







# St. Martin's Engineering College

Dhulapally, Secunderabad-500014

## MINUTES OF MEETING

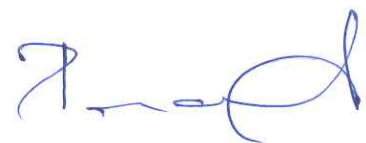
Mechanical maintenance Committee held on 11<sup>th</sup> July 2013 at 10:30 AM in the Mechanical Seminar Room.

The following members were present during the meeting:

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

The following points were discussed during meeting and recorded as below:

1. Equipment in clean, orderly and functional condition.
2. Assist in the maintenance, operation and repair of a variety of mechanical equipment.
3. Repair and maintain small components.
4. Machinery and Equipments to run smoothly.
5. The Lab In-charges should maintain the lab exercise manuals and necessary tools to do the experiment readily.



CONVENER