



# St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad – 500014.

## COMMITTEES 2016-17 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.P Paramesh	Member	MECH
3	Mr.V Rajesh	Member	CIVIL
4	Mr. G Sridhar Babu	Member	EEE
5	Mr.I Uma maheshwara Rao	Member	CSE
6	Mr. G Ramesh Reddy	Member	ECE
7	Mr. B Vijay Kumar	Member	IT
8	Ms. K Swapna Sri	Student Member	S & H
9	Mr. Girish II EEE	Student Member	EEE
10	Mr.Pranay, II CSE, C	Student Member	CSE

Frequency of Meeting: As and when required.

### Functions and Responsibilities

- Preparation of the college newsletter, collect department wise publications, research information, Achievements of students/staff .
- To receive the articles / reports from the students/staff and edit, submit to the college magazine/newsletter
- To collect & ensure 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

*Pranj*  
PRINCIPAL  
PRINCIPAL

