



## Anil Neerukonda Institute of Technology & Sciences (Autonomous)

(Permanent Affiliation by Andhra University & Approved by AICTE  
Accredited by NBA (ECE, EEE, CSE, IT, Mech. Civil & Chemical) & NAAC)  
Sangivalasa-531 162, Bheemunipatnam Mandal, Visakhapatnam District

Phone: 08933-225083/84/87

Fax: 226395

Website: [www.anits.edu.in](http://www.anits.edu.in)

email: [principal@anits.edu.in](mailto:principal@anits.edu.in)

No: ANITS/GEN-03/ Meeting notice/2022-23/2

Date: 06 – 03 - 2023

### CIRCULAR

This is to inform to all the members of the Central amenities committee that there will be a meeting on 11/03/2023 i.e. Saturday at 03:00 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. Review of Procurement pending at department and Central level
2. Review of maintenance works at department and central level
3. Procurement of Items & Repairs at department level required for the academic year 2023-24
4. Any other issues

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



# Anil Neerukonda Institute of Technology & Sciences (Autonomous)

(Permanent Affiliation by Andhra University & Approved by AICTE  
Accredited by NBA (ECE, EEE, CSE, IT, Mech. Civil & Chemical) & NAAC)

Sangivalasa-531 162, Bheemūnipatnam Mandal, Visakhapatnam District

Phone: 08933-225083/84/87

Fax: 226395

Website: [www.anits.edu.in](http://www.anits.edu.in)

email: [principal@anits.edu.in](mailto:principal@anits.edu.in)

No: ANITS/GEN-03/ Minutes of Meeting notice/2022-23/2

Date: 11-03-2023

## Minutes of the Meeting

Here are the minutes of the meeting, The meeting held on 11<sup>th</sup> march 2023 at chemistry lab G block

### Agenda

1. Review of Procurement pending at department and Central level
2. Review of maintenance works at department and central level
3. Procurement of Items & Repairs at department level required for the academic year 2023-24
4. Any other issues

### 1. Report on action of previous list of procurement items

Convener asked about the previous requirements, the department members enlisted earlier whether they are received as per the list or not. Then the department members expressed their satisfaction about the procurement they received maximum but few yet to receive.

The convener asked the department members to prepare a list they yet to receive and send the same to him so that he can prepare a consolidate list freshly to the office.

### 2. Report on action of maintenance works at department level

Convener asked about the maintenance works at the department level, committee members expressed their satisfaction.

Convener asked the members to keep a cleaning chart at each cooler with date and sign of the person who cleaned on that date.

### 3. Resolution of the meeting

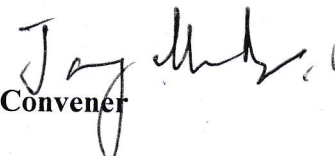
Convener asked about the requirement list for the next academic year and he first suggested to enlist the items required and send to him so that in a meeting he will ask the rest of the members also about those items whether they required for their department or not then he prepare a consolidate list

Convener proposed to every member of the committee that, The department wants any list of procurement they should process that list through central amenities convener otherwise Principal will not sign.

Members are accepted this proposal

### 4. Academic calendar

Convener requested the committee members to avail their time so that they can meet by monthly instead of six months so that they get the things in time.

  
Convener

  
Principal

Principal  
Anil Neerukonda Institute of  
Technology & Sciences  
Sangivalasa-531 162  
Visakhapatnam Dist



## Anil Neerukonda Institute of Technology & Sciences (Autonomous)

(Permanent Affiliation by Andhra University & Approved by AICTE  
Accredited by NBA (ECE, EEE, CSE, IT, Mech. Civil & Chemical) & NAAC)  
Sangivalasa-531 162, Bheemunipatnam Mandal, Visakhapatnam District  
Phone: 08933-225083/84/87 Fax: 226395

Website: [www.anits.edu.in](http://www.anits.edu.in)

email: [principal@anits.edu.in](mailto:principal@anits.edu.in)

