



St. Martin's Engineering College

Dhulapally, Secunderbad-500014

MAINTENANCE COMMITTEE: 2015-16

CIVIL WORKS MAINTENANCE COMMITTEE

The Academic administration and maintenance of the college is decentralized and transparency is maintained by constituting various committees with suitable staff members. Civil Maintenance Committee is constituted with the following members.

S.No	Name of the Staff	Dept	Role
1	Mr. W. Venu Gopal	Civil Engineering	Convener
2	Mr. Rajesh Goud	Administration	Member
3	Mr. Surya Narayana Raju	Civil Engineering	Member
4	Mr. G. Kiran Yadav	Administration	Member

Frequency of Meeting: As and when required.

Functionalities:

- 1) The Civil Works Maintenance committee will keep a healthy working atmosphere in all buildings.
- 2) Establish a helpdesk to receive and register the complaints.
- 3) Rectify problems related to maintenance Like Plumbing, Masonry, Carpentry, Painting, Landscaping, and road patch works.
- 4) Rectify and communicate to the person who made the complaint regarding rectified status.

PRINCIPAL
PRINCIPAL

St. MARTIN'S ENGINEERING COLLEGE
DHULAPALLY, SECUNDERABAD-14