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# DANTULURI NARAYANA RAJU COLLEGE (AUTONOMOUS)

*A College with Potential for Excellence & Accredited at 'A' Level by NAAC*

Dt: 05-09-2022

**Academic Year 2022-23**

**OFFICE ORDER**

**General Maintenance Committee**

General Maintenance Committee has been constituted with the following members, under the Coordination ship of SRI.M.V.N.BHASKARA RAJU to look after the General Maintenance Committee activities in the institution.

S NO	NAME	DESIGNATION	DEPARTMENT
1	DR.B.S.SANTHA KUMARI	CHAIRMAN	PRINCIPAL
2	SRI.M.V.N.BHASKARA RAJU	COORDINATOR	MATHEMATICS
3	SRI.G.MOSES	MEMBER	STASTICS
4	SRI.ML.NARAYANA RAJU	MEMBER	ECONOMICS
5	DR.K.GOWTHAM KUMAR	MEMBER	SOCIAL WORK
6	DR.A.V.NAGA VARMA	MEMBER	PG ECONOMICS
7	DR.B.V.NARASIMHA RAJU	MEMBER	PHYSICAL EDUCATION
8	SRI.MD.ZAHEER AHMED	MEMBER	OFFICE SUPERINTENDENT
9	SRI.M.SATYANARAYANA	MEMBER	ACCOUNTANT

**Frequency of Meeting : Twice in a year, as and when required**

**Functions and Responsibilities:**

- Ensure the Maintenance work is carried on a daily basis between 7:00 Am to 6:00 Pm.  
Routine checks are made by the team members to check classrooms for regular maintenance.
- Operate and Maintain the following equipment
  - a) Vacuum Cleaners
  - b) Fire Fighting Equipment
  - c) Generators
  - d) Tables/ Building Material/ Electrical equipment etc.
  - e) Monitor the work of cleaners and Aayamma's on basis and check their Attendance Registers

  
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# DANTULURI NARAYANA RAJU COLLEGE (AUTONOMOUS)

*A College with Potential for Excellence & Accredited at 'A' Level by NAAC*

Dt: 06-09-2022

## CIRCULAR

This is to inform all the General Maintenance Committee members that there will be meeting held on 09-09-2022 at 11A.M in the Principal's Chamber. All the members are requested to attend without fail.


### **Agenda:**

1. To ensure proper maintenance of physical property and facilities in the campus
2. Ordinary preventive maintenance
3. Long range plans for repairs/replacement of equipment

S NO	NAME	DESIGNATION	DEPARTMENT
1	DR.B.S.SANTHA KUMARI	Chairman	PRINCIPAL
2	SRI.M.V.N.BHASKARA RAJU	Coordinator	MATHEMATICS
3	SRI.G.MOSES	Member	STASTICS
4	SRI.ML.NARAYANA RAJU	Member	ECONOMICS
5	DR.K.GOWTHAM KUMAR	Member	SOCIAL WORK
6	DR.A.V.NAGA VARMA	Member	PG ECONOMICS
7	DR.B.V.NARASIMHA RAJU	Member	PHYSICAL EDUCATION
8	SRI.MD.ZAHEER AHMED	Member	OFFICE SUPERINTENDENT
9	SRI.M.SATYANARAYANA	Member	ACCOUNTANT

COPY TO:

Hod's of all Depts,  
All class rooms,  
All Committee members.

  
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# DANTULURI NARAYANA RAJU COLLEGE (AUTONOMOUS)

*A College with Potential for Excellence & Accredited at 'A' Level by NAAC*

Dt: 09-09-2022

### Minutes of the Meeting

The meeting of the General Maintenance Committee was held in the principal chamber on 09-09-2022 at 11A.M.

The Chairperson provided an overview of the responsibilities and objectives of the General Maintenance Committee, emphasizing the importance of maintaining ensure proper maintenance of physical property and facilities & Ordinary preventive maintenance in the campus.

### Agenda:

1. To ensure proper maintenance of physical property and facilities in the campus
2. Ordinary preventive maintenance
3. Long range plans for repairs/replacement of equipment.

### Resolutions

1. The General Maintenance Committee acknowledges the overview provided by the Chairperson regarding the responsibilities and objectives of the committee. It reaffirms its commitment to maintaining the physical property and facilities & Ordinary preventive maintenance in the campus.
2. It is resolved that regular reviews of the conditions of infrastructure and other facilities will be conducted to identify areas for improvement and ensure its effectiveness in maintaining good infrastructure facilities and upholding the institution's standards.

S NO	NAME	DESIGNATION	DEPARTMENT	SIGNATURE
1	DR.B.S.SANTHA KUMARI	Chairman	PRINCIPAL	
2	SRI.M.V.N.BHASKARA RAJU	Coordinator	MATHEMATICS	
3	SRI.G.MOSES	Member	STASTICS	
4	SRI.ML.NARAYANA RAJU	Member	ECONOMICS	
5	DR.K.GOWTHAM KUMAR	Member	SOCIAL WORK	
6	DR.A.V.NAGA VARMA	Member	PG ECONOMICS	
7	DR.B.V.NARASIMHA RAJU	Member	PHYSICAL EDUCATION	
8	SRI.MD.ZAHEER AHMED	Member	OFFICE SUPERINTENDENT	
9	SRI.M.SATYANARAYANA	Member	ACCOUNTANT	

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# DANTULURI NARAYANA RAJU COLLEGE (AUTONOMOUS)

*A College with Potential for Excellence & Accredited at 'A' Level by NAAC*

Dt: 06-04-2023

## CIRCULAR

This is to inform all the General Maintenance Committee members that there will be meeting held on 11-04-2023 at 11A.M in the Principal's Chamber. All the members are requested to attend without fail.


