



(Estd : 1987)

SIR C R REDDY COLLEGE FOR WOMEN

(Affiliated to ADIKAVI NANNAYA UNIVERSITY, Rajamahendravaram)

An ISO - 9001:2015, 14001:2015, 50001:2018 Certified Institution

UGC 2(f) certified institution

Vatluru, Eluru - 534007

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INFRASTRUCTURE MAINTENANCE COMMITTEE

FUNCTIONS

- Identify the maintenance aspects of infrastructure- (academic & physics) via: Lab equipment, furniture, Scarcity systems, buildings, facilities of students & staff, electrical, campus greenery, Transportation, Paintings, other civil works, office Equipment, parking, waste management, Rain water, water usage, canteen, hostels, computer systems, etc.
- Coordinate with respective conveners of the committee for effective functioning and identifying the maintenance issue.
- Make personal survey of the items and estimate for maintenance of each item in detail and submit to IQAC & GB for taking necessary action.
- Coordinate with the service provider concerned and get the work done with the permission of the management.
- Maintenance of records of work, proposals, estimates, quotations, etc is to be done at convener level, duly recording minutes of meeting for necessary discussion on item etc.
- Photographic evidence before maintenance of the item of work and after repair/maintenance need to be recorded separately.
- Labeling each item of infrastructure with necessary details and maintenance chart etc. to be followed.

TENURE:

The tenure of the members shall be two years. If any vacancy occurs in the office of such members, the vacancy shall be filled within 3 months and the member so appointed shall hold office for the residual term for which the earlier member would have held the office, if the vacancy had not occurred.

FREQUENCY OF MEETING :

The committee shall meet at least two times a semester.

QUORUM :

One-third members shall constitute the quorum. If the meeting is adjourned because of quorum, no quorum shall be required for such meeting after 15 minutes.

SIR C R REDDY COLLEGE FOR WOMEN

(Affiliated to Adikavi Nannaya University, Rajamahendravaram)

Vatluru (post), Pedapadu Mandal, W.G Dist., A.P

2018-2019

Meeting no- 1

The meeting of infrastructure and Building committee was held on 02-07-2018 with the members of the following to discuss the following agenda items proposed.

Agenda:

1. Budget allotment for infrastructure and building maintenance during the financial year 2018-19.
2. Maintenance of toilets.
3. Construction of buildings and pathways.
4. Installing the intercom telephone.
5. To discussion conducting sports tournaments and regular events related.
6. Instructions given to the workers to maintain ground and greenery.
7. To keep the sports equipment in a working position.
8. Construction of cycle shed.
9. Installing the solar power plant.

Minutes of the meeting:

Item no.1: Budget allotment for infrastructure and building maintenance during the financial year 2018-19.

Discussion: The convener and members of the committee have discussed on the above said item of agenda and the members have given certain suggestions in maintenance of the campus and equipment.

Resolution: Unanimously resolved to utilize the budget allotted by the management for infrastructure and building maintenance for UC to the principal after making.

Item no.2: Maintenance of toilets.

Discussion: The item was discussed as it is a priority item in campus maintenance. Necessary budget on materials be supplied accordingly.

Resolution: Resolved to maintain the toilets in all blocks with a defined schedule.

Itemno.3: Construction of buildings and pathways.

Discussion: The convener and members of the committee have discussed thoroughly and came to the conclusion to construction of buildings and pathways.

Resolution: It is unanimously resolved to bring it to the notice of the management through principal for the arrangement of construction.

Itemno.4: Installing the intercom telephone.

Discussion: The item was discussed as it is a priority item in communication convenience. Necessary budget on equipment be supplied accordingly.

Resolution: Unanimously resolved to install the intercom telephone to avoid barriers of communication.

Itemno.5: To Discussion conducting sports tournaments and regular events related.

Discussion: As a part of regular activities of the sports department for conducting sports tournaments and regular activities, the members unanimously accepted the proposal with the budget allotted.

Resolution: Resolved to conducted the tournaments and regular events planned and recommended by sports advisory committee.

Itemno.6: Instructions given to the workers to maintain ground and greenery.

Discussion: The campus in charge reported that the cleaning of the ground and maintaining greenery in the campus is not up to the mark in these days. The item was discussed at length.

Resolution: Resolved to engage additional staff for the purpose and provide budget for plantation by the department of botany gardeners.

Itemno.7: To keep the sports equipment in a working position.

Discussion: It is observed that due to expiry of AMC, some of the gym equipment are not effectively functioning. The item was discussed for necessary action by the department.

Resolution: Resolved to direct the sports department to renew AMC of sports equipment and repairs if any through local enterprise utilizing the budget for maintenance.

Itemno.8: Construction of cycle shed.

Discussion: It is discussed at length on the necessity of cycle shed.


