

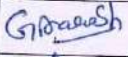
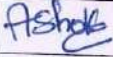
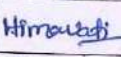



MINUTES OF MEETING

Meeting of the Publication Committee was held on July 18th 2019 at 10:30AM in the Library of MG Block, SMEC. The following members attended.

S. No.	Name of the Faculty	Designation	Dept.	Signature
1	Mr.N.Sainath	Convener	CSE	
2	Mr.Bheema Raju	Member	MECH	
3	Mr.V Rajesh	Member	CIVIL	
4	Mr.T.Kalyani	Member	EEE	
5	Mr.D Ramana Kumar	Member	CSE	
6	Mr. G Ramesh Reddy	Member	ECE	
7	Mr. G Ashok	Member	IT	
8	Ms. Himavati, III C, Mech	Student Member	MECH	
9	Mr.Prashanth IV CSE	Student Member	CSE	

The following Points were discussed:

1. The college newsletter to be documented by collecting the department wise publications, seminars and workshops organized student activities & Achievements of students/staff.
2. Receive the articles / reports from the students/staff and edit, submit to the college magazine/newsletter
3. The members are informed to collect & ensure that the reports/articles are thoroughly verified by plagiarism tool at minimum levels.
4. Also , it is informed to appoint students/staff as sectional editors and a team is framed to collect the information regularly from all the departments.
5. Assign a dedicated staff and 2 students to collect & provide the photographs of required for the magazine on all the in and off campus related activities/events.

The above points are thoroughly debated and forwarded to principal


18/7/19
Convener