



St. MARTIN'S ENGINEERING COLLEGE

An Autonomous Institute
Dhulapally, Secunderabad - 500100.
NBA & NAAC A+ ACCREDITED



MINUTES OF MEETING

With the reference to the circular dated on 02nd Dec 2019, 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	Dr. 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	Paramesh

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