



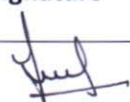
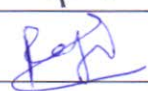
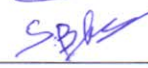



Ref: SMEC/D-C/013/04

Date: 30/06/2013

MINUTES OF THE MEETING

The General Maintenance committee meeting was held in the board room on 2th July 2013 at 10.00 am

The following attended:

S. No.	Name of the Staff	Dept.	Role	Signature
1	Mr. .A. Suresh Kumar	Admin(AO)	Convenor	
2	Mr. Rajesh	Admin	Member	
3	Mr. Bhupendar Singh	Transport	Member	
4	Mrs. Sailaja	Admn	Member	
5	Mr. Nagendra	Admn	Member	
6	Mrs. Nagamani	Principal's Office	Member	

The following issues were discussed and action taken.

1) **Class Room Maintenance:**

- Organize class rooms, make list of needs monthly.
- Fans and lights to be checked in every class room.
- Unplug all electrical devices when not in used.
- Reviewed whether Campus is cleaned and well maintained.

2) **Suggestion/Complaint Register:** It is decided by the committee that the suggestion/Complaint register should be kept in every department for updates.

3) **Wash Rooms:** Cleaning of washrooms should be done every 3hrs with use of odonil and zippers

4) **Maintenance Survey:** It is decided that a survey should be done in regular intervals for feedback and updates on maintenance in all blocks and floors of the college.


Convenor