







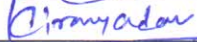
**St. Martin's Engineering College**  
Dhulapally, Secunderabad-500014

SMEC/FC/2016-17/02

**MINUTES OF THE MEETING**

The Facilities Committee meeting was held in the board room on 05<sup>th</sup> August 2016 at 10.00 am

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.
- Discussed about housekeeping staff should be recruited.
- Bathukamma festival is going to be conducted flowers and required material
- Freshers day is organizing in college banners, mikes, DJ is required
- Two day workshop is going to be conducted by ECE department & seminar by CSE department for the workshop we need to arrange kits, certificates, banners etc.,

  
Convener