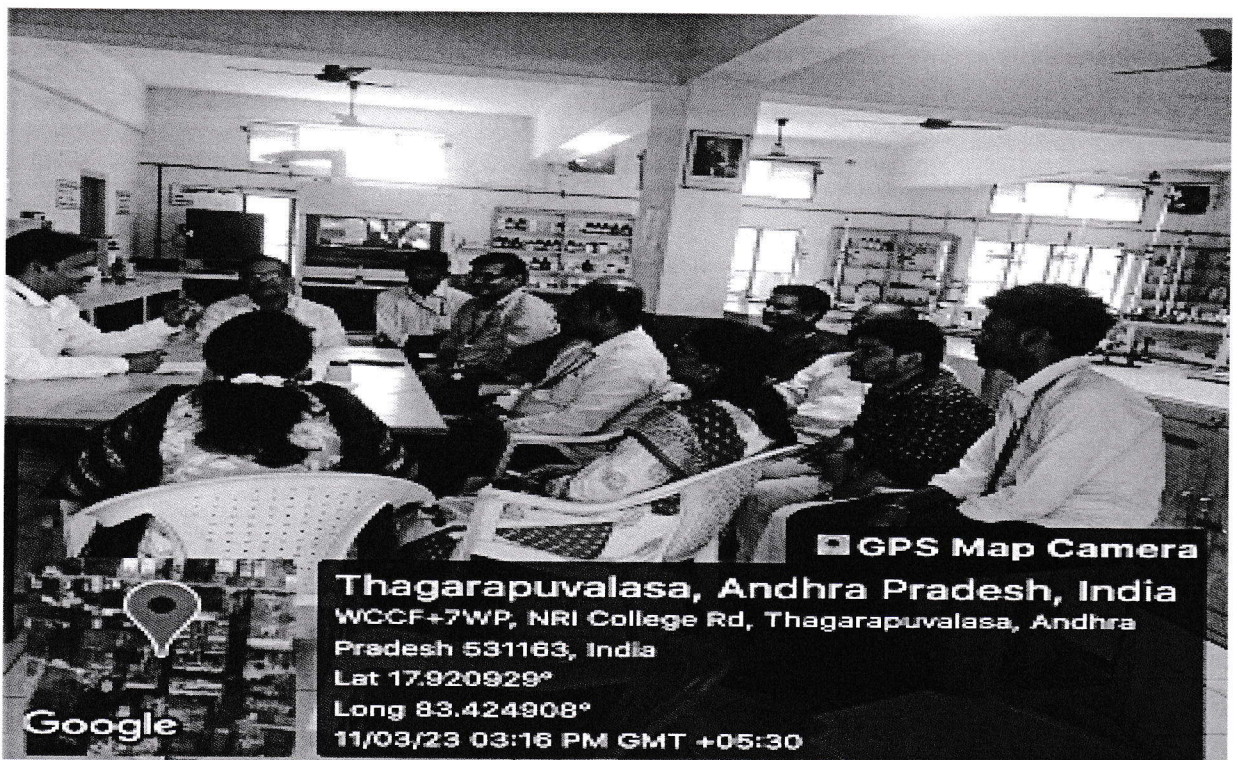
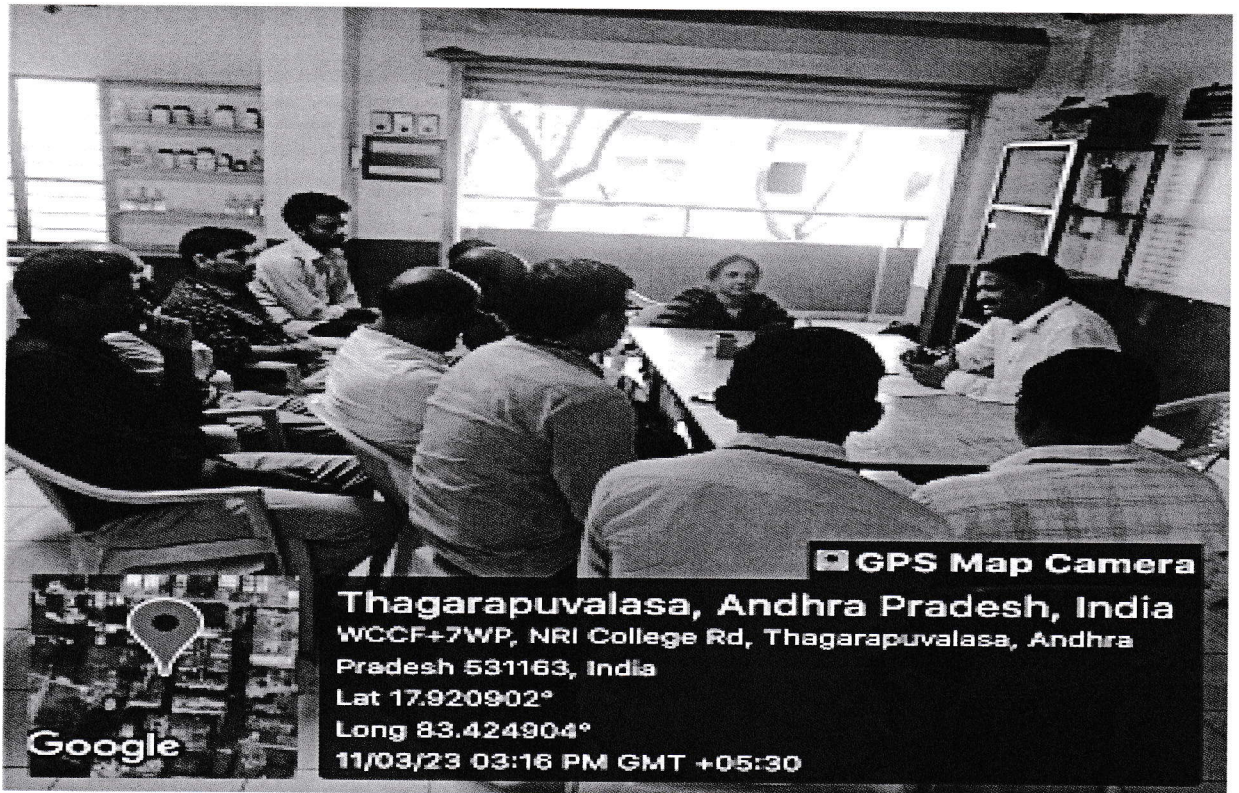
### AMENITIES COMMITTEE MEMBERS:

