



# St. Martin's Engineering College

Dhulapally, Secunderabad-500014

## MINUTES OF MEETING

With the reference to the circular dated on 24<sup>th</sup> July 2017, Mechanical Maintenance Members have been assembled in the Board Room for addressing.

The following members were present during the meeting:

S.No	Name of the Staff	Role	Department	Signature
1	Mr. B. Srinivasulu	Convener	Mechanical Engineering	SB
2	Mr. M. Bhojendra Naik	Member	Mechanical Engineering	[Signature]
3	Mr. Y. Chandara Sekhar Yadav	Member	Mechanical Engineering	[Signature]
4	Mr. T. Paramesh	Member	Mechanical Engineering	[Signature]

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

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.
4. The type complaints received are reviewed and analyzed.

SB

CONVENER