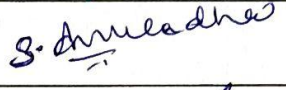
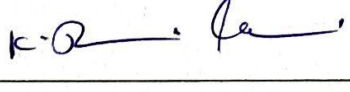
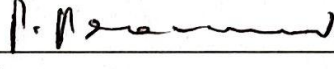

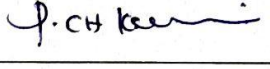
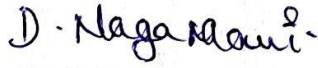
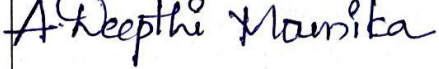
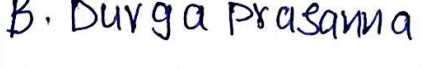
Resolution: Unanimously resolved to bring it to the notice of the management through principal for the construction of cycle shed.

Itemno.9: Installing the solar power plant.

Discussion: The item was discussed as it is a priority item in reduces the electricity consumption. Necessary budget on equipment be supplied accordingly.

Resolution: Unanimously resolved to install the solar power plant to reduce the electricity consumption.

Members Present:

S.No	Name	Signature
1	Smt.P. Sailaja Principal	
2	Smt.S.Anuradha Vice Principal	
3	Smt.K.Jhansi Lakshmi	
4	Sri.P.Praveen Lecturer	
5	Smt.K.Mary Ratna Kumari Lecturer	
6	Smt.P.Ch. Kumari Sr. Assistant	
7	Smt.B.Nagamani Technician	
8	A.Deepthi Mounika Student	
9	B.Durga Prasanna Student	

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Vatluru (post), Pedapadu Mandal, W.G Dist., A.P

2018-2019

Meeting no-2

The meeting of infrastructure and Building committee was held on 01-11-2018 with the members of the following to discuss the following agenda items proposed.

Agenda:

1. Maintenance of toilets.
2. Cleaning of garbage in the surrounding of Botany garden area.
3. To discussion conducting sports tournaments and regular events related.
4. Instructions given to the workers to maintain ground and greenery.
5. To keep the sports equipment in a working position.

Minutes of the meeting:

Itemno.1: Maintenance of toilets.

Discussion: The item was discussed as it is a priority item in campus maintenance. Necessary budget on materials be supplied accordingly.

Resolution: Resolved to maintain the toilets in all blocks with a defined schedule.

Itemno.2: Cleaning of garbage in the surroundings of Botany garden area.

Discussion: It was brought to the notice of the authorities that the Botany garden area has been not up to the mark. The garbage, waste materials from Botany garden has been piled up on dumped in the campus without any disposals.

Resolution: Resolved to instruct the students and staff to maintain health and hygiene conditions in the dining hall.

Itemno.3: To discussion conducting sports tournaments and regular events related.

Discussion: As a part of regular activities of the sports department for conducting sports tournaments and regular activities, the members unanimously accepted the proposal with the budget allotted.

Resolution: Resolved to conducted the tournaments and regular events planned and recommended by sports advisory committee.

Itemno.4: Instructions given to the workers to maintain ground and greenery.

Discussion: The campus in charge reported that the cleaning of the ground and maintaining greenery in the campus is not up to the mark in these days. The item was discussed at length.


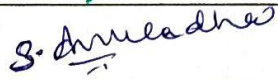
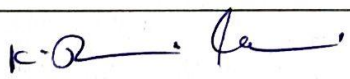
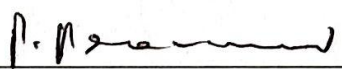

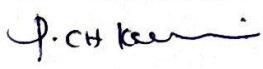
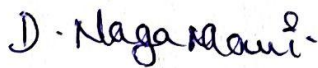
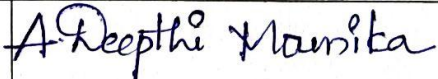
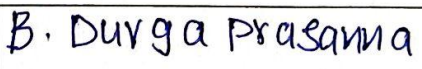
Resolution: Resolved to engage additional staff for the purpose and provide budget for plantation by the department of botany gardeners.

Itemno.5: To keep the sports equipment in a working position.

Discussion: It is observed that due to expiry of AMC, some of the gym equipment are not effectively functioning. The item was discussed for necessary action by the department.

Resolution: Resolved to direct the sports department to renew AMC of sports equipment and repairs if any through local enterprise utilizing the budget for maintenance.

Members Present:

S.No	Name	Signature
1	Smt.P. Sailaja Principal	
2	Smt.S.Anuradha Vice Principal	
3	Smt.K.Jhansi Lakshmi	
4	Sri.P.Praveen Lecturer	
5	Smt.K.Mary Ratna Kumari Lecturer	
6	Smt.P.Ch. Kumari Sr. Assistant	
7	Smt.B.Nagamani Technician	
8	A.Deepthi Mounika Student	
9	B.Durga Prasanna Student	

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Vatluru (post), Pedapadu Mandal, W.G Dist., A.P

Meeting no-3

The meeting of infrastructure and Building committee was held on 01-07-2019 with the members of the following to discuss the following agenda items proposed.

Agenda:

1. Budget allotment for infrastructure and building maintenance during the financial year 2019-20.
2. Maintenance of toilets.
3. Construction of compound wall.
4. Cleaning of garbage in the surrounding of basket ball court area.
5. To discussion conducting sports tournaments and regular events related.
6. Instructions given to the workers to maintain ground and greenery.
7. To keep the sports equipment in a working position.
8. Kitchen equipment provided to the hostel.
9. Furniture provided to the class rooms.
10. Sanitization the departments and class rooms.

