

INFRASTRUCTURE & FACILITIES MAINTENANCE COMMITTEE

Functions

- To monitor the condition of infrastructure & facilities available.
- To arrange for servicing and maintenance of all lab equipment when required.
- Maintenance of Diesel Generators.
- Maintenance of UPS Systems and its Batteries.
- Maintenance of Building and equipment earthing- measurement of earth resistance at regular intervals.
- Appointment of well trained and experienced drivers.
- Ensuring safety at regular intervals by maintain proper earth connection for various equipment in the labs and class Rooms.
- Maintenance of the college buses.
- Obtaining Necessary clearance Certificates, Insurance, Permits etc. for the college vehicles from RTA.
- Routine checking of the condition of the vehicles.
- Appointment of well trained and experienced drivers
- Ensuring safety requirements like operation of speed limiters, fire extinguishers etc.
- Proper up keep and maintenance of the building.
- Maintenance of the lawns and surroundings.
- Carrying out minor repairs of furniture, electrical and sanitary fittings.
- Maintenance of the roads, water tanks and other services in the campus maintaining security.

FREQUENCY OF MEETING: Once in an Year.

**COMPOSITION OF INFRASTRUCTURE FACILITIES AND MAINTENANCE
COMMITTEE**

S.NO	NAME	DESIGNATION	ROLE
1	Dr.Y.MadhaveeLatha	Principal, MRECW	Chairperson
2	Mrs.A.Radha Rani	Director (CSE&IT)	Member
3	Dr.C.V.P.R.Prasad	HOD,CSE	Member
4	Dr.N.Sreekanth	HOD,ECE	Member
5	Dr.N.Vengadachalam	HOD,EEE	Member
6	Dr.Pradeep	HOD,IT	Member
7	Dr.T.Kamakshi	HOD,H&S	Member
8	Dr.P.Suvarchala Devi	HOD,MBA	Member
9	Mr.B.V.S.P. Pavan Kumar	TPO,MRECW	Member
10	Mr.Uma Mahesh	Office Assistant	Member
11	Mrs.G.Parvathi	Administrative Officer	Member Secretary
12	Mr. V. Srinivas	Supervisor	Member
13	Mr. Shevlal	Physical Director	Member
14	Dr.K.Dasaratha	Librarian	Member
15	Mr. Janardhan	System Administrator	Member


PRINCIPAL
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 Malla Reddy Engineering College for Women
 UGC AUTONOMOUS INSTITUTION
 Maisammaguda, Dhulapally (Post)
 (Via) Kompally, Secunderabad-500 100.

Academic Year

2021 – 2022



MALLAREDDY ENGINEERING COLLEGE FOR WOMEN

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National Ranking-Top 100 Rank band by Outlook Magazine, National Ranking-Top 100 Rankband by Times NewsMagazine

Circular

Date: 19.04.2022

This is to hereby inform the members of the Infrastructure and Facilities Maintenance Committee that the Infrastructure and Facilities Maintenance Committee meeting is scheduled to be held on 20.04.2022 at 10.30 am in the Principal's Office. All the members are requested to attend the meeting to discuss the following agenda.






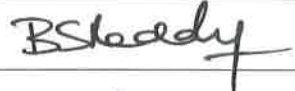







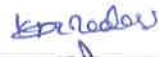
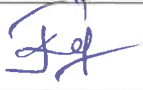
Agenda:

- Confirmation of minutes of the previous meeting.
 - Presentation of Action Taken Report of the previous meeting.
 - Monitoring the condition of infrastructure & facilities available.
 - Arranging servicing and maintenance of lab equipment.
 - Maintenance of Diesel Generators.
 - Maintenance of UPS Systems and its Batteries.
 - Maintenance of Building and equipment earthing.
 - Appointment of Drivers.
 - Safety checks for Lab equipments.
 - Maintenance of the college buses.
 - Obtaining Necessary clearance Certificates for vehicles.
 - Checking vehicles condition.
 - Ensuring safety requirements.
 - Maintenance of the building.
 - Maintenance of the lawns and surroundings.
 - Repairing of furniture, electrical and sanitary fitting.
 - Maintenance of the roads, water tanks and other services in the campus.
 - Maintaining security.
- Any other discussion with the permission of the chair.


