



St. Martin's Engineering College

Dhulapally, Secunderbad-500100

MINUTES OF MEETING

Minutes of Meeting of the Civil Maintenance Committee meeting held on April 3rd 2018 at 10:30 AM in the Board Room, MG Block, SMEC.

The following members were present.

S.No	Name of the Staff	Dept	Role	Signature
1	Mr Rajesh	Civil Engineering	Convener	
2	Mr.Rajesh Goud	Administration	Member	
3	Mr.Surya Narayana Raju	Civil Engineering	Member	
4	Mr.G.Kiran Yadav	Administration	Member	
5	Mr T Sai Krishna Teja	Civil Engineering	Member	

Points Discussed:

Maintenance of civil works

- Plumbing issue in wash rooms
- Brick masonry work and painting in corridors
Carpenter work for desks and class benches
- Maintenance of the Landscape and Gardening
- Maintenance of false ceiling works .

The above points were thoroughly debated and forwarded to the Management.

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

Mr V Rajesh
CONVENER