



# St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad – 500014.

## COMMITTEES 2017-18 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.N.Sainath	Convener	CSE
2	Mr.PPC Prasad	Member	MECH
3	Mr.V Rajesh	Member	CIVIL
4	Mr.T.Kalyani	Member	EEE
5	Mr.I Uma maheshwara Rao	Member	CSE
6	Mr. G Ramesh Reddy	Member	ECE
7	Mr. G Ashok	Member	IT
8	Ms. Himavati, II MECH C	Student Member	MECH
9	Mr. Girish III EEE	Student Member	EEE
10	Mr.Pranay, III CSE, C	Student Member	CSE

Frequency of Meeting: As and when required.

### Functions and Responsibilities

- To Prepare a college newsletter by collecting 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.

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

  
PRINCIPAL