



# Bhoj Reddy Engineering College for Women

(Sponsored by Sangam Laxmibai Vidyapeet, Approved by AICTE and Affiliated to JNTUH)  
Accredited by NAAC with A Grade, Recognized under section 2(f) of the UGC act, 1956  
Vinaynagar, I S Sadan X Roads, Saidabad, Hyderabad - 500 059, Telangana  
Telephone: 040-2453 1725/7282, Email: principal@brecw.ac.in, Website: www.brecw.ac.in



Dr G Shyama Chandra Prasad  
Principal

Telephone: +91 40 2453 1719  
Mobile Phone: +91 94901 16667

16<sup>th</sup> July 2025

## General Maintenance Committee (House Keeping/Hygiene/Sanitation) Academic Year – 2025-26

| S No | Members of the Committee                    | Department | Designation |
|------|---|------------|-------------|
| 1    | Ms V Dhana Laxmi, Assistant Professor & HOF | Management | Coordinator |
| 2    | Maintenance Officer                         |            | Member      |
| 3    | Ms B Tejaswi, Assistant Professor           | CSE – A    | Member      |
| 4    | Ms A Hima Bindu, Assistant Professor        | CSE – B    | Member      |
| 5    | Ms Sameera Begum, Assistant Professor       | CSM        | Member      |
| 6    | Ms K Srinidhi Reddy, Assistant Professor    | ECE – A    | Member      |
| 7    | Ms Mariam, Assistant Professor              | ECE – B    | Member      |
| 8    | Ms Ch Shravani, Assistant Professor         | EEE        | Member      |
| 9    | Ms Geetha Devi, Assistant Professor         | IT – B     | Member      |
| 10   | Ms G Pravalika, Assistant Professor         | English    | Member      |
| 11   | 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**  
Principal  
Bhoj Reddy Engineering College for Women  
Vinaynagar, Saidabad, Hyderabad - 500 059, Telangana

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