



# St. MARTIN'S ENGINEERING COLLEGE

An Autonomous Institute  
Dhulapally, Secunderabad- 500 100  
NBA & NAAC A<sup>+</sup> Accredited  
[www.smec.ac.in](http://www.smec.ac.in)



## CONVENING ORDER

### CIVIL WORKS MAINTENANCE COMMITTEE

2021-22

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	Designation	Department
1	Mr V Rajesh	Convener	Civil
2	Mr.Rajesh Goud	Member	Admin
3	G. Sanjeev	Member	ECE
4	Mr. Nagendra	Member	Admin
5	Mr. A Ranjith	Member	Mech
6.	Mr. B. Bhanu Prasad	Member	Civil

**Frequency of Meeting:** 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**

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St. MARTIN'S ENGINEERING COLLEGE  
UGC - AUTONOMOUS  
Survey No. 98 & 100, Dhulapally (V)  
Dundigal-Gandimaisamma (M), Medchal-Malkajgiri (D)  
Secunderabad-500 100, Telangana.