



CMR COLLEGE OF ENGINEERING & TECHNOLOGY

An Autonomous Institution with NAAC Accreditation (A Grade)
*Approved by AICTE *Permanently affiliated to JNTUH *NBA Accreditation
Kandlakoya (V), Medchal Road, Hyderabad -501401.

CMRCET/PRIN/MINORITY/AY2016-17/01

Date: 21-06-2016

OFFICE ORDER

The committee for Minority Cell constituted with the following members for the Academic Year 2016-17. It is benefitted to student community in College.

The composition of committee for Minority is as follows:

S No	Name of the Member	Designation	Position
1	Dr. M. Ramalinga Reddy	Principal	Chairman
2	Mr. Abdul Subhani Shaik	Associate Professor, ECE	Convener
3	Ms. T. Swapna Rani	Assistant Professor, ECE	Co-Convener
4	Mr.MD. Sirajuddin	Assistant Professor, MBA	Member
5	Dr. MohdDilshad Ansari	Assistant Professor, CSE	Member
6	Mr. Mohd Rafeeq	Assistant Professor, PD	Member
7	Mrs Y.Aruna Suhasini devi	Associate Professor, ECE	Member
8	Mrs. SK Nurjahan	Assistant Professor, EEE	Member
9	Ms Bushra Fathima,	Assistant Professor, MBA	Member
10	Mohd Saif	Student	Student Member
11	Md Arbaz shareef	Student	Student Member
12	Md Aftab	Student	Student Member
13	SK Khaja Mohinuddin	Student	Student Member
14	Md Abdul Imran	Student	Student Member
15	Md Irfan Ali	Student	Student Member
16	Dara Wil Veronica	Student	Student Member

Principal

PRINCIPAL

CMR COLLEGE OF ENGG. & TECH.
Kandlakoya (V), Medchal Road,
Hyderabad-501401.

Copy Submitted to: (1) The Secretary Garu – For your kind information

Copy to:

1. IQAC coordinator
2. Deans
3. Examination Branch
4. All HODS
5. Administrative Officer
6. Accounts Officer
7. Librarian
8. Training & Placement
9. Concerned Faculty
10. Students Notice Board



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CMRCET/PRIN/MINORITY/AY2016-17/CIR-01

Date: 21-06- 2016

CIRCULAR

This is to inform all the members of Committee for Minority that there will be a meeting on 22nd June 2016 at 03:00 PM in ECE Seminar Hall, Room No 202. Agenda of the meeting is to discuss about the Events to be conducted under committee.

Convener

Principal

PRINCIPAL

CMR COLLEGE OF ENGG. & TECH.
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Academic Year: 2016-17 COMMITTEE FOR MINORITY MINUTES OF MEETING

Date: 22-06-2016 Time: 03:00-04:00 PM Venue: Department of ECE- Seminar Hall

Chaired By: Dr. M. Ramalinga Reddy, Principal, CMR College of Engineering & Technology

Members Present:

1. Chairman : Dr. M. Ramalinga Reddy, Principal
2. Convener : Mr. Abdul Subhani Shaik
3. Faculty and Student members of the club

The chairman welcomed all the committee members.

Item 1: SOP are finalized during the meeting and discussed about the objective of the cell and activities to be conducted in this academic year.

STANDARD OPERATING PROCEDURES OF THE MINORITY CELL

The minority cell of the college is formed with the purpose of empowering the minority communities in the college. The Minority Cell basically helps minority students including Christian, Muslim etc. for their academic development. The cell is formed with the objectives of encouraging minority students to enroll for career orientation programs which would empower and equip them with the necessary skills to choose a career option. It also facilitates financial support to students from minority communities from government agencies and other sources.

Objectives:

- To enhance equal opportunities for education of minorities.
- To facilitate financial support to students from minority communities from governmental agencies and other sources.
- To aware the minority students regarding various scholarships program of State Government and UGC.
- To take such follow up measures for achieving the objectives and targets laid down for the purpose by the Government of India and the UGC.
- To ensure provisions for an environment where all such students feel safe and secure.
- To encourage enrolling for career orientation programs which would empower and equip them with the necessary skills to choose a career options
- To provide prompt counseling for any emotional emergencies arising on account of any event at the campus.
- To ensure protection and reservation as provided in the constitution of India.

Nature of Activities of the Cell:

- To collect reports and information of State Government and UGC's orders on various aspects of education, employment of minority students.
- To circulate State Government and UGC's decisions about different scholarship programs.
- To communicate with the students and motivate them for better future planning.
- The Cell is committed to provide assistance to the minority students through counseling, personality development, development of communication skill and preparatory classes for professional and employment purposes etc.



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Date: 22-06-2016 **Time:** 03:00-04:00 PM **Venue:** Department of ECE- Seminar Hall

Chaired By: Dr. M. Ramalinga Reddy, Principal, CMR College of Engineering & Technology

Members Present:

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- The Cell is committed to provide assistance to the minority students through counseling, personality development, development of communication skill and preparatory classes for professional and employment purposes etc.
- The Cell is actively engaged in coordinating and resolves the problems in the matter of conduct of coaching and other measures with a view to see that the education system succeeds in bringing to a level quantitatively as well as qualitatively indistinguishable from the level of the rest of the society.

Composition:

1. The Principal acts as Chairman of the Minority Club Committee.
2. One senior faculty member to be appointed as Convener by the head of the Institution.
3. Faculty and students from various departments are committee members.

