



St. MARTIN'S ENGINEERING COLLEGE

UGC Autonomous

NBA & NAAC A+ Accredited

Dhulapally, Secunderabad – 500100

www.smec.ac.in



CONVENING ORDER

CIVIL WORKS MAINTENANCE COMMITTEE

2022-23

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 Faculty | Designation | Dept. |
|--------|-----------------------|-------------|-------|
| 1. | Mr. P. Guruswamy Goud | Convener | Civil |
| 2. | Mr. Rajesh Goud | Member | Admin |
| 3. | Mr. G. Sanjeev | Member | ECE |
| 4. | Mr. Nagendra | Member | Admin |
| 5. | Mr. A. Ranjith | Member | Mech |
| 6. | Mr. J. Anvesh | 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 Putch Works.
- 4) Rectify and communicate to the person who made the complaint regarding ratified status

PRINCIPAL

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Survey No. 98 & 100, Dhulapally (V)
Dundigal-Gandimaisamma (M), Medchal-Malkajgiri (D)
Secunderabad-500 100, Telangana