



## St.MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad – 500100

Ref: SMEC/PC/2018-19/01

Date: 13-08-2018

### CIRCULAR

All the Photography Committee Members are requested to attend the meeting in the Board Room today by 12:30 PM.

#### Agenda:

- Taking photos at Programs, Seminars, and special events.
- Emailing the photos to the Newsletter Chair for publishing in the Newspapers.
- Coordinating with the other photographer(s) to ensure coverage of the events.
- Arranging a volunteer if no other photographers are available to cover an event.

  
CONVENER

Cc to: 1) The Principal- For kind information  
2) All HODs-For kind information