



NARAYANA PHARMACY COLLEGE

(Approved by PCI & AICTE, New Delhi) (Affiliated to JNTUA Ananthapuramu)

Recognized u/s 2(f) & 12(B) of the UGC Act, 1956, New Delhi,

Chinthareddypalem, Nellore-524003, A.P. India.

Phone & Fax No :0861-2317966; Cell No :+91-9100051603

Email: principal.npc@narayanagroup.com Visit us:www.narayanapharmacycollege.com

NPC/principal /MC /2019-2020/ 1

Date: 13-11-2019

CIRCULAR

This is to inform all Maintenance committee members that Maintenance committee meeting will be held on 15-11-2019 at 11 am in the Principal's Chamber.

Agenda:

1. Class room maintenance
2. Campus cleanliness
3. Suggestions and complaints register
4. Wash room maintenance


Principal

Copy to:

Committee members

S.No.	Name of the Faculty	Designation	Position
1.	Dr.K.Harinadha Baba	Principal & professor	Convener
2.	V. Kirankumar	Administrative officer	Chairperson
3.	P.Venkata Ramanayya	Maintanance incharge	Coordinator
4.	Mrs. M. Krishnaveni	Associate professor	Member
5.	Mr.D.Durga Prasad	Assistant professor	Member


PRINCIPAL
NARAYANA PHARMACY COLLEGE
NELLORE - 524 002.



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Maintenance committee 2019-2020

About

This group is in charge of creating and carrying out plans for the efficient upkeep of the institute's facilities, including its infrastructure. The committee makes sure that the yearly standards for building and other maintenance are met. Another crucial step is determining and organizing the requirements for preventive maintenance.

Roles and responsibilities

- To create a strategy for promptly and effectively handling maintenance crises.
- Work with concerned personnel to schedule maintenance. Consistently assess the state of the campus building, grounds, utilities and other infrastructure to make sure it is adequate.
- To notify the appropriate authorities of any abnormalities in the facilities' and infrastructure's state
- To make sure the campus is orderly and tidy.

Committee members

S.No.	Name of the Faculty	Designation	Position
1.	Dr.K.Harinadha Baba	Principal & professor	Convener
2.	V. Kirankumar	Administrative officer	Chairperson
3.	P.Venkata Ramanayya	Maintanance incharge	Coordinator
4.	Mrs. M. Krishnaveni	Associate professor	Member
5.	Mr.D.Durga Prasad	Assistant professor	Member


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NPC/principal / MC /2019-2020/ 2

Date: 17-11-2019

Minutes of meeting

The meeting of the General Maintenance committee meeting was held on 15-11-2019 at the Principal's Chamber Narayana pharmacy college at 11 am. The following members were present.

Committee members

S.No.	Name of the Faculty	Designation	Position	Signature
1.	Dr.K.Harinadha Baba	Principal & professor	Convener	
2.	V. Kirankumar	Administrative officer	Chairperson	
3.	P.Venkata Ramanayya	Maintanance in charge	Coordinator	
4.	Mrs. M. Krishnaveni	Associate professor	Member	
5.	Mr.D.Durga Prasad	Assistant professor	Member	

Below mentioned points were discussed and the details were shared with the management.

1. Class room maintenance
2. Campus cleanliness
3. Suggestions and complaints register
4. Wash rooms

Principal

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NPC/Principal / MC /2020-2021/ 1

Date: 05-10-2020

CIRCULAR

All the Maintenance committee members are hear by informed that the Maintenance committee meeting will be held on 07-10-2020 at the Principal's chamber at 11:30 am.

Agenda:

1. Water purifiers maintenance
2. cleaning all class rooms
3. Road patch works
4. Overhead water tank maintenance
5. Garden maintenance
6. Plumbing work for all blocks


Principal

Copy to

Committee members

S.No.	Name of the Faculty	Designation	Position
1.	Dr.K.Harinadha Baba	Principal & professor	Convener
2.	V. Kirankumar	Administrative officer	Chairperson
3.	P.Venkata Ramanayya	Maintanance incharge	Coordinator
4.	Mr.D.Durga Prasad	Assistant professor	Member
5.	Mrs.M.Krishnaveni	Associate professor	Member


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Maintenance committee 2020-2021

About:

1. Oversee the college's maintenance requirements and keep the campus technologically sophisticated, environmentally friendly, and green.
2. To determine what maintenance the college's facilities, furnishings and equipment require.
3. Keep an eye on the annual budget's inclusion of maintenance-related funding.
4. Carry out the campus's maintenance responsibilities.
5. Keep the campus environmentally friendly and green.

Roles and responsibilities:

- Establish routine upkeep for the institute's facilities and machinery.
- Routine evaluation of other facilities and infrastructure state.

