



## St. Martin's Engineering College

Dhulapally, Secunderabad-500014

### FACILITIES COMMITTEE 2013-2014

#### CONVENING ORDER

The administration of the College is decentralized and transparency is maintained by constituting various committees with senior administrative members.

Facilities Committee is constituted as under:

Sno.	Name of the Staff	Dept.	Role
1	Mr. Rajesh	Admin	Convener
2	Mr. Bhupender Singh	Admin	Member
3	Mr. Pradeep	Admin	Member
4	Mr. Nagendra	Admin	Member
5	Mr. Bheemaraju	Admin	Member

**Frequency of Meeting:** As and when required (min two times)

#### **Functions & Responsibilities:**

- The committee is entitled for maintaining the Infra Structure of the College and to ensure every individual in the committee is charged with taking responsibility of day to day maintenance and upgrades.
- The main purpose of publicity is to encourage interest in the Society's activities.
- To undertake Repair/ Maintenance wherever necessary from time to time.
- Printing books, Leave Forms, OD Forms and all necessary supportive documents related for College Administration.
- To provide all administrative support in the college.

PRINCIPAL

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ST. MARTIN'S ENGINEERING COLLEGE  
Dhulapally (V), Dundigudi-Gandhinisamma (M)  
Medchal-Madhapur, Secunderabad-500014