



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

**STRATEGIC PERSPECTIVE PLAN FOR THE CIVIL WORKS MAINTENANCE
COMMITTEE**

Academic Year: 2018-19

S.No	Date of event	Department/Committee	Plan (Name of the Event)	SOP (Standard Operating Procedure)	Budget for the event	Remarks if any
1	30-03-2018	Civil Works 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