



St. Martin's Engineering College


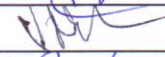
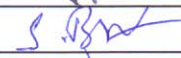
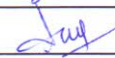
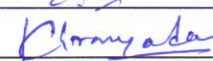
Dhulapally, Secunderabad-500100

Ref: SMEC/FC/2018-19/02

MINUTES OF THE MEETING

The Facilities Committee meeting was held in the board room on 25th June 2018 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:

- Maintaining of class rooms in proper order and regular checking of fans lights and other.
- For all the events in the college mementos design should be changed.
- Instead of presenting expensive bouquets replace it with eco friendly Tulasi plant.
- TV5 channel is conducting Bhakti Vikas programme for that we should arrange necessary requirements for the programme
- Students are going to Industrial visit for that banner and logistics to be arranged.


Convener