



St. Martin's Engineering College


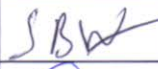



Dhulapally, Secunderabad-500014

No: SMEC/FC/2014-15/02

MINUTES OF THE MEETING

The Facilities Committee meeting was held in the board room on 19th June 2014 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:

- Department Workshops, Seminars & technical events are going to be conducted we should arrange all the required stationery to the departments
- Batukamma festival to be celebrated we should arrange flowers and required materials.
- It is decided that Management and Maintenance Dept go hand-in-hand for regular checks in Campus and share feedback and updates within the committee members.


Convener