



St. Martin's Engineering College

An Autonomous Institute

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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



MINUTES OF MEETING

With the reference to the circular dated on 11th Dec 2020, 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. Ravinaik Banoth	Convener	Mechanical Engineering	
2	Mr. M.Bhojendra Naik	Member	Mechanical Engineering	
3	Mr. Y Chandra 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 important.
3. The maintenance record keeping 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.

CONVENER