

SOP for Infrastructure Maintenance Committee.

The Infrastructure Maintenance Committee is responsible for developing and implementing strategies for effective maintenance of the institute's infrastructure and other related facilities.

Objective :-

- 1) TO Monitor the Maintenance of department chairs, equipment, academic facilities, class rooms, laboratories and library.
- 2) TO ensure Proper Maintenance of physical property and facilities in the campus.
- 3) TO maintain the sports ground and garden within the campus.
- 4) TO discuss condemnation of old and damaged equipment
- 5) TO discuss procurement of new equipment

Procedure :-

Routine monthly rounds are taken along with supporting staff like chair Technician, electrician, civil works and requirement of each department are assessed.

As per the requirements of each department, the instructions are given to the supporting staff regarding Maintenance.

- Apart from this each department is free to convey their requirements for maintenance to the authorities as and when need.

Responsibility:-

- 1) Infrastructure of the institution should be maintained properly.
- 2) Further improvements if required should be done.
- 3) The committee will look after whether due procedures are followed for maintenance of infrastructure in the campus and regular maintenance activities are carried out.

Date: 6/8/2018

Maintenance Committee Meeting Notice.

All the Maintenance Committee Members are requested to attend the Maintenance Committee Meeting on 9/8/2018 at 11.00 AM in the Seminar hall of AICTE.

SNO	Name of staff	Department	Designation position
1	Dr. N.V. Subbarao	EEE	Principal chair ^{man}
2	G. Venkanna	S&H	HOD, ^{Asst} co- ^{or} _{progr}
3	T. Narasimhan Rao	CSE	Asst. Prof. member
4	N. Pranay	Civil	Asst. Prof. member
5	Md. Salar Ahmad	ECE	Asst. Prof. member
6	M. Balaram	Mech	Asst. Prof. Member
7	P. Lokeeshwar Rao	Mining	Asst. Prof. Member
8	T.V. Karunakar	MBA	Asst. Prof. Member

Date: 9/8/2018

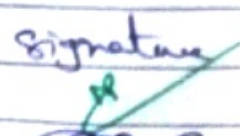


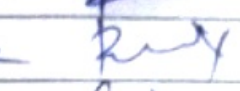
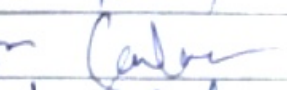
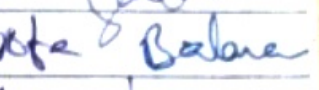
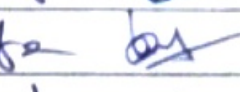
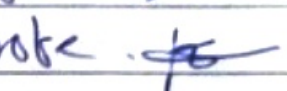
Maintenance Committee Meeting.

The principal sir addressed and welcomed committee members and the following points were discussed.

-) Educational posters in the college.
-) Maintenance of the sports ground.
-) Need to ramp for students.
-) Cleanliness of the washroom in the college.

Minutes of the Meeting.

-) Staff members have requested for display of Educational posters of student awareness.
-) Students have requested for the leveling of the sports ground for practice purpose.
-) Staff have requested for the installation of ramp for disabled students.
-) Staff and students have requested for the regular cleanliness of the washroom on all the floors of college building.
-) New trees for planting in the college premises.
-) Repairing of fans were done by electrical maintenance department.

SNO	Staff name	Department	Designation	Signature
1	Dr. N.V. Subbarao	EEE	Principal	
2	G. Venkannu	S&H	Asst. Profr	
3	T. Narasimharao	CSE	Asst. Profr	
4	N. Praveen	Civil	Asst. Profr	
5	Md. Saifur Ahmad	ECE	Asst. Profr	
6	M. Balaram	Mech	Asst. Profr	
7	P. Lokeshwar Rao	Minng	Asst. Profr	
8	T.V. Karunakar	MBA	Asst. Profr	

Maintenance Committee meeting Notice

Date: 8/8/2019

All the respected maintenance committee members are requested to attend the maintenance committee meeting to be scheduled on 10/8/2019 at 2pm in the Seminar room of the dept of Periodontology

S.No	Name of the staff	Dept	Designation	Position
1.	Dr. N.V. Subbarao	EEE	Principal	Chairman
2.	G. Venkanna	S&H	Asst. Prof	Coordinator
3.	T. Narasimharao	CSE	Asst. Prof	member
4.	N. Praxy	Civil	Asst. Prof	member
5.	Md. Salar Ahmed	ECE	Asst. Prof	member
6.	M. Babaram	Mech	Asst. Prof	member
7.	P. Lokeshwar Rao	mining	Asst. Prof	member
8.	T.V. Karunakar	MBA	Asst. Prof	member

Date: 10/8/2017

Maintenance committee meeting

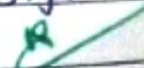

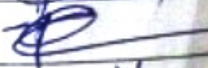

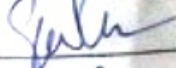



The Principal addressed all the committee members for the maintenance committee meeting.

The following points were discussed:

- Repair of window panes in classrooms and departments.
- Management of waste disposal in the premises.
- Rejuvenation of water purification plant in the hostel canteen.