### Agenda:

1. Discussion of R.O. Water plant planning within the college.
2. Updates on any new facilities or developments since the last meeting.
3. Regular review of the conditions of infrastructure and other facilities.

S NO	NAME	DESIGNATION	DEPARTMENT
1	DR.B.S.SANTHA KUMARI	Chairman	PRINCIPAL
2	SRI.M.V.N.BHASKARA RAJU	Coordinator	MATHEMATICS
3	SRI.G.MOSES	Member	STATISTICS
4	SRI.ML.NARAYANA RAJU	Member	ECONOMICS
5	DR.K.GOWTHAM KUMAR	Member	SOCIAL WORK
6	DR.A.V.NAGA VARMA	Member	PG ECONOMICS
7	DR.B.V.NARASIMHA RAJU	Member	PHYSICAL EDUCATION
8	SRI.MD.ZAHEER AHMED	Member	OFFICE SUPERINTENDENT
9	SRI.M.SATYANARAYANA	Member	ACCOUNTANT

COPY TO:

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All Committee members.

  
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# DANTULURI NARAYANA RAJU COLLEGE (AUTONOMOUS)

*A College with Potential for Excellence & Accredited at 'A' Level by NAAC*

Dt: 11-04-2023

## Minutes of the Meeting

The meeting of the General Maintenance Committee was held in the principal chamber on 11-04-2023 at 11 A.M.

The Chairperson provided an overview of the responsibilities and objectives of the General Maintenance Committee, emphasizing the importance of maintaining ensure proper maintenance of R.O. Water plant facilities & infrastructure and other facilities.

**Resolutions:**  
in the campus.

**Agenda:**

1. Discussion of R.O. Water plant planning within the college.
2. Updates on any new facilities or developments since the last meeting.
3. Regular review of the conditions of infrastructure and other facilities.

**Resolutions:**

1. The General Maintenance Committee acknowledges the overview provided by the Chairperson regarding the responsibilities and objectives of the committee. It reaffirms its commitment to maintaining the R.O. Water plant facilities & infrastructure and other facilities.
2. It is resolved that regular reviews of the conditions of infrastructure and other facilities will be conducted to identify areas for improvement and ensure its effectiveness in maintaining good infrastructure facilities and upholding the institution's standards.

S NO	NAME	DESIGNATION	DEPARTMENT	SIGNATURE
1	DR.B.S.SANTHA KUMARI	Chairman	PRINCIPAL	
2	SRI.M.V.N.BHASKARA RAJU	Coordinator	MATHEMATICS	
3	SRI.G.MOSES	Member	STASTICS	
4	SRI.ML.NARAYANA RAJU	Member	ECONOMICS	
5	DR.K.GOWTHAM KUMAR	Member	SOCIAL WORK	
6	DR.A.V.NAGA VARMA	Member	PG ECONOMICS	
7	DR.B.V.NARASIMHA RAJU	Member	PHYSICAL EDUCATION	
8	SRI.MD.ZAHEER AHMED	Member	OFFICE SUPERINTENDENT	
9	SRI.M.SATYANARAYANA	Member	ACCOUNTANT	

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# DANTULURI NARAYANA RAJU COLLEGE (AUTONOMOUS)

*A College with Potential for Excellence & Accredited at 'A' Level by NAAC*

Dt: 04-10-2021

**Academic Year 2021-22**

**OFFICE ORDER**

**General Maintenance Committee**

General Maintenance Committee has been constituted with the following members, under the Coordination ship of SRI.M.V.N.BHASKARA RAJU to look after the General Maintenance Committee activities in the institution.

S NO	NAME	DESIGNATION	DEPARTMENT
1	DR.B.S.SANTHA KUMARI	CHAIRMAN	PRINCIPAL
2	SRI.M.V.N.BHASKARA RAJU	COORDINATOR	MATHEMATICS
3	SRI.G.MOSES	MEMBER	STASTICS
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8	SRI.MD.ZAHEER AHMED	MEMBER	OFFICE SUPERINTENDENT
9	SRI.M.SATYANARAYANA	MEMBER	ACCOUNTANT

**Frequency of Meeting : Twice in a year, as and when required**

**Functions and Responsibilities:**

- Ensure the Maintenance work is carried on a daily basis between 7:00 Am to 6:00 Pm.  
Routine checks are made by the team members to check classrooms for regular maintenance.
- Operate and Maintain the following equipment
  - a) Vacuum Cleaners
  - b) Fire Fighting Equipment
  - c) Generators
  - d) Tables/ Building Material/ Electrical equipment etc.
  - e) Monitor the work of cleaners and Aayamma's on basis and check their Attendance Registers

  
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# DANTULURI NARAYANA RAJU COLLEGE (AUTONOMOUS)

*A College with Potential for Excellence & Accredited at 'A' Level by NAAC*

Dt: 05-10-2021

## CIRCULAR

This is to inform all the General Maintenance Committee members that there will be meeting held on 08-10-2021 at 11A.M in the Principal's Chamber. All the members are requested to attend without fail.


