



ST. MARTIN'S ENGINEERING COLLEGE

UGC AUTONOMOUS

Dhulapally, Secunderabad-500 100

NBA & NAAC A+ Accredited

DEPARTMENT OF MECHANICAL ENGINEERING

www.smec.ac.in



Convening order

MECHANICAL MAINTENANCE COMMITTEE

Academic Year: 2022-23

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. P. Uday Kumar	Member	Mechanical Engineering	9182047100
3	Mr. Y Chandra Sekhar Yadav	Member	Mechanical Engineering	9866596651
4	Mr. A. Ranjit	Member	Mechanical Engineering	9505460062

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.


8/11/22

PRINCIPAL

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