



## St. Martin's Engineering College


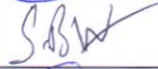



Dhulapally, Secunderabad-500014

No: SMEC/FC/2014-15/04

### MINUTES OF THE MEETING

The Facilities Committee meeting was held in the board room on 10<sup>th</sup> December 2014 at 2.00 pm

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:**

- Technosmec (Technical event ) is going to be conducted in college (paper presentation , poster presentation & technical seminars) for that we should arrange banners, projectors, Laptops, printers etc.,
- Traditional day to be celebrated and all the necessary items to be arranged for all the departments.
- For Annual day event Mementos, Banners , Shalls and Refreshments for guests and students and letter to police seeking the help for smooth conducting of the programme.

  
Convener