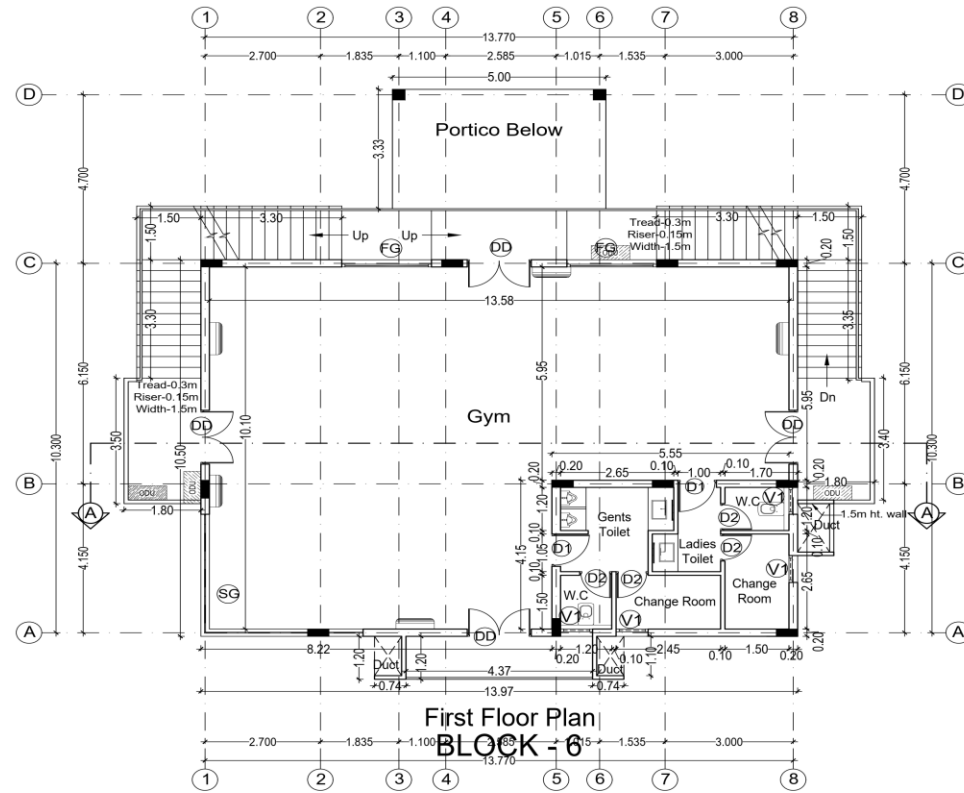
BLOCK - 5

- 1. 300mm sunken for first floor toilets.
- 2. 300mm sunken for typical floor kitchen utility.
- 3. 100mm sunken for Second floor to fifth floor toilets.
- 4. 100mm sunken for typical floor balcony.



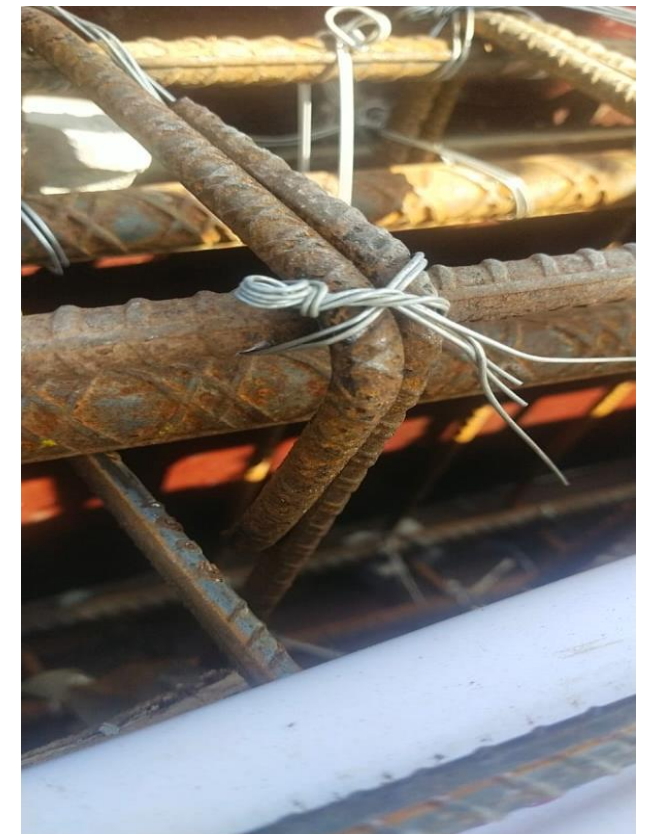
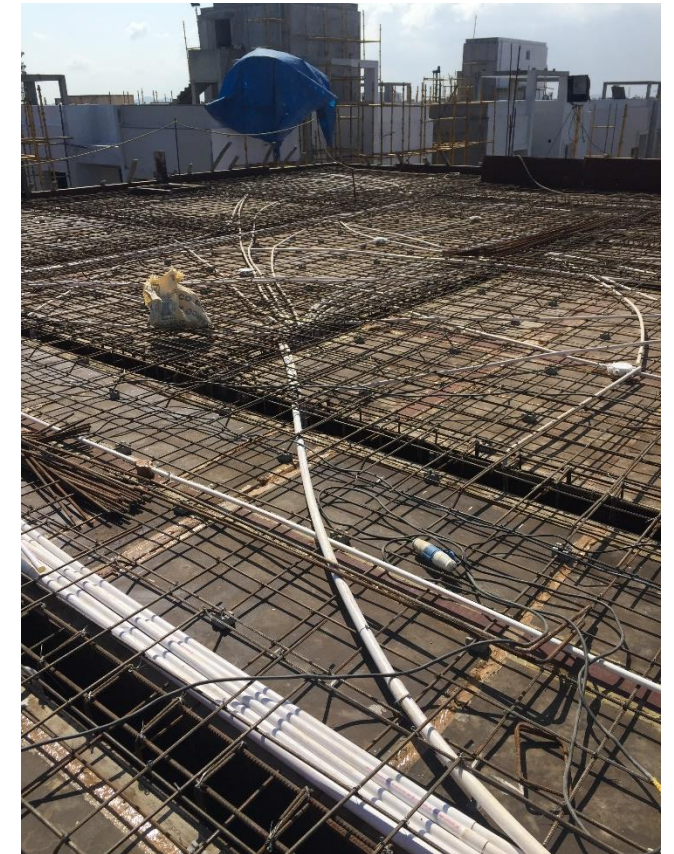


MULTI-PURPOSE HALL



Disclaimer: This plan and areas are prepared based on the schematic plans prior to construction of the project and is indicative only. Design changes and DCR Norms may cause the floor areas and design differs from those shown on this plan. The location of fixtures and fittings is subject to change on implication of allied building services. Furniture and appliances shown are indicative only. Colors shown on the plan are not indicative of actual finishes. This drawing is the sole property of M/s Kharche & Associates and may not be reproduced in whole or part without prior permission.

SITWORK OBSERVATION:
Block-A 5th floor slab reinforcement:



Workmanship:

- Before placing the reinforcements were thoroughly cleaned of rust.
- Reinforcement were assembled in place with proper cement mortar cover blocks to suit the required cover.

R.C.C pumping machine assembling and concreting:



Workmanship:

- Concrete were placed in layers not over 300mm deep.
- Each layer were compacted by mechanical internal vibrating equipment, supplemented by hand spading, roding and tamping.

Waterproofing D block terrace slab:**Workmanship:**

- Washing the terrace surface and making it dust free.
- Filling all the visible cracks by way of specially prepared Silicone crack filler.
- Applying First coat for Filling the invisible cracks & small holes with diluted silicone.
- Applying Second & Third coat of Silicone based cement waterproofing to strengthen the surface.
- Applying Final Forth Coat of Transparent Silicone by Roller.

Brickbat coba completion D block:



Workmanship:

- Slurry and Base Coat was applied on the floor surface.
- While the base coat is still green, brickbats are placed with a gap of 15 and 20mm.
- A protective Coat is applied over the brickbats.

