



RAJIV GANDHI COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE and Affiliated to Pondicherry University)

(Accredited with 'A' Grade by NAAC)

(Sponsored by Sri Balaji Educational and Charitable Public Trust)

Pondy - Cuddalore Main Road, Kirumampakkam, Puducherry - 607 403.

Dr. Vijayakrishna Rapaka

B.Tech.(Mech.), M.Tech. (Energy), Ph.D. (Ocean Engineering, IIT Madras),
M.I.S.T.E., F.I.I.P.E., M.C.S.I., M.I.S.E.S., M.A.S.E.E.

PRINCIPAL

RG CET/ORD/2023/07

05.04.2023

OFFICE ORDER

Mr. Kathiravan .A, Associate Professor, Department of Electrical and Electronics Engineering will take additional charge as **Maintenance Incharge-Technical** with effect from the FN of **06th April 2023 (Thursday)**.

Duties and Responsibilities:

- Prepare and maintain daily schedule for drivers.
- Perform trouble shooting and diagnostics procedure on vehicles. Record observations and findings during diagnostics run and decide on the correct method of repair, as necessary.
- Ensure that warranties are properly followed up, monitored, and documented.
- Hands - on supervision of all automobile workshop activities, especially technical issues.
- Supervise and follow up on actual progress of each individual repair job.
- Technical ratification of any repair work carried out on the vehicle.


PRINCIPAL

Dr. E. VIJAYAKRISHNA RAPAKA
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