



Anil Neerukonda Institute of Technology & Sciences (Autonomous)

(Affiliated to AU, Approved by AICTE & Accredited by UGC & NAAC with 'A' Grade)
SANGIVALASA-531 162, Bheemunipatnam Mandal, Visakhapatnam District
Phone: 08933-225083/84/87 Fax: 226395
Website: www.anits.edu.in email: principal@anits.edu.in

No: ANITS/GEN-03/ Meeting notice/2020-21/2

Date: 12 - 03 - 2021

CIRCULAR


This is to Inform to all the members of the Central amenities committee that there will be a meeting on 13/03/2021 10.00 AM in Chemistry Lab G- Block to discuss the following issues given in the agenda. All the committee members are requested to attend the meeting without fail.

Agenda:

1. Preparation of list of Items required for departments
2. Review of sanitization of Class rooms and labs regarding
3. Any other item.

Amenities Committee Members:

S. No.	Name of the Staff Member	Designation & Dept.
1.	Dr. V. Jagannadha Rao	Asst. Prof., Chemistry, Convener
2.	Mr. G. Umamaheswara Rao	Sr. Asst. Prof., Mech.
3.	Mr.Ch. Demudu Naidu	Sr. Asst. Prof., IT
4.	Ms K. Lavanya	Asst. Prof., EEE
5.	Ms. G. Gowripushpa	Asst. Prof., CSE
6.	Ms. S. Harika	Asst. Prof. Chemical
7.	Ms. P.Devi	Asst. Prof. ECE
8.	Dr. B.Brahamaji	Asst. Prof., Physics
9.	Dr. M. Padma Latha	Asst. Prof., Chemistry
10.	Mr. M. Vinod Kumar	Asst. Prof., Maths
11.	Mr. M.S.K. Chaitanya	Asst. Prof., Civil
12.	Mr K. Venugopal	Physical Director
13.	Mr. Bhaskara Naidu	Estate supervisor
14.	Mr. Daiwa prasad	Liaison Officer


Dr. Jagannadha rao 12/3/21
Convener

Central amenities committee

Copy To

1. All the HOD's - with request to arrange to circulate concern staff
2. Directors and deans for information



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Minutes of Central Amenities committee meeting held on 13/03/2021 at chemistry lab, First Floor G- Block,

Agenda:

1. Preparation of list of Items required for departments
2. Review of sanitization of Class rooms and labs regarding
3. Any other item.

Discussions and Resolutions:

The Convener invited all the members and Opened the discussion on the review of action Plan of the committee for the year on various issues with the individual members of the departments,

At the outset the Convener Enquired the sanitization of Class rooms and Labs regarding

- Committee Satisfied with the Sanitization but they insisted if they are doing for every 7 day per, as they are doing for every 15 day.
- Committee members asking about the items required for various departments at out setis concluded that the list should be prepared as per urgent requirement and the strong reasons why they require that item should be mentioned.
- Committee enquire about the water coolers, they said that they should be replaced at some places, then the committee decided that those water coolers their condition is really worst then should be replaced immediately

Jayanthi
13/3/21

24/11/21
PRINCIPAL

No: ANITS/GEN-03/ Meeting notice/2020 -21/3

Date: 03 – 12 - 2020

CIRCULAR

This is to Inform to all the members of the Central amenities committee that there will be a meeting on 05/11/2020 i.e. Saturday at 11.00 AM in Chemistry Lab G- Block to discuss the following issues given in the agenda. All the committee members are requested to attend the meeting without fail.

Agenda

1. Sanitizer item distribution at the department level.
2. Review of fresh requirements of any items and any repair works.
3. Any other issues

Amenities Committee Members:

S. No.	Name of the Staff Member	Designation & Dept.
14.	Dr. V. Jagannadha Rao	Asst. Prof., Chemistry, Convener
15.	Mr. G. Umamaheswara Rao	Sr. Asst. Prof., Mech. <i>G. Umamaheswara Rao</i>
16.	<i>Dr. V. Suresh</i>	Sr. Asst. Prof., IT <i>V. Suresh</i>
17.	Ms K. Lavanya	Asst. Prof., EEE <i>Lavanya</i>
18.	Ms. G. Gowripushpa	Asst. Prof., CSE <i>G. Gowripushpa</i>
19.	Ms. S. Harika	Asst. Prof. Chemical <i>S. Harika</i>
20.	Ms. P.Devi	Asst. Prof. ECE <i>P. Devi</i>
21.	Dr. B.Brahamaji	Asst. Prof., Physics <i>B. Brahamaji</i>
22.	Dr. M. Padma Latha	Asst. Prof., Chemistry <i>M. Padma Latha</i>
23.	<i>P. M. Vinod Kumar</i>	Asst. Prof., Maths <i>M. Vinod Kumar</i>
24.	Mr. M.S.K. Chaitanya	Asst. Prof., Civil <i>M.S.K. Chaitanya</i>
25.	Mr K. Venugopal	Physical Director <i>K. Venugopal</i>
26.	Mr. Bhaskara Naidu	<i>Estate Supervisor</i>

Jagannadha Rao
3/12/20

Dr. Jagannadha rao
Convener

Central amenities committee

Copy To

1. All the HOD's – with request to arrange to circulate concern staff
2. Directors and deans for information
3. File of Amenities committee and master File



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No: ANITS/Amenities-3/2020-21/2

Date: 27.11.2020

From
Dr V.Jagannadha Rao,
Convener to Amenities committee,
ANITS.

