



St. Martin's Engineering College

Dhulapally, Secunderabad-500100

FACILITIES COMMITTEE 2018-2019

CONVENING ORDER

The academic 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	Mrs. Anuradha	Admin	Member
5	Mr. Kiran	Admin	Member

Frequency of Meeting: As and when required

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 deal with Emergency issues/undertake Repair works/ Maintenance wherever necessary from time to time.
- To maintain Stock of all the necessary Stationery items when required by the management.
- Printing books, Leave Forms, OD Forms and all necessary supportive documents related for College Administration.
- Provide support for Educational Fairs, logistics and for publicity.


PRINCIPAL

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ST. MARTIN'S ENGINEERING COLLEGE
Dhulapally Village, Gandimaisamma (M),
Malkajgiri (D), Secunderabad-500100