



# ST. MARTIN'S ENGINEERING COLLEGE

An UGC Autonomous Institute  
Dhulapally, Secunderabad-500 100  
NBA, NIRF & NAAC A+ Accredited  
www.smec.ac.in



## MINUTES OF MEETING


Publication Committee Meeting was held on 23-11-2020 at 10:30 AM in the library at MG Block. The following members had attended

S. No.	Name of the Faculty	Designation	Dept.
1	Dr. N. Satheesh	Convener	CSE
2	Mr. R. Hanuma Naik	Member	MECH
3	Mr. V. HemaSekhar Reddy	Member	Civil
4	Ms. T. V. Sai Kalyani	Member	EEE
5	Mr. Devarakonda Krishna	Member	CSE
6	Mr. P. Ganesh Kumar	Member	IT
7	Mr. G. Ramesh Reddy	Member	ECE
8	Ms. Himavati (16K81A03EO)	Student Member	MECH
9	Mr. Girish (16K81A0207)	Student Member	EEE
10	Chandi Lahari (16K81A05NO)	Student Member	CSE

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 in and off campus related activities/events.

The above points are thoroughly debated and forwarded to principal.

  
Dr. N. Satheesh  
Convener