S. No.	Name of the Staff Member	Designation & Dept.	
1.	Dr K. RamaKrishna	Principal	Chairman
2.	Dr. V. Jagannadha Rao	Asst. Prof., Chemistry,	Convener
3.	Mr. G. Umamaheswara Rao	Sr. Asst. Prof., Mech.	Member
4.	Mr. Kiran Kumar	Asst. Prof., IT	Member
5.	Ms K. Lavanya	Asst. Prof., EEE	Member
6.	Ms. G. Gowripushpa	Asst. Prof., CSE	Member
7.	Mr. B. Krishna	Asst. Prof CSD &M	Member
8.	Ms. S. Harika	Asst. Prof. Chemical	Member
9.	Ms. P.Devi	Asst. Prof. ECE	Member
10.	Dr. B.Brahamaji	Asst. Prof., Physics	Member
11.	Dr. M. Padma Latha	Asst. Prof., Chemistry	Member
12.	Mr. M. Vinod Kumar	Asst. Prof., Mathamatics	Member
13.	Ms T. Sunanda Thulasi	Asst. Prof., English	Member
14.	Mr. Siva Sankar	Asst. Prof., Civil	Member
15.	Mr K. Venugopal	Physical Director	Member
16.	Mr. Bhaskara Naidu	Estate supervisor	Member
17.	Mr K.Daiwa Prasad	Purchase Assistant	Member
18.	Mr K. Aditya	IV Year Mechanical	Student

*Handwritten signatures and initials:*  
G. Umamaheswara Rao  
K. Lavanya  
Gowripushpa  
B. Krishna  
S. Harika  
P. Devi  
B. Brahamaji  
M. Padma Latha  
M. Vinod Kumar  
T. Sunanda Thulasi  
Siva Sankar  
K. Venugopal  
Bhaskara Naidu  
K. Daiwa Prasad  
K. Aditya



CENTRAL AMENITIES COMMITTEE MEETING PICS ON 11<sup>TH</sup> MARCH 2023



*Jyothika*





# Anil Neerukonda Institute of Technology & Sciences (Autonomous)

(Permanent Affiliation by Andhra University & Approved by AICTE  
Accredited by NBA (ECE, EEE, CSE, IT, Mech. Civil & Chemical) & NAAC)

