



# St. Martin's Engineering College

Dhulapally, Secunderbad-500014

## MINUTES OF MEETING

Minutes of meeting of the Civil Maintenance Committee held on 16<sup>th</sup> May, 2015 at 02:30 PM in the Board Room, MG Block, SMEC.

The following members were present.

S.No	Name of the Staff	Dept	Role	Signature
1	Mr M 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	

### Points discussed:

- 1) Water purifiers
- 2) Over Head water tank Maintenance
- 3) Painting in corridors and class rooms
- 4) Carpenter work for desks and class benches
- 5) Maintenance of the Landscape and Garden
- 6) Patch works on walls
- 7) Plumbing Maintenance

The above point is thoroughly debated and forwarded to the management.

Cc to: 1)Principal  
2)IQAC  
3)All Departments HOD's

Mr M Venu Gopal  
CONVENER