



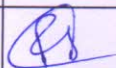
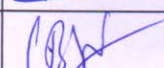
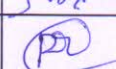

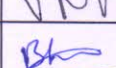
St. Martin's Engineering College
Dhulapally, Secunderabad-500014

SMEC/FC/2013-14/06

MINUTES OF THE MEETING

The Facilities Committee meeting was held in the board room on 04th December 2013 at 10.00 am

The following attended:

S. No.	Name of the Staff	Dept.	Role	Signature
1	Mr. Rajesh	Admin	Convener	
2	Mr. Bhupender Singh	Admin	Member	
3	Mr. Pradeep	Admin	Member	
4	Mr. Nagendra	Admin	Member	
5	Mr. Bheemaraju	Admin	Member	

The following issues were discussed and action taken.

Facilities Maintenance:

- Reviewed whether Campus is cleaned and well maintained.
- Freshers day, Traditional day & Annual day events are going to be conducted in next two months we have to arrange banners, bouquets, mementos and shalls to guests.


Convener