



St. Martin's Engineering College

An Autonomous Institute

Approved by AICTE / Affiliated to JNTUH, Hyderabad / NAAC-Accredited 'A+' Grade
2(F) & 12(B) status (UGC) / ISO 9001:2008 Certified / NBA Accredited / SIRO (DSIR) / UGC-Paramarshi

Recognized Remote Center of IIT, Bombay
Dhulapally, Secunderabad – 500100

www.smec.ac.in



Date: 11-12-2020

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 11th 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.