



# St. Martin's Engineering College

Dhulapally, Secunderabad-500100

## MINUTES OF MEETING

With the reference to the circular dated on 2<sup>nd</sup> July 2018, 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	
3	Mr. Y. Chandara Sekhar Yadav	Member	Mechanical Engineering	
4	Mr. T. Paramesh	Member	Mechanical Engineering	

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

1. Performing preventive, predictive, or reliability-centered maintenance.
2. Keeping track of equipment condition and maintenance performed or planned is critical.
3. The maintenance recordkeeping system must be kept current so that a complete maintenance history of each piece of equipment is available at all times.
4. The complaints received are reviewed and analyzed.

SB

CONVENER