



St. Martin's Engineering College

An Autonomous Institute

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

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

www.smec.ac.in



MECHANICAL MAINTENANCE COMMITTEE

Academic Year: 2020-21

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	Dr. Ravinaik Banoth	Convener	Mechanical Engineering	9441592640
2	Mr. M.Bhojendra Naik	Member	Mechanical Engineering	7799336279
3	Mr. Y Chandra 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 involved in maintenance of the respective Machines/Equipment about necessary action plan, materials required, etc.
- ❖ Machine 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
PRINCIPAL

St. MARTIN'S ENGINEERING COLLEGE
UGC - AUTONOMOUS
Survey No. 98 & 100, Dhulapally (V)
Dundigal-Gandimaisamma (M), Medchal-Malkajiri (D)
Secunderabad-500 100, Telangana.