



RISE KRISHNA SAI PRAKASAM GROUP OF INSTITUTIONS

(Approved by AICTE & affiliated to JNTUK, Kakinada)

NH-16, Valluru, -523272, Ongole, Prakasam District

GENERAL, ELECTRICAL COMPUTER NETWORK MAINTENANCE COMMITTEE

7th July, 2016

CIRCULAR

The General, Electrical/Computer Network Maintenance Committee of the Institution has been constituted with the following members for the Academic year 2016-2017. The functions and responsibilities of the committee are appended overleaf.

General, Electrical/Computer Network Maintenance Committee members

SL.NO.	NAME OF THE STAFF	DESIGNATION – DEPARTMENT	NATURE OF RESPONSIBILITY
1	E.Akhil Babu	Asst. Professor, Dept. of CSE	Coordinator
2	P.Santhi Kumar	Asst. Professor, Dept. of EEE	Member
3	SK,Amjod Ali	Asst. Professor, Dept. of Civil	Member
4	D.Ashok	Asst. Professor, Dept. of ME	Member
5	K.Vyshnavi	Asst. Professor, Dept. of ECE	Member
6	P.Ragava Reddy	Asst. Professor, Dept. of MCA	Member
7	S.Venkata Rao	Asst. Professor, Dept. of S&H	Member
8	M.Nagarjuna Reddy	Student – ME	Student Member
9	L.Siva	Student - CE	Student Member
10	J.V.Krishnaja	Student - CSE	Student Member
11	M.Sai Sruthi	Student – EEE	Student Member
12	P. Vanga Vyshnavi	Student – ECE	Student Member
13	K.Sri Harsha	Student - MBA	Student Member
14	S.Venkata Prasad	Student - MCA	Student Member


Coordinator


Principal

PRINCIPAL
RISE KRISHNA SAI PRAKASAM
GROUP OF INSTITUTIONS
VALLURU - ONGOLE.



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GENERAL, ELECTRICAL/COMPUTER NETWORK MAINTENANCE COMMITTEE 2016-2017

Minutes of Meeting

A Meeting of General, Electrical/Computer Network Maintenance committee was held on 16-07-2016

AGENDA

1. To consolidate the list of General, Electrical/computer network maintenance Complaints from the Departments
2. To Analysis the complaint and necessary actions
3. Plan the necessary action to take Resolution for complaint

Resolutions

1. Created a Purchase order for required Items
2. Assign the repair and device install task to the Electrician based on the committee plan.
3. Assign the repair and device install task to the house keeping based on the committee plan.

General, Electrical/Computer Network Maintenance committee Formed with the Following

S.No	Name Of the Faculty	Department	Signature
1	Mr. E .Akhil Babu	CSE	
2	Mrs.K. Vyshnavi	ECE	
3	Mr. P. Shantha kumar	EEE	
4	Mrs.P. Shobha Rani	CIVIL	
5	Mr.K Yogesh	ME	
6	Mrs.Aruna Kumari	S & H	
7	Mr. R. Koteswara Rao	MBA	
8	Mr.A.V.Ramana	MCA	

1. PA to Principal for filing.
2. All HOD's
3. All Committee Members

COORDINATOR
E.Akhil Babu