

CAMPUS MAINTENANCE COMMITTEE-2024-25

Purpose

To ensure the upkeep, cleanliness, and optimal functioning of all campus infrastructure, including buildings, grounds, furniture, equipment, and utilities, thereby providing a safe, hygienic, and conducive environment for learning and working.

Functions

- Conduct regular inspections of academic blocks, hostels, laboratories, library, and common areas.
- Identify and report issues related to civil, electrical, plumbing, carpentry, and sanitation.
- Liaise with the administrative office to initiate and monitor maintenance work orders.
- Supervise the housekeeping, gardening, and maintenance staff.
- Monitor the availability and functionality of basic amenities like drinking water, lighting, and fans.
- Ensure proper waste management and disposal across the campus.
- Recommend new installations, renovations, or upgrades to existing infrastructure.
- Ensure compliance with safety standards and regulations.

Objectives

- **Preventive Maintenance:** Schedule regular checks to prevent breakdowns and ensure longevity of assets.
- **Clean & Green Campus:** Maintain high standards of cleanliness and promote greenery.
- **Swift Redressal:** Ensure prompt resolution of reported maintenance issues.
- **Resource Management:** Optimize the use of water, electricity, and other resources.
- **Health & Safety:** Create a safe and healthy environment for students and staff.
- **Infrastructure Audit:** Keep a systematic record of the condition of campus assets.

Committee Composition

S. No.	Name	Designation	Role in Committee
1	Dr. Ch. Mallikarjun	Principal	Chairman
2	Mrs. P.V. Padmavathi	Administrative Officer	Member
3	Dr.K.Krishna Reddy	HOD -- EEE	Coordinator
4	Mr. Vijay Kumar	HOD -- MECH	Member
5	Mr. P S K Ganesh	HOD -- ECE	Member
6	Dr.M.E.Prasad	HOD -- CYBER	Member
7	Dr. G. Bhaskar Reddy	HOD -- H&S	Member
8	Mr. N.Hanumantha Rao	Asst.Prof	Asst. Coordinator
9	Mr. M. Raju	Campus Supervisor	Special Invitee
10	Ms. B. Sravani	Student -- Final Year CSE	Student Representative
11	Mr. M. Sandeep	Student -- Final Year CIVIL	Student Representative

Meeting Frequency

- **Monthly Meetings:** Regular review meeting on the first Monday of every month.
- **Special Meetings:** Convened as needed for emergency repairs or project planning.

Reporting & Documentation

- **Minutes of Meeting (MoM):** Recorded for every meeting with action points.
- **Inspection Reports:** Detailed reports from monthly campus rounds.
- **Maintenance Logs:** Records of all complaints received, work orders generated, and actions taken.
- **Asset Condition Report:** Biannual report on the status of major infrastructure.
- **Compliance Checklists:** Safety and hygiene audit reports.