



St. Martin's Engineering College






Dhulapally, Secunderabad-500014

SMEC/FC/2015-16/03

MINUTES OF THE MEETING

The Facilities Committee meeting was held in the board room on 15th June 2015 at 02.00 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. Anjaneyulu	Admin	Member	
4	Mr. Nagendra	Admin	Member	
5	Mr. Bheemaraju	Admin	Member	

The following issues were discussed and action taken.

Facilities Maintenance:

- Stationery to be provided to the all departments upon approval from the HOD/ Principal & receiving indent from the departments.
- To arrange all tables and benches at the time JNTU Semester Exams.
- Technosmec is to be conducted in college all the required logistics, banners etc, has to be arranged


Convener