



# 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)



## STRATEGIC PERSPECTIVE PLAN FOR THE CIVIL WORKS MAINTENANCE COMMITTEE

Academic Year: 2021-22

S.No	Date of event	Department/Committee	Plan (Name of the Event)	SOP (Standard Operating Procedure)	Budget for the event	Remarks if any
1	26/08/2021	Civil Maintenance committee	Civil Maintenance works	<ul style="list-style-type: none"><li>• Complaints of their concerned Departments to the help desk.</li><li>• Record the complaint in the Maintenance log book which is at the help desk.</li><li>• Identify the nature of problem and take the necessary action.</li><li>• Forwarding the complaints to IQAC with prior permission from the Principal for the approval.</li><li>• Rectification of complaints.</li></ul>	NA	

Mr. V. Rajesh  
Convener