



**D.N R. COLLEGE OF ENGINEERING AND TECHNOLOGY**  
Bhimavaram -534202  
Administrative Office

DNRCET/ OFFICE ORDER/ Oct /01

Academic Year 2021-22

Date: 05/10/2021

**OFFICE ORDER**  
**CAMPUS MAINTENANCE COMMITTEE**

**Campus Maintenance Committee** has been reconstituted with the following members, under the coordinatorship of Dr.Md.Ahasan to look after the developing and implementation strategies for effective Campus maintenance and other related facilities.

S NO	Name	Designation	Department	Mobile
1	Dr.M.Anjan Kumar	Chairman	Principal	9121214528
2	Dr.Md.Ahasan	Coordinator	ME	9866305143
3	Mr.K.Sai Phani Kumar	Member	BS&H	9666188519
4	Mr.Venkata Krishna	Member	CE	
5	M.Tambi Babu	Member	ME	9989021007
6	Mr.K.Ram	Member	ECE	
7	Mrs.K.Siva Syamala	Member	CSE	
8	Mrs.Durga Prasanna	Member	MBA	8466942235
9	Mrs.G.Sai Baba	Member	EEE	

**FUNCTIONS:**

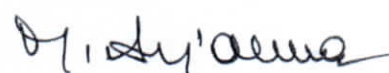
- To ensure regular maintenance of the building and the equipments of the Institute.
- The committee's objective is to coordinate with the people responsible for the maintenance and monitor the quality and given time frame of the job.
- To monitor routine maintenance in the Institute on daily basis.
- To monitor routine annual maintenance of the Institute and related infrastructure thereof.
- To monitor and arrange major and minor repairs of lab equipments and office accessories.

## Responsibilities of the Committee:

- To assess the quantum of annual maintenance every year and get approval of the same for execution of the work.
- To arrange staff for daily and routine maintenance and their work is monitored on daily basis through supervisors.
- For complaint related maintenance, a complaint register is kept at central hall in which complainant enters the complaint and the complaint is resolved on daily basis and its stock is taken daily.
- Those complaints which don't come under the preview of normal maintenance are reported through the committee to higher management by means of meetings every month to get budget allocated.

### Copy to:

1. All the members
2. IQAC
3. All notice Boards.



Principal

**PRINCIPAL**

D.N.R.College of Engg. & Tech  
BHIMAVARAM-534 202.



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