



ST.MARTIN'S ENGINEERING COLLEGE

(Estd-2002)

Permanently Affiliated to JNTU Hyderabad

COMMITTEES 2017-2018

General Maintenance Committee

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

PRINCIPAL

St. Martin's Institute of Business Management
Dhulapally, Outhbullapur
SECUNDERABAD-500 011