



## Minutes of Meeting

Date: 23-08-2022

Minutes of Meeting of Electrical Maintenance Committee held on 23-08-2022 at 10:00 Am in the board room of MG block, SMEC.

S. No.	Name of the Faculty	Designation	Department	Signature
1	Mr. K.V. Govardhan Rao	Convener	EEE	
2	Mr. N. D. Manoj	Member	EEE	
3	Mr. G. Kishore	Member	CSE	
4	Mr. A. Bhasha	Member	IT	
5	Mr. G. Poshamallu	Member	ECE	
6	Mr. S. Pavan Kalyan	Member	Mechanical	
7	Mr. Pandu Ranga Rao	Member	S & H	
8	Mr. Irfan	Member	Admin	
9	Mr. A. Suresh	Member	Admin	

### Points discussed: The committee:

1. Reviewed about Solar Panel Maintenance.
2. Reviewed about Solar Inverters Maintenance.
3. Reviewed about the Solar battery Maintenance.
4. Exhaust fans and timer circuit in the inverters room are checked for maintenance.
5. Generator back up maintenance is reviewed.
6. The complaints received and registered in the log book are checked.

The above points are thoroughly debated and forwarded to management.

CONVENER