



St. Martin's Engineering College

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



MINUTES OF MEETING

Meeting of the General Maintenance Committee was held on July 23rd 2020 at 11 AM in the Board Room. The following staff has attended:

S. No.	Name of the Faculty	Designation	Dept.
1	Mr. A. Suresh Kumar	Convener	Admin
2	Mr. Veeresh	Member	Sports
3	Mr. M. Sahul	Member	S&H
4	Mr. C.M. Ashok	Member	Mech
5	Mr. Hanuman Naik	Member	Mech
6	Mr. M.S.S. Roy	Member	MBA (JNTU)
7	Mr. G. Kiran Yadav	Member	Admin

The following issues have been discussed.

- 1) **CLASS ROOM MAINTENANCE**: Maintaining of class rooms in proper manner using dustless chalk piece and regular checking of fans and lights
- 2) Campus cleanness
- 3) **Suggestion/Complaint Register**: It is decided that the suggestion/Complaint
- 4) **WASH ROOMS**: Cleaning of washrooms in every 3hrs and using odonil zippers
- 5) **Maintenance Survey**: It is decided that a survey should be done in regular intervals and get feedback about the maintenance of every Block

Convener