Block A – column casting:







Workmanship:

- Shuttering for column are made of plywood sheets fabricated with battens and stiffeners.
- Water-based shuttering oil were applied on the shutters. It helps to get the good finished surface of the concrete.

Block-A concrete block masonry work:



Workmanship:

- The blocks were not wetted before or during laying in the walls to prevent absorption of water from the mortar and ensure the development of the required bond with the mortar.

- Mortar was spread over the entire top surface of the block including front and rear shells as well as the webs to a uniform layer of one centimeter thickness from horizontal joints.

Multipurpose hall – false ceiling paneling:



Workmanship:

- The framework were suspended by means of hangers of MS rounds 6mm in diameter or MS flats.
- Cut-outs for electrical, air-conditioning, ventilation grills, and outlets were be provided as shown in drawings.

Gym –Staircase granite flooring:**Workmanship:**

- The surface on which the granite was to be fixed was rough, clean, and free of dust, thoroughly wetted and mopped.
- A layer of cement mortar 1:3 (1 cement, 3 coarse sand) and of thickness not less than 12mm was evenly spread.
- Over this mortar bedding neat grey cement slurry of creamy consistency was spread at the rate of 3.3 kg of cement per square meter.
- Granites were fixed in this grout one after another, each tile gently being tapped with a wooden mallet till it is properly bedded and in level with the adjoining granites.

Gym-Plastering



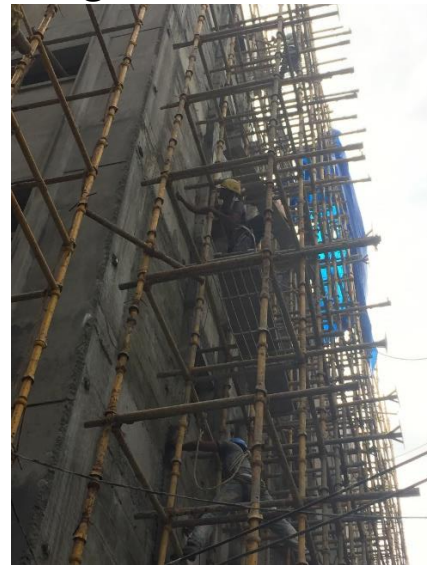
Security cabin column shuttering:



Electrical inspection –block D:



External wall plastering in block E and B:





Workmanship:

- Exterior plaster work was carried out in two coats, the first coat being 12mm thick in cement mortar 1:4 and the second coat being 6 to 8mm thick in cement mortar 1:3.
- The first layer was dashed against the prepared surface with a trowel to obtain an even surface and sufficiently scratched to receive the second coat.
- The surface of the first coat was allowed to set for one day.
- The second coat was then be struck over the first coat and firmly pressed and levelled using a batten.

East Side - Storm water trench PCC& Brick Work:



BLOCK-C Water supply pipes fixing:



MOM(MINUTES OF MEETING):



PROPOSED CONSTRUCTION OF APARTMENTS FOR KRISHNA GROUP MINUTES OF MEETING (MOM)

PROJECT	"Celesta- Palikaranai"
MINUTES OF MEETING , DATE& TIME	MOM # 78-Services 06/12/2021& 9.30 A.M
PURPOSE OF MEETING	Project progress meeting
VENUE	Project site-Palikaranai

Participants:

S.No	Name	Organization
1.	Mr. Gopi Mohan	Builttec Engineers and Consultants
2.	Mr. Vishwanathan	Builttec Engineers and Consultants
3.	Mr. Prabhakar.R	Builttec Engineers and Consultants
4.	Mr. Harikumar	HK Electrical
5.	Mr. Raja	Abi varavan Consultants.

Note: If the minutes of meeting does not reach within a day or in case of any clarification in the above MOM, Please contact the "Project Engineer"

Abbreviations:

MOM: MINUTES OF MEETING, IMM: IMMEDIATELY, INFO: INFORMATION, OG: ON - GOING, ASAP: AS SOON AS POSSIBLE, GFC: GOOD FOR CONSTRUCTION, V-IMP: VERY IMPORTANT

Sl. #	Description	Target	Previous Target	Action By
A	General Points :			
1.	It was decided to apply to CC on 30.03.2022, Based on this date must be completed all related works.	INFO		HK ELECTRICAL /ABHI VAIRAVAN PLUMBING
2.	After Builttec & Client enquiry ANCHOR-ROMA PLUS electrical switch & sockets available at market so finalized the material of ANCHOR-ROMA PLUS.	INFO		HK ELECTRICAL
3.	Revised GA drawing to be received on 06/12/2021 from HK Electricals.	06/12/2021		HK ELECTRICAL
B.	ELECTRICAL WORKS			
	H.K Electrical committed to complete the following works as per the below committed dates.			
	<u>Main building Block - 4,</u>			
1.	1. Fifth floor to Stilt Floor - Electrical shaft and DG Power supply VDB box fixing to be completed on 11/12/2021. 2. All floor to Stilt Floor - Electrical shaft to Meter room cabling (EB and DG supply) work to be completed on or before 30/12/2021. 3. Second Floor - Switch and socket fixing and testing including MCB, ELCB, ACCL and power cable (EB and DG) laying up to shaft to be completed on 08/12/2021. 4. Third Floor - Switch and socket fixing and testing including MCB, ELCB, ACCL and	11/12/2021 30/12/2021 08/12/2021	27/11/2021 24/11/2021	HK Electrical

Sl. #	Description	Target	Previous Target	Action By
	power cable (EB and DG) laying up to shaft to be completed on 14/12/2021	14/12/2021	27/11/2021	HK ELECTRICAL
5.	Fourth Floor –Wiring, switch and socket fixing and testing including MCB, ELCB,ACCL and power cable (EB and DG) laying up to shaft to be completed on 16/12/2021.	16/12/2021	30/11/21	
6.	Fifth Floor –Wiring, switch and socket fixing and testing including MCB, ELCB,ACCL and power cable (EB and DG) laying up to shaft to be completed on 18/12/2021.	18/12/2021	30/11/21	
7.	Staircase - Stilt Floor to Terrace Floor - Wiring, switch and socket fixing and testing including MCB, ELCB,ACCL and power cable (EB and DG) laying up to shaft to be completed on 21/12/2021.	21/12/2021	30/11/21	
8.	Stilt Floor – Earth strip laying & Earth pit work to be completed on 11/12/2021.	11/12/2021	27/11/2021	
9.	Stilt Floor – External Hume pipe laying and chamber work to be completed on 17/12/2021.	17/12/2021		
Main building Block - 5,				
1.	Third Floor – Flat 303, 301,302 Electrical box fixing and conduit laying work to be completed on or before 11/12/2021.	11/12/2021		
2.	Fourth Floor – Flat 403, 402 Electrical wall chasing work to be completed on or before 11/12/2021.	11/12/21		

Sl. #	Description	Target	Previous Target	Action By
	Main building Block - 1,			
	1. Second Floor – Flat 203, 202 Electrical wall chasing work to be completed on or before 11/12/2021.	11/12/21		
	H.K Electrical committed to Switch & Socket supply works as per the below committed dates.			HK Electricals.
2	Block 4 – Second Floor – 06/12/21 Block 4 – Third to Fifth Floor – 10/12/21 Block 3 – First to Fifth Floor – 18/12/21	INFO		
C	PLUMBING WORKS			
	Abhi vairavan committed to complete the following works as per the below committed dates.			
	Main building Block -4,			
	• Stilt floor – Soil & Waste line work to be completed on or before 11/12/2021	11/12/21	27/11/2021	Abhi vairavan Plumbing
	• External IC Chamber work west & South side to be completed on 11/12/21.	11/12/21		
1.				
	Main building Block -5,			
	• Third floor – Water line work to be completed on or before 11/12/2021	11/12/21		
	• Fourth floor – Water line work to be completed on or before 11/12/2021	11/12/21		
D	DATA & CCTV WORKS			
	ProTech committed to complete the following works as per the below committed dates.			