Minutes of the meeting:

Itemno.1: Budget allotment for infrastructure and building maintenance during the financial year 2019-20.

Discussion: The convener and members of the committee have discussed on the above said item of agenda and the members have given certain suggestions in maintenance of the campus and equipment.

Resolution: Unanimously resolved to utilize the budget allotted by the management for infrastructure and building maintenance for UC to the principal after making expenditure.

Itemno.2: Maintenance of toilets.

Discussion: The item was discussed as it is a priority item in campus maintenance. Necessary budget on materials be supplied accordingly.

Resolution: Resolved to maintain the toilets in all blocks with a defined schedule.

Itemno.3: Construction of compound wall.

Discussion: It is discussed at length on the compound wall of the campus.

Resolution: It is unanimously resolved to arrange material to the construction of compound wall of the campus.

Itemno.4: Cleaning of garbage in the surroundings of basket ball court.

Discussion: The garbage, waste materials from basketball courts has been piled up on dumped in the campus without any disposals.

Resolution: Resolved to instruct the students to maintain health and hygiene conditions in the basket ball court.

Itemno.5: To discussion conducting sports tournaments and regular events related.

Discussion: As a part of regular activities of the sports department for conducting sports tournaments and regular activities, the members unanimously accepted the proposal with the budget allotted.

Resolution: Resolved to conducted the tournaments and regular events planned and recommended by sports advisory committee.

Itemno.6: Instructions given to the workers to maintain ground and greenery.

Discussion: The campus in charge reported that the cleaning of the ground and maintaining greenery in the campus is not up to the mark in these days. The item was discussed at length.

Resolution: Resolved to engage additional staff for the purpose and provide budget for plantation by the department of botany gardeners.

Itemno.7: To keep the sports equipment in a working position.

Discussion: As discussed in the earlier meetings, the sports equipment shall be taken up for effective functioning.

Resolution: Resolved to undertake the main sports equipment and taken repairs if any with the budget allotted.

Itemno.8: Kitchen equipment provided to the hostel.

Discussion: It is well discussed and came to a conclusion to arrange the kitchen equipment to the hostel.

Resolution: Unanimously resolved to bring it to the notice of the management through principal for the arrangement of kitchen equipment.

Itemno.9: Furniture provided to the classrooms.

Discussion: Discussed thoroughly to newly furniture to the class rooms.


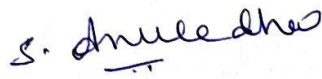


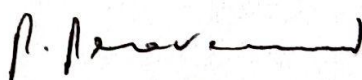


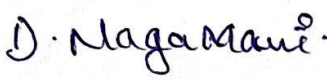
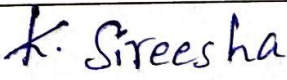

Resolution: Resolved unanimously to bring it to the notice of the management through principal to fitting the furniture in the class rooms.

Itemno.10: Sanitization the departments' and classrooms.

Discussion: Discussed at length as it is the top priority to keep the faculty away from the pandemic situation.

Resolution: Resolved unanimously to sanitize the departments and classrooms regularly.

Members Present:

S.No	Name	Signature
1	Smt.P. Sailaja Principal	
2	Smt.S.Anuradha Vice Principal	
3	Smt.K.Jhansi Lakshmi 	
4	Sri.P.Praveen Lecturer	
5	Smt.K.Mary Ratna Kumari Lecturer	
6	Smt.P.Ch. Kumari Sr. Assistant	
7	Smt.B.Nagamani Technician	
8	K.Sireesha Student	
9	M.Harshini Student	

SIR C R REDDY COLLEGE FOR WOMEN

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Vatluru (post), Pedapadu Mandal, W.G Dist., A.P

2019-2020

Meeting no-4

The meeting of infrastructure and Building committee was held on 01-11-2019 with the members of the following to discuss the following agenda items proposed.

Agenda:

1. Allotment of sweepers for campus cleaning.
2. Cleaning of garbage in the surrounding of water tank area.
3. To discussion conducting sports tournaments and regular events related.
4. Instructions given to the workers to maintain ground and greenery.
5. To keep the sports equipment in a working position.
6. To arrange COVID-19 awareness posters in the campus.

Minutes of the meeting:

Itemno.1: Allotment of sweepers for campus cleaning.

Discussion: The agenda was discussed at length for maintaining the campus in a befitting manner. The members supported the proposal.

Resolution: Resolved to engage additional sweepers for campus maintenance.

Itemno.2: Cleaning of garbage in the surroundings of water tank area.

Discussion: it was brought to the notice of the authorities that the water tank area has been not up to the mark. The garbage, waste materials from classrooms at water tank area has been piled up on dumped in the campus without any disposals.

Resolution: Resolved to instruct the students and staff to maintain health and hygiene conditions.

Itemno.3: To discussion conducting sports tournaments and regular events related.

Discussion: As a part of regular activities of the sports department for conducting sports tournaments and regular activities, the members unanimously accepted the proposal with the budget allotted.

Resolution: Resolved to conducted the tournaments and regular events planned and recommended by sports advisory committee.

