





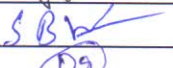
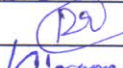
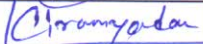
St. Martin's Engineering College
Dhulapally, Secunderabad-500014

SMEC/FC/2016-17/04

MINUTES OF THE MEETING

The Facilities Committee meeting was held in the board room on 06th January 2017 at 3.00 pm

The following attended:

Sno.	Name of the Staff	Dept.	Role	Signature
1	Mr. Rajesh	Admin	Convener	
2	Mr. Nagendra Kumar	Admin	Member	
3	Mr. Bhupender Singh	Admin	Member	
4	Mr. Pradeep	Admin	Member	
5	Mr. Kiran	Admin	Member	

Frequency of Meeting: As and when required

Functions & Responsibilities:

1. Facilities Maintenance:

- To complete daily inspections related to breach of Safety & Security.
- Reviewed whether Campus is cleaned and well maintained.
- Annual day is going to be conducted. For that event necessary arrangements should be done.


Convener