Sl. #	Description	Target	Previous Target	Action By
	Main building Block -4,			
	1. Communication Shaft - TV, Data, and Telephone & Intercom Cable laying work to be completed 100% on or before 11/12/2021.	11/12/2021		PRO TECH
E	HVAC- Works			
	SAI AIRCON committed to complete the following works as per the below committed dates.			
	• Block 5 –Third Floor Copper pipe & Drain line fixing work to be completed on or before 11/12/2021	11/12/2021		SAI AIRCON
	• Block 1 –First Floor Copper pipe & Drain line fixing work to be completed on or before 11/12/2021	11/12/2021		
F	SAFETY POINTS			
1.	Regarding Housekeeping Builtec asked to all contractors to keep the site always 100% neat and clean.	INFO		Abhivairan Plumbing/ HK Electrical
2.	Builtec informed to all contractors Staff, Labours to be provided with company I.D and they should maintain the in & out time register at site.	INFO		Abhivairan Plumbing/ HK Electrical
3.	Builtec informed to all contractors Staff, Labours should always wear PPE and Safety display boards should be present at site.	INFO		Abhivairan Plumbing/ HK lectrical

NEXT MEETING WILL BE HELD ON 14-12-2021 AT 4.00 PM

Circulation:

Sl #	ORGANIZATION	FAX	E-MAIL	HARD COPY
1.	Krishna Group-Client		✓	
2.	Builtec Engineers & Consultants		✓	
3.	Structural-United Consultant		✓	
4.	Architect- Kharche Associates		✓	
5.	sumanam.org - Electrical consultant		✓	
6.	Punniyamoorthy Nagarathinam - Plumbing consultant		✓	
7.	Qualtech Engineers Pvt Ltd		✓	
8.	HK Electricals		✓	
9.	Abhi viravan plumbing		✓	

Minutes prepared by

A. Viswanathan,
Project Engineer



**PROPOSED CONSTRUCTION OF APARTMENTS
FOR KRISHNA GROUP
MINUTES OF MEETING (MOM)**

PROJECT	"Celesta- Pallikaranai"
MINUTES OF MEETING , DATE& TIME	MOM # 79-Civil 14/12/2021& 4.00 P.M
PURPOSE OF MEETING	Project progress meeting
VENUE	Project site-Pallikaranai

Participants:

S.No	Name	Organization
2.	Mr. Gopimohan	Builtec Engineers and Consultants
3.	Mr.Viswanathan	Builtec Engineers and Consultants
4.	Mr.Kamalakannan	Qualtech Engineers Pvt Ltd
5.	Mr.Madhavan	Qualtech Engineers Pvt Ltd

Note: If the minutes of meeting does not reach within a day or in case of any clarification in the above MOM, Please contact the "Project Engineer"

Abbreviations:

MOM: MINUTES OF MEETING, **IMM:** IMMEDIATELY, **INFO:** INFORMATION, **OG:** ON – GOING, **ASAP:** AS SOON AS POSSIBLE, **GFC:** GOOD FOR CONSTRUCTION, **V-IMP:** VERY IMPORTANT

Sl. #	Description	Target	Previous Target	Action
A	General Points :			
1.	Qualtech is committed to complete the all snag work and hand over as following dates. This Week Plans for Snag completion: - Flat 303 – 19/12/2021. - Flat 302 – 19/12/2021. - Flat 304 – 19/12/2021. - Flat 301 – 19/12/2021.	INFO	11/12/21	Qualtech
2.	It was decided to apply to CC on 31.03.2022, Based on this date must be completed all related works.	INFO		Qualtech
3.	It was decided that Block 4 all snag work to be completed on or before 31/12/2021.	INFO		Qualtech
4.	Client confirmed that Balance tile will deliver on or before 18/12/2021.	INFO	25/11/2021	M/s. Krishna Construction
B	CIVIL WORKS – M/. Qualtech			
	Tile Work: It was decided to adjust the tile hollow sound before handing over the flat to avoid Quality issue. Qualtech is committed to fixing the following dates.			
1.	- Block 3 - Fourth floor 4 flats to be completed hollow sound work on or before 19/12/2021. - Block 3 - Fifth floor 4 flats to be completed hollow sound work on or before 19/12/2021.	19/12/21		QUALTECH
2.	It was decided that to remove the Store from Block-4. 1. Qualtech committed to shift the store on or before 25/12/2021. 2. The same area all civil activities to be completed on 31/12/21.	25/12/21 31/12/21	27/11/21	QUALTECH

Sl. #	Description	Target	Previous Target	Action
A	General Points :			
1.	Qualtech is committed to complete the all snag work and hand over as following dates. This Week Plans for Snag completion: - Flat 303 – 19/12/2021. - Flat 302 – 19/12/2021. - Flat 304 – 19/12/2021. - Flat 301 – 19/12/2021.	INFO	11/12/21	Qualtech
2.	It was decided to apply to CC on 31.03.2022, Based on this date must be completed all related works.	INFO		Qualtech
3.	It was decided that Block 4 all snag work to be completed on or before 31/12/2021.	INFO		Qualtech
4.	Client confirmed that Balance tile will deliver on or before 18/12/2021.	INFO	25/11/2021	M/s. Krishna Construction
B	CIVIL WORKS – M/. Qualtech			
1.	<u>Tile Work:</u> It was decided to adjust the tile hollow sound before handing over the flat to avoid Quality issue. Qualtech is committed to fixing the following dates. - Block 3 - Fourth floor 4 flats to be completed hollow sound work on or before 19/12/2021. - Block 3 - Fifth floor 4 flats to be completed hollow sound work on or before 19/12/2021.	19/12/21		QUALTECH
2.	It was decided that to remove the Store from Block-4. - Qualtech committed to shift the store on or before 25/12/2021. - The same area all civil activities to be completed on 31/12/21.	25/12/21 31/12/21	27/11/21	QUALTECH

Sl. #	Description	Target	Previous Target	Action by
3.	It was decided that to complete the Block -4 balance painting work (Up to primer) on or before 19/12/2021. (5 th Floor)	19/12/21	17/11/21	QUALTECH
4.	Bock C- Stilt floor all cleaning works to be completed on or before 19/12/2021.	19/12/21	11/12/21	QUALTECH
5.	Bock C- First floor all works (Ready to Doors fixing) to be completed on or before 19/12/2021.	19/12/21	11/12/21	QUALTECH
6.	It was decided that Qualtech must be completed 4 Flats of Gypsum plaster & Tile work per week. This Week Plans for Gypsum Plaster: Block 5 - Flat – 203, Flat 202, Flat 204& Flat 201. This Week Plans for Tile Work : Block 2 – Flat 401, Flat 402, Flat 403, Flat 404. Toilets only Block 2 - Flat 102, Flat 104, Flat 101, Flat 203.	19/12/21 19/12/21	11/12/21	QUALTECH
7.	QUALTECH committed to complete the following works as per the below committed dates.			
I.	Block 4			
a.	<u>Water proofing Work:</u> Qualtech is committed to complete the work as following dates. Terrace floor – All Flats above Brick batt coba finishing to be completed on or before 19/12/2021.	19/12/21	04/12/21	QUALTECH
b.	<u>Deep cleaning Work:</u> Qualtech is committed to complete the work as following dates. Fourth floor – 4Flats Deep cleaning work to be completed on 19/12/21.	19/12/21		QUALTECH

Sl. #	Description	Target	Previous Target	Action by
	Snag Work: Qualtech is committed to complete the all snag work and hand over as following dates. Third Floor : - Flat 303 – 19/12/2021. - Flat 302 – 19/12/2021. - Flat 304 – 19/12/2021. - Flat 301 – 19/12/2021. Fourth Floor : - Flat 403 – 19/12/2021. - Flat 402 – 19/12/2021. - Flat 404 – 19/12/2021. - Flat 401 – 19/12/2021. c. Block 4 – Snag work and handing over as per previous committed date as below: Block-4 1st floor -Complete the all snag work and handed over on or before 10/10/2021. 2nd floor -Complete the all snag work and handed over on or before 10/10/2021. 3rd floor -Complete the all snag work and handed over on or before 15/10/2021. 4th floor - Complete the all snag work and handed over on or before 22/10/2021. 5th floor - Complete the all snag work and handed over on or before 31/10/2021. 1st & 2nd floor Common area -The remaining work up to wall primer must be complete on or before 9/10/2021.	19/12/21	11/12/21	QUALTECH
		19/12/21		
			INFO 31/10/2021	
II.	Block 3			
a.	Gypsum plaster Work: Qualtech to be complete the work after terrace waterproofing work.			QUALTECH

