



St. MARTIN'S ENGINEERING COLLEGE

An Autonomous Institute
Dhulapally, Secunderabad- 500 100
NBA & NAAC A+ Accredited
www.smec.ac.in



MINUTES OF MEETING

Minutes of Meeting of the Civil Maintenance Committee meeting held on Aug 28th, 2021 at 10:30 AM in the Board Room, MG Block, SMEC.

The following members were present.

S.No	Name of the Staff	Designation	Department	Signature
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	

Points Discussed:

- Reviewed the Plumbing issue in wash rooms
- Discussed about the Brick masonry work and painting in corridors in the Campus.
- Discussed about the Carpenter work for desks and class benches
- Reviewed the Maintenance of the Landscape and Gardening
- Reviewed the maintenance of false ceiling works in the campus.
- Discussed about the hostel building maintenance

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