Sangivalasa-531 162, Bheemunipatnam Mandal, Visakhapatnam District

Phone: 08933-225083/84/87

Fax: 226395

Website: [www.anits.edu.in](http://www.anits.edu.in)

email: [principal@anits.edu.in](mailto:principal@anits.edu.in)

No: ANITS/GEN-03/ Letter/2022-23/2

Date: 19 - 09 - 2022

From

Dr. V.Jagannadha rao

Convener

Amenities Committee

ANITS

To

The Principal

ANITS

Respected Sir,

Sub:- Consolidated Furniture requirements for the academic year 2022-23

Herewith I am furnishing the details of furniture required for the academic year 2022-23

## Faculty Details

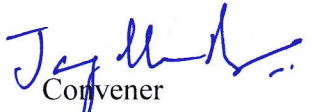
S. No	Details	As on No	Expected to be join/ required	Total
1	Faculty	228	43	271
2	Faculty Chairs	201	70	271
3	Faculty Tables	245	26	271
4	Faculty Almirahs	230	41	271

## Student Details

S. No	Departments	Existing Tables	Student Table Repairs	Faculty table in the class room repair
1	ECE	248	37 tops should be screwed	
2	CSE	288 +9	9 tops should be screwed, 2desk	
3	CSM & CSD			
4	EEE	278	23 tops should be screwed	1 faculty table top
5	MECH	288 +49	104 tops should be repaired	
6	IT	191	15 tops should be screwed, 1 Back seat	1 faculty table top
7	CIVIL	129	2 back + 5 desk	
8	CHEMICAL	269	87 tops required screws 4desk +2 seats + 8 back	1 faculty table top
9	ADMIN & EXAM Sec	203 + 242	10 tops should be repaired, 2 desk	
10	Drawing halls	211	40 tables need to be repaired	
11	Faculty chairs	9 chairs	Net to be weaved	

Thanking you sir,

Yours Faithfully

  
Convener  
Amenities Committee

Note ① All the furniture is procured and distributed to the respective departments on 6/1/2023  
② All the repair works are done by the date 20/2/2023





# Anil Neerukonda Institute of Technology & Sciences (Autonomous)

(Affiliated to AU, Approved by AICTE & Accredited by NBA & NAAC with 'A' Grade)

SANGIVALASA-531 162, Bheemunipatnam Mandal, Visakhapatnam District

Phone: 08933-225083/84/87

Fax: 226395

Website: [www.anits.edu.in](http://www.anits.edu.in)

email: [principal@anits.edu.in](mailto:principal@anits.edu.in)

No: ANITS/GEN-03/ Meeting notice/2022-23/2

Date: 01 - 09 - 2022

## CIRCULAR

This is to Inform to all the members of the Central amenities committee that there will be a meeting on 02/09/2022 i.e. Tuesday at 02.00 PM in Conference Hall A- Block. All the committee members are requested to attend the meeting without fail.

### Agenda

1. Furniture for the newly joined faculty.
2. Any other issues

### Amenities Committee Members:

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

Dr. Jagannadha Rao

Prof KSRama Krishna

Convener  
Central amenities committee  
Copy To

Principal  
Anil Neerukonda Institute of  
Technology & Sciences  
Sangivalasa- 531 162  
Visakhapatnam Dist

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





## Anil Neerukonda Institute of Technology & Sciences (Autonomous)

(Permanent Affiliation by Andhra University & Approved by AICTE  
Accredited by NBA (ECE, EEE, CSE, IT, Mech. Civil & Chemical) & NAAC)

Sangivalasa-531 162, Bheemunipatnam Mandal, Visakhapatnam District

Phone: 08933-225083/84/87

Fax: 226395

Website: [www.anits.edu.in](http://www.anits.edu.in)

email: [principal@anits.edu.in](mailto:principal@anits.edu.in)

No: ANITS/GEN-03/ Minutes of Meeting notice/2022-23/2

Date: 02- 09 - 2022

### Minutes of the Meeting

#### Agenda

1. Review of Functions of the Committee at department and Central level
2. Procurement of Items & Repairs at department level required for the academic year 2022-23
3. Dates of the Departments for Principal Visit
4. Any other issues

