



# St. Martin's Engineering College

Dhulapally, Secunderabad-500100

## MECHANICAL MAINTENANCE COMMITTEE

Academic Year : 2018-19

Mechanical Maintenance Committee has been constituted to attend to the repair of mechanical equipment. The following are members of the committee:

S.No	Name of the Staff	Role	Department	Mobile No
1	Mr. B. Srinivasulu	Convener	Mechanical Engineering	9618296185
2	Mr. M. Bhojendra Naik	Member	Mechanical Engineering	7799336279
3	Mr. Y. Chandara Sekhar Yadav	Member	Mechanical Engineering	9866596651
4	Mr. T. Paramesh	Member	Mechanical Engineering	9000888195

**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  
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St. MARTIN'S ENGINEERING COLLEGE  
Dhulapally (V), Dundigal-Gandimaisamma (M)  
Medchal-Malkajgiri (D), Secunderabad-500100