SHADAN COLLEGE OF ENGINEERING AND TECHNOLOGY

Affiliated to JNTUH | Approved by AICTE, New Delhi | Permitted by TS Govt.

HimayatSagar Road, Peerancheru, Hyderabad, Telangana State

ACTION TAKEN: 2017-18

CIVIL MAINTENANCE COMMITTEE

S. No.	Ref. No	Date of complaint received	Description	Date of complaint resolved	Date of information given to concerned person
1	SECT/CWMC/2017-18/001	22/08/17	Door repair in Ground floor CSE lab	23/08/17	24/08/17
2	SECT/CWMC/2018/002	14/03/18	Painting patchwork in wash room and wash basin in 1st floor	17/03/18	18/03/18
3	SECT/CWMC/20 18/003	10/04/18	Wall corner damaged in Seminar hall	10/04/18	10/04/18

Shadan College of Engineering & Technology College Code: 08 Hyderabad-86, T.S. Peeran Cheru

PRINCIPAL
Shadan College of Engineering & Technology.
Peeran Cheru, Hyderabad-86, T.S.
College Code: 08

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Date: 12-05-2017

CIRCULAR

This is to advise to all the Civil Maintenance Committee individuals will meet on 15-05-2017at 1O: OO AM in the Board Room, SCET.

All the advisory group individuals are mentioned to join in.

Cc to:

1) Principal
2) IQAC

Convener

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MAINTENANCE COMMITTEE: 2017-18

CIVIL MAINTENANCE COMMITTEE

Various Committees are formed in the college for the smooth and efficient management of various activities. The Civil Maintenance Committee is constituted in consultation with HOD Civil for one academic year or until new committees are constituted.

The Committee is constituted with the following faculty members:

S.no.	Name of the Staff	Dept.	Role
1	Md Huzaifa Yameen	Civil	Convener
2	K Sreedhar Reddy	Civil	Member
3	Rama Krishna	Civil	Member
4	Chitti babu	Administration	Member

Frequency of Meeting: As and when required.

Functionalities: The Computer Maintenance Committee looks after the following:

1) The Civil Works Maintenance advisory group will keep a sound working environment in all structures.

2) establish an assist work area with accepting and register the grievances.

3) Rectify issues identified with upkeep Like Plumbing, Masonry, Carpentry, Painting, Landscaping, and street fix works.

4) Rectify and impart to the individual who submitted the question with respect to sanctioned status.

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MINUTES OF MEETING

Minutes of meeting of the **Civil Maintenance Committee** held on 15-05-2017 at 11: 00 AM in the boardroom, SCET

S.No.	Name of the Faculty	Designation	Dept.	Signature
1	Md Huzaifa Yameen	Civil	Convener	
2	K Sreedhar Reddy	Civil	Member	
3	Rama Krishna	Civil	Member	
4	Chitti babu	Administration	Member	

Points Discussed:

- Water purifiers
- Patch work on walls
- Plumbing maintenance

Convener

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PERSPECTIVE PLAN FOR 2017-18

CIVIL MAINTENANCE COMMITTE

S. No.	Date of the event	Department/ Committee	Plan (Name of the Event)	SOP (Standard Operating Procedure)	Budget for the event	Details
1	06/05/2017	Civil Maintenance Committee	Civil Maintenance works	➢ Complaints of their concerned department to the help desk. ➢ Identity the nature of problem take the necessary action ➢ correction of complaints	As applicable	

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