### **Agenda:**

1. Discussion about Maintaining the accountability of the Laptops, UPS, Data cards, software's, anti- virus, pen-drives etc., provided to the Departments
2. Discussion about Institution Faculty & Student Accommodation Facilities.

S NO	NAME	DESIGNATION	DEPARTMENT
1	DR.B.S.SANTHA KUMARI	Chairman	PRINCIPAL
2	SRI.M.V.N.BHASKARA RAJU	Coordinator	MATHEMATICS
3	SRI.G.MOSES	Member	STASTICS
4	SRI.ML.NARAYANA RAJU	Member	ECONOMICS
5	DR.K.GOWTHAM KUMAR	Member	SOCIAL WORK
6	DR.A.V.NAGA VARMA	Member	PG ECONOMICS
7	DR.B.V.NARASIMHA RAJU	Member	PHYSICAL EDUCATION
8	SRI.MD.ZAHEER AHMED	Member	OFFICE SUPERINTENDENT
9	SRI.M.SATYANARAYANA	Member	ACCOUNTANT

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Hod's of all Depts,  
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All Committee members.

  
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# DANTULURI NARAYANA RAJU COLLEGE (AUTONOMOUS)

*A College with Potential for Excellence & Accredited at 'A' Level by NAAC*

Dt: 08-10-2021

## Minutes of the Meeting

The meeting of the General Maintenance Committee was held in the principal chamber on 08-10-2021 at 11A.M.

The Chairperson provided an overview of the responsibilities and objectives of the General Maintenance Committee, emphasizing the importance of maintaining Lab Equipments provided to the Departments within the institution and upholding its standards and regulations.

### Agenda:

1. Discussion about Maintaining the accountability of the Laptops, UPS, Data cards, software's, anti- virus, pen-drives etc., provided to the Departments
2. Discussion about Institution Faculty & Student Accommodation Facilities.

### Resolutions

1. The General Maintenance Committee acknowledges the overview provided by the Chairperson regarding the responsibilities and objectives of the committee. It reaffirms its commitment to maintaining the accountability of the Laptops, UPS, Data cards, software's, anti-virus, pen-drives etc., provided to the Departments within the institution and upholding its standards and regulations.
2. It is resolved that regular reviews of the conditions of infrastructure and other facilities will be conducted to identify areas for improvement and ensure its effectiveness in maintaining good infrastructure facilities and upholding the institution's standards.

S NO	NAME	DESIGNATION	DEPARTMENT	SIGNATURE
1	DR.B.S.SANTHA KUMARI	Chairman	PRINCIPAL	
2	SRI.M.V.N.BHASKARA RAJU	Coordinator	MATHEMATICS	
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8	SRI.MD.ZAHEER AHMED	Member	OFFICE SUPERINTENDENT	
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# DANTULURI NARAYANA RAJU COLLEGE (AUTONOMOUS)

*A College with Potential for Excellence & Accredited at 'A' Level by NAAC*

Dt: 07-03-2022

## CIRCULAR

This is to inform all the General Maintenance Committee members that there will be meeting held on 09-03-2022 at 11A.M in the Principal's Chamber. All the members are requested to attend without fail.


### Agenda:

1. Discussion on Campus Landscaping and Grounds Maintenance - Planning for seasonal maintenance activities
2. Discussion on upcoming special projects (renovations, major repairs, etc.)

S NO	NAME	DESIGNATION	DEPARTMENT
1	DR.B.S.SANTHA KUMARI	<b>Chairman</b>	PRINCIPAL
2	SRI.M.V.N.BHASKARA RAJU	<b>Coordinator</b>	MATHEMATICS
3	SRI.G.MOSES	Member	STASTICS
4	SRI.ML.NARAYANA RAJU	Member	ECONOMICS
5	DR.K.GOWTHAM KUMAR	Member	SOCIAL WORK
6	DR.A.V.NAGA VARMA	Member	PG ECONOMICS
7	DR.B.V.NARASIMHA RAJU	Member	PHYSICAL EDUCATION
8	SRI.MD.ZAHEER AHMED	Member	OFFICE SUPERINTENDENT
9	SRI.M.SATYANARAYANA	Member	ACCOUNTANT

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# DANTULURI NARAYANA RAJU COLLEGE (AUTONOMOUS)

*A College with Potential for Excellence & Accredited at 'A' Level by NAAC*

Dt: 09-03-2022

## Minutes of the Meeting

The meeting of the General Maintenance Committee was held in the principal chamber on 09-03-2022 at 11A.M.

The Chairperson provided an overview of the responsibilities and objectives of the General Maintenance Committee, emphasizing the importance of maintaining Campus Landscaping and Grounds Maintenance within the institution and upholding its standards and regulations.

### Agenda:

1. Discussion on Campus Landscaping and Grounds Maintenance - Planning for seasonal maintenance activities
2. Discussion on upcoming special projects (renovations, major repairs, etc.)

### Resolutions:

1. The General Maintenance Committee acknowledges the overview provided by the Chairperson regarding the responsibilities and objectives of the committee. It reaffirms its commitment to maintaining Campus Landscaping and Grounds Maintenance within the institution and upholding its standards and regulations.