Sl. #	Description	Target	Previous Target	Action by
	Fifth floor - 1/4 flat (F 501) Gypsum plastering work to be completed as soon as possible.	INFO	17/11/2021	
	Tile & Granite Work: Qualtech is committed to complete the work on or before 19.12.2021.			
b.	- Fifth floor-Flat 501 to be completed as soon as possible. - Third Floor corridor – Granite laying work to be completed on 19.12.21. - Fourth Floor corridor – Granite laying work to be completed on 19.12.21 - Fifth Floor corridor – Granite laying work to be completed on 19.12.21	INFO	28/11/21	QUALTECH
		19/12/21	04/12/21	
		19/12/21	04/12/21	
c.	Water proofing Work: Qualtech is committed to complete the work on or before 19.12.2021.			
	Terrace floor Brick bat coba works to be completed 1/4Flats.	19/12/21		QUALTECH
d.	Grill Fixing Work: Qualtech is committed to complete the work on or before 22.12.2021.			
	1. All Floor – Grill fixing works to be completed on or before 22.12.21.	22/12/21	21/11/21	QUALTECH
III.	Block 2			
a.	Tile & Granite Work: Qualtech is committed to complete the work on or before 19.12.2021.			
	- First floor-4/4 flat to be completed 100 %. - Second floor –3/4flats to be completed 100%	19/12/21	04/12/21	
		19/12/21	11/12/21	

Sl. #	Description	Target	Previous Target	Action by
	Fourth floor -1/4flats to be completed 100%	19/12/21		
b.	External plaster Work: External plastering work to be completed 100% on or before 19/12/2021.	19/12/21	14/11/2021	QUALTECH
c.	Water proofing Work: Qualtech is committed to complete the work on or before 13.01.2021. Terrace floor – F3 & F2 Deep cleaning works to be completed 100%	19/01/21	21/11/21	QUALTECH
d.	Gypsum plaster Work: Qualtech is committed to complete the work on or before 19.12.2021. - Third Floor – All snag work in Gypsum plaster to be completed 100%. - Third Floor – All snag work in Gypsum plaster to be completed 100%.	19/12/21 19/12/21	11/12/21	QUALTECH
IV.	Block 5			
a.	Block Work: Qualtech is committed to complete the work on or before 19.12.2021. Terrace Floor – Parapet block work to be completed 100%.	19/12/21	21/11/2021	QUALTECH
b.	Ceiling plaster Work: Qualtech is committed to complete the work on or before 19.12.2021. Fourth floor-4/4 flats to be completed 100 %.	19/12/21	28.11.21	QUALTECH
c.	Wall cement plaster Work: Qualtech is committed to complete the work on or before 19.12.2021. Third floor-2/4 flats to be completed 100 %.	19/12/21	11/12/21	QUALTECH

Sl. #	Description	Target	Previous Target	Action by
	Gypsum plaster Work: Qualtech is committed to complete the work on or before 19.12.2021.			
d.	- First floor -4/4 flat to be completed 100 %. - Second Floor – 4/4flat to be completed 100 %.	19/12/21 19/12/21	28/11/21 04/12/21	
e.	Internal water proofing Work: Qualtech is committed to complete the work as per below mentioned. - First floor-4/4 flats brick jelly concrete to be completed 100 % - Second floor-4/4 flats water proofing works to be completed 100 % - Third floor-2/4 flats water proofing works to be completed 100 %	19/12/21 19/12/21 19/12/21		QUALTECH
f.	Head room concrete& OHT Reinforcement: Qualtech is committed to complete the work on or before 19.12.21 - OHT Base Concreting work to be completed 100%. - OHT Wall & Reinforcement work to be completed 100%	19/12/21 19/12/21	21/11/2021	QUALTECH
g.	External plaster Work: External plastering work to be completed 50% (South & West Sides) on or before 19/12/2021.	19/12/21		QUALTECH
V.	Block 1			

Sl. #	Description	Target	Previous Target	Action by
a.	Concreting Work: Qualtech is committed to complete the work as on following dates. - All Column starter Concreting to be completed 100% on or before -16/12/21 - Terrace Floor - Column & Pergola column (3& F4) concrete to be completed 100% on or before 16.12.2021.	16/12/21 16/12/21		QUALTECH
b.	Block Work: Qualtech is committed to complete the work on or before 11.12.2021. - Third floor -2/4 flats to be completed 100 %. - Fourth floor -3/4 flats to be to be completed 100 %.	19/12/21 19/12/21		QUALTECH
c.	Wall cement plaster Work: Qualtech is committed to complete the work on or before 19.12.2021. Second floor- 2/4 flats button marks fixing to be completed 100 %.	19/12/21		QUALTECH
d.	Gypsum plaster Work: Qualtech is committed to complete the work on or before 19.12.2021. First floor -1/4 flat to be completed 100 %.	19/12/21		
e.	Internal water proofing Work: Qualtech is committed to complete the work as per below mentioned. First floor-2/4 flats water proofing to be completed 100 %	19/12/21		QUALTECH

Sl. #	Description	Target	Previous Target	Action by
VI.	MPH Blocks Painting Work: Qualtech is committed to complete the work on or before 19.12.2021. - Ground floor- Internal painting up to scraping to be completed 100 %. - First Floor - Internal painting up to two coat putty to be completed 100 %.	19/12/21 19/12/21		QUALTECH
b.	Toilets waterproofing Work: Qualtech is committed to complete the work on or before 19.12.2021. First floor-Internal toilets to be completed 100 %.	19/12/21		
c.	Terrace waterproofing Work: Qualtech is committed to complete the work on or before 19.12.2021. - OHT Water proofing works to be completed 100 %. - Terrace Water proofing works to be completed 100 %.	19/12/21 19/12/21		
VII.	External Works Storm water trench: Qualtech is committed to complete the work as on following dates. - East Side - Storm water trench excavation, PCC & Brick Work to be completed on or before 19/12/2021. - South Side - All material clearing work to be completed on or before 19/12/2021.	19/12/21 19/12/21		QUALTECH QUALTECH

Sl. #	Description	Target	Previous Target	Action by
	It was decided to complete the storm water trench work without precast slab on or before 19-11-2021. (Due to rain date was postponed) –Works started. Noted	INFO		
b.	External Filling & Paver Block : It was decided that to complete the Block-4 south & west side external filling work on or before 18/11/2022 and handover to plumbing contractor. (Due to rain date was postponed). Next Week programs submit on 24/12/2021.	INFO		QUALTECH
c.	Security Cabin & Canopy : Qualtech is committed to complete the work as on following dates. Security Cabin : - PCC for flooring - 15/12/21 - Column iind Lift – 17/12/21 - Roof slab Shuttering – 19/12/21 Canopy : - Excavation, PCC &Footing Concreting – 19/12/21 Next Week programs submit on 24/12/2021.	19/12/21 19/12/21		QUALTECH
C	DOOR FIXING – M/s. JAC DOOR			

Sl. #	Description	Target	Previous Target	Action by
1.	Jac door is committed to complete the door fixing work as on following dates. Block 4: All snag works to be completed on or before 19/12/21.	19/12/21		JAC DOOR
D	WINDOW FIXING – M/s. PERFECT WINDOW			
1.	Perfect Window is committed to complete the Window fixing work as on following dates. Block 3: Flat 501, Flat 502, Flat 503, Flat 504 & Flat 401, 402, 403 & Flat 404 - 19.12.2021.	19/12/21		Perfect Window
E	SAFETY POINTS			
1.	Regarding Housekeeping Builtec asked to all contractors to keep the site always 100% neat and clean.	INFO		Qualtech/ JAC DOOR
2.	Builtec informed to all contractors Staff, Labours to be provided with company I.D and they should maintain the in & out time register at site.	INFO		Qualtech/ JAC DOOR
3.	Builtec informed to all contractors Staff, Labours should always wear PPE and Safety display boards should be present at site.	INFO		Qualtech/ JAC DOOR