To
The Principal,
ANITS,
SANGIVALASA.

Sir,

Sub: Request for repair or replacement of water coolers in the college at different departments regarding...

Here with I am furnishing the information regarding water coolers functioning in the college at different departments in the following table with their condition.

S.No	Department	Place of the cooler	Condition
1	ECE (B Block)		
2.	EEE (E Block)	Ground floor	Not working properly
		Second Floor	Cleaning and Some leaks of the taps should be repaired
3.	CSE (C Block)	Ground floor	Taps are leaking or flow is slow hope some blocks are there need repair
		Third Floor	
4.	IT G Block	Ground floor	Not cooling properly taps have leak need repair
		Third Floor	Working but out of Two taps one is not working, needs repair
5.	Mechanical (F Block)	Ground floor	Working condition
		Second Floor	Not working properly
6.	Chemical (D Block)	Ground floor	Working well, as only one cooler available need one more in third floor
7.	Civil (HBlock)	Ground floor	Everything is fine except some leaks
8.	Admin (A Block)	Ground floor	Not working needs repair

Monthly check
As the coolers are washed, eight months back before corona we request you for arranging persons to clean the coolers after the repairs. Sir for your information long back they installed (**more than ten years**) some they need replacement with new one.

We request you for the necessary arrangements.

Thanking you,

Yours faithfully

Dr. V. Jagannadha Rao

No: ANITS/GEN-03/ Meeting minutes/2017-18/01

Date: 26/11/2020

Minutes of Central Amenities committee meeting held on 24/11/2020 at Chemistry Lab in G - Block

Agenda

1. Sanitization works at the department level.
2. Review of Sanitary and Plumbing works at the wash rooms.
3. Resume of Amenities Committee meetings on every month on Ist Saturday at 11.00AM
4. Any other issues

Discussions and Resolutions:

The Chair person invited all the members and opened the discussion on the Central amenities committee review of the action plan after Covid 19

- The Committee planned to sanitize all the class rooms and Labs as the students are coming to college from Monday onwards to attend the labs in offline.
- The Committee decided to procure Thermal scanners and to monitor the students temperature at least 5 no and decide to employ a security staff at the both gates to monitor the students before they enter in to the college
- The Committee requested the NSS volunteers to display Awareness Boards of wearing mask and maintain social distance, the need of sanitizing the hands often by sanitizer or by washing
- Masks and Gloves are need to be arranged at each department to meet the needs
- The members are expressed their satisfaction of completion of Sanitary works and expressed dissatisfaction on plumbing works as still some leaks are not repaired
- Chair person enquired the department members about cleaning of the water coolers but the members are expressed their dissatisfaction of their functioning, then the are requested to identify the working function of the Drinking water coolers and send a detailed report on it.

Jayalal
(V.J. Rao)

24/11/20
PRINCIPAL



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No: ANITS/Amenities-3/2020-21

Date: 25.11.2020

From

Dr V.Jagannadha Rao,

Convener to Amenities committee,
ANITS.

To

The Principal,

ANITS,

SANGIVALASA.

Sir,

Sub: Sanitization material for the departments regarding ...

In view of Off – line labs are starting from 30th Nov 2020 to the engineering students we request you for the arrangement of following sanitization material,

Auto Hand Sanitizer machines:	12 no (for 7 Depts + Chemistry & English + Maths and Physics + Central Library + Admin block + Exam section)
Sanitizing Liquid (Sodium hypochlorite) :	50 L
Thermal Scanner :	4 + 1(Central Library)
Face Masks :	12 Packets
Hand Gloves:	10 Packets (Each contain 10 no)

Thanking you

Yours faithfully

No: ANITS/GEN-03/ Meeting notice/2017 -18/1

Date: 23 – 11 - 2020

CIRCULAR

This is to Inform to all the members of the Central amenities committee that there will be a meeting on 24/11/2020 i.e. Tuesday at 2.00 PM in Chemistry Lab G- Block to discuss the following issues given in the agenda. All the committee members are requested to attend the meeting without fail.

Agenda

1. Sanitization works at the department level.
2. Review of Sanitary and Plumbing works at the wash rooms.
3. Resume of Amenities Committee meetings on every month on Ist Saturday at 11.00AM
4. Any other issues

Amenities Committee Members:

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25.	Mr K. Venugopal	Physical Director <i>K. Venugopal</i>
26.	Mr. Bhaskara Naidu	Estate Supervisor

Jagannadha Rao
Dr. Jagannadha Rao 23/11
Convener

Central amenities committee

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