Minutes of meeting:

- As discussed in the previous meeting educational posters were displayed in the OPD and in the waiting area of the respective dept for the awareness of the students.
- Sports ground was levelled and new cricket pitch was made available.
- As per the records maintained by the dept of the cleanliness, a helper has been assigned for the cleanliness of washrooms in the collage, who is responsible to clean the washrooms twice a day.
- Ramp has been maintained in the collage for the convenience of the student.

S.No	Name of the staff	Dept	Designation	sign
1.	Dr. N.V. Subba Rao	FEE	Principal	
2.	E. Venkanna	S&H	Asst. Prof	
3.	T. Narasimhatao	CSE	Asst. Prof	
4.	N. Praray	Civil	Asst. Prof	
5.	Md. Salau Ahmed	ECE	Asst. Prof	
6.	M. Balaram	Mech	Asst. Prof	
7.	P. Lokeshwar Rao	mining	Asst. Prof	
8.	T. Karunakar	MBA	Asst. Prof	

Date: 13/8/2020

Maintenance committee meeting notice

All the maintenance committee members are requested to attend the maintenance meeting to be scheduled on 14/8/2020 at 12pm in the Seminar room of dept of Periodontology.

S.No.	Name of the staff	Dept	Designation	Position
1.	Dr. N.V Subbarao	EEF	Principal	chairman
2.	E. Venkanna	SFH	Asst. Prof	coordinator
3.	T. Narasimha rao	CSE	Asst. Prof	member
4.	N. Pranay	Civil	Asst. Prof	member
5.	Md. Sakir Ahmed	ECE	Asst. Prof	member
6.	M. Balaram	Mech	Asst. Prof	member
7.	P. Lokeshwarao	mining	Asst. Prof	member
8.	T. Karunakar	MBA	Asst. Prof	member

Date: 14/8/2020

Maintenance committee meeting






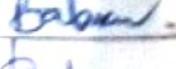
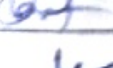

The Principal addressed the maintenance meeting and welcomed all the committee members.

The following issues were discussed:

- Need for maintenance of Prayer room
- Need for gymnasium
- Maintenance of Led Projectors in classrooms
- Maintenance of Cleanliness in the Staff Quarters

Minutes of meeting:

- As per the records submitted by the cleanliness committee it has been observed that proper cleanliness is being maintained on all floors.
- Quotation for the purchase of tennis table court and carom board has been reviewed and also checked.
- Students have requested for cleanliness of the prayer room and the cleanliness committee has been informed about the same.
- Need for gymnasium will be reviewed
- Leakage problem in the boys hostel was solved and other plumbing problems were also checked.

S.No.	Name of the staff	Department	Designation	Sign
1.	Dr. N. Subbarao	EEE	Principal	
2.	E. Venkanna	S&H	Asst. Prof	
3.	T. Narasimha Rao	CSE	Asst. Prof	
4.	N. Pranay	Civil	Asst. Prof	
5.	Md. Salim Ahmed	ECE	Asst. Prof	
6.	M. Bakaram	mech	Asst. Prof	
7.	P. Lokeshwar Rao	mining	Asst. Prof	
8.	T. Karunakar	MBA	Asst. Prof	

Date: 4/8/2021

Maintenance committee meeting Notice

All the committee members are requested to attend the maintenance committee meeting on 6/8/2021 at 11am in the Seminar room of the dept of periodontology

S.NO.	Name of the staff	Dept	Designation	Position
1.	Dr. N.V. Subba Rao	EEE	Principal	Chairman
2.	E. Venkanna	J&H	Asst Prof	Coordinator
3.	D. Veera Swamy	CSE	Asst. Prof	member
4.	J. Nagaraju	Civil	Asst. Prof	member
5.	MD. Tajuddin	ECE	Asst. Prof	member
6.	P. Lokeshwar Rao	mining	Asst. Prof	member
7.	K. Chandulal	Mech	Asst. Prof	member
8.	T.V. Karunakar	MBA	Asst. Prof	member

Date: 6/8/2021

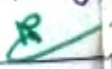

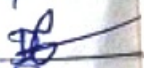

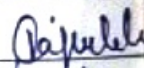
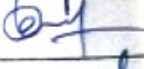
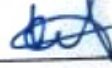

Maintenance committee meeting

Dean Sir addressed the maintenance committee members for the meeting on 6/8/2021. The agenda of the meeting was as follows:

- The committee members have proposed for the painting and renovation of the college building
- Pest control to be regulated in the college premises
- Tubelights to be regulated in the college premises
- mic and speaker facility to be made available
- floor repairing needed in hostel.

Minutes of meeting

- New lockers were made available to the students
- more chairs were installed for the students in the waiting area.
- girls common room were adequately maintained, as informed by the students.
- students and staff have requested for good mic and speaker facility for conducting lectures
- electrical committee has been informed to install adequate lights in the classrooms.