NEXT MEETING WILL BE HELD ON 20-12-2021 AT 9.30 PM

Circulation:

Sl #	ORGANIZATION	FAX	E-MAIL	HARD COPY
1.	Krishna Group-Client		✓	
2.	Builtec Engineers & Consultants		✓	
3.	Structural-United Consultant		✓	
4.	Architect- Kharche Associates		✓	
5.	sumanam.org - Electrical consultant		✓	
6.	Punniyamoorthy Nagarathinam - Plumbing consultant		✓	
7.	Qualtech Engineers Pvt Ltd		✓	

Minutes prepared by
A. Viswanathan,
Project Engineer



PROPOSED CONSTRUCTION OF APARTMENTS
FOR KRISHNA GROUP
MINUTES OF MEETING (MOM)

PROJECT	“Celesta- Pallikaranai”
MINUTES OF MEETING , DATE& TIME	MOM # 80-Civil - Status 20/12/2021&9.30 A.M
PURPOSE OF MEETING	Project progress meeting
VENUE	Project site- Pallikaranai

Participants:

S.No	Name	Organization
1.	Mr.Sathish	Krishna constructions
2.	Mr. Gopimohan	Builtec Engineers and Consultants
3.	Mr.Viswanathan	Builtec Engineers and Consultants
4.	Mr.Kamalakannan	Qualtech Engineers Pvt Ltd
5.	Mr.Madhavan	Qualtech Engineers Pvt Ltd

Note: If the minutes of meeting does not reach within a day or in case of any clarification in the above MOM, Please contact the “Project Engineer”

Abbreviations:

MOM: MINUTES OF MEETING, **IMM:** IMMEDIATELY, **INFO:** INFORMATION, **OG:** ON – GOING, **ASAP:** AS SOON AS POSSIBLE, **GFC:** GOOD FOR CONSTRUCTION, **V-IMP:** VERY IMPORTANT

Snag completion Schedule

Snag completion schedule						
Sl.No	Description	Door fixing completion BY JAC DOOR	Deep cleaning completion by QUALTECH	Snag given by BUILTEC	Snag completion by QUALTECH	Remarks
I	Block 4					
	Flat 301	C	C	C	88/95	
	Flat 302	C	C	C	70/90	
	Flat 303	C	C	C	79/99	
	Flat 304	C	C	C	75/91	
	Flat 401	C	24-12-21 Done on 25.12.21	26-12-21 C	02-01-22	
	Flat 402	C	C	21-12-21 C	28-12-21	
	Flat 403	C	C	21-12-21 C	28-12-21	
	Flat 404	C	21-12-21 C	23-12-21 C	30-12-21	
	Flat 501					Door material not available.
	Flat 502	C	25-12-21 Not done			
	Flat 503					
	Flat 504					
II	Block 3					

	Flat 101	-	25-12-21	31-12-21	07-01-22	Corridor civil works completed on 22.12.21. Door works to be started on 27.12.21
	Flat 102	-	23-12-21	29-12-21	05-01-22	
	Flat 103	-	23-12-21	29-12-21	05-01-22	
	Flat 104	-	25-12-21	31-12-21	07-01-22	
III	Block 2					
	Flat 101	-	25-12-21	31-12-21	07-01-22	
	Flat 102	-	25-12-21	31-12-21	07-01-22	
	Flat 103	-	25-12-21	31-12-21	07-01-22	
	Flat 104	-				

Note: C - completed.

Sl. #	Description	Target	Previous Target	Action by
A	General Points :			
1.	It was decided to apply to CC on 31.03.2022, Based on this date must be completed all related works. Noted.	INFO		Qualtech

Sl. #	Description	Target	Previous Target	Action by
2.	It was decided that Block 4 all snag work to be completed on or before 31/12/2021. Noted.	INFO		Qualtech
3.	Client confirmed that Balance tile will deliver on or before 22/12/2021. Till not received.	INFO	25/11/2021 18/12/2021	M/s. Krishna Construction
B	CIVIL WORKS – M/. Qualtech			
1.	<u>Tile Work:</u> It was decided to adjust the tile hollow sound before handing over the flat to avoid Quality issue. Qualtech is committed to fixing the following dates. - Block 3 - Fourth floor 4 flats to be completed hollow sound work on or before 25/12/2021. 3/4 Flats Completed. - Block 3 - Fifth floor 4 flats to be completed hollow sound work on or before 25/12/2021. 2/4 Flats Completed.	25/12/21	19/12/21	QUALTECH

Sl. #	Description	Target	Previous Target	Action by
2.	It was decided that to remove the Store from Block-4. 1. Qualtech committed to shift the store on or before 31/12/2021. Noted. 2. The same area all civil activities to be completed on 02/01/21. Noted.	31/12/21 02/01/21	27/11/21 25/12/21 31/12/21	QUALTECH
3.	Bock C- First floor all works (Ready to Doors fixing) to be completed on or before 21/12/2021. Completed.	21/12/21	11/12/21 19/12/21	QUALTECH
4.	It was decided that Qualtech must be completed 4 Flats of Gypsum plaster & Tile work per week. This Week Plans for Gypsum Plaster: Block 5 - Flat –Flat 201, Flat 303 , Flat 304 – Work in progress Block 1 - Flat –Flat 103, - Completed.	26/12/21		QUALTECH

Sl. #	Description	Target	Previous Target	Action by
	This Week Plans for Tile Work : Block 2 – Flat 401, Flat402, Flat403, Flat 303 & Flat 302 (Toilets only) – 80% Completed.	26/12/21		
5.	QUALTECH committed to complete the following works as per the below committed dates.			
I.	Block 4			
a.	<u>Snag Work:</u> Block 4 – Snag work and handing over as per previous committed date as below: <u>Block-4</u> • 1st floor -Complete the all snag work and handed over on or before 10/10/2021. • 2nd floor -Complete the all snag work and handed over on or before 10/10/2021. • 3rd floor -Complete the all snag work and handed over on or before 15/10/2021.	INFO	31/10/2021	QUALTECH

Sl. #	Description	Target	Previous Target	Action by
	4th floor - Complete the all snag work and handed over on or before 22/10/2021. 5th floor - Complete the all snag work and handed over on or before 31/10/2021. 1st & 2nd floor Common area - The remaining work up to wall primer must be complete on or before 9/10/2021.			
b.	<u>Painting Work:</u> Qualtech is committed to complete the work on or before 26.12.2021. - Fifth floor- All flats ceiling paints to be completed 100% on or before 26/12/21. 1/4 Flats completed. - Second Floor – Common area Painting work to be completed on or before 26.12.21. Work in progress. - Third Floor – Common area Painting work to be completed on or before 26.12.21. Work in Progress.	26/12/21 26/12/21 26/12/21		QUALTECH

Sl. #	Description	Target	Previous Target	Action by
II.	Block 3			
a.	<u>Gypsum plaster Work:</u> Qualtech to be complete the work after terrace waterproofing work. Fifth floor - 1/4 flat (F 501) Gypsum plastering work to be completed as soon as possible. Noted.	INFO	17/11/2021	QUALTECH
b.	<u>Tile & Granite Work:</u> Qualtech is committed to complete the work on or before 26.12.2021. - Fifth floor-Flat 501 to be completed as soon as possible. Noted. - Fifth Floor corridor – Granite laying work to be completed on 26.12.21. Completed.	INFO 26/12/21	19/12/21	QUALTECH

Sl. #	Description	Target	Previous Target	Action by
c.	<u>Water proofing Work:</u> Qualtech is committed to complete the work on or before 26.12.2021. Terrace floor Brick bat coba works to be completed 2/4Flats. Work in Progress.	26/12/21		QUALTECH
d.	<u>Grill Fixing Work:</u> Qualtech is committed to complete the work on or before 22.12.2021. 1.All Floor – Grill fixing works to be completed on or before 22.12.21. Four Floors completed & fifth floor work in progress.	22/12/21	21/11/21	QUALTECH
e	<u>Painting Work:</u> Qualtech is committed to complete the work as per below mentioned dates. First floor – Common area painting works to be completed on or before 21.12.21. Completed.			QUALTECH

