



St.Martin's Engineering College

Dhulapally, Secunderabad-500 014

MECHANICAL MAINTENANCE COMMITTEE

Academic Year : 2013-14

The Academic administration and maintenance of the college is decentralized and transparency is maintained by constituting various committees with suitable staff members. Mechanical Maintenance Committee is constituted with the following members.

S.No	Name of the Staff	Role	Department	Mobile No
1	Mr. T. Paramesh	Convener	Mechanical Engineering	9000888195
2	Mr. M. Bhojendra Naik	Member	Mechanical Engineering	7799336279
3	Mr.K.Nageshwar Rao	Member	Mechanical Engineering	9032187220
4	Mr.R.Suvarna Babu	Member	Mechanical Engineering	9705518260

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

Functionalities and Responsibilities: The committee will

- Establish a help desk to receive all Machines/Equipment related complaints.
- Diagnose the problem and inform to the person who registered the complaint about root cause of the problem and time required to resolve the same.
- Discuss with the team members to be involved in maintenance of the respective Machines/Equipment about necessary action plan, materials required, etc.
- Machines Trials and documentation.
- Increase the utilization of machine facilities.
- Assist the administration in preparing the proposed requirement of machines.
- Assign work responsibilities to the team members.


PRINCIPAL

ST. MARTIN'S ENGINEERING COLLEGE
Dhulapally (V), Dundigal-Gandimaisamma (M)
Medchal-Malkajgiri (D), Secunderabad-500014.