S NO	NAME	DESIGNATION	DEPARTMENT	SIGNATURE
1	DR.B.S.SANTHA KUMARI	Chairman	PRINCIPAL	
2	SRI.M.V.N.BHASKARA RAJU	Coordinator	MATHEMATICS	
3	SRI.G.MOSES	Member	STASTICS	
4	SRI.ML.NARAYANA RAJU	Member	ECONOMICS	
5	DR.K.GOWTHAM KUMAR	Member	SOCIAL WORK	
6	DR.A.V.NAGA VARMA	Member	PG ECONOMICS	
7	DR.B.V.NARASIMHA RAJU	Member	PHYSICAL EDUCATION	
8	SRI.MD.ZAHEER AHMED	Member	OFFICE SUPERINTENDENT	
9	SRI.M.SATYANARAYANA	Member	ACCOUNTANT	

PRINCIPAL

PRINCIPAL

D.N.R. COLLEGE

BHIMAVARAM.



# DANTULURI NARAYANA RAJU COLLEGE (AUTONOMOUS)

*A College with Potential for Excellence & Accredited at 'A' Level by NAAC*

Dt: 05-09-2020

**Academic Year 2020-21**  
**OFFICE ORDER**  
**General Maintenance Committee**


General Maintenance Committee has been constituted with the following members, under the Coordination ship of SRI.M.V.N.BHASKARA RAJU to look after the General Maintenance Committee activities in the institution.

S NO	NAME	DESIGNATION	DEPARTMENT
1	DR.B.S.SANTHA KUMARI	CHAIRMAN	PRINCIPAL
2	SRI.M.V.N.BHASKARA RAJU	COORDINATOR	MATHEMATICS
3	SRI.G.MOSES	MEMBER	STASTICS
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8	SRI.MD.ZAHEER AHMED	MEMBER	OFFICE SUPERINTENDENT
9	SRI.M.SATYANARAYANA	MEMBER	ACCOUNTANT

**Frequency of Meeting : Twice in a year, as and when required**

**Functions and Responsibilities:**

- Ensure the Maintenance work is carried on a daily basis between 7:00 Am to 6:00 Pm.  
Routine checks are made by the team members to check classrooms for regular maintenance.
- Operate and Maintain the following equipment
  - a) Vacuum Cleaners & Generators
  - d) Tables/ Building Material/ Electrical equipment etc.
  - e) Monitor the work of cleaners and Aayamma's on basis and check their Attendance Registers
- To bring to the notice of authority on any irregularities in the conditions of the infrastructure and facilities
- The committee shall make efforts to make the college campus free from garbage and litter by constantly monitoring the work of sweepers and scavengers.
- It also discharges works related to campus gardening and maintenance work of all the buildings in the college.

  
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# DANTULURI NARAYANA RAJU COLLEGE (AUTONOMOUS)

*A College with Potential for Excellence & Accredited at 'A' Level by NAAC*

Dt: 07-09-2020

## CIRCULAR

This is to inform all the General Maintenance Committee members that there will be meeting held on 10-09-2020 at 11A.M in the Principal's Chamber. All the members are requested to attend without fail.

### **Agenda:**

1. Discussion about Cleaning schedules were reviewed, ensuring all areas are covered
2. Regular review of the conditions of infrastructure and other facilities.
3. Maintenance & repairs of Furniture of the Lecture hall and laboratory.

S NO	NAME	DESIGNATION	DEPARTMENT
1	DR.B.S.SANTHA KUMARI	Chairman	PRINCIPAL
2	SRI.M.V.N.BHASKARA RAJU	Coordinator	MATHEMATICS
3	SRI.G.MOSES	Member	STASTICS
4	SRI.ML.NARAYANA RAJU	Member	ECONOMICS
5	DR.K.GOWTHAM KUMAR	Member	SOCIAL WORK
6	DR.A.V.NAGA VARMA	Member	PG ECONOMICS
7	DR.B.V.NARASIMHA RAJU	Member	PHYSICAL EDUCATION
8	SRI.MD.ZAHEER AHMED	Member	OFFICE SUPERINTENDENT
9	SRI.M.SATYANARAYANA	Member	ACCOUNTANT

  
PRINCIPAL  
DANTULURI NARAYANA RAJU COLLEGE  
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COPY TO:

Hod's of all Depts,  
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All Committee members.



# DANTULURI NARAYANA RAJU COLLEGE (AUTONOMOUS)

*A College with Potential for Excellence & Accredited at 'A' Level by NAAC*

Dt: 10-09-2020

### Minutes of the Meeting

The meeting of the General Maintenance Committee was held in the principal chamber on 10-09-2020 at 11A.M.

The Chairperson provided an overview of the responsibilities and objectives of the General Maintenance Committee, emphasizing the importance of maintaining Cleaning schedules within the institution and upholding its standards and regulations.

#### Agenda:

1. Discussion about Cleaning schedules were reviewed, ensuring all areas are covered
2. Regular review of the conditions of infrastructure and other facilities.
3. Maintenance & repairs of Furniture of the Lecture hall and laboratory.

#### Resolutions

- 1.The General Maintenance Committee acknowledges the overview provided by the Chairperson regarding the responsibilities and objectives of the committee. It reaffirms its commitment to maintaining Cleaning schedules within the institution and upholding its standards and regulations.
2. It is resolved that regular reviews of the conditions of infrastructure and other facilities will be conducted to identify areas for improvement and ensure its effectiveness in maintaining good infrastructure facilities and upholding the institution's standards.