Sl. #	Description	Target	Previous Target	Action by
	- Second floor – Common area painting works to be completed on or before 22.12.21. Work in progress. - Third floor – Common area painting works to be completed on or before 25.12.21. Work in progress. - Third floor – Window grill painting works to be completed on or before 26.12.21. Completed - Fourth floor – Window grill painting works to be completed on or before 26.12.21. Completed.	21/12/21 22/12/21 25/12/21 26/12/21 26/12/21		

Sl. #	Description	Target	Previous Target	Action by
III.	Block 2			
a.	<u>Tile& Granite Work:</u> Qualtech is committed to complete the work on or before 26.12.2021. - First floor-3/4 flat to be completed 100%. Completed - Second floor –2/4flats to be completed 100%. Completed. - Fourth floor Toilets –3/4flats to be completed 100%. Completed. - Stilt to First floor - Staircase granite fixing work to be completed 100%. Not yet started.	26/12/21 26/12/21 26/12/21 26/12/21	19/12/21 11/12/21 19/12/21	
c.	<u>Water proofing Work:</u> Qualtech is committed to complete the work on or before 13.01.2021. Terrace floor –Deep cleaning & testing works to be completed 100%. Completed.	26/12/21	21/11/21	QUALTECH

Sl. #	Description	Target	Previous Target	Action by
	Terrace floor –Brickbat works to be completed 100%. Noted.	03/01/22		
d.	<u>Gypsum plaster Work:</u> Qualtech is committed to complete the work on or before 26.12.2021. Third Floor – All snag work in Gypsum plaster to be completed 100%. Work in progress.	26/12/21	11/12/21 19/12/21	QUALTECH
IV.	Block 5			
a.	<u>Ceiling plaster Work:</u> Qualtech is committed to complete the work on or before 26.12.2021. Fourth floor-4/4 flats to be completed100 %. Completed.	26/12/21	28.11.21 19/12/21	QUALTECH
b.	<u>Wall cement plaster Work:</u> Qualtech is committed to complete the work on or before 26.12.2021.			QUALTECH

Sl. #	Description	Target	Previous Target	Action by
	Third floor-2/4 flats to be completed100 %.	26/12/21		
c.	<u>Gypsum plaster Work:</u> Qualtech is committed to complete the work on or before 26.12.2021. Second Floor – 4/4flat to be completed 100 %.	26/12/21	04/12/21 19/12/21	
d.	<u>Internal water proofing Work:</u> Qualtech is committed to complete the work as per below mentioned. - Firstfloor-4/4 flats brick jelly concrete to be completed100 %. - Third floor-2/4 flats water proofing works to be completed 100 %.	26/12/21 26/12/21	19/12/21 19/12/21	QUALTECH

Sl. #	Description	Target	Previous Target	Action by
e.	<u>Head room concrete& OHT Reinforcement:</u> Qualtech is committed to complete the work on or before 26.12.21 - OHT Wall Concrete work to be completed 100%. Form work in progress. - OHT & LMR Cover slab Concrete work to be completed 100%. Not yet started.	23/12/21 26/12/21		QUALTECH
f.	<u>External plaster Work:</u> External plastering work to be completed 75% on or before 26/12/2021. Completed.	26/12/21		QUALTECH
v.	Block 1			
a.	<u>Concreting Work:</u> Qualtech is committed to complete the work as on following dates. Terrace Floor - Parapet Column & Pergola columns concrete to be	26/12/21		QUALTECH

Sl. #	Description	Target	Previous Target	Action by
	completed 100% on or before 26.12.2021. Completed. Terrace Floor - Pergola concrete to be completed 50%- Form work in Progress.	26/12/21		
b.	<u>Block Work:</u> Qualtech is committed to complete the work on or before 26.12.2021. - Fourth floor –3/4 flats to be to be completed 100 %. 2/4 flats up to lintel completed. - Terrace Floor - Parapet walls to be completed 50%. Only Marking 25% Completed.	26/12/21 26/12/21	19/12/21	QUALTECH
c.	<u>Ceiling cement plaster Work:</u> Qualtech is committed to complete the work on or before 26.12.2021.	26/12/21		QUALTECH

Sl. #	Description	Target	Previous Target	Action by
	Third floor- 2/4 flats ceiling plaster to be completed 100 %. 1/4flats work in progress.			
c.	<u>Wall cement plaster Work:</u> Qualtech is committed to complete the work on or before 19.12.2021. Second floor- 2/4 flats button marks fixing to be completed 100 %. Not yet started.	26/12/21	19/12/21	QUALTECH
d.	<u>Gypsum plaster Work:</u> Qualtech is committed to complete the work on or before 26.12.2021. - First floor -1/4 flat to be completed 100 %. Completed. - Second floor - 4/4Flats button marks work to be completed 100%. Completed.	26/12/21 26/12/21	19/12/21	
e.	<u>Internal water proofing Work:</u>			

Sl. #	Description	Target	Previous Target	Action by
	Qualtech is committed to complete the work as per below mentioned. First floor-4/4 flats water proofing to be completed 100 % on or before 26/12/21. Except Utility all are completed.	26/12/21		QUALTECH
VI.	MPH Blocks			
a.	<u>Toilets waterproofing Work:</u> Qualtech is committed to complete the work on or before 26.12.2021. First floor-Internal toilets to be completed 100 %.(Brick Jelly). Not yet started.	26/12/21	19/12/21	
b.	<u>Terrace waterproofing Work:</u> Qualtech is committed to complete the work on or before 26.12.2021. Terrace Water proofing works to be completed 100 %. Mother slab leakage testing works in progress.	26/12/21	19/12/21	

Sl. #	Description	Target	Previous Target	Action by
c.	<u>Granite Laying Work:</u> Qualtech is committed to complete the work on or before 26.12.2021. Stair case - All Staircase Granite laying works to be completed 100 %. 20% completed.	26/12/21		
VII.	External Works			
a.	<u>Storm water trench:</u> Qualtech is committed to complete the work as on following dates. East Side - Storm water trench PCC& Brick Work to be completed on or before 26/12/2021. Work in Progress. - It was decided to complete the storm water trench work without precast slab on or before 19-11-2021. (Due to rain date was postponed) –Works started. Noted.	26/12/21 INFO	19/12/21	QUALTECH QUALTECH

Sl. #	Description	Target	Previous Target	Action by
b.	<u>External Filling & Paver Block :</u> • It was decided that to complete the Block-4 south & west side external filling work on or before 18/11/2022 and handover to plumbing contractor. (Due to rain date was postponed). Noted. • It was decided that Paver block laying work to be started on or before 15.01.2022 based on that arrange the materials as per requirement. Noted. • M/s. Qualtec to be confirmed the date of paver block delivery on 21.12.21. Quote submitted.	INFO INFO INFO		QUALTECH
c.	<u>Security Cabin & Canopy :</u> Qualtech is committed to complete the work as on following dates. <u>Security Cabin :</u>			QUALTECH

Sl. #	Description	Target	Previous Target	Action by
	- Column iind Lift – 21/12/21. Completed. - Roof slab Shuttering & Reinforcement – 24/12/21. Not yet started. - Roof slab concreting - 26/12/21. Not yet started. <u>Canopy :</u> - Excavation, PCC &Footing Concreting East side 2 Nos to be completed. - 26/12/21. 1Nos completed. Next Week programs submit on 24/12/2021. Received.	21/12/21 24/12/21 26/12/21 26/12/21	17/12/21 19/12/21 19/12/21	
C	WINDOW FIXING – M/s. PERFECT WINDOW			
1.	Perfect Window is committed to complete the Window fixing work as on following dates. Block 3: Fifth floor - Flat 501 Window fixing work to be completed as soon as possible.	INFO		Perfect Window

Sl. #	Description	Target	Previous Target	Action by
	All snag works to be completed on or before 26/12/2021. Work in progress.	26/12/21		
D	SAFETY POINTS			
1.	Regarding Housekeeping Builtec asked to all contractors to keep the site always 100% neat and clean. Noted.	INFO		Qualtech/ JAC DOOR
2.	Builtec informed to all contractors Staff, Labours to be provided with company I.D and they should maintain the in & out time register at site. Noted.	INFO		Qualtech/ JAC DOOR
3.	Builtec informed to all contractors Staff, Labours should always wear PPE and Safety display boards should be present at site. Noted.	INFO		Qualtech/ JAC DOOR