Committee members

S.No.	Name of the Faculty	Designation	Position
1.	Dr.K.Harinadha Baba	Principal & professor	Convener
2.	V. Kirankumar	Administrative officer	Chairperson
5.	P.Venkata Ramanayya	Maintanance incharge	Coordinator
6.	Mr.D.Durga Prasad	Assistant professor	Member
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NPC/principal /MC/2020-2021/2

Date: 12 -10-2020

Minutes of meeting

Meeting of the Building Maintenance committee was held on 07 -10-2020 at 11:30 am in the Principal's room and the following members have attended the meeting.

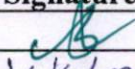

Below the mentioned points were discussed and the details shared with the management

1. Water purifiers
2. Road patch works
3. Overhead water tank maintenances
4. Garden maintenance
5. Plumbing work for all blocks


Principal

Copy to:

Committee members

S.No.	Name of the Faculty	Designation	Position	Signature
1.	Dr.K.Harinadha Baba	Principal & professor	Convener	
2.	V. Kirankumar	Administrative officer	Chairperson	V.K.Kon
3.	P.Venkata Ramanayya	Maintanance incharge	Coordinator	P.V. Neesayya
4.	Mr.D.Durga Prasad	Assistant professor	Member	Durga prasad
5.	Mrs.M.Krishnaveni	Associate professor	Member	


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NPC/principal/MC /2021-2022/1

Date: 17-01-2022

CIRCULAR

Maintenance committee meeting is scheduled to be held on 19-01-2022 at 10:30 am in the Principal's room Narayana Pharmacy College. All the committee members are requested to attend the meeting without fail.

Agenda:

1. Plumbing issues in the class room.
2. Brick masonry work and painting work in corridors.
3. Carpenter work for desks and class benches.
4. Maintenance of false ceiling work.
5. AC Maintenance


Principal

Copy to:

Committee members

S.No.	Name of the Faculty	Designation	Position
1.	Dr.K.Harinadha Baba	Principal & professor	Convener
2.	V. Kiran kumar	Administrative officer	Chairperson
3.	Mr. P.Venkata Ramanayya	Maintanance incharge	Coordinator
4.	Mrs. M. Krishnaveni	Associate Professor	Member
5.	Mr.D.Durga Prasad	Assistant Professor	Member


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Maintenance committee 2021-2022

About

This committee's job is to make sure that the college's buildings, furnishings, equipment, gardens and other facilities are kept up and maintained. This covers routine upkeep, tidiness, fresh capital expenditures and improvements. The group is led by the college principal and includes representatives from all faculties and staff. The principal chairs the committee's regular meetings.

Roles and responsibilities

- To talk on issues pertaining to upkeep and repairs for the college building.
- To talk about starting the new construction on campus.
- Decides what needs to be done after receiving maintenance requests.
- Examine the equipment's state and maintenance.
- Make sure the campus is kept clean and in general order.
- Upkeep of energy and lighting devices, such as fans, air conditioners, inverters, generators and LED lights.
- Every concern pertaining to maintenance is documented by this committee.

Committee members

S.No.	Name of the Faculty	Designation	Position
1.	Dr.K.Harinadha Baba	Principal & professor	Convener
2.	V. Kiran kumar	Administrative officer	Chairperson
3.	Mr. P.Venkata Ramanayya	Maintanance incharge	Coordinator
4.	Mrs. M. Krishnaveni	Associate Professor	Member
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NPC/principal/MC /2021-2022/2

Date: 21-01-2022

Minutes of meeting

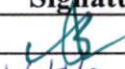
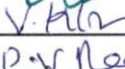
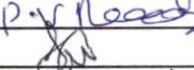
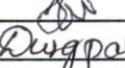
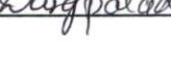
Maintenance committee meeting was held on 19-01-2022 at 10:30 am in the principal room Narayana pharmacy college. The following points were discussed-

1. Plumbing issues in the class room.
2. Brick masonry work and painting work in corridors.
3. Carpenter work for desks and class benches.
4. Maintenance of false ceiling work.
5. AC Maintenance


Principal

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Committee members

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NPC/principal/office order/2022-2023/1

Date: 20-02-2023

CIRCULAR

This is to inform Maintenance committee members that meeting will be held on 23.02.2023 at 11am in the Principal's room. All the members are requested to attend the meeting without fail.

Agenda:

1. Laboratories maintenance
2. The maintenance of IT infrastructure
3. The requirement for purchase of new books, magazines and journals for the library
4. The maintenance of other infrastructural facilities like RO water plant, campus cleaning, washrooms, electrical and plumbing works

Copy to:


Principal

Committee members

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1.	Dr.K.Harinadha Baba	Principal & professor	Convener
2.	Mr. V.Kiran kumar	Administrative officer	Chairperson
3.	Mr. P.Venkata Ramanayya	Maintenance incharge	Coordinator
4.	Mrs.Y.Ratna Kumari	Associate Professor	Member
5.	Mrs.Sk Salma sultana	Associate Professor	Member


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Maintenance committee 2022-2023

About:

This committee's job is to guarantee routine upkeep of the institute's hardware, furnishings, and building infrastructure and supervise the quality and completion of the task within the allotted time frame and work in tandem with those in charge of upkeep.