Principal

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**INFRASTRUCTURE FACILITIES AND MAINTENANCE COMMITTEE MEETING
20.04.2022**

S.NO	NAME	DESIGNATION	ROLE	SIGNATURE
1.	Dr. Y. Madhavee Latha	Principal, MRECW	Chairperson	
2.	Mrs. A. Radha Rani	Director (CSE&IT)	Member	
3.	Dr. C. V. P. R. Prasad	HOD, CSE	Member	
4.	Dr. N. Sreekanth	HOD, ECE	Member	
5.	Dr. N. Vengadachalam	HOD, EEE	Member	
6.	Dr. Subba Reddy	HOD, IT	Member	
7.	Dr. T. Kamakshi	HOD, H&S	Member	
8.	Dr. P. Suvarchala Devi	HOD, MBA	Member	
9.	Mr. B. V. S. P. Pavan Kumar	TPO, MRECW	Member	
10.	Mr. Uma Mahesh	Office Assistant	Member	
11.	Mrs. G. Parvathi	Administrative Officer	Member Secretary	
12.	Mr. V. Srinivas	Supervisor	Member	
13.	Mr. Shevlal	Physical Director	Member	
14.	Dr. K. Dasaratha	Librarian	Member	
15.	Mr. Janardhan	System Administrator	Member	


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2nd Rank CSR, Platinum Rated by AICTE-CII Survey, 141 National Ranking by India Today Magazine

National Ranking-Top 100 Rank band by Outlook Magazine, National Ranking-Top 100 Rankband by Times NewsMagazine

Minutes of the Meeting

Date: 20.04.2022

The infrastructure and facilities Maintenance Committee Meeting was held on 20.04.2022 at 10.30 am in the Principal's Office under the chairmanship of the Principal, Dr. Y. MadhaveeLatha. The following discussions were held and actions taken during the meeting.

- The minutes of the previous meeting were confirmed by the committee members.
- The Report of the Action Taken after the previous meeting was presented to the committee.
- The Principal instructed to maintain the Diesel Generators constantly in good condition.
- The Principal advised to constantly monitor the condition of UPS Systems and its Batteries.
- The Principal suggested to regularly monitor equipment earthing and building maintenance.
- The committee decided to appoint well trained drivers newly to fill the requirement.
- The Principal instructed to ensure safety in labs and class rooms by maintaining proper earth connection for various equipment in the labs and class rooms.
- The Principal instructed to monitor the condition of infrastructure & facilities available regularly.
- The Principal advised to arrange for servicing and maintenance of all lab equipment when required to support in smooth conduct of lab work.






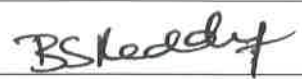


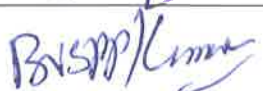




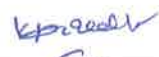

- The Principal suggested maintaining the college buses well with regular servicing and cleaning.
- The Principal instructed to carry out minor repairs of furniture, electrical and sanitary fitting regularly.
- The Principal advised to take necessary steps to obtain required clearance certificates, Insurance, Permits etc., for the college vehicles from RTA.
- The Principal advised to conduct routine checking to maintain the vehicles in good condition.
- The Principal instructed to check whether safety requirements like operation of speed limiters, fire extinguishers are in good condition.
- The Principal suggested keeping the building neat and cleaning with regular maintenance.
- The Principal requested to maintain well the lawns and surroundings and enhance greenery.
- The Principal suggested cleaning of the roads, water tanks and other services in the campus.

These were the discussions made and actions taken during the Infrastructure and Facilities Maintenance Committee Meeting which was held on 20.04.2022.

Cc to all the Infrastructure and Facilities Maintenance Committee members.


Principal
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Maisammaguda, Dhulapally (Post)
(Via) Kompally, Secunderabad, T.S.R.

INFRASTRUCTURE FACILITIES AND MAINTENANCE COMMITTEE MEMBERS

S.NO	NAME	DESIGNATION	ROLE	SIGNATURE
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2.	Mrs.A.Radha Rani	Director (CSE&IT)	Member	
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4.	Dr.N.Sreekanth	HOD,ECE	Member	
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11.	Mrs.G.Parvathi	Administrative Officer	Member Secretary	
12.	Mr. V. Srinivas	Supervisor	Member	
13.	Mr. Shevlal	Physical Director	Member	
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Actions taken Report

Date: 20.04.2022

The previous Infrastructure and Facilities Maintenance Committee Meeting was held on 20.04.2021. The following is the report of Actions taken after the meeting.