S NO	NAME	DESIGNATION	DEPARTMENT	SIGNATURE
1	DR.B.S.SANTHA KUMARI	Chairman	PRINCIPAL	
2	SRI.M.V.N.BHASKARA RAJU	Coordinator	MATHEMATICS	
3	SRI.G.MOSES	Member	STASTICS	
4	SRI.ML.NARAYANA RAJU	Member	ECONOMICS	
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7	DR.B.V.NARASIMHA RAJU	Member	PHYSICAL EDUCATION	
8	SRI.MD.ZAHEER AHMED	Member	OFFICE SUPERINTENDENT	
9	SRI.M.SATYANARAYANA	Member	ACCOUNTANT	

PRINCIPAL  
D.N.R. COLLEGE  
BHIMAVARAM.



# DANTULURI NARAYANA RAJU COLLEGE (AUTONOMOUS)

*A College with Potential for Excellence & Accredited at 'A' Level by NAAC*

Dt: 06-04-2021

## CIRCULAR

This is to inform all the General Maintenance Committee members that there will be meeting held on 08-04-2021 at 11A.M in the Principal's Chamber. All the members are requested to attend without fail.


### Agenda:

1. Discussion about Building Maintenance - Structural repairs and painting schedules and Elevator maintenance.
2. Updates on any new facilities (Switch boards, Lights) or developments since the last meeting

S NO	NAME	DESIGNATION	DEPARTMENT
1	DR.B.S.SANTHA KUMARI	Chairman	PRINCIPAL
2	SRI.M.V.N.BHASKARA RAJU	Coordinator	MATHEMATICS
3	SRI.G.MOSES	Member	STATISTICS
4	SRI.ML.NARAYANA RAJU	Member	ECONOMICS
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8	SRI.MD.ZAHEER AHMED	Member	OFFICE SUPERINTENDENT
9	SRI.M.SATYANARAYANA	Member	ACCOUNTANT

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# DANTULURI NARAYANA RAJU COLLEGE (AUTONOMOUS)

*A College with Potential for Excellence & Accredited at 'A' Level by NAAC*

Dt: 08-04-2021

## Minutes of the Meeting

The meeting of the General Maintenance Committee was held in the principal chamber on 08-04-2021 at 11 A.M.

The Chairperson provided an overview of the responsibilities and objectives of the General Maintenance Committee, emphasizing the importance of maintaining Structural repairs and painting schedules within the institution and upholding its standards and regulations.


### Agenda:

1. Discussion about Building Maintenance - Structural repairs and painting schedules and Elevator maintenance.
2. Updates on any new facilities (Switch boards, Lights) or developments since the last meeting

### Resolutions:

1. The General Maintenance Committee acknowledges the overview provided by the Chairperson regarding the responsibilities and objectives of the committee. It reaffirms its commitment to maintaining Structural repairs and painting schedules within the institution and upholding its standards and regulations.
2. It is resolved that regular reviews of the conditions of infrastructure and other facilities will be conducted to identify areas for improvement and ensure its effectiveness in maintaining good infrastructure facilities and upholding the institution's standards.

S NO	NAME	DESIGNATION	DEPARTMENT	SIGNATURE
1	DR.B.S.SANTHA KUMARI	Chairman	PRINCIPAL	B.S.K.
2	SRI.M.V.N.BHASKARA RAJU	Coordinator	MATHEMATICS	M.V.N.
3	SRI.G.MOSES	Member	STATISTICS	G.M.
4	SRI.ML.NARAYANA RAJU	Member	ECONOMICS	M.L.N.
5	DR.K.GOWTHAM KUMAR	Member	SOCIAL WORK	K.G.
6	DR.A.V.NAGA VARMA	Member	PG ECONOMICS	A.V.N.
7	DR.B.V.NARASIMHA RAJU	Member	PHYSICAL EDUCATION	B.V.N.
8	SRI.MD.ZAHEER AHMED	Member	OFFICE SUPERINTENDENT	M.D.Z.
9	SRI.M.SATYANARAYANA	Member	ACCOUNTANT	M.S.

  
PRINCIPAL  
D.N.R. COLLEGE  
BHIMAVARAM.



# DANTULURI NARAYANA RAJU COLLEGE (AUTONOMOUS)

*A College with Potential for Excellence & Accredited at 'A' Level by NAAC*

Dt: 03-08-2019

## Academic Year 2019-20

### OFFICE ORDER

### General Maintenance Committee

General Maintenance Committee has been constituted with the following members, under the Coordination ship of SRI.M.V.N.BHASKARA RAJU to look after the General Maintenance Committee activities in the institution.

