



St. Martin's Engineering College

Dhulapally, Secunderabad-500 014

Date: 24-07-2017

CIRCULAR

All the mechanical maintenance Committee members are hereby inform to attend the mechanical maintenance committee meeting in Board Room scheduled to be held on 24th July 2017, at 10:30 AM, MG Block, SMEC.

All the committee members are requested to attend the meeting.

Agenda:

1. Proper maintenance practices to be involved in the systems so that Machinery and Equipments run smoothly.
2. To keep complete maintenance history of each equipment ready at the times.
3. Equipment to be kept in clean, orderly and functional condition.

CONVENER

Cc to:

- 1) The Principal Sir – For kind information
- 2) The Executive Director - For kind information
- 3) All HODs