



## St. Martin's Engineering College

Dhulapally, Secunderabad-500014

### FACILITIES COMMITTEE 2014-2015

#### 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. Nagendra Kumar	Admin	Member
3	Mr. Bhupender Singh	Admin	Member
4	Mr. Bheemaraju	Admin	Member
5	Mr. Pradeep	Admin	Member

**Frequency of Meeting:** As and when required (Min 2 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.
- Committee tracks the success of the admissions process each year by maintaining the database of pertinent information on the applicants.
- To undertake Repair/ Maintenance wherever necessary from time to time.
- Maintaining of class rooms in proper manner using dustless chalk piece and regular checking of fans and lights
- Printing books, Leave Forms, OD Forms and all necessary supportive documents related for College Administration.
- To provide all administrative support in the College.

PRINCIPAL

PRINCIPAL  
ST. MARTIN'S ENGINEERING COLLEGE  
Dhulapally (V), Dundigol-Gandhinisamma (M)  
Medchal-Malkajgiri (D), Secunderabad-500014