S NO	NAME	DESIGNATION	DEPARTMENT
1	SRI. M.V.RAGHUPATHI RAJU	CHAIRMAN	PRINCIPAL
2	SRI.M.V.N.BHASKARA RAJU	COORDINATOR	MATHEMATICS
3	SRI.G.MOSES	MEMBER	STASTICS
4	SRI.ML.NARAYANA RAJU	MEMBER	ECONOMICS
5	DR.K.GOWTHAM KUMAR	MEMBER	SOCIAL WORK
6	DR.A.V.NAGA VARMA	MEMBER	PG ECONOMICS
7	DR.B.V.NARASIMHA RAJU	MEMBER	PHYSICAL EDUCATION
8	SRI.MD.ZAHEER AHMED	MEMBER	OFFICE SUPERINTENDENT
9	SRI.M.SATYANARAYANA	MEMBER	ACCOUNTANT

**Frequency of Meeting : Twice in a year, as and when required**

#### **Functions and Responsibilities:**

- Ensure the Maintenance work is carried on a daily basis between 7:00 Am to 6:00 Pm.  
Routine checks are made by the team members to check classrooms for regular maintenance.
- Operate and Maintain the following equipment
  - a) Vacuum Cleaners
  - b) Fire Fighting Equipment
  - c) Generators
  - d) Tables/ Building Material/ Electrical equipment etc.
  - e) Monitor the work of cleaners and Aayamma's on basis and check their Attendance Registers
- To bring to the notice of authority on any irregularities in the conditions of the infrastructure and facilities
- Ensure cleanliness and neatness inside the campus

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# DANTULURI NARAYANA RAJU COLLEGE (AUTONOMOUS)

*A College with Potential for Excellence & Accredited at 'A' Level by NAAC*

Dt: 05-08-2019

## CIRCULAR

This is to inform all the General Maintenance Committee members that there will be meeting held on 07-08-2019 at 11A.M in the Principal's Chamber. All the members are requested to attend without fail.

### **Agenda:**

1. To discuss the requirements of computer department related to physical infrastructure.
2. To discuss the maintenance contract service rules.
3. To discuss any matters and develop any further suggestions

The following members were present :

S NO	NAME	DESIGNATION	DEPARTMENT
1	SRI. M.V.RAGHUPATHI RAJU	Chairman	PRINCIPAL
2	SRI.M.V.N.BHASKARA RAJU	Coordinator	MATHEMATICS
3	SRI.G.MOSES	Member	STASTICS
4	SRI.ML.NARAYANA RAJU	Member	ECONOMICS
5	DR.K.GOWTHAM KUMAR	Member	SOCIAL WORK
6	DR.A.V.NAGA VARMA	Member	PG ECONOMICS
7	DR.B.V.NARASIMHA RAJU	Member	PHYSICAL EDUCATION
8	SRI.MD.ZAHEER AHMED	Member	OFFICE SUPERINTENDENT
9	SRI.M.SATYANARAYANA	Member	ACCOUNTANT

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# DANTULURI NARAYANA RAJU COLLEGE (AUTONOMOUS)

*A College with Potential for Excellence & Accredited at 'A' Level by NAAC*

Dt: 07-08-2019

### Minutes of the Meeting

The meeting of the General Maintenance Committee was held in the principal chamber on 07-08-2019 at 11 A.M.

The Chairperson provided an overview of the responsibilities and objectives of the General Maintenance Committee, emphasizing the importance of the requirements of Science - departments, within the institution upholding its standards and regulations.

### Agenda:

1. To discuss the requirements of Science -departments related to physical infrastructure.
2. To discuss the maintenance contract service rules.
3. To discuss any matters and develop any further suggestions

### Resolutions

1. The Chairperson SRI. M.V.RAGHUPATHI RAJU has presented the requirements of computer department in the meeting as required in NAAC criteria - 4 (Infrastructure and learning resources). Requirements like computers in laboratory of Ground floor.
2. To Monitor and Plan major and Minor Repairs of Lab Equipment's And Office Accessories.

S NO	NAME	DESIGNATION	DEPARTMENT	SIGNATURE
1	SRI. M.V.RAGHUPATHI RAJU	Chairman	PRINCIPAL	
2	SRI.M.V.N.BHASKARA RAJU	Coordinator	MATHEMATICS	
3	SRI.G.MOSES	Member	STASTICS	
4	SRI.ML.NARAYANA RAJU	Member	ECONOMICS	
5	DR.K.GOWTHAM KUMAR	Member	SOCIAL WORK	
6	DR.A.V.NAGA VARMA	Member	PG ECONOMICS	
7	DR.B.V.NARASIMHA RAJU	Member	PHYSICAL EDUCATION	
8	SRI.MD.ZAHEER AHMED	Member	OFFICE SUPERINTENDENT	
9	SRI.M.SATYANARAYANA	Member	ACCOUNTANT	

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# DANTULURI NARAYANA RAJU COLLEGE (AUTONOMOUS)

*A College with Potential for Excellence & Accredited at 'A' Level by NAAC*

Dt: 07-02-2020

## CIRCULAR

This is to inform all the General Maintenance Committee members that there will be meeting held on 10-02-2020 at 11A.M in the Principal's Chamber. All the members are requested to attend without fail.


### Agenda:

1. To discuss the requirements of New Equipment need to Laboratories.
2. To discuss the College Uniform Design & Physical facilities.
3. Updates on any new Physical problems or developments since the last meeting.

S NO	NAME	DESIGNATION	DEPARTMENT
1	DR.G.DAVID LIVING STONE	Chairman	PRINCIPAL
2	SRI.M.V.N.BHASKARA RAJU	Coordinator	MATHEMATICS
3	SRI.G.MOSES	Member	STASTICS
4	SRI.ML.NARAYANA RAJU	Member	ECONOMICS
5	DR.K.GOWTHAM KUMAR	Member	SOCIAL WORK
6	DR.A.V.NAGA VARMA	Member	PG ECONOMICS
7	DR.B.V.NARASIMHA RAJU	Member	PHYSICAL EDUCATION
8	SRI.MD.ZAHEER AHMED	Member	OFFICE SUPERINTENDENT
9	SRI.M.SATYANARAYANA	Member	ACCOUNTANT

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All Committee members.

