



**St. MARTIN'S ENGINEERING COLLEGE**  
**DHULAPALLY, SECUNDERABAD**

**Academic Year: 2014-2015**

S.No	Date of event	Department/Committee	Plan (Name of the Event)	SOP (Standard Operating Procedure)	Budget for the event	Remarks if any
1	5-05-2014	Civil Maintenance committee	Civil Maintenance works	<ul style="list-style-type: none"><li>• Complaints of their concerned Departments to the help desk.</li><li>• Record the complaint in the Maintenance log book which is at the help desk.</li><li>• Identify the nature of problem and take the necessary action.</li><li>• Forwarding the complaints to IQAC with prior permission from the Principal for the approval.</li><li>• Rectification of complaints.</li></ul>	NA	
					NA	

  
**Mr M Venk Gopal**  
**CONVENER**