1. The committee discussed the functions of the committee, the extinct they have to handle the amenities work at departmental and central level as

They will see the general procurement of items and its Maintenance at the department central level

- a. Furniture items like Tables, Chairs, Almirahs, stools etc required at department level
- b. Electrical items like Fans, Lights, electrical points etc required at department level
- c. Plumbing works at department level
- d. Plastic buckets , mugs and dustbins required at department level
- e. Classroom boards, white boards, cloth boards (notice boards) Notice boards required at department level
- f. Water Coolers, service and frequency of cleaning required at department level
- g. First aid boxes and medicines required at department level

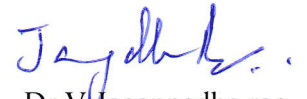
At central level Earlier the committee look after the college cafeteria facilities as they out sourced earlier to check and monitor the quality and the price, as now it is run by the college the committee decided to drop from this central level issue.

The central facilities like parking of the vehicles and their issues were discussed, they will decide the looking after these issues after discussing with the Principal sir.

2. The committee decided by the Next Saturday they will enlist the repair works required for furniture, plumbing and electrical works and prepare a consolidated report that send to the office.
3. The following dates were decided for the Principals Visit to the departments to monitor the activities of the committee at departments

Department	Date
ECE	16-09-22
EEE	16-09-22
CSE	16-09-22
Mech	17-09-22
IT	15-09-22
Civil	14-09-22
Chemical	17-09-22
Maths	14-09-22
physics	14-09-22
Chemistry	13-09-22
English	19-09-22

4. The committee decided to meet regularly every 4<sup>th</sup> Saturday/ Friday of the month to review the regularly the monthly activities



