



# St. MARTIN's ENGINEERING COLLEGE

Dhulapally, Secunderabad-500100

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## **STANDARD OPERATING PROCEDURE FOR CIVIL WORKS MAINTENANCE COMMITTEE**

1. Civil Works Maintenance Committee meeting is conducted at the beginning of each year and as and when required.
2. The Committee sends a communication to Head's of all Departments to provide the complaints of their concerned Departments to the help desk.
3. Head of the concerned Department record the complaint in the Maintenance log book which is at the help desk.
4. The Maintenance committee will identify the nature of problem like Plumbing, Masonry, Carpentry, Painting, Landscaping, and Road Repair Works.
5. The Maintenance committee Forwards the complaints to IQAC with prior permission from the Principal for the approval.
6. After approval process from IQAC and forwards to the concerned person for the rectification of complaints.
7. Once work is completed, inform the same after thorough inspection to the complainant for closing the issue.
8. If the rectified work is satisfied by the complainant then close the issue otherwise re-assign the work for more quality.

Flow chart for the SOP is enclosed overleaf.

**FLOW CHART FOR CIVIL WORKS MAINTENANCE COMMITTEE**



