



(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)
Chittoor Main Road, Vellore - 632 059.

MAINTENANCE COMMITTEE

The following member have been constituted in the Maintenance Committee

S.No	Name of the Members	Designation	Role
1	Dr. U.V. Arivazhagu	Principal	Chairman
2	Mr.Thiyagarajan	AP/ECE	Co-ordinator
3	Mr. K.S.Gajendiran	AP/CSBS	Member
4	Mrs.N.G.Sowmya	AP/EEE	Member
5	Dr.S.Ashwini Priya	ASP/MBA	Member
6	Ms. M. Anitha	AP/CSE	Member
7	Mrs.B.Thulasi Brindha	AP/EEE	Member
8	Mrs.S.Sugashini	AP/CSE	Member

Functions & Responsibilities:

- Develop a plan to respond quickly and appropriately to maintenance emergencies.
- Co-ordinate maintenance work with concerned staff.
- To regularly review the condition of the campus building, ground, utilities and other infrastructure to ensure their adequacy.
- To bring to the notice of the authority any irregularities in the conditions of the infrastructure and facilities
- Ensure cleanliness and neatness inside the campus.
- For the issues related to maintenance, a complaint register is kept at the central hall in which complaints are entered and the complaint is resolved daily and its stock is taken daily.
- Those objections which don't come under the preview of normal maintenance are reported through the committee to higher management using meetings every month to get the budget allocated.