Itemno.4: Instructions given to the workers to maintain ground and greenery.

Discussion: The campus in charge reported that the cleaning of the ground and maintaining greenery in the campus is not up to the mark in these days. The item was discussed at length.

Resolution: Resolved to engage additional staff for the purpose and provide budget for plantation by the department of botany gardeners.

Itemno.5: To keep the sports equipment in a working position.

Discussion: As discussed in the earlier meetings, the sports equipment shall be taken up for effective functioning.


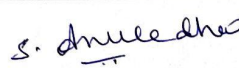

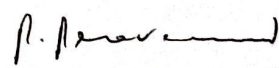

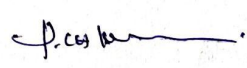
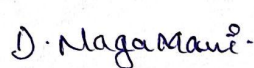
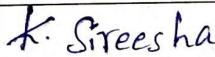

Resolution: Resolved to undertake the main sports equipment and taken repairs if any with the budget allotted.

Itemno.6: To arrange COVID-19 awareness posters in the campus.

Discussion: Discussed thoroughly on the arrangement of COVID-19 awareness posters.

Resolution: It is unanimously resolved to arrange COVID-19 posters all over the campus to create awareness among the students.

Members Present:

S.No	Name	Signature
1	Smt.P. Sailaja Principal	
2	Smt.S.Anuradha Vice Principal	
3	Smt.K.Jhansi Lakshmi	
4	Sri.P.Praveen Lecturer	
5	Smt.K.Mary Ratna Kumari Lecturer	
6	Smt.P.Ch. Kumari Sr. Assistant	
7	Smt.B.Nagamani Technician	
8	K.Sireesha Student	
9	M.Harshini Student	

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2020-2021

Meeting no-5

The meeting of Campus maintenance committee was held on 01-07-2020 with the members of the following to discuss the following agenda items proposed.

Agenda:

1. Budget allotment for infrastructure and building maintenance during the financial year 2020-21.
2. Electrical fittings of the campus.
3. Bicycle for internal usage of the campus.
4. Construction of another water plant unit.
5. Cleaning of garbage in the surrounding of toilets area.
6. To discussion conducting sports tournaments and regular events related.
7. Instructions given to the workers to maintain ground and greenery.
8. To keep the sports equipment in a working position.

Minutes of the meeting:

Itemno.1: Budget allotment for infrastructure and building maintenance during the financial year 2020-21.

Discussion: The convener and members of the committee have discussed on the above said item of agenda and the members have given certain suggestions in maintenance of the campus and equipment.

Resolution: Unanimously resolved to utilize the budget allotted by the management for infrastructure and building maintenance for UC to the principal after making expenditure.

Itemno.2: Electrical fittings of the campus.

Discussion: The convener and members of the committee have discussed at length about the necessity of the lighting of the campus.

Resolution: Unanimously resolved to bring to the notice of the management through principal to lighting the campus.

Itemno.3: To provide bicycle for the internal usage of the campus.

Discussion: Very well discussed on the necessity of the bicycle to male attenders.

Resolution: It is unanimously resolved to provide the bicycle.

Itemno.4: Construction of another water plant unit in the campus.

Discussion: The convener and members of the committee have discussed on the above said unit thoroughly and came to a conclusion for the construction of water plant unit.

Resolution: It is unanimously resolved to construct the water plant unit.

Itemno.5: Cleaning of garbage in the surroundings of toilets area.

Discussion: it was brought to the notice of the authorities that the toilets area has been not up to the mark. The garbage, waste materials from classrooms and laboratories has been piled upon dumped in the campus without any disposals.

Resolution: Resolved to instruct the students and staff to maintain health and hygiene conditions in the campus.

Itemno.6: To discussion conducting sports tournaments and regular events related.

Discussion: As a part of regular activities of the sports department for conducting sports tournaments and regular activities, the members unanimously accepted the proposal with the budget allotted.

Resolution: Resolved to conducted the tournaments and regular events planned and recommended by sports advisory committee.

Itemno.7: Instructions given to the workers to maintain ground and greenery.

Discussion: The campus in charge reported that the cleaning of the ground and maintaining greenery in the campus is not up to the mark in these days. The item was discussed at length.


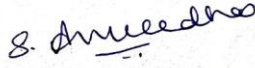
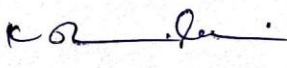
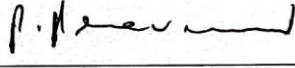


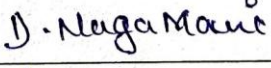
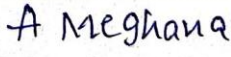
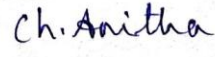
Resolution: Resolved to engage additional staff for the purpose and provide budget for plantation.

Itemno.8: To keep the sports equipment in a working position.

Discussion: As discussed in the earlier meetings, the sports equipment shall be taken up for effective functioning.

Resolution: Resolved to undertake the main sports equipment and taken repairs if any with the budget allotted.

