



St. MARTIN'S ENGINEERING COLLEGE

An Autonomous Institute
Dhulapally, Secunderabad - 500100.
NBA & NAAC A+ ACCREDITED



CONVENING ORDER

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	Dr. P. K. A. Chitra	Convener	CSE
2	Mr. B. Bheema Raju	Member	MECH
3	Mr. V. HemaSekhar Reddy	Member	CIVIL
4	Ms. T. Kalyani	Member	EEE
5	Mr. Devarakonda Krishna	Member	CSE
6	Mr. A.Shraban Kumar	Member	CSE
7	Ms. Himavati(16K81A03E0)	Student Member	MECH
8	Mr. Girish (16K81A0207)	Student Member	EEE
9	Chandi Lahari(16K81A05N0)	Student Member	CSE

Frequency of Meeting: Once in a year, as and when required

Functions & Responsibilities

- To document a college newsletter, collect department wise publications, research information, Achievements of students/staff etc.
- To receive the articles / reports from the students/staff and edit, submit the college magazine/newsletter.
- To collect and ensure that 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.

PRINCIPAL

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St. MARTIN'S ENGINEERING COLLEGE
Dhulapally (V), Dundigal-Gandimaisamma (M),
Medchal-Malkajgiri (D), Secunderabad-500 100.