1. Lab equipment was given for servicing during semester breaks and whenever required immediately.
2. The condition of the Infrastructure & Facilities was monitored regularly.
3. Minor repairs of furniture, electrical and sanitary fitting were regularly done.
4. The good working condition of safety requirements like speed limiters, fire extinguishers were checked regularly to ensure safety.
5. The measurement of earth resistance was performed at regular intervals to monitor the building and equipment earthing and also for lab and classrooms equipment to ensure safety.
6. Maintenance of Diesel Generators UPS Systems and batteries was done regularly.
7. The building maintenance and cleaning was monitored regularly. Painting was done; broken tiles were laid as per requirements.
8. The existing greenery in the campus was maintained well and new plants were added regularly.
9. New roads were laid whenever damaged.
10. Water tanks were cleaned regularly.
11. Well trained and experienced drivers were appointed.
12. The necessary clearance certificates, insurance, permits etc., for the college vehicles from RTA were obtained.
13. The vehicles conditions were regularly checked.
14. The college buses were maintained properly and also cleaned regularly.

Cc to all infrastructure and Facilities Maintenance Committee Members.


Principal

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Academic Year

2020 – 2021



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Date: 19.04.2021

This is to hereby inform the members of the Infrastructure and Facilities Maintenance Committee that the Infrastructure and Facilities Maintenance Committee meeting is scheduled to be held on 20.04.2021 at 11.30 am in the Principal's Office. All the members are requested to attend the meeting to discuss the following agenda.

Agenda:
















- Confirmation of minutes of the previous meeting.
- Presentation of Action Taken Report of the previous meeting.
- Maintenance of the buildings.
- Monitoring the condition of infrastructure & facilities available.
- Repairing of furniture, electrical and sanitary fitting.
- Arranging servicing and maintenance of lab equipment.
- Safety checks for Lab equipments.
- Ensuring safety requirements.
- Maintenance of UPS Systems and its Batteries.
- Maintenance of Building and equipment earthing.
- Maintenance of Diesel Generators.
- Maintenance of the lawns and surroundings.
- Maintenance of the roads, water tanks and other services in the campus.
- Maintaining security.
- Appointment of Drivers.
- Maintenance of the college buses.
- Obtaining Necessary clearance Certificates for vehicles.
- Checking vehicles condition.

Any other discussion with the permission of the chair.


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**INFRASTRUCTURE FACILITIES AND MAINTENANCE COMMITTEE MEETING
19.04.2021**

S.NO	NAME	DESIGNATION	ROLE	SIGNATURE
1.	Dr. Y.MadhaveeLatha	Principal, MRECW	Chairperson	
2.	Mrs.A.Radha Rani	Director (CSE&IT)	Member	
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National Ranking-Top 100 Rank band by Outlook Magazine,National Ranking-Top 100 Rankband by Times NewsMagazine

Minutes of the Meeting

Date: 20.04.2021

The infrastructure and facilities Maintenance Committee Meeting was held on 20.04.2021 at 11.30 am in the Principal's Office under the chairmanship of the Principal, Dr. Y. MadhaveeLatha. The following discussions were held and actions taken during the meeting.

- The minutes of the previous meeting were confirmed by the committee members.
- The Report of the Action Taken after the previous meeting was presented to the committee.
- The Principal instructed to monitor the condition of infrastructure & facilities available regularly.
- The Principal suggested keeping the building neat and cleaning with regular maintenance.
- The Principal advised to arrange for servicing and maintenance of all lab equipment when required to support in smooth conduct of lab work.
- The Principal suggested to regularly monitor equipment earthing and building maintenance.
- The Principal instructed to ensure safety in labs and class rooms by maintaining proper earth connection for various equipment in the labs and class rooms.
- The Principal instructed to check whether safety requirements like operation of speed limiters, fire extinguishers are in good condition.
- The Principal advised to constantly monitor the condition of UPS Systems and its Batteries.