Members Present:

S.No	Name	Signature
1	Smt.P. Sailaja Principal	
2	Smt.S.Anuradha Vice Principal	
3	Smt.K.Jhansi Lakshmi	
4	Sri.P.Praveen Lecturer	
5	Smt.K.Mary Ratna Kumari Lecturer	
6	Smt.P.Ch. Kumari Sr. Assistant	
7	Smt.B.Nagamani Technician	
8	A.Meghana Student	
9	Ch.Anitha Student	

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Vatluru (post), Pedapadu Mandal, W.G Dist., A.P

2020-2021

Meeting no-6

The meeting of Campus maintenance committee was held on 02-11-2020 with the members of the following to discuss the following agenda items proposed.

Agenda:

1. Maintenance of toilets.
2. Cleaning of garbage in the surrounding of canteen area.
3. To discussion conducting sports tournaments and regular events related.
4. Instructions given to the workers to maintain ground and greenery.
5. To keep the sports equipment in a working position.

Minutes of the meeting:

Itemno.1: Maintenance of toilets.

Discussion: The item was discussed as it is a priority item in campus maintenance. Necessary budget on materials be supplied accordingly.

Resolution: Resolved to maintain the toilets in all blocks with a defined schedule.

Itemno.2: Cleaning of garbage in the surroundings of Canteen Area

Discussion: it was brought to the notice of the authorities that the Canteen area has been not up to the mark. The garbage, waste materials from canteen and vehicles parking area has been piled up on dumped in the campus without any disposals.

Resolution: Resolved to instruct the students and staff to maintain health and hygiene conditions in the campus.

Itemno.3: To discussion conducting sports tournaments and regular events related.

Discussion: As a part of regular activities of the sports department for conducting sports tournaments and regular activities, the members unanimously accepted the proposal with the budget allotted.

Resolution: Resolved to conducted the tournaments and regular events planned and recommended by sports advisory committee.

Itemno.4: Instructions given to the workers to maintain ground and greenery.

Discussion: The campus in charge reported that the cleaning of the ground and maintaining greenery in the campus is not up to the mark in these days. The item was discussed at length.


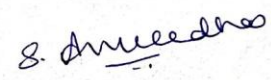
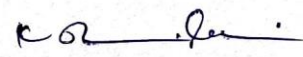
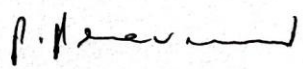
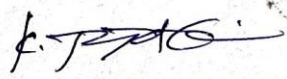

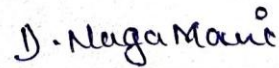
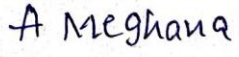
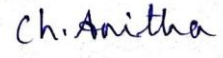
Resolution: Resolved to engage additional staff for the purpose and provide budget for plantation by the department of botany gardeners.

Itemno.5: To keep the sports equipment in a working position.

Discussion: As discussed in the earlier meetings, the sports equipment shall be taken up for effective functioning.

Resolution: Resolved to undertake the main sports equipment and taken repairs if any with the budget allotted.

Members Present:

S.No	Name	Signature
1	Smt.P. Sailaja Principal	
2	Smt.S.Anuradha Vice Principal	
3	Smt.K.Jhansi Lakshmi	
4	Sri.P.Praveen Lecturer	
5	Smt.K.Mary Ratna Kumari Lecturer	
6	Smt.P.Ch. Kumari Sr. Assistant	
7	Smt.B.Nagamani Technician	
8	A.Meghana Student	
9	Ch.Anitha Student	



2021-2022

Meeting no-7

The meeting of infrastructure and Building committee was held on 01-07-2021 with the members of the following to discuss the following agenda items proposed.

Agenda:

1. Budget allotment for infrastructure and building maintenance during the financial year 2021-22.
2. Allotment of sweepers for campus cleaning etc.
3. Maintenance of toilets.
4. Purchase of laundry equipment to the hostel.
5. To discuss on conducting sports tournaments and regular events related.
6. Instructions given to the workers to maintain ground and greenery.
7. To keep the sports equipment in a working position for effective utilization.
8. Construction of compound wall.
9. Furniture provided to the class rooms.
10. Installation of network equipment.

Minutes of the meeting:

Itemno.1: Budget allotment for infrastructure and building maintenance during the financial year 2021-22.

Discussion: The convener of the committee discussed on the item of agenda listed above and the member have given certain suggestions in maintenance of the campus and equipment.

Resolution: Resolved to utilize the budget allotted by the management for infrastructure and building maintenance for UC to the principal after making expenditure.

Itemno.2: Allotment of sweepers for campus cleaning etc..

Discussion: The agenda was discussed at length for maintaining the campus in a befitting manner. The members supported the proposal.

Resolution: Resolved to engage additional sweepers for campus maintenance.

Itemno.3: Maintenance of toilets.

Discussion: The item was discussed as it is a priority item in campus maintenance. Necessary budget on materials be supplied accordingly.

Resolution: Resolved to maintain the toilets in all blocks with a defined schedule.

Itemno.4: Purchase of laundry equipment to the hostel.

Discussion: The item of laundry equipment proposal submitted by the hostel warden is placed in the meeting. The budget allotted to laundry equipment will be made expenditure for the equipment.

