



St. Martin's Engineering College

Dhulapally, Secunderabad-500100

Date: 02-07-2018

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 2nd July 2018, at 11:30 AM, MG Block, SMEC.

All the committee members are requested to attend the meeting.

Agenda:

1. Performing preventive, predictive, or reliability-centered maintenance.
2. Keeping a regular track record of equipment condition and maintenance performed.
3. The maintenance record keeping system must be kept updated on regular basis so that a complete maintenance history of all machine components is available at all times.

CONVENER

Cc to:

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