- The Principal instructed to maintain the Diesel Generators constantly in good condition.
- The Principal instructed to carry out minor repairs of furniture, electrical and sanitary fitting regularly.
- The Principal requested to maintain well the lawns and surroundings and enhance greenery.
- The Principal suggested cleaning of the roads, water tanks and other services in the campus.
- The committee decided to appoint well trained drivers newly to fill the requirement.
- The Principal suggested maintaining the college buses well with regular servicing and cleaning.
- The Principal advised to take necessary steps to obtain required clearance certificates, Insurance, Permits etc., for the college vehicles from RTA.
- The Principal advised to conduct routine checking to maintain the vehicles in good condition.










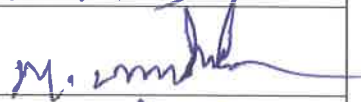
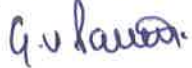




These were the discussions made and actions taken during the Infrastructure and Facilities Maintenance Committee Meeting which was held on 20.04.2021.

Cc to all the Infrastructure and Facilities Maintenance Committee members.


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Actions taken Report

Date: 20.04.2021

The Infrastructure and Facilities Maintenance Committee Meeting was organized on 21.04.2020. The following is the report of Actions taken after the meeting.

1. The condition of the Infrastructure & Facilities was monitored regularly.
2. The building maintenance and cleaning was monitored regularly. Painting was done; broken tiles were laid as per requirements.
3. Minor repairs of furniture, electrical and sanitary fitting were regularly done.
4. Lab equipment was given for servicing during semester breaks and whenever required immediately.
5. The good working condition of safety requirements like speed limiters, fire extinguishers were checked regularly to ensure safety.
6. The measurement of earth resistance was performed at regular intervals to monitor the building and equipment earthing and also for lab and classrooms equipment to ensure safety.
7. Maintenance of Diesel Generators UPS Systems and batteries was done regularly.
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9. Well trained and experienced drivers were appointed.
10. The necessary clearance certificates, insurance, permits etc., for the college vehicles from RTA were obtained.
11. The vehicles conditions were regularly checked.
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13. The existing greenery in the campus was maintained well and new plants were added regularly.
14. New roads were laid whenever damaged.

Cc to all infrastructure and Facilities Maintenance Committee Members.


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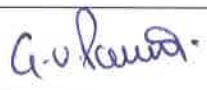




Agenda:

- Confirmation of minutes of the previous meeting.
 - Presentation of Action Taken Report of the previous meeting.
 - Condition of infrastructure & facilities available.
 - Repairing of furniture, electrical and sanitary fitting.
 - Arranging servicing and maintenance of lab equipment.
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- Any other discussion with the permission of the chair.


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INFRASTRUCTURE FACILITIES AND MAINTENANCE COMMITTEE MEETING
17.04.2020

S.NO	NAME	DESIGNATION	ROLE	SIGNATURE
1.	Dr.Y.MadhaveeLatha	Principal, MRECW	Chairperson	
2.	Mrs.A.Radha Rani	Director (CSE&IT)	Member	
3.	Dr.C.V.P.R.Prasad	HOD,CSE	Member	
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Minutes of the Meeting

Date: 21.04.2020

The infrastructure and facilities Maintenance Committee Meeting was held on 21.04.2020 at 11.00 under the chairmanship of the Principal, Dr. Y. MadhaveeLatha. The following discussions were held and actions taken during the meeting.

- The minutes of the previous meeting were confirmed by the committee members.
- The Report of the Action Taken after the previous meeting was presented to the committee.
- The Principal instructed to monitor the condition of infrastructure & facilities available immediately after lockdown in the Covid pandemic period to ensure smooth running of the activities..
- The Principal instructed to check the Diesel Generators condition
- The Principal advised to check the condition of UPS Systems and its Batteries.
- The Principal suggested to monitor equipment earthing and building maintenance.
- The Principal instructed to ensure safety in labs and class rooms by maintaining proper earth connection for various equipment in the labs and class rooms.
- The Principal advised to arrange for servicing and maintenance of all lab equipment immediately after lockdown for smooth conduct of lab work.
- The Principal suggested maintaining the college buses well with servicing and cleaning immediately after lockdown.
- The Principal instructed to carry out minor repairs of furniture, electrical and sanitary fitting before resuming regular college activities after lockdown.

