



St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad – 500014.

COMMITTEES 2015-16 PUBLICATION COMMITTEE

The academic administration of the college is decentralized and transparency is maintained by constituting various committees with senior faculty members. Publication Committee is constituted with the following members.

| S. No. | Name of the Faculty | Designation | Dept. |
|--------|-----------------------|-------------|-------|
| 1 | Mr K V Govardhan Rao | Convener | EEE |
| 2 | Mr K Rajashekar Reddy | Member | MECH |
| 3 | Mrs. Shabana Tabassum | Member | CIVIL |
| 4 | Mr. G Sridhar Babu | Member | EEE |
| 5 | Mrs. K B K S Durga | Member | CSE |
| 6 | Mr. G Ramesh Reddy | Member | ECE |
| 7 | Mr. B Vijay Kumar | Member | IT |
| 8 | Ms. K Swapna Sree | Member | S & H |
| 9 | Ms A Sharada | Member | MBA |

Frequency of Meeting: As and when required.

Functions and Responsibilities

- Preparing a college newsletter, collect department wise publications, research information, Achievements of students/staff .
- Receiving the articles / reports from the students/staff and edit, submit to the college magazine/newsletter
- Collection & ensuring that the reports/articles are thoroughly verified by plagiarism tool at minimum levels.
- To collect and maintain the record of the research paper publications department wise
- To appoint students/staff as sectional editors and also a team is framed to collect the information regularly from all the departments.
- To collect & provide the photographs of staff and students required for the magazine on all the in and off campus related events.
- To get the college magazine printed on or before April and also distribute the same to students and staff.
- To submit the department wise newsletter to the IQAC, once in six months.

Note: All the above said Activities must be documented and submit the same to the IQAC Committee without fail


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