S.No.	Name of the staff	Department	Designation	Sign
1.	Dr. N.V. Subbarao	EEE	Principal	
2.	G. Venkanna	S&H	Asst. Prof	
3.	D. Veera Swamy	CSE	Asst. Prof	
4.	T. Nagaraju	Civil	Asst. Prof	
5.	MD. Tajuddin	EEE	Asst. Prof	
6.	P. Lokeshwar Rao	Mining	Asst. Prof	
7.	K. Chandula	Mech	Asst. Prof	
8.	T.V. Karunakar	MBA	Asst. Prof	

Date: 4/8/2022

Maintenance committee meeting Notice

All the committee members are hereby requested to attend the maintenance committee meeting to be scheduled on 7/8/2022 at 12pm in the seminar room of dept of Periodontology.

S.No.	Name of the staff	Dept	Designation	Position
1.	Dr. N.V. Subbarao	EEE	Principal	Chairman
2.	G. Venkanna	S&H	Asst Prof	Coordinator
3.	D. Veeraswamy	CSE	Asst. Prof	member
4.	J. Nagaraju	Civil	Asst. Prof	member
5.	M.D. Tajuddin	ECE	Asst. Prof	member
6.	P. Lokeshwarrao	mining	Asst. Prof	member
7.	K. Chandulal	mech	Asst. Prof	member
8.	T. V. Karunakar	MBA	Asst. Prof	member

Date: 7/8/2022

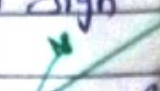
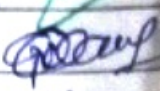
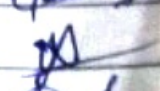
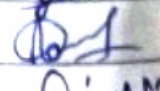


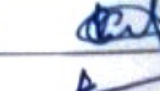

Maintenance committee meeting

Dean sir addressed the maintenance committee members for the meeting on 7/8/2022. The agenda of the meeting was as follows:

- The committee members have proposed for the Painting and renovation of the college building.
- Pest control to be regulated in the collage Premises
- Tube lights to be installed in the classrooms
- mic and speaker facility to be made available
- floor repairing needed in hostel.

Minutes of meeting:

- New lockers were made available to the students
- more chairs were installed for the students in the waiting area.
- Girls common room were adequately maintained, informed by the students
- students and staff have requested for good mic and speaker facility for conducting lectures.
- Electrical committee has been informed to install adequate lights in the classrooms

S.No.	Name of the students	Department	Designation	Sign
1.	Dr. N.V. Subbarao	EEE	Principal	
2.	G. Venkanna	S&H	Asst. Prof	
3.	D. Veera swamy	CSE	Asst. Prof	
4.	J. Nagaraju	Civil	Asst. Prof	
5.	MD. Tajuddin	ECE	Asst. Prof	
6.	P. Lokeshwarrao	mining	Asst. Prof	
7.	K. Chandulal	mecb	Asst. Prof	
8.	T. V. Karunakar	MBA	Asst. Prof	

Date: 4/8/2023

Maintenance committee meeting Notice

All the committee members are hereby requested to attend the maintenance committee meeting to be scheduled on 7/8/2023 at 12pm in the Seminar room of dept of Periodontology.

S.No.	Name of the staff	Dept	Designation	Position
1.	Dr. N.v. Subbarao	EEE	Principal	Chairman
2.	G. Venkanna	S&H	Asst. Prof.	Coordinator
3.	D. Veera Swamy	CSF	Asst. Prof.	Member
4.	J. Nagaraju	Civil	Asst. Prof.	Member
5.	MD. Tajuddin	ECE	Asst. Prof.	Member
6.	P. Lokeshwar Rao	mining	Asst. Prof.	Member
7.	K. Chandulal	mech	Asst. Prof.	Member
8.	T.V. Karunakar	MBA	Asst. Prof.	Member

Date: 7/8/2023

Maintenance committee meeting

The Dean Sir addressed all the committee members for the maintenance committee members.

The agenda was as follows:

- Repairing of led Projector in classroom no-3
- Repairing of staff chairs in the dept of Conservative
- Repairing of the suction in the dept of Periodontology
- Replacement of old and broken benches in the classrooms



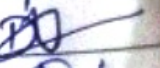

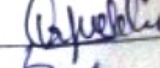
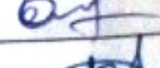
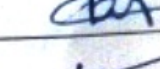
Minutes of meeting:

- Quotation for painting and renovation has been received by various vendors and under review by the members
- floor repairing was done in the hostel.

- Pest control was done and has been ordered to done every 6 months.

- Mic and Speaker facility is available for the teaching facility and is available in the office.

- Broken benches will be replaced soon.

S.No.	Name of the staff	Department	Designation	Sign
1.	Dr. N. V. Subbarao	EEE	Principal	
2.	G. Venkanna	SEH	Asst. Prof	
3.	D. Veera Swamy	CSE	Asst. Prof	
4.	J. Nagaraju	Civil	Asst. Prof	
5.	MD. Tajuddin	ECE	Asst. Prof	
6.	P. Lokeshwar Rao	Mining	Asst. Prof	
7.	K. Chandulal	Mech	Asst. Prof	
8.	T. V. Karunakar	MBA	Asst. Prof	