



Amrita Sai Institute of Science & Technology

(AN AUTONOMOUS INSTITUTION)

(Approved by AICTE, New Delhi & Permanently Affiliated to JNTUK Kakinada)

AN ISO 9001: 2015 Certified Institution, Accredited by NAAC,

Recognized by UGC Under 2(f) and 12(B) under UGC act 1956

Paritala, Kanchikacherla (M), NTR Dist., A.P., India-521180

www.amritasai.org.in

Tel:08678-277777

Toll Free No: 1800 1212 369



07-07-2025

OFFICE ORDER

CAMPUS MAINTAINANCE & MONITORING COMMITTEE

The undersigned is pleased to constitute Discipline Committee with the following body for the academic year 2025-26

S.No	Name of the Member	Dept	Position
1.	Sri T Koteswara Rao	Admin	Coordinator
2.	Mrs.T Suhasini	EEE	Member
3.	Mr.N.Rama Krishna	Mechanical	Member
4.	Mr.M Chiranjeevi	Mechanical	Member
5.	Mr.K Kiran Kumar	Mechanical	Member
6.	Mrs.N Ramya	EEE	Member
7.	Mrs.M Anuradha	CSE	Member
8.	Mr.Y Sudhir Babu	CSE	Member
9.	Dr.D Hema	ECE	Member
10.	Mr.Ch Chandra Rao	ECE	Member
11.	Mr.D Balaji	S&H	Member
12.	Ms.M.Mrudula	Civil	Member
13.	Sri P Srinivasa Rao	ECE	Member
14.	Sri Store Venkateswara Rao	Store	Member
15.	Sri.Ysr Anjaneyulu	Admin	Member
16.	Sri.Sd Nagurvali	ECE	Member
17.	Sri.B Srinivasa Rao	Admin	Member
18.	Sri.Ch Rama Krishna Prasad	Admin	Member
19.	Sri.M.Srinivasa Rao	Admin	Member
20.	Sri.Y Ajay	Admin	Member
21.	Avula Vamsi	III ECE Student	Member

Roles & Responsibilities:

1. To ensure regular maintenance of the building, equipments and gadgets of the institute.
2. To coordinate with people responsible for the maintenance and mentor the quality and given time frame of the job.
3. To monitor routine maintenance in the institute on daily basis.
4. To monitor routine annual maintenance of the institute and relates infrastructure thereof
5. To monitor and arrange major and minor repairs of laboratory equipments and office accessories.


(Dr. M.SASIDHAR)
PRINCIPAL

Copy to Management/C.E.O,
DOA/All HOD's/All Committee Members
Non Academic staff/ Library/Exam Cell/
Transport/Admin./Security

PRINCIPAL
Amrita Sai Institute of Science and Technology
Amrita Sai Nagar, Paritala,
NTR Dist - 521180



Amrita Sai Institute of Science & Technology

(AN AUTONOMOUS INSTITUTION)

(Approved by AICTE, New Delhi & Permanently Affiliated to JNTUK Kakinada)

AN ISO 9001: 2015 Certified Institution. Accredited by NAAC ,

Recognized by UGC Under 2(f) and 12(B) under UGC act 1956

Paritala, Kanchikacherla (M), NTR Dist., A.P., India-521180

www.amritasai.org.in

Tel: 08678-277777

Toll Free No: 1800 1212 369



19-07-2025

CIRCULAR

All the members of the CAMPUS MAINTAINCE & MONITORING committee are informed to attend the meeting in the Conference room on 21st July 2025 at 2:30 PM to discuss the following agenda.

Agenda:

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

CONVENOR

Copy to Management/C.E.O,
DOA/All HOD's/All Committee Members
Non Academic staff/ Library/Exam Cell/
Transport/Admin./Security


PRINCIPAL

PRINCIPAL
Amrita Sai Institute of Science and Technology
Amrita Sai Nagar, Paritala,
NTR Dist - 521180



Amrita Sai Institute of Science & Technology

(AN AUTONOMOUS INSTITUTION)

(Approved by AICTE, New Delhi & Permanently Affiliated to JNTUK Kakinada)

AN ISO 9001: 2015 Certified Institution, Accredited by NAAC,

Recognized by UGC Under 2(f) and 12(B) under UGC act 1956

Paritala, Kanchikacherla (M), NTR Dist., A.P., India-521180

www.amritasai.org.in

Tel:08678-277777

Toll Free No: 1800 1212 369



21-07-2025

MINUTES OF CAMPUS MAINTAINANCE & MONITORING COMMITTEE AY 2025-26

Minutes of the Meeting of CAMPUS MAINTAINANCE & MONITORING Committee held on 21st July 2025 at 2:30 PM in the conference room.

Agenda

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

Minutes:

The following issues are discussed

- 1.Convener welcomed all the members of this committee.
- 2.Discuss requirements of department related to physical infrastructure
- 3.The role and responsibilities has been explained to all the section in charge heads and asked them to keep the records in their in their respective section in the given format.
- 4.All the complaints reported through proper application or on call as per the nature and urgency of the work:
- 5.The meeting ends with a vote of thanks by the convener

Members present:

S.No	Name of the Member	Position	Signature
1.	Sri T Koteswara Rao	Admin	
2.	Mrs.T Suhasini	EEE	
3.	Mr.N.Rama Krishna	Mechanical	
4	Mr.M Chiranjeevi	Mechanical	
5	Mr.K Kiran Kumar	Mechanical	
6	Mrs.N Ramya	EEE	
7	Mrs.M Anuradha	CSE	
8	Mr.Y Sudhir Babu	CSE	
9	Dr.D Hema	ECE	
10	Mr.Ch Chandra Rao	ECE	
11	Mr.D Balaji	S&H	
12	Ms.M.Mrudula	Civil	
13	Sri P Srinivasa Rao	ECE	
14	Sri Store Venkateswara Rao	Store	
15	Sri.Ysr Anjaneyulu	Admin	
16	Sri.Sd Nagurvali	ECE	
17	Sri.B Srinivasa Rao	Admin	
18	Sri.Ch Rama Krishna Prasad	Admin	
19	Sri.M.Srinivasa Rao	Admin	
20	Sri.Y Ajay	Admin	
21	Avula Vamsi	III ECE Student	

CONVENER

Copy to Management/C.E.O,
DOA/All HOD's/All Committee Members
Non Academic staff/ Library/Exam Cell/
Transport/Admin./Security

PRINCIPAL

PRINCIPAL

Amrita Sai Institute of Science and Technology
Amrita Sai Nagar, Paritala,
NTR Dist - 521180