Resolution: Resolved to purchase the laundry equipment indent with the budget available duly following the procedure.

Itemno.5: To discussion conducting sports tournaments and regular events related.

Discussion: As a part of regular activities of the sports department for conducting sports tournaments and regular activities, the members unanimously accepted the proposal with the budget allotted.

Resolution: Resolved to conduct the tournaments and regular events planned and recommended by sports advisory committee.

Itemno.6: Instructions given to the workers to maintain ground and greenery.

Discussion: The campus in charge reported that the cleaning of the ground and maintaining greenery in the campus is not up to the mark in these days. The item was discussed at length.

Resolution: Resolved to engage additional staff for the purpose and provide budget for plantation by the department of botany gardeners.

Itemno.7: To keep the sports equipment in a working position for effective utilization.

Discussion: It is observed that due to expiry of AMC, some of the gym equipment are not effectively functioning. The item was discussed for necessary action by the department.

Resolution: Resolved to direct the sports department to renew AMC of sports equipment and repairs if any through local enterprise utilizing the budget for maintenance.

Itemno.8: Construction of compound wall.

Discussion: It is discussed at length on the compound wall of the campus.

Resolution: It is unanimously resolved to arrange material to the construction of compound wall of the campus.

Item no.9: Furniture provided to the classrooms.

Discussion: Discussed thoroughly to newly furniture to the class rooms.


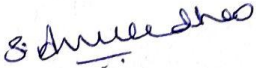
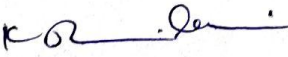
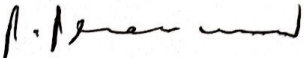


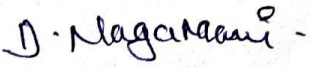
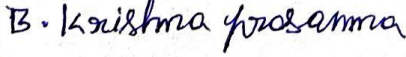
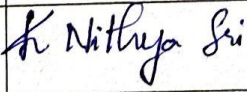
Resolution: Resolved unanimously to bring it to the notice of the management through principal to fitting the furniture in the class rooms.

Item no.10: Installing the network equipment.

Discussion: The item was discussed as it is a priority item in the computer labs and office. Necessary budget on equipment be supplied accordingly.

Resolution: Unanimously resolved to install the network equipment in labs and office.

Members Present:

S.No	Name	Signature
1	Smt.P. Sailaja Principal	
2	Smt.S.Anuradha Vice Principal	
3	Smt.K.Jhansi Lakshmi	
4	Sri.P.Praveen Lecturer	
5	Smt.K.Mary Ratna Kumari Lecturer	
6	Smt.P.Ch. Kumari Sr. Assistant	
7	Smt.B.Nagamani Technician	
8	B.Krishna Prasanna Student	
9	K.Nithya Sri Student	

	<h1>SIR C R REDDY COLLEGE FOR WOMEN</h1>	
<p>(Affiliated to ADIKAVI NANNAYA UNIVERSITY, Rajamahendravaram)</p>		
<p>An ISO - 9001:2015, 14001:2015, 50001:2018 Certified Institution</p>		
<p>UGC 2(f) certified institution</p>		
<p>Vatluru, Eluru - 534007</p>		
<p>e-mail : sircrrwomen.principal@gmail.com</p>	<p>Website : www.sircrrwomen.ac.in</p>	<p>Phone : 08812-231192</p>

2021-2022

Meetingno-8

The meeting of infrastructure and Building committee was held on 01-11-2021 with the members of the following to discuss the following agenda items proposed.

Agenda:

1. New instructions given to the sweepers according to their work distribution (places)
2. Complaints from students about sanitary conditions bring to their notice. –Action plan for rectification.
3. Maintenance of the ground and greenery in the campus-Status report.
4. Cleaning of garbage in the surroundings of canteen area.
5. To discussion conducting sports tournaments and regular events related.
6. To keep the gym equipment in a working condition.

Minutes of the meeting:

Item no.1: New instructions given to the sweepers according to their work distribution (places)

Discussion: The job role of sweepers and designated places for discussed to post them in specific places to makethem responsible for the work allotted. The decentralization provides effective monitoring authority.

Resolution: Resolved to give instructions allotting designated places in the campus for effectively performing their duties.

Item no.2: Complaints from students about sanitary conditions bring to their notice.-Action plan for rectification.

Discussion: It is brought to the notice of administrative authorities for not maintaining the toilets in the campus. The item was discussed elaborately to take necessary action.

Resolution: resolved to provide additional staff with required sanitary materials for maintaining the toilets satisfactorily.

Itemno.3: Maintenance of the ground and greenery in the campus-Statusreport.

Discussion: There view of maintaining the campus, cleaning and greenery was taken up for further action plan and rectify the issues if any.

Resolution: Resolved to review meticulously for effectively deploying the activity of the item.

Itemno.4: Cleaning of garbage in the surroundings of canteen area.

Discussion: it was brought to the notice of the authorities that the canteen area has been not up to the mark. The garbage, waste materials generated from canteen has been piled up on dumped in the campus without any disposals.

Resolution: Resolved to instruct canteen contractor not to repeat the nuisance and take necessary action to dispose of the waste.