  
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www.dnrcollege.org, email: principal@dnrcollege.org, Ph: 08816 – 224119, 224072, Cell: 9849062213, 9491334119

# DANTULURI NARAYANA RAJU COLLEGE (AUTONOMOUS)

*A College with Potential for Excellence & Accredited at 'A' Level by NAAC*

Dt: 10-02-2020

## Minutes of the Meeting

The meeting of the General Maintenance Committee was held in the principal chamber on 10-02-2020 at 11A.M.

The Chairperson provided an overview of the responsibilities and objectives of the General Maintenance Committee, emphasizing the importance of the requirements of New Equipment need to Laboratories and Uniform Design within the institution upholding its standards and regulations.

### Agenda:

1. To discuss the requirements of New Equipment need to Laboratories.
2. To discuss the College Uniform Design & Physical facilities.
3. Updates on any new Equipment or developments since the last meeting.

### Resolutions:

1. The General Maintenance Committee acknowledges the overview provided by the Chairperson regarding the responsibilities and objectives of the committee. It reaffirms its commitment to maintaining College Uniform & Laboratories within the institution and upholding its standards and regulations.

S NO	NAME	DESIGNATION	DEPARTMENT	SIGNATURE
1	DR.G.DAVID LIVING STONE	Chairman	PRINCIPAL	
2	SRI.M.V.N.BHASKARA RAJU	Coordinator	MATHEMATICS	
3	SRI.G.MOSES	Member	STASTICS	
4	SRI.ML.NARAYANA RAJU	Member	ECONOMICS	
5	DR.K.GOWTHAM KUMAR	Member	SOCIAL WORK	
6	DR.A.V.NAGA VARMA	Member	PG ECONOMICS	
7	DR.B.V.NARASIMHA RAJU	Member	PHYSICAL EDUCATION	
8	SRI.MD.ZAHEER AHMED	Member	OFFICE SUPERINTENDENT	
9	SRI.M.SATYANARAYANA	Member	ACCOUNTANT	

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# DANTULURI NARAYANA RAJU COLLEGE (AUTONOMOUS)

*A College with Potential for Excellence & Accredited at 'A' Level by NAAC*

Dt: 17-08-2018

**Academic Year 2018-19**

**OFFICE ORDER**

**General Maintenance Committee**

General Maintenance Committee has been constituted with the following members, under the Coordination ship of SRI.M.V.N.BHASKARA RAJU to look after the General Maintenance Committee activities in the institution.

S NO	NAME	DESIGNATION	DEPARTMENT
1	DR.K.V.V.A.P.T.SURYA RAO	CHAIRMAN	PRINCIPAL
2	SRI.M.V.N.BHASKARA RAJU	COORDINATOR	MATHEMATICS
3	SRI.G.MOSES	MEMBER	STASTICS
4	SRI.ML.NARAYANA RAJU	MEMBER	ECONOMICS
5	DR.K.GOWTHAM KUMAR	MEMBER	SOCIAL WORK
6	DR.A.V.NAGA VARMA	MEMBER	PG ECONOMICS
7	DR.B.V.NARASIMHA RAJU	MEMBER	PHYSICAL EDUCATION
8	SRI.MD.ZAHEER AHMED	MEMBER	OFFICE SUPERINTENDENT
9	SRI.M.SATYANARAYANA	MEMBER	ACCOUNTANT

**Frequency of Meet:**

Minimum two meetings per year.

**Functions and Responsibilities:**

- Ensure the Maintenance work is carried on a daily basis between 7:00 Am to 6:00 Pm.  
Routine checks are made by the team members to check classrooms for regular maintenance.
- Operate and Maintain the following equipment
  - a) Vacuum Cleaners
  - b) Fire Fighting Equipment
  - c) Generators
  - d) Tables/ Building Material/ Electrical equipment etc.
  - e) Monitor the work of cleaners and Aayamma's on basis and check their Attendance Registers
  - d) Sanitation supplies and equipment

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# DANTULURI NARAYANA RAJU COLLEGE (AUTONOMOUS)

*A College with Potential for Excellence & Accredited at 'A' Level by NAAC*

Dt: 20-08-2018

## CIRCULAR

This is to inform all the General Maintenance Committee members that there will be meeting held on 22-08-2018 at 11am in the Principal's Chamber. All the members are requested to attend without fail.

### **Agenda:**

1. Discussion about Security systems and lighting were reviewed, focusing on classrooms.
2. Discussion about Cleaning schedules were reviewed, ensuring all areas are covered.

S NO	NAME	DESIGNATION	DEPARTMENT
1	DR.K.V.V.A.P.T.SURYA RAO	Chairman	PRINCIPAL
2	SRI.M.V.N.BHASKARA RAJU	Coordinator	MATHEMATICS
3	SRI.G.MOSES	Member	STASTICS
4	SRI.ML.NARAYANA RAJU	Member	ECONOMICS
5	DR.K.GOWTHAM KUMAR	Member	SOCIAL WORK
6	DR.A.V.NAGA VARMA	Member	PG ECONOMICS
7	DR.B.V.NARASIMHA RAJU	Member	PHYSICAL EDUCATION
8	SRI.MD.ZAHEER AHMED	Member	OFFICE SUPERINTENDENT
9	SRI.M.SATYANARAYANA	Member	ACCOUNTANT

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All Committee members.



