



St. Martin's Engineering College


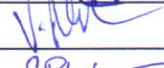
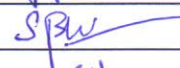
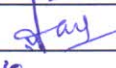
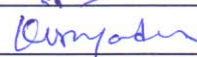
Dhulapally, Secunderabad-500014

Ref: SMEC/FC/2017-18/02

MINUTES OF THE MEETING

The Facilities Committee meeting was held in the board room on 2nd July 2017 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	Mrs. Anuradha	Admin	Member	
5	Mr. Kiran	Admin	Member	

The following issues were discussed and action taken.

1. Facilities Maintenance:

- Monthly once review of the Emergency services and electricity maintenance and Fire extinguishers checking to be done at regular intervals.
- Technovation 2017 to be conducted by Mechanical & CSE department required material to be supplied
- Bonalu and Bathukamma festivals to be celebrated and all the required materials to be arranged.


Convener