NEXT MEETING WILL BE HELD ON 27-12-2021 AT 9.30 PM

Circulation:

SI #	ORGANIZATION	FAX	E-MAIL	HARD COPY
1.	Krishna Group-Client		✓	
2.	Builtec Engineers & Consultants		✓	

3.	Structural-United Consultant		✓	
4.	Architect- Kharche Associates		✓	
5.	sumanam.org - Electrical consultant		✓	
6.	Punniyamoorthy Nagarathinam - Plumbing consultant		✓	
7.	Qualtech Engineers Pvt Ltd		✓	

Minutes prepared by

A. Viswanathan,

Project Engineer



PROPOSED CONSTRUCTION OF APARTMENTS
FOR KRISHNA GROUP
MINUTES OF MEETING (MOM)

PROJECT	“Celesta- Pallikaranai”
MINUTES OF MEETING , DATE& TIME	MOM # 81-Civil - 27/12/2021&9.30 A.M
PURPOSE OF MEETING	Project progress meeting
VENUE	Project site- Pallikaranai

S.No	Name	Organization
1.	Mr.Sathish (GM)	Krishna constructions
2.	Mr.Sathish	Krishna constructions
2.	Mr. Gopimohan	Builttec Engineers and Consultants
3.	Mr.Viswanathan	Builttec Engineers and Consultants
4.	Mr.Kamalakannan	Qualtech Engineers Pvt Ltd
5.	Mr.Madhavan	Qualtech Engineers Pvt Ltd

Participants:

Note: If the minutes of meeting does not reach within a day or in case of any clarification in the above MOM, Please contact the “Project Engineer”

Abbreviations:

MOM: MINUTES OF MEETING, **IMM:** IMMEDIATELY, **INFO:** INFORMATION, **OG:** ON – GOING, **ASAP:** AS SOON AS POSSIBLE, **GFC:** GOOD FOR CONSTRUCTION, **V-IMP:** VERY IMPORTANT

Snag completion Schedule

Snag completion schedule						
Sl.No	Description	Door fixing completion BY JAC DOOR	Deep cleaning completion by QUALTECH	Snag given by BUILTEC	Snag completion by QUALTECH	Remarks
I	Block 4					
	Flat 301	C	C	C	88/95	
	Flat 302	C	C	C	70/90	
	Flat 303	C	C	C	79/99	
	Flat 304	C	C	C	75/91	
	Flat 401	C	24-12-21 Done on 25.12.21	26-12-21 Done on 25.12.21	02-01-22	
	Flat 402	C	C	21-12-21 C	28-12-21 10/85	
	Flat 403	C	C	21-12-21 C	28-12-21 55/124	
	Flat 404	C	21-12-21 C	23-12-21 C	30-12-21 0/143	
	Flat 501					Door material not available.
	Flat 502	C	25-12-21 Not done			
	Flat 503					
	Flat 504					

II	Block 3					
	Flat 101	-	25-12-21	31-12-21	07-01-22	
	Flat 102	-	23-12-21	29-12-21	05-01-22	
	Flat 103	-	23-12-21	29-12-21	05-01-22	
	Flat 104	-	25-12-21	31-12-21	07-01-22	
III	Block 2					
	Flat 101	-	25-12-21	31-12-21	07-01-22	
	Flat 102	-	25-12-21	31-12-21	07-01-22	
	Flat 103	-	25-12-21	31-12-21	07-01-22	
	Flat 104	-				

Note: C - completed.

Sl. #	Description	Target	Previous Target	Action by
A	General Points :			
	Block 4 – South and West side Soil filling and levelling work to be completed on or before 01-01-2022.	01-01-2022		Qualtech
1.	It was decided to apply to CC on 31.03.2022, Based on this date must be completed all related works.	INFO		Qualtech
2.	M/s.Qualtech committed to All snag work completion dates as below mentioned.	INFO		Qualtech

Sl. #	Description	Target	Previous Target	Action by
	Block 4 – 31-01-2022 Block 3 – 28-02-2022 Block 2 – 28-02-2022 Block 5 – 31-03-2022 Block 1 – 30-04-2022.			
3.	Client confirmed that Balance tile will deliver on or before 03/01/2022.	INFO	25/11/2021 18/12/2021 22/12/2021	M/s. Krishna Construction
4.	The entrance gate detail drawing should be finalized and submitted to Qualtech.	INFO		Architect / Builtec
5.	Entrance Canopy Footings with back filling completed 100% on or before 31-12-2021 and open the vehicle entry on same day.	31-12-2021		Qualtech
6.	It was decided that Qualtech office to be shifted at Block 1 - TT Room on or before 31-12-2021	31-12-2021		Qualtech
7.	External storm water trench cover slab details to be given by M/s.Qualtec on 28-12-2021 and finalized by M/s.Builtec on 31-12-2021.	28-12-2021 31-12-2021		Qualtech/ Builtec
8.	M/s.Qualtec to be submitted the completion schedule for balance structural works of Block 1&5 on or before 31-12-2021.	31-12-2021		Qualtec

Sl. #	Description	Target	Previous Target	Action by
9.	M/s. Qualtec to be arrested the hollow sounds in granite laid area on or before 31-12-2021	31-12-2021		Qualtech
10.	It was decided that Before starting the external work ensure all windows are closed.	INFO		Qualtech/ Home care
B	CIVIL WORKS – M/. Qualtech			
1.	<u>Tile Work:</u> It was decided to adjust the tile hollow sound before handing over the flat to avoid Quality issue. Qualtech is committed to fixing the following dates. - Block 3 - Fourth floor 1/4 flats to be completed hollow sound work on or before 02/01/2022. - Block 3 - Fifth floor 2/4 flats to be completed hollow sound work on or before 02-01-2022.	02/01/22	19/12/21 25/12/21	QUALTECH
2.	It was decided that to remove the Store from Block-4. 3. Qualtech committed to shift the store on or before 31/12/2021. 4. The same area all civil activities to be completed on 02/01/21.	31/12/21	27/11/21	QUALTECH

Sl. #	Description	Target	Previous Target	Action by
		02/01/21	25/12/21 31/12/21	
5.	QUALTECH committed to complete the following works as per the below committed dates.			
I.	Block 4			
a.	<u>Snag Work:</u> Block 4 – Snag work and handing over as per previous committed date as below: <u>Block-4</u> • 1st floor -Complete the all snag work and handed over on or before 10/10/2021. • 2nd floor -Complete the all snag work and handed over on or before 10/10/2021. • 3rd floor -Complete the all snag work and handed over on or before 15/10/2021. • 4th floor - Complete the all snag work and handed over on or before 22/10/2021.			QUALTECH

Sl. #	Description	Target	Previous Target	Action by
	5th floor - Complete the all snag work and handed over on or before 31/10/2021. 1st & 2nd floor Common area - The remaining work up to wall primer must be complete on or before 9/10/2021.	INFO	31/10/2021	
b.	<u>Painting Work:</u> Qualtech is committed to complete the work on or before 02.01.2022. - Fifth floor- 1/4 Flats ceiling paints to be completed 100% on or before 02/01/22. - Second Floor – Common area Painting work up to primer to be completed on or before 02.01.22. - Third Floor – Common area Painting work up to primer to be completed on or before 02.01.22.	02/01/22 02/01/22 02/01/22	26/12/21 26/12/21 26/12/21	QUALTECH
II.	Block 3			
a.	<u>Gypsum plaster Work:</u>			

Sl. #	Description	Target	Previous Target	Action by
	Qualtech to be complete the work after terrace waterproofing work. Fifth floor - 1/4 flat (F 501) Gypsum plastering work to be completed as soon as possible.	INFO	17/11/2021	QUALTECH
b.	<u>Tile & Granite Work:</u> Qualtech is committed to complete the work on or before 26.12.2021. Fifth floor-Flat 501 to be completed as soon as possible.	INFO		QUALTECH
c.	<u>Water proofing Work:</u> Qualtech is committed to complete the work on or before 26.12.2021. Terrace floor Brick bat coba with finishing works to be completed 100%	02/01/22		QUALTECH
d.	<u>Painting Work:</u>			