- The Principal advised to take necessary steps to obtain required clearance certificates, Insurance, Permits etc., for the college vehicles from RTA on resuming normalcy in the pandemic period.
- The Principal advised to conduct routine checking to maintain the vehicles in good condition.
- The Principal instructed to check whether safety requirements like operation of speed limiters, fire extinguishers are in good condition.
- The Principal suggested keeping the building neat and clean with proper maintenance.
- The Principal requested to maintain well the lawns and surroundings and enhance greenery in the campus, and also to take necessary steps to overcome the damage to the campus ambience after lockdown.
- The Principal suggested cleaning of the roads, water tanks and other services in the campus as per requirement.






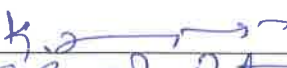








These were the discussions made and actions taken during the Infrastructure and Facilities Maintenance Committee Meeting which was held on 21.04.2020.

Cc to all the Infrastructure and Facilities Maintenance Committee members.


Principal

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Malla Reddy Engineering College for Women
UGC AUTONOMOUS INSTITUTION
Maisammaguda, Dhulapally (Post)
(Via) Kompally, Secunderabad-500 100.

INFRASTRUCTURE FACILITIES AND MAINTENANCE COMMITTEE MEMBERS

S.NO	NAME	DESIGNATION	ROLE	SIGNATURE
1.	Dr.Y.MadhavLatha	Principal, MRECW	Chairperson	
2.	Mrs.A.Radha Rani	Director (CSE&IT)	Member	
3.	Dr.C.V.P.R.Prasad	HOD,CSE	Member	
4.	Dr.N.Sreekanth	HOD,ECE	Member	
5.	N.Raveendra	Director , EEE	Member	
6.	Dr.JayaRajan	HOD,IT	Member	
7.	Dr.S. Sunita Ratnam	HOD,H&S	Member	
8.	Mr.B.V.S.P. Pavan Kumar	TPO,MRECW	Member	
9.	Mr.Uma Mahesh	Office Assistant	Member	
10.	Mrs.G.Parvathi	Administrative Officer	Member Secretary	
11.	Mr. V. Srinivas	Supervisor	Member	
12.	Mr. Shevlal	Physical Director	Member	
13.	Dr.K.Dasaratha	Librarian	Member	
14.	Mr. Janardhan	System Administrator	Member	


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MALLAREDDY ENGINEERING COLLEGE FOR WOMEN

(Autonomous Institution-UGC, Govt. of India)

NIRF Indian Ranking, Accepted by MHRD, Govt. of India

Affiliated to JNTUH, Approved by AICTE, ISO 9001:2015 Certified Institution

AAAA+ Rated by Digital Learning Magazine, AAA+ Rated by Careers 360 Magazine

6th Rank CSR, Platinum Rated by AICTE-CII Survey, 141 National Ranking by India Today Magazine
National Ranking-Top 100 Rank band by Outlook Magazine, National Ranking-Top 100 Rankband by Times NewsMagazine

Actions taken Report

Date: 21.04.2020

The Infrastructure and Facilities Maintenance Committee Meeting was organized on 24.04.2019. The following is the report of Actions taken after the meeting.

1. Lab equipment was given for servicing during semester breaks and whenever required immediately.
2. The condition of the Infrastructure & Facilities was monitored regularly.
3. Minor repairs of furniture, electrical and sanitary fitting were regularly done.
4. The good working condition of safety requirements like speed limiters, fire extinguishers were checked regularly to ensure safety.
5. The measurement of earth resistance was performed at regular intervals to monitor the building and equipment earthing and also for lab and classrooms equipment to ensure safety.
6. Maintenance of Diesel Generators UPS Systems and batteries was done regularly.
7. The building maintenance and cleaning was monitored regularly. Painting was done; broken tiles were laid as per requirements.
8. The existing greenery in the campus was maintained well and new plants were added regularly.
9. New roads were laid whenever damaged.
10. Water tanks were cleaned regularly.
11. Well trained and experienced drivers were appointed.
12. The necessary clearance certificates, insurance, permits etc., for the college vehicles from RTA were obtained.
13. The vehicles conditions were regularly checked.
14. The college buses were maintained properly and also cleaned regularly.

Cc to all infrastructure and Facilities Maintenance Committee Members.

Principal

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