



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

Academic Year: 2016-2017

S.No	Date of event	Department/Committee	Plan (Name of the Event)	SOP (Standard Operating Procedure)	Budget for the event	Remarks if any
1	11-03-2016	Civil Maintenance committee	Civil Maintenance works	<ul style="list-style-type: none">• Complaints of their concerned Departments to the help desk.• Record the complaint in the Maintenance log book which is at the help desk.• Identify the nature of problem and take the necessary action.• Forwarding the complaints to IQAC with prior permission from the Principal for the approval.• Rectification of complaints.	NA	
					NA	


Mr V Rajesh
CONVENER