Sl. #	Description	Target	Previous Target	Action by
	Qualtech is committed to complete the work as per below mentioned dates. - Second floor – Common area painting works upto primer to be completed on or before 02.01.22. - Third floor – Common area painting works up to primer to be completed on or before 02.01.21.	02/01/22 02/01/22	22/12/21 25/12/21	QUALTECH
III.	Block 2			
a.	<u>Tile& Granite Work:</u> Qualtech is committed to complete the work on or before 26.12.2021. - Second floor – Corridor Granite laying works to be completed 100% - Fourth floor Toilets –4/4flats to be completed 100%.	02/01/22 02/01/22		

Sl. #	Description	Target	Previous Target	Action by
b.	<u>Water proofing Work:</u> Qualtech is committed to complete the work on or before 13.01.2021. Terrace floor –Brickbat works to be completed 100%.	13/01/22		QUALTECH
d.	<u>Gypsum plaster Work:</u> Qualtech is committed to complete the work on or before 02.01.2022. Third Floor – All snag work in Gypsum plaster to be completed 100%.	02/01/22	11/12/21 19/12/21 26/12/21	QUALTECH
IV.	Block 5			
a.	<u>Gypsum plaster Work:</u> Qualtech is committed to complete the work on or before 02.01.2022. - Second Floor – 1/4flat to be completed 100 %. - Third Floor – 2/4Flats to be completed 100%	02/01/22	04/12/21 19/12/21 26/12/21	

Sl. #	Description	Target	Previous Target	Action by
	Fourth Floor – Button mark fixing work to be completed 2/4 Flats.	02/01/22		
		02/01/22		
d.	<u>Internal water proofing Work:</u> Qualtech is committed to complete the work as per below mentioned. - Firstfloor-1/4 flats brick jelly concrete to be completed100 %. - Third floor-4/4 flats water proofing works to be completed 100 %.	02/01/22	19/12/21	QUALTECH
		02/01/22	26/12/21	
			26/12/21	
e.	<u>Head room concrete& OHT Reinforcement:</u> Qualtech is committed to complete the work on or before 02-01.22 - OHT Wall Concrete work to be completed 100%. - OHT & LMR Cover slab Concrete work to be completed 100%.	02/01/22	23/12/21	QUALTECH

Sl. #	Description	Target	Previous Target	Action by
		02/01/22	26/12/21	
f.	<u>External plaster Work:</u> External plastering work to be completed 85% on or before 02/01/2022.	02-01-22		QUALTECH
v.	Block 1			
a.	<u>Concreting Work:</u> Qualtech is committed to complete the work as on following dates. - Terrace Floor - Pergola concrete to be completed 50%- - Terrace Floor – Head room shuttering work to be completed 100%	02/01/22 02/01/22	26/12/21	QUALTECH
b.	<u>Block Work:</u> Qualtech is committed to complete the work on or before 02.01.2022. Fourth floor –3/4 flats to be to be completed 100 %.			

Sl. #	Description	Target	Previous Target	Action by
	Terrace Floor - Parapet walls to be completed 25%.	02/01/22	19/12/21	QUALTECH
		02/01/22	26/12/21	
			26/12/21	
c.	<u>Ceiling cement plaster Work:</u> Qualtech is committed to complete the work on or before 02.01.2022. Third floor- 3/4 flats ceiling plaster to be completed 100 %.	02/01/22	26/12/21	QUALTECH
d.	<u>Gypsum plaster Work:</u> Qualtech is committed to complete the work on or before 26.12.2021. - First floor -3/4 flat to be completed 100 %. - Second floor - 2/4Flats to be completed 100%.	02/01/22		
		02/01/22		
VI.	MPH Blocks			
a.	<u>Toilets waterproofing Work:</u> Qualtech is committed to complete the work on or before 02.01.22. First floor-Internal toilets to be completed 100 %.(Brick Jelly).	02/01/22	19/12/21	
			26/12/21	

Sl. #	Description	Target	Previous Target	Action by
	<u>Terrace waterproofing Work:</u> b. Qualtech is committed to complete the work on or before 02.01.2022 • Terrace Water proofing works to be completed 75 %.	02/01/22		
	<u>Granite Laying Work:</u> c. Qualtech is committed to complete the work on or before 02.01.2022. • Stair case - All Staircase Granite laying works to be completed 75 %.	02/01/22	26/01/21	
VII.	External Works			
	<u>Storm water trench:</u> a. Qualtech is committed to complete the work as on following dates. • East Side - Storm water trench PCC& Brick Work to be completed on or before 02/01/2022.	02/01/22	19/12/21 26/12/21	QUALTECH QUALTECH

Sl. #	Description	Target	Previous Target	Action by
	It was decided to complete the storm water trench work without precast slab on or before 19-11-2021. (Due to rain date was postponed) –Works started.	INFO		
b.	<u>External Filling & Paver Block :</u> - It was decided that to complete the Block-4 south & west side external filling work on or before 18/11/2022 and handover to plumbing contractor. (Due to rain date was postponed). - It was decided that Paver block laying work to be started on or before 15.01.2022 based on that arrange the materials as per requirement.	INFO INFO		QUALTECH
c.	<u>Security Cabin & Canopy :</u> Qualtech is committed to complete the work as on following dates. <u>Security Cabin :</u> Roof slab concreting - 02/01/22. <u>Canopy :</u>			QUALTECH

Sl. #	Description	Target	Previous Target	Action by
	RCC Wall - East side wall to be completed 100% Next Week programs submit on 31/12/2021.	02/01/22	19/12/21	
		02/01/22	26/12/21	
C	WINDOW FIXING – M/s. PERFECT WINDOW			
1.	Perfect Window is committed to complete the Window fixing work as on following dates. Block 3: - Fifth floor - Flat 501 Window fixing work to be completed as soon as possible. - All snag works to be completed on or before 02/01/2022.	INFO 02/01/22	26/12/21	Perfect Window.
D	DOOR FIXING – M/s. PERFECT WINDOW			
1.	Jac Door is committed to complete the Door fixing work as on following dates. Block 4: Fifth floor - Flat 501 -31-12-21			Jac Door.

Sl. #	Description	Target	Previous Target	Action by
	- Fifth floor - Flat 504 -31-12-21 - Fifth floor - Flat 502 -29-12-21	02/01/22		
E	HOME CARE – External Painting Works			
1.	Home care committed to increase the painter 16 Nos on or before 29-12-2021.	29-01-2021		Home care
2.	It was decided that parapet top level damaged band will be rectified at the time of final coat Painting.	INFO		HOME CARE
D	SAFETY POINTS			
1.	Regarding Housekeeping Builtec asked to all contractors to keep the site always 100% neat and clean.	INFO		Qualtech/ JAC DOOR
2.	Builtec informed to all contractors Staff, Labours to be provided with company I.D and they should maintain the in & out time register at site.	INFO		Qualtech/ JAC DOOR
3.	Builtec informed to all contractors Staff, Labours should always wear PPE and Safety display boards should be present at site.	INFO		Qualtech/ JAC DOOR

NEXT MEETING WILL BE HELD ON 03-01-2022 AT 9.30 PM

Circulation:

SI #	ORGANIZATION	FAX	E-MAIL	HARD COPY
1.	Krishna Group-Client		✓	
2.	Builtec Engineers & Consultants		✓	

CONCLUSION

LESSONS LEARNT FROM THE PROJECT:

This professional training was a great opportunity for me to communicate with different workers / employees, to improve the practical skill, upgrade the theoretical knowledge in addition to the class, improve my leadership skill, team playing skill, etc. In the thirty days of internship at **BUILTEC engineers & consultants**. Overall it helps us to know more about the field of project management

This project gave me a complete idea of how PMC work in site are been carried out.

It projected the importance of time cost & quality in project success

1. Initiation of site
2. Digital marking procedures
3. Site excavation
4. Communication management
5. Procurement management
6. logistics management
7. Rate analysis
8. Quality checks