



# St. Martin's Engineering College

(UGC Autonomous)

Dhulapally, Secunderabad-500 100

NBA & NAAC A+ Accredited

www.smec.ac.in



## CONVENING ORDER

### CIVIL WORKS MAINTENANCE COMMITTEE

2020-21

The Academic administration and maintenance of the college is decentralized and transparency is maintained by constituting various committees with suitable staff members. Civil Works Maintenance Committee is constituted with the following members.

S.No	Name of the Staff	Dept	Role
1	Mr V Rajesh	CIVIL	Convener
2	Mr.Rajesh Goud	ADMIN	Member
3	Mr.Laxman	ECE	Member
4	Mr.G.Kiran Yadav	ADMIN	Member
5	Mr. B. Ashok Kumar	MECH	Member
5	Mr T Sai Krishna Teja	CIVIL	Member

**Frequency of Meeting:** Once in a year, As and when required.

**Functionalities:**

- 1) The Civil Works Maintenance committee will keep the healthy working atmosphere in all buildings.
- 2) Establish a helpdesk to receive and register the complaints.
- 3) Rectify problems related to maintenance like Plumbing, Masonry, Carpentry, Painting, Landscaping, and Road Patch Works.
- 4) Rectify and communicate to the person who made the complaint regarding ratified status.

PRINCIPAL