Itemno.5: To discussion conducting sports tournaments and regular events related.

Discussion: As it is a routine item, the department concern will attend the activity.

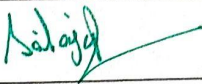
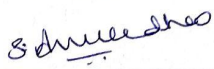
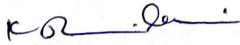
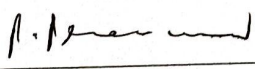


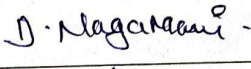
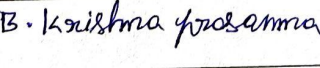
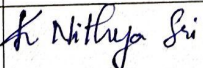
Resolution: Resolved to direct the sports department to organize the events planned without inviting any issues.

Itemno.6: To keep the gym equipment in a working condition.

Discussion: As discussed in the earlier meetings, AMC shall be taken up for effective functioning of sports equipment.

Resolution: Resolved to undertake AMC for main sports equipment and taken repairs if any with the budget allotted.

Members Present:

S.No	Name	Signature
1	Smt.P. Sailaja Principal	
2	Smt.S.Anuradha Vice Principal	
3	Smt.K.Jhansi Lakshmi	
4	Sri.P.Praveen Lecturer	
5	Smt.K.Mary Ratna Kumari Lecturer	
6	Smt.P.Ch. Kumari Sr. Assistant	
7	Smt.B.Nagamani Technician	
8	B.Krishna Prasanna Student	
9	K.Nithya Sri Student	



2022-2023

Meeting no-9

The meeting of infrastructure and Building committee was held on 01-07-2022 with the members of the following to discuss the following agenda items proposed.

Agenda:

1. Budget allotment for infrastructure and building maintenance during the financial year 2022-23.
2. Sweeping the classrooms and maintenance.
3. Maintenance of toilets.
4. Cleaning of garbage in the surrounding of hostel building area.
5. To discuss conduct in sports tournaments and regular events related.
6. Instructions given to the workers to maintain ground and greenery.
7. To keep the sports equipment in a working position.
8. Proposal to construction of lift in P G Block.
9. Construction of Two cycle sheds near the office room.

Minutes of the meeting:

Itemno.1: Budget allotment for infrastructure and building maintenance during the financial year 2022-23.

Discussion: The convener and members of the committee have discussed on the above said item of agenda and the members have given certain suggestions in maintenance of the campus and equipment.

Resolution: Unanimously resolved to utilize the budget allotted by the management for infrastructure and building maintenance for UC to the principal after making expenditure.

Itemno.2: Sweeping the classrooms and maintenance.

Discussion: The above agenda was thoroughly discussed for cleaning and maintenance of classrooms regularly.

Resolution: Resolved to instruct the sweeper's to maintain cleanliness in the classrooms.

Itemno.3: Maintenance of toilets.

Discussion: The item was discussed as it is a priority item in campus maintenance. Necessary budget on materials be supplied accordingly.

Resolution: Resolved to maintain the toilets in all blocks with a defined schedule.

Itemno.4: Cleaning of garbage in the surroundings of hostel building area.

Discussion: it was brought to the notice of the authorities that the hostel building area has been not up to the mark. The garbage, waste materials from hostel building area has been piled up on dumped in the campus without any disposals.

Resolution: Resolved to instruct the students to maintain health and hygiene conditions in the hostel building area.

Itemno.5: To discuss on conducting sports tournaments and regular events related.

Discussion: As a part of regular activities of the sports department for conducting sports tournaments and regular activities, the members unanimously accepted the proposal with the budget allotted.

Resolution: Resolved to conducted the tournaments and regular events planned and recommended by sports advisory committee.

Itemno.6: Instructions given to the workers to maintain ground and greenery.

Discussion: The campus in charge reported that the cleaning of the ground and maintaining greenery in the campus is not up to the mark in these days. The item was discussed at length.

Resolution: Resolved to engage additional staff for the purpose and provide budget for plantation by the department of botany gardeners.

Itemno.7: To keep the sports equipment in a working position for effective utilization.

Discussion: It is observed that due to expiry of AMC, some of the gym equipment are not effectively functioning. The item was discussed for necessary action by the department.

Resolution: Resolved to direct the sports department to renew AMC of sports equipment and repairs if any through local enterprise utilizing the budget for maintenance.

Itemno.8: Proposal to construction of lift in PG block.

Discussion: The convener and members of the committee have thoroughly discussed on regarding the need of lift in the PG Block.

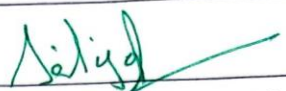
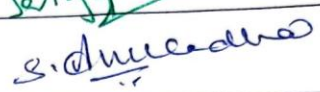
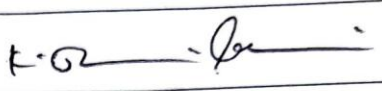
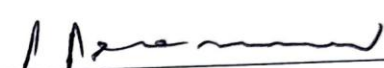
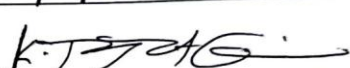
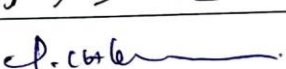
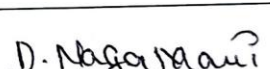
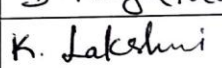
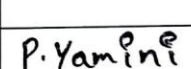
Resolution: It is unanimously resolved by the committee to establish a new lift construction in the P.G Block.

