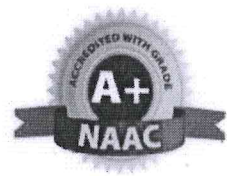




# St.MARTIN'S ENGINEERING COLLEGE

UGC Autonomous  
NBA & NAAC A+ Accredited  
Dhulapally, Secunderabad – 500100  
www.smec.ac.in



Ref No: SMEC/ECAC/2023-24/007

Date:1.11.2023

## CONVENING ORDER

### EXTRA CURRICULAR ACTIVITIES COMMITTEE 2023-24

Empowering Growth, Fostering Talent, Enhancing Student Experiences Beyond Academics. The Extra Curricular Activities Committee plays a crucial role in enriching the educational experience by providing opportunities for students to explore their interests, develop skills, and foster a sense of community outside of the classroom. We strive to showcase and share student talents with society, enriching our community. The academic administration of St. Martin's Engineering College is decentralized and transparency is maintained by constituting various committees with senior faculty members.

S. No.	Name of the Faculty	Designation	Dept.
1	Mr. S. Veeresh Kumar	Convener	IT
2	Mr. V. Chandraprakash	Member	IT
3	Mrs. CH. Anusha	Member	ECE
4	Mr.N.Daniel Manoj	Member	EEE
5	Mrs. E. Soumya	Member	CSE
6	Mr. P. Uday Kumar	Member	ME
7	Mrs. Sravanthi	Member	CE
8	Mr.S.Srinivas	Member	FME
9	Mrs. B. Sravani	Member	FME

The Extra Curricular Activities Committee is constituted with the following members.

**Frequency of Meeting:** Once a year, as and when required

#### Functions and Responsibilities

Showcase student talents through extracurricular initiatives, enhancing their visibility within society.

Cater to students' holistic development needs through extracurricular engagement.

Determine which events, performances, and additional activities to incorporate into Traditional Day.

Coordinate logistics by securing venues, equipment, and required permits.

Promote the Traditional Day event effectively via posters, social media, and announcements.

Schedule rehearsals to ensure preparedness among performers and participants.

Successfully execute the planned activities on celebratory occasions.

Dr. M. Sreenivas Rao  
PRINCIPAL  
St. MARTIN'S ENGINEERING COLLEGE  
UGC - AUTONOMOUS  
Survey No. 98 & 100, Dhulapally (V)  
Indigal-Gandimaisamma (M), Medchal-Malkajgiri (D)  
Secunderabad-500 100