GENERAL, ELECTRICAL COMPUTER MAINTENANCE COMMITTEE

18th July, 2018

CIRCULAR

The General, Electrical/Computer Network Maintenance Committee of the Institution has been constituted with the following members for the Academic year 18-06-2018. The functions and responsibilities of the committee are appended overleaf.

General, Electrical/Computer Maintenance Committee members

SL.NO.	NAME OF THE STAFF	DESIGNATION – DEPARTMENT	NATURE OF RESPONSIBILITY
1	Mr. E .Akhil Babu	Asst. Professor, Dept. of CSE	Coordinator
2	Mrs.K.Vyshnavi	Asst. Professor, Dept. of ECE	Member
3	Mr. P.Shantha kumar	Asst. Professor, Dept. of EEE	Member
4	Mrs.P.Shobha Rani	Asst. Professor, Dept. of CIVIL	Member
5	Mr.K Yogesh	Asst. Professor, Dept. of ME	Member
6	Mrs. M.Aruna Kumari	Asst. Professor, Dept. of S&H	Member
7	Mr. R. Koteswara Rao	Asst. Professor, Dept. of MBA	Member
8	Mr.A.V.Ramana	Asst. Professor, Dept. of MCA	Member
9	A. Vamsi	Student - CSE	Student Member
10	Vijay kumar	Student-CE	Student Member
11	B.Pavan Kalyan	Student - ME	Student Member
11	M Pavan	Student – EEE	Student Member
12	A.Rajashekhar	Student – ECE	Student Member
13	K Vasu	Student - MBA	Student Member
14	T.Mani	Student - MCA	Student Member

Coordinator

Principal

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

GENARAL, ELECTRICAL/COMPUTER NETWORK MAINTENANCE COMMITTEE 2020-20

Minutes of Meeting

A Meeting of General, Electrical/Computer Network Maintenance committee was held on 18-06-2018

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 clean work 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	

Coordinator