



# Bhoj Reddy Engineering College for Women

(Sponsored by Sangam Laxmibai Vidyapeet, Approved by AICTE and Affiliated to JNTUH)  
Accredited by NAAC with A Grade, Recognized under section 2(f) of the UGC act, 1956  
Vinaynagar, I S Sadan X Roads, Saidabad, Hyderabad - 500 059, Telangana  
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Dr G Shyama Chandra Prasad  
Principal

Telephone: +91 40 2453 1719  
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15<sup>th</sup> December 2025

## Event Management Committee Academic Year – 2025-26

S No	Members of the Committee	Department	Designation
1	Ms J Stella Mary, Associate Professor	ECE	Coordinator
2	Ms Munawar Sultana, Assistant Professor	CSE A	Member
3	Ms B Himabindu, Assistant Professor	CSE B	Member
4	Ms Afsha Sultana, Assistant Professor	CSM	Member
5	Ms K Srinidhi, Assistant Professor	ECE-A	Member
6	Ms K Virija, Assistant Professor	ECE-B	Member
7	Ms K Uma Rani, Assistant Professor	EEE	Member
8	Ms M Sravanthi, Assistant Professor	IT-A	Member
9	Ms Tasneem Rahath, Assistant Professor	IT-B	Member
10	Ms Y Sagarika, Assistant Professor	Management	Member

Coordinator is responsible for all events to be conducted in the campus like Farewell to final years, Freshers' Day, Independence Day, Republic Day, etc. The members will assist the coordinator in preparations like stage decoration, lighting arrangement, Ramdev Convention Centre, Open air theatre, seating arrangement, refreshments etc., for all the events.

Functions of the Committee:

- Take care of number of food arrangements during functions like freshers - farewell parties, etc.
- Look after arrangements of hall, sound systems, air-conditioners, etc.
- Printing of number of certifications required, taking approval of printing items.
- Arrangements for national celebrations like Independence Day, Republic Day, etc.
- Arrangement for making of photographs and certificates for Merit and Attendance Awards functions.
- Arrangements for College felicitations for students and staff members, etc.

Schedule to meet: **Second Wednesday** of every month at 15:45 hrs onwards, Principal's Office.

- 1) Agenda is to be prepared ahead of the meeting and sent to Principal and all members
- 2) Attendance to be obtained in the Committee Register.
- 3) Minutes of the Meeting to be noted and circulated to all members, HODs, HOFs and Principal.
- 4) Filing: Minutes copy to be pasted/filed in the committee register.
- 5) At the end of semester, report should be submitted to Principal



  
**PRINCIPAL**  
Bhoj Reddy Engineering College for Women  
Vinaynagar, Santoshnagar Cross Roads,  
Hyderabad - 500 059, Telangana

Copy to: Vice Principal, All HODs, HOFs, Head-A&E Section and concerned members for information and circulation