



St. Martin's Engineering College

(UGC Autonomous)

Dhulapally, Secunderabad-500 100

NBA & NAAC A+ Accredited

www.smeac.ac.in



MINUTES OF MEETING

Minutes of Meeting of the Civil Maintenance Committee meeting held on Aug 25th, 2020 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.
- Hostel Building Construction.

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

Cc to: 1) Principal

2) IQAC

3) All Department HOD's

Mr. V Rajesh

CONVENER