Roles and responsibilities:

- To assign workers for regular and everyday maintenance, while managers oversee their work on a daily basis.
- A complaint book is maintained at the administrative office for maintenance-related complaints, where complaints are entered, resolved, and tallied on a daily basis.
- In order to receive funding, issues that do not fall under the preview of routine maintenance are submitted by the committee to upper management through monthly meetings.

Committee members

S.No.	Name of the Faculty	Designation	Position
1.	Dr.K.Harinadha Baba	Principal & professor	Convener
2.	Mr. V.Kiran kumar	Administrative officer	Chairperson
3.	Mr..P.Venkata Ramanayya	Maintenance incharge	Coordinator
4.	Mrs.Y.Ratna Kumari	Associate Professor	Member
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NPC/principal/office order/2022-2023/2

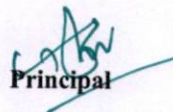
Date: 24-2-2023

Minutes of meeting

Infrastructure Maintenance committee meeting was held on 23-02-2023 at 11am in the principal room.

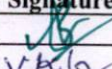
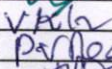
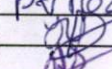
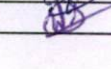
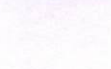
Below mentioned points were discussed.


- 1. Laboratories:** All the staff of different departments ensures the proper and optimum utilization of the equipment in the laboratories.
- 2. The maintenance of IT infrastructure** like updating the software, removal of virus, networking and internet connectivity problems in the college are done under the supervision of the Department of Computer science. Regular servicing of computer systems is done by the hardware technicians inhouse.
- 3. The requirement for purchase** of new books, magazines and journals for the library is resolved by the Library committee and are purchased by the Purchase Committee. Pest control of library books and records, book binding of old books is done periodically.
- 4. The maintenance of other infrastructural facilities** like RO water plant, campus cleaning, washrooms, electrical and plumbing works are done by the support staff under the supervision of the Principal.


Principal

Copy to:

Committee members

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2.	Mr. V.Kiran kumar	Administrative officer	Chairperson	
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NPC/principal/MC /2023-2024/1

Date: 20-03-2024

CIRCULAR

This is to inform Maintenance committee members that the meeting will be held on 23.03.2024 at 11 A.M in the Principal's room.

Agenda:

1. Maintenance of infrastructure- physical, academic and support
2. Cleanliness of campus
3. Laboratories maintenance
4. IT and Computers maintenance


Principal

Copy to

Committee members

S.No.	Name of the Faculty	Designation	Position
1.	Dr.K.Harinadha Baba	Principal & Professor	Convener
2.	Mr. J. Lokesh	Administrative officer	Chairperson
3.	Mr. P.Venkata Ramanayya	Maintenance incharge	Coordinator
4.	Mrs. Sk. Salma	Associate Professor	Member
5.	Dr.M. Suchitra	Associate Professor	Member


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Maintenance committee 2023-2024

About

This committee is involved in focusing on institutional environmental issues in accordance with a safe learning/teaching environment, it will also be accountable for providing and maintaining a safe, orderly and respectful learning environment that will support staff and student achievements. The Maintenance Committee's overarching goal is to maintain all fixed and movable equipment, as well as the grounds, roads, and buildings on the campus of the institution, through preventive maintenance and repairs, throughout the duration of its expected useful life.

Roles and responsibilities

- To plan staff for routine and daily maintenance and to have supervisors oversees their work on a daily basis.
- To estimate the amount of annual maintenance each year and obtain approval for its execution.
- Complaints are entered into the register and resolved accordingly.
- The Committee Reports objections that don't fall under the Preview of Normal Maintenance to Higher Authorities through Monthly Meetings to Receive Budget Allocation.

Committee members

S.No.	Name of the Faculty	Designation	Position
1.	Dr. K. Harinadha Baba	Principal & Professor	Convener
2.	Mr. J. Lokesh	Administrative officer	Chairperson
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NPC/principal/office order/2023-2024/2

Date: 25-03-2024

Minutes of meeting

Maintenance committee meeting was held on 23-03-2024 at 11am in the Principal's room. All the Maintenance committee members are requested to attend the meeting without fail.

Agenda:

1. Maintenance of infrastructure
2. Cleanliness of campus
3. Laboratories maintenance
4. IT and Computers maintenance

Principal

Copy to:

Committee members

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