

## CONVENING ORDER

### CIVIL WORKS MAINTENANCE COMMITTEE

The academic administration of the college is decentralized and transparency is maintained by constituting various committees with senior faculty members. The Civil Works Maintenance Committee is constituted with the following members:

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S. No.	Name of the Faculty	Designation	Dept.
1	Mr. Rajesh Vipparthi	Convener	CIVIL
2	Mr. P Chandra Shekar Reddy	Member	CSE
3	Mr. Shraban Kumar Apat	Member	CSE
4	Mr. Laxman	Member	ECE
5	Mr. V. Sunil Kumar	Member	EEE
6	Mr. B. Ashok Kumar	Member	MECH
8	Mr. Karedla Shashidhar Reddy	Member	S&H

Frequency of Meeting: Once in a year, as and when required

#### Functions and Responsibilities

Frequency of Meeting: As and when required.

#### Functionalities:

- The Civil works Maintenance committee they will keep the healthy working atmosphere in all buildings.
- Establish help desk to receive and register the complaints.
- Rectify the problems related to maintenance like Plumbing, Masonry, Carpentry, Painting, Landscaping, and Road Patch Works, etc.
- Rectify and communicate to the person who made the complaint regarding ratified status.



PRINCIPAL

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St. MARTIN'S ENGINEERING COLLEGE  
Dhulapally (V), Dundigal-Gandimaisamma (M),  
Medchal-Malkajgiri (D), Secunderabad-500 100.