



# Amrita Sai Institute of Science & Technology (AN AUTONOMOUS INSTITUTION)



AN ISO 9001: 2015 Certified Institution Recognized by UGC Under 2(f) & 12(B) of 1956 Act  
Accredited by NAAC with 'A' Grade, Approved by AICTE, New Delhi & Permanently Affiliated to JNTUK Kakinada  
Parital, Kanchikacherla (Mdl), Krishna Dist., A.P., India-521180  
www.amritasai.org.in Toll Free No: 1800 1212 369

Date:-5-10-2025

## OFFICE ORDER

The undersigned is pleased to constitute the IT Maintenance committee with the following members for the academic year 2025-2026. The convener is required to oversee the activities of the committee, convene the meeting and report the recommendations to the principal.

S.No	Name of the Member	Dept.	Position
1	Sri.B Balaji	CSM/CIC	Coordinator <i>M.D.</i>
2.	Mr.B Praneeth	MECH/CBA/CSD	Member <i>B.P.F.</i>
3.	Sri. D Satyanayana Prasad	Admin	Member
4.	Sri.A Anvesh	Admin	Member

### Functions: -

- Provide maintenance to all physical facilities in the institute.
- Monitor and review the maintenance registers.

*(Signature)*  
(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)



AN ISO 9001: 2015 Certified Institution Recognized by UGC Under 2(f) & 12(B) of 1956 Act  
Accredited by NAAC with 'A' Grade, Approved by AICTE, New Delhi & Permanently Affiliated to JNTUK Kakinada  
Parital, Kanchikacherla (Mdl), Krishna Dist., A.P., India-521180  
www.amritasai.org.in Toll Free No: 1800 1212 369

Date:- 15/10/2025

## CIRCULAR

The meeting of the IT Maintenance committee for the academic year 2025-2026 is scheduled to discuss the points mentioned in the agenda below. The meeting will be chaired by the coordinator/convenor.

**Date:-**15/10/2025

**Time:-**10.30 AM

**Venue :-**Seminar hall

All the members of the IT Maintenance committee are requested to attend the meeting without fail.

### **Agenda:-**

#### **1. Resolve to approve:**

- IT-related requirements for academic and administrative purposes for the academic year 2025-26.
- Annual renewals approval.
- Discussion on the latest IT resources implementation at the campus.

#### **2. other discussion**

**COORDINATOR**

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)



AN ISO 9001: 2015 Certified Institution Recognized by UGC Under 2(f) & 12(B) of 1956 Act  
Accredited by NAAC with 'A' Grade, Approved by AICTE, New Delhi & Permanently Affiliated to JNTUK Kakinada  
Parital, Kanchikacherla (Mdl), Krishna Dist., A.P., India-521180  
www.amritasai.org.in Toll Free No: 1800 1212 369

Date :- 16/10/2025

## Minutes of Meeting of IT Maintenance Committee

- The convener initiated the proceedings with a warm welcome to all the members present detailed discussion on the agenda items was taken up one by one.

Discussion subject	Action to be taken
Annual renewal of wi-fi, social media, e-mail cloud space system and SMS software top-up	To provide undisturbed communication services to the students, faculty and parents the e-mail cloud space and SMS top-up are updated annually. Committee to ensure SMS top-up updated.
Upgradation of computers in the library for academic purpose	Based on request from librarian and research scholars the upgradation of systems is recommended. committee members to ensure all computers are installed and available for access to stakeholders .

- The meeting ends with a vote of thanks by the convener.

### The following members were present for the meeting

S.No	Name of the Member	Dept.	Position	Signature
1	Sri.B Balaji	CSM/CIC	Coordinator	
2.	Mr.B Praneeth	MECH/CBA/CSD	Member	
3.	Sri. D Satyanayana Prasad	Admin	Member	
4.	Sri.A Anvesh	Admin	Member	

COORDINATOR

PRINCIPAL

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