# DANTULURI NARAYANA RAJU COLLEGE (AUTONOMOUS)

*A College with Potential for Excellence & Accredited at 'A' Level by NAAC*

Dt: 22-08-2018

## Minutes of the Meeting

The meeting of the General Maintenance Committee was held in the principal chamber on 22-08-2018 at 11A.M.

The Chairperson provided an overview of the responsibilities and objectives of the General Maintenance Committee, emphasizing the importance of maintaining Security systems, infrastructure facilities & Cleaning schedules within the institution (Class rooms & Pathways) and upholding its standards and regulations.

### Agenda:

1. Discussion about Security systems and lighting were reviewed, focusing on classrooms.
2. Discussion about Cleaning schedules were reviewed, ensuring all areas are covered.

### Resolutions

1. The General Maintenance Committee acknowledges the overview provided by the Chairperson regarding the responsibilities and objectives of the committee. It reaffirms its commitment to maintaining Security systems and lighting within the institution and upholding its standards and regulations.
2. It is resolved that regular reviews of the conditions of infrastructure and other facilities will be conducted to identify areas for improvement and ensure its effectiveness in maintaining good Security systems & infrastructure facilities and upholding the institution's standards.

S NO.	NAME	DESIGNATION	DEPARTMENT	SIGNATURE
1	DR.K.V.V.A.P.T.SURYA RAO	Chairman	PRINCIPAL	
2	SRI.M.V.N.BHASKARA RAJU	Coordinator	MATHEMATICS	
3	SRI.G.MOSES	Member	STASTICS	
4	SRI.ML.NARAYANA RAJU	Member	ECONOMICS	
5	DR.K.GOWTHAM KUMAR	Member	SOCIAL WORK	
6	DR.A.V.NAGA VARMA	Member	PG ECONOMICS	
7	DR.B.V.NARASIMHA RAJU	Member	PHYSICAL EDUCATION	
8	SRI.MD.ZAHEER AHMED	Member	OFFICE SUPERINTENDENT	
9	SRI.M.SATYANARAYANA	Member	ACCOUNTANT	

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# DANTULURI NARAYANA RAJU COLLEGE (AUTONOMOUS)

*A College with Potential for Excellence & Accredited at 'A' Level by NAAC*

Dt: 11-02-2019

## CIRCULAR

This is to inform all the General Maintenance Committee members that there will be meeting held on 13-02-2019 at 11A.M in the Principal's Chamber. All the members are requested to attend without fail.

### Agenda:

1. Discussion about Environmental sustainability efforts were updated, focusing on Recycling Programs, Water Conservation.
2. Sanitation supplies and equipment were assessed.

S NO	NAME	DESIGNATION	DEPARTMENT
1	SRI. M.V.RAGHUPATHI RAJU	Chairman	PRINCIPAL
2	SRI.M.V.N.BHASKARA RAJU	Coordinator	MATHEMATICS
3	SRI.G.MOSES	Member	STASTICS
4	SRI.ML.NARAYANA RAJU	Member	ECONOMICS
5	DR.K.GOWTHAM KUMAR	Member	SOCIAL WORK
6	DR.A.V.NAGA VARMA	Member	PG ECONOMICS
7	DR.B.V.NARASIMHA RAJU	Member	PHYSICAL EDUCATION
8	SRI.MD.ZAHEER AHMED	Member	OFFICE SUPERINTENDENT
9	SRI.M.SATYANARAYANA	Member	ACCOUNTANT

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All Committee members.





# DANTULURI NARAYANA RAJU COLLEGE (AUTONOMOUS)

*A College with Potential for Excellence & Accredited at 'A' Level by NAAC*

Dt: 13-02-2019

## Minutes of the Meeting

The meeting of the General Maintenance Committee was held in the principal chamber on 13-02-2019 at 11am.

The Chairperson provided an overview of the responsibilities and objectives of the General Maintenance Committee, emphasizing the importance of maintaining Environmental sustainability, Recycling Programs & Sanitation supplies, within the institution upholding its standards and regulations.

### Agenda:

1. Discussion about Environmental sustainability efforts were updated, focusing on Recycling Programs, Water Conservation.
2. Sanitation supplies and equipment were assessed.

### Resolutions:

1. The General Maintenance Committee acknowledges the overview provided by the Chairperson regarding the responsibilities and objectives of the committee. It reaffirms its commitment to maintaining Environmental sustainability, Recycling Programs & Sanitation supplies within the institution and upholding its standards and regulations.
2. It is resolved that regular reviews of Maintaining the water bodies for effective harvesting/ recharge and recycling mechanism inside the campus. other facilities will be conducted to identify areas for improvement and ensure its effectiveness in maintaining.

S NO	NAME	DESIGNATION	DEPARTMENT	SIGNATURE
1	SRI. M.V.RAGHUPATHI RAJU	Chairman	PRINCIPAL	
2	SRI.M.V.N.BHASKARA RAJU	Coordinator	MATHEMATICS	
3	SRI.G.MOSES	Member	STASTICS	
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