



# SRI INDU INSTITUTE OF PHARMACY

Sponsored by New Loyola Model Educational Society, Vanasthalipuram, Hyderabad.

(Approved by PCI - New Delhi, Affiliated to JNTUH- Hyderabad.)

Sheriguda, Ibrahimpatnam, R.R. Dist -501 510, Hyderabad, Telangana State.

Phone : 9391537555 Website : www.siip.ac.in Email ID : siipoffice@siip.ac.in

Ref: SIIP/CMC/2019-2020

Date:28/02/2019

## COLLEGE MAINTENANCE COMMITTEE

MINUTES OF THE MEETING HELD ON 28<sup>TH</sup> FEB AT 2.00 PM IN THE OFFICE ROOM IN THE COLLEGE

- As per the discussions about college maintenance issues and to deal the those issues the college maintenance committee was constructed.

The following persons are assigned as college maintenance committee for the academic year 2019-2020

S.no	Name	Designation	Position	Signature
1.	Dr.A.MohamathasimBillah	Professor	Principal	A.M.
2.	Dr D.Varun	Chief-Superintendent	Convener	Dr D.Varun
3.	Mr.Mohammed Jaffer Sadik	Supervisor	Co-Convener	Mr.Mohammed Jaffer Sadik
4.	Mr.Venkatesh .P	Co-Supervisor	Co-Convener	Mr.Venkatesh .P
5.	Mr.Vinay	Store keeper	Member	Mr.Vinay
6.	Mr Santosh.E	Computer In charge	Member	Mr Santosh.E
7.	Mr.Narshiha	Electrician	Member	Narshiha
8.	Mr.Ramesh	Office Assistant	Member	B.V.Mallappa



A.M.  
28/02/2019  
**PRINCIPAL**  
SRI INDU INSTITUTE OF PHARMACY  
Sheriguda (V), Ibrahimpatnam (M),  
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Ref: SIIP/CMC/2019-2020

Date:2/03/2019

## COLLEGE MAINTENANCE COMMITTEE

### MINUTES OF THE MEETING HELD ON 02<sup>nd</sup> MARCH AT 2.00 PM IN THE OFFICE ROOM IN THE COLLEGE

The college maintenance committee was constructed 28<sup>th</sup> Feb 2019 the objectives of this committee is to improve the physical facilities general maintenance and effective utilization of resources. The first meeting of maintenance committee was held on 2<sup>nd</sup> March 2019 in principal's chamber at 3 p.m. the following issues are discussed in the meeting

1. Beautification of the garden/lawn: In the meeting it was discussed and suggested for the beautification of lawn / garden to improve elevation of the campus and procurement of new medicinal plants
2. Regular monitoring of building maintenance was discussed. all leakages in the laboratories and Washrooms must be handled properly. Cleaning and maintenance of bathroom should be given high priority
3. The civil works should be monitored
4. It is proposed to repair the classrooms students benches in coming summer
5. Committee has decided to monitor the ground water supply regularly and advised to make alternative arrangements of drinking water in summer

### College Maintenance Committee Members

S.no	Name	Designation	Position	Signature
1)	Dr.A.Mohamathasim Billah	Professor	Principal	<i>A.M. 2/3/19</i>
2)	Dr D.Varun	Chief-Superintendent	Convener	<i>Dr D. Varun 2/3/19</i>
3)	Mr.Mohammedjaffersadik	Supervisor	Co-Convener	<i>Mr. Mohammedjaffersadik</i>
4)	Mr.Venkatesh .P	Co-Supervisor	Co-Convener	<i>Mr. Venkatesh .P</i>
5)	Mr. Vinay	Store keeper	Member	<i>Mr. Vinay</i>
6)	Mr Santosh.E	Computer In charge	Member	<i>Mr. Santosh.E</i>
7)	Mr.Narshiha	Electrician	Member	<i>Mr. Narshiha</i>
8)	Mr.Ramesh	Office Assistant	Member	<i>B.V. Ramesh</i>



*A.M. 2/3/19*  
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Ref: SIIP/CMC/2019-2020

Date:10/09/2019

## COLLEGE MAINTENANCE COMMITTEE

### MINUTES OF THE MEETING HELD ON 10<sup>th</sup> September 2019 AT 2.00 PM IN THE OFFICE ROOM IN THE COLLEGE

The college maintenance committee meeting was held on 10 September 2019 in board room at 3 p.m. the following issues were discussed in the meeting the principal of the college has preferred the work to be taken up during last 6 months

- 1) Landscaping inside the building was improved
- 2) The student benches were repaired and some were replaced with the new benches
- 3) The principal and chief-Superintendent regularly supervise the availability of drinking water if required getting tanker from GHMC as and when required during the summer
- 4) the principal has directed the store in-charge to produce the general maintenance material well in advance

### College Maintenance Committee Members

S.no	Name	Designation	Position	Signature
1.	Dr.A.MohamathasimBillah	Professor	Principal	A. M. 2.
2.	Dr D. Varun	Chief-Superintendent	Convener	[Signature]
3.	Mr.Mohammedjaffersadik	Supervisor	Co-Convener	[Signature]
4.	Mr.Venkatesh .P	Co-Supervisor	Co-Convener	[Signature]
5.	Mr.Vinay	Store keeper	Member	[Signature]
6.	Mr Santosh.E	Computer In charge	Member	[Signature]
7.	Mr.Narshiha	Electrician	Member	Narashinha
8.	Mr.Ramesh	Office Assistant	Member	B.Ramesh.



A. M. 2. 10/9/2019  
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Ref: SIIP/CMC/2020-2021

Date: 15/02/2020

## COLLEGE MAINTENANCE COMMITTEE

### MINUTES OF THE MEETING HELD ON 15<sup>th</sup> Feb 2020 AT 2.00 PM IN THE OFFICE ROOM IN THE COLLEGE

- I. Meeting of maintenance committee was held on 15th Feb 2020 in the board room at 3 p.m. the following issues are discussed in the meeting
- II. The principal was advised to change the filters to the water purifier once in every six months and directed to monitor the quality of drinking water
- III. It was proposed to repair the classroom and students benches in the coming summer
- IV. Committee has advised to monitor the ground water supply regularly and advise to make alternative arrangements of drinking water in summer
- V. It was discussed to procure a greater number of medicinal plants and to improve the benefit beautification of herbal garden
- VI. Electrical wiring and installation work to be taken up for LCD in every classroom
- VII. Water leakage should be attended properly

### College Maintenance Committee Members

S.no	Name	Designation	Position	Signature
9.	Dr.A.MohamathasimBillah	Professor	Principal	A.M. 15/2/2020
10.	Dr D.Varun	Chief-Superintendent	Convener	[Signature] 15/2/2020
11.	Mr.Mohammedjaffersadik	Supervisor	Co-Convener	[Signature]
12.	Mr.Venkatesh .P	Co-Supervisor	Co-Convener	[Signature]
13.	Mr.Vinay	Store keeper	Member	[Signature]
14.	Mr Santosh.E	Computer In charge	Member	[Signature]
15.	Mr.Narshiha	Electrician	Member	Narashima
16.	Mr.Ramesh	Office Assistant	Member	[Signature]



A.M. 15/2/2020  
**PRINCIPAL**  
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