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**GOVERNMENT OF ANDHRA PRADESH**  
**DEPARTMENT OF TECHNICAL EDUCATION**  
**GOVERNMENT POLYTECHNIC :: RAJAMPETA**  
Near Akepadu X Road, Kadapa - Tirupati Hwy, Rajampeta, Andhra Pradesh- 516126



## **MINUTES OF THE MAINTENANCE & INFRASTRUCTURE REVIEW MEETING**

**Academic Year: 2024–2025**

**Date: 18th April 2024 (Thursday)**

**Time: 3:00 PM – 4:30 PM**

**Venue: Maintenance Section Office**

**Chairperson: Dr. Y. Sudhakar, Principal**

**Prepared by: Maintenance Section Coordinator**

### **Agenda:**

1. Assessment of previous year's maintenance activities
2. Inventory checking and asset condition reporting
3. Lab equipment calibration and servicing
4. Garden and campus cleanliness maintenance

### **Proceedings and Resolutions:**

#### **1. Assessment of Previous Year's Maintenance**

- The Principal reviewed the major maintenance work carried out during 2023–24, acknowledging the efforts of staff in completing plumbing repairs, classroom furniture repairs, and electrical fixture replacements.
- Members noted the need for more timely reporting and preventive maintenance during the upcoming academic year.

#### **2. Inventory Check & Asset Condition**

- All departmental maintenance coordinators were directed to **update their stock registers** and verify the condition of existing equipment.
- Items are to be **labeled using proper asset tags** for easy tracking and accountability.
- It was resolved that each department must submit an updated **inventory status report** to the Office Superintendent by **30th April 2024**.

#### **3. Lab Equipment Calibration & Servicing**

- The Civil Engineering department reported the need to **calibrate survey equipment** before the next academic session.

- It was resolved that **an external vendor** will be hired to conduct calibration and servicing in the presence of lab in-charges.
- Electrical and Electronics departments also highlighted minor servicing needs; these will be handled internally wherever feasible.

#### 4. Toilet Repairs – First Year Block

- Plumbing staff reported ongoing water leakage in the toilets of the First Year Block.
- It was resolved that all leaks and fixture issues must be **repaired and tested before reopening**, with a target completion date of **31st May 2024**.

#### 5. Garden and Campus Cleanliness

- The Principal emphasized the importance of maintaining a clean and green campus environment.
- A **plantation drive** is scheduled for **June 2024**, in collaboration with the **NSS Unit**, focusing on the rear garden area and walkways.
- Departments were requested to nominate student volunteers for the initiative.

#### Action Points Summary:









Sl. No.	Task/Resolution	Responsible Person/Unit	Deadline
1	Update and submit inventory/asset condition reports	Dept. Maintenance Coordinators	By 30th April 2024
2	Label all departmental equipment with asset tags	All Departments	By 5th May 2024
3	Calibrate Civil lab survey equipment (via external vendor)	Civil Lab In-charge & Principal Office	By 25th May 2024
4	Complete plumbing repairs in First Year Block	Plumbing Staff	By 31st May 2024
5	Organize NSS-led plantation drive	NSS Coordinator & Garden In-charge	June 2024

#### Conclusion:

The Principal appreciated the collaborative effort of the maintenance team and emphasized the need for **preventive upkeep, timely documentation**, and **aesthetic campus upkeep**. He directed that all actionable items be completed before the reopening of the new academic year.

**Next Maintenance Review Meeting: Tentatively scheduled for 22<sup>nd</sup> April 2025, 3:00 PM, Maintenance Section Office.**

**Signature of Members:**

1. Dr Y.Sudhakar, Principal 
2. Dr P.Sujatha, HCES 
3. Sri M.Venkata Narayana HMES 
4. S.Ramanadha Redy, Workshop Superintendent 
5. Sri ML Anoop Kumar, Civil Works incharge 
6. D.Lal Basha, Senior Instructor 
7. P.Muneer Basha, Senior Instructor 
8. Sri M.N.Pradeep Kumar, Office Superintendent 
9. Sri A.Sankaraiah, Stores keeper 