



St. Martin's Engineering College

An Autonomous Institution
Dhulapally, Secunderabad-500 100
NBA & NAAC A+ Accredited



GENERAL MAINTENANCE COMMITTEE 2020-21

CONVENING ORDER

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

S. No.	Name of the Staff	Role	Department
1	Mr. A. Suresh Kumar	Convener	Admin
2	Mr. G. Praveen	Member	TPT
3	Mr. Nagendra	Member	Admin
4	Mr. C.M. Ashok	Member	Mech
5	Mr. Hanuman Naik	Member	Mech
6	Mr. Rajesh	Member	Accounts
7	Mr. G. Kiran Yadav	Member	Admin

Frequency of Meeting: Once in a year, as and when required

Functions and Responsibilities:

- 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.
- 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 basis and check their Attendance Registers

Principal

PRINCIPAL
St. MARTIN'S ENGINEERING COLLEGE
UGC - AUTONOMOUS
Survey No. 98 & 100, Dhulapally (V)
Dundigal-Gandimaisamma (M), Medchal-Malkajgiri (D)
Secunderabad-500 100, Telangana.