



Bhoj Reddy Engineering College for Women
(Sponsored by Sangam Laxmibai Vidyapeet, approved by AICTE and affiliated to JNTUH)
Vinaynagar, IS Sadan Crossroads, Saidabad, Hyderabad – 500 059, Telangana, www.brecw.ac.in

Dr J Madhavan
Principal

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1 December 2023

General Maintenance Committee
(House Keeping/Hygiene/Sanitation)
Academic Year – 2023-24

S No	Members of the Committee	Department	Designation
1	Ms V Dhana Laxmi, Assistant Professor & HOF	Management	Coordinator
2	Ms Khalida Jamal, Assistant Professor	CSE-A	Member
3	Ms A Hima Bindu, Assistant Professor	CSE-B	Member
4	Ms Tasleema Noor, Assistant Professor	CSM	Member
4	Ms Saba Sultana, Assistant Professor	ECE-A	Member
5	Ms Mariam, Assistant Professor	ECE-B	Member
6	Ms J Indu, Assistant Professor	EEE	Member
7	Ms G Geetha Devi, Assistant Professor	IT-B	Member
8	Ms G Pravalika, Assistant Professor	English	Member
9	Ms R Bhagya Lakshmi, Assistant Professor	Physics	Member

Coordinator will conduct the meetings on taking measures to make sure that the following things are kept in order and in good working condition. The responsibility of all the members is to see proper maintenance of the following things and report any problem to the coordinator.

- All the rooms, corridors, washrooms in the floors are cleaned daily, Bins are emptied daily and waste removal
- Water cooler tanks cleaned fortnightly on a specific day
- Get the interiors and washrooms cleaned
- Fire Extinguishers (Fire Safety and Refilling of Cylinders)
- Furniture Repairs
- Electrical Repair works / Lighting / light bulbs replacement
- Pest / Insect Control
- Intercom Phones
- Painting works
- Windows (panes / curtains)
- Functioning of Clocks
- Washing up of curtains once in six months

Make reports to rectify problems related to maintenance of plumbing, masonry, carpentry, painting works, renovation works, etc. Maintain the equipment like Fire Fighting equipment, tables, Electrical equipment. Monitor the work of cleaners and Aayas on daily basis and check their work.

Schedule to meet: **Third Wednesday** of every month at 15:45 hrs onwards, Principal's office.

- 1) Agenda is to be prepared ahead of the meeting and sent to Principal and all members
- 2) Attendance to be obtained in the Committee Register.
- 3) Minutes of the Meeting to be noted and circulated to all members, HODs, HOFs and Principal.
- 4) Filing: Minutes copy to be pasted/filed in the committee register.
- 5) At the end of semester, report should be submitted to Principal

Principal

Copy to: Vice Principal/All HODs, HOFs, Head-A&E Section and concerned members for information and circulation.