Item no.9: Construction of two cycle sheds near the office room.

Discussion: Committee discussed to construction of two cycle sheds near the office room.

Resolution: It is unanimously resolved to construction of cycle sheds near the office room.

Members Present:

S.No	Name	Signature
1	Smt.P. Sailaja Principal	
2	Smt.S.Anuradha Vice Principal	
3	Smt.K.Jhansi Lakshmi Lecturer	
4	Sri.P.Praveen Lecturer	
5	Smt.K.Mary Ratna Kumari Lecturer	
6	Smt.P.Ch. Kumari Sr. Assistant	
7	Smt.B.Nagamani Technician	
8	K.Lakshmi Student	
9	P.Yamini Student	

 <p>(Estd : 1987)</p>	<h1>SIR C R REDDY COLLEGE FOR WOMEN</h1> <p>(Affiliated to ADIKAVI NANNAYA UNIVERSITY, Rajamahendravaram) An ISO - 9001:2015, 14001:2015, 50001:2018 Certified Institution UGC 2(f) certified institution Vatluru, Eluru - 534007</p>	 <p>INTERNAL QUALITY ASSURANCE CELL 2018 ENTER-ENDEAVOR-EXCEL</p>
e-mail : sircrrwomen.principal@gmail.com	Website : www.sircrrwomen.ac.in	Phone : 08812-231192

2022-2023

Meeting no-10

The meeting of infrastructure and Building committee was held on 01-12-2022 with the members of the following to discuss the following agenda items proposed.

Agenda:

1. Repairing the classroom furniture of the college.
2. Cleaning of garbage in the surrounding of hostel area.
3. To discuss on conducting sports tournaments and regular events related.
4. Instructions given to the workers to maintain ground and greenery.
5. To keep the sports equipment in a working position.
6. Proposed to remodel the NAAC room.
7. Proposed to installation of projector class rooms.
8. Installation of Drinking Water Cooler.

Minutes of the meeting:

Itemno.1: Repairing the classroom furniture of the college.

Discussion: The convener and members of the committee have thoroughly discussed repairing the classroom furniture of the college.

Resolution: It is unanimously resolved to repair the classroom furniture immediately.

Itemno.2: Cleaning of garbage in the surroundings of hostel area.

Discussion: It was brought to the notice of the authorities that the hostel area has been not up to the mark. The garbage, waste materials have been piled up on dumped in the campus without any disposals.

Resolution: Resolved to instruct the students to maintain health and hygiene conditions.

Itemno.3: To discuss on conducting sports tournaments and regular events related.

Discussion: As a part of regular activities of the sports department for conducting sports tournaments and

regular activities, the members unanimously accepted the proposal with the budget allotted.

Resolution: Resolved to conducted the tournaments and regular events planned and recommended by sports advisory committee.

Itemno.4: Instructions given to the workers to maintain ground and greenery.

Discussion: The campus in charge reported that the cleaning of the ground and maintaining greenery in the campus is not up to the mark in these days. The item was discussed at length.

Resolution: Resolved to engage staff for the purpose of ground and greenery maintenance and provide budget for plantation.

Itemno.5: To keep the sports equipment in a working position.

Discussion: It is observed that due to expiry of AMC, some of the gym equipment are not effectively functioning. The item was discussed for necessary action by the department.

Resolution: Resolved to direct the sports department to renew AMC of sports equipment and repairs if any through local enterprise utilizing the budget for maintenance.

Itemno.6: Proposed to Remodel NAAC Room.

Discussion: The convener and members of the committee have discussed at length for the NAAC Room.

Resolution: It is unanimously resolved to remodel the NAAC Room.

Itemno.7: Proposed to installation of projector class rooms.

Discussion: The convener and members of the committee have discussed to propose the installation of projector class rooms.




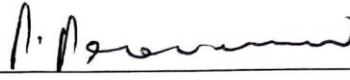

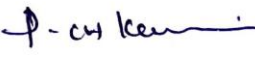
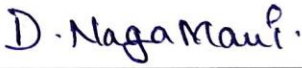

Resolution: It is unanimously resolved to installation of projector class rooms.

Itemno.8: Installation of Drinking Water Cooler.

Discussion: The convener and members of the committee have discussed to propose the installation of Drinking Water Cooler.

Resolution: It is unanimously resolved to installation of Drinking Water Cooler.

Members Present:

S.No	Name	Signature
1	Smt.P. Sailaja Principal	
2	Smt.S.Anuradha Vice Principal	
3	Smt.K.Jhansi Lakshmi IQAC Co-Ordinator	
4	Sri.P.Praveen Lecturer	
5	Smt.K.Mary Ratna Kumari Lecturer	
6	Smt.P.Ch. Kumari Sr. Assistant	
7	Smt.B.Nagamani Technician	
8	K.Lakshmi Student	
9	P.Yamini Student	