



St. MARTIN'S ENGINEERING COLLEGE

An Autonomous Institute
Dhulapally, Secunderabad - 500100.
NBA & NAAC A+ ACCREDITED



CONVENING ORDER FACILITIES COMMITTEE

The academic administration of the college is decentralized and transparency is maintained by constituting various committees with senior faculty members. Facilities Committee is constituted with the following members.

| S.No | Name of the Staff | Dept | Role |
|------|-------------------|-------|----------|
| 1 | Mr.Rajesh | Admin | Convener |
| 2 | Mr.Nagendra Kumar | Admin | Member |
| 3 | Mr.Niranjan | Admin | Member |
| 4 | Mrs.Anuradha | Admin | Member |
| 5 | Mr.Kiran | Admin | Member |

Frequency of Meeting: Once in a year, 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 the 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 necessary stationary 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 publicity.

PRINCIPAL

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St. MARTIN'S ENGINEERING COLLEGE
Dhulapally (V), Dundigal-Gandimaisamma (M),
Medchal Malkajigiri (D), Secunderabad-500 100.