



ST.MARTIN'S ENGINEERING COLLEGE

(Estd-2002)

Permanently Affiliated to JNTU Hyderabad

COMMITTEES 2014-2015

CONVENING ORDER

The academic administration of the College is decentralized and transparency is maintained by constituting various committees with senior faculty members. General Maintenance Committee is constituted as under:

Sno.	Name of the Staff	Dept.	Role
1	Mr. A Suresh Kumar	Admin (AO)	Convener
2	Mr. Rajesh	Admin	Member
3	Mr. Bhupender Singh	Transport	Member
4	Mrs. Sailaja	Admin	Member
5	Mr. Nagendra	Admin	Member
6	Mrs. Nagamani	Principal's Office	Member

Frequency of Meeting: Monthly, as and when required

Aims of the Committee:

1. Ensure the Maintenance work is carried on a daily basis between 7:00 am to 6:00 pm
Routine checks are made by the team members to check classrooms for regular maintenance.
2. Operate and Maintain the following equipment
 - a) Vacuum Cleaners
 - b) Fire Fighting Equipment
 - c) Generators
 - d) Tables/ Building Material/ Electrical equipment etc.
 - e) Monitor the work of Cleaners and Aayamma's on daily basis and check their Attendance Registers

PRINCIPAL

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ST. Martin's Institute of Business Management
Dhulapally, Dundigal - Gandimaddur Mandal,
Secunderabad - 500 014, A.P.

PRINCIPAL
ST. MARTIN'S ENGINEERING COLLEGE
Dhulapally, Qutbullapur Mandal,
Secunderabad-500 014, A.P.