Dr. V. Jagannadha rao  
Convener

Central amenities committee

Copy To

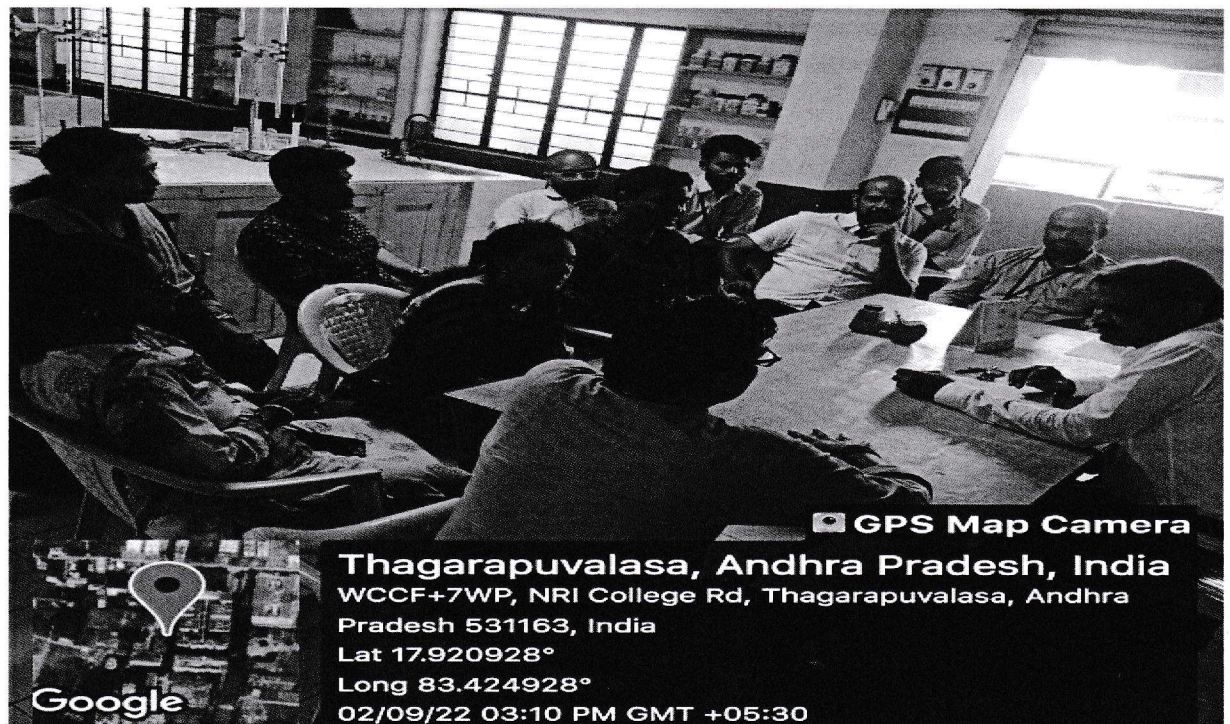
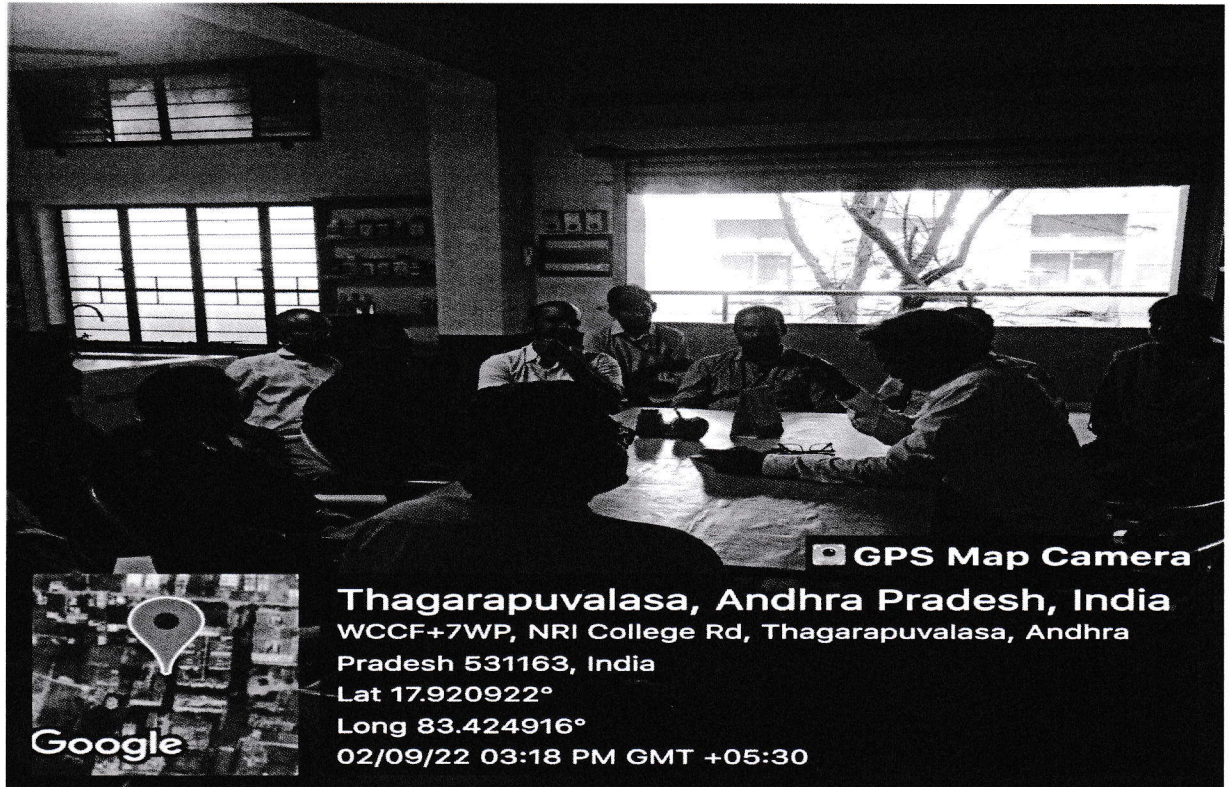
1. All the HOD's – with request to arrange to circulate concern staff
2. Directors and deans for information



Principal  
Anil Neerukonda Institute of  
Technology & Sciences  
Sangivalasa- 531 162  
Visakhapatnam Dist



CENTRAL AMENITIES COMMITTEE MEETING PICS ON 2<sup>nd</sup> SEP 2022



*J. M. B.*