S No	Name of the Member	Designation	Position
1.	Dr. M. Ramalinga Reddy	Principal	Chairman
2.	Mr. Abdul Subhani Shaik	Associate Professor, ECE	Convener
3.	Ms. T. Swapna Rani	Assistant Professor, ECE	Co-Convener
4.	Mr.MD. Sirajuddin	Assistant Professor, MBA	Member
5.	Dr. Mohd Dilshad Ansari	Assistant Professor, CSE	Member
6.	Mr.Mohd Rafeeq	Assistant Professor, PD	Member
7.	Mrs Y.Aruna Suhasini devi	Associate Professor, ECE	Member
8.	Mrs. SK Nurjahan	Assistant Professor, EEE	Member
9	Ms Bushra Fathima,	Assistant Professor, MBA	Member
10	Mohd Saif	Student	Student Member
11	Md Arbaz shareef	Student	Student Member
12	Md Aftab	Student	Student Member
13	SK Khaja Mohinuddin	Student	Student Member
14	Md Abdul Imran	Student	Student Member
15	Md Irfan Ali	Student	Student Member
16	Dara Wil Veronica	Student	Student Member

Roles and Responsibilities:

1. To guide the minority students of the college, to optimally utilize the benefits of the schemes offered by the college.
2. To circulate State Government and University Grants Commission's decision and to collect regularly, on an annual basis, information regarding course-wise admissions to candidates belonging to the minority classes in the college for different courses, in forms prescribed by a stipulated date and to take follow up action, where required.
3. To deal with representations received from minority candidates regarding their admission, recruitment, promotion and other similar matters in Colleges.
4. To monitor the working of the remedial coaching scheme in the college
5. To function as a Grievances Redressal Cell for the Grievances of minority students to render them necessary help in solving their academic as well as administrative problems.

Frequency of Meetings:



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1. Starting of every semester first meeting will be conducted to discuss the activities to be conducted in the semester.
2. At the end of the semester meeting will be conducted to review all the activities and action plan for next semester of the academic year.
3. We may conduct the meeting as and when required.

Following is the schedule of events to be conducted under Minority Cell for the Academic Year 2016-17

S. No	Name of the Event/Activity	Planned Date
1	Career Guidance for Minority Students	15/07/2016
2	Personality Development & Communication Skills	18/04/2017

The Committee made the following Resolutions:

1. All committee members agreed to the SOP, Objectives, Roles and Responsibilities of Minority Cell.
2. All the committee members agreed to the suggestions and accepted the proposal with interest for the events to be conducted and took the decision to conduct all the above events in the Academic Year 2016-17.
3. The meeting was concluded with thanks to chair

List of Committee Members attended the meeting:

S No	Name of the Member	Designation	Position	Signature
1.	Dr. M. Ramalinga Reddy	Principal	Chairman	
2.	Mr. Abdul SubhaniShaik	Associate Professor, ECE	Convener	
3.	Ms. T. Swapna Rani	Assistant Professor, ECE	Co-Convener	
4.	Mr.MD. Sirajuddin	Assistant Professor, MBA	Member	
5.	Dr. MohdDilshad Ansari	Assistant Professor, CSE	Member	
6.	Mr.MohdRafeeq	Assistant Professor, PD	Member	
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13	SK KhajaMohinuddin	Student	Student Member	
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15	MdIrfan Ali	Student	Student Member	
16	Dara Wil Veronica	Student	Student Member	

Convener

PRINCIPAL
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Strategic Perspective Plan for the Academic Year 2016-17

Sl. No.	Date of the Event	Committee	Name of the Event	Details
1	15/07/2016	Committee for Minority	Career Guidance for Minority Students	To creating awareness about the career after the Engineering
2	18/04/2017		Personality Development & Communication Skills	To creating awareness and guiding the students about the importance of Personality & Communication Skill.

Committee for Minority- Strategy Document

1. Committee meeting is conducted at the beginning of each academic year.
2. A brief synopsis is given by the committee on the importance of committee.
3. Students are encouraged to actively participate in the committee activities.
4. Committee has given instructions and suggestions to the students about implementation of the events.

IQAC Coordinator

Coordinator
Internal Quality Assurance Cell
CMR College of Engineering & Technology
Kandlakoya (V), Medchal Road,
Hyderabad - 501401.

**Principal
PRINCIPAL**

CMR COLLEGE OF ENGG. & TECH.
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Date: 13th July 2016

To,
The Principal,
CMRCET,
Kandlakoya (V),
Medchal Road,
Hyderabad-501401.

Through IQAC Co-Ordinator

Dear Sir,

Sub: Requesting permission to conduct Career Guidance Program for Minority students on 15/07/2016

I, Abdul Subhani Shaik Associate Professor in ECE Dept and convener of the Minority Cell requesting your permission to conduct Career Guidance Program for Minority Students.

- Date of Event: 15/07/2016
- Name of event: Career Guidance Program for Minority Students
- Venue of event: ECE seminar hall, Block-II

I request you to grant me permission and do the need full.

Thanking you

Yours sincerely

(Abdul Subhani Shaik)
Convener

Recommended

Coordinator

Internal Quality Assurance Cell
CMR College of Engineering & Technology
Kandlakoya (V), Medchal Road,
Hyderabad - 501 401.

APPROVED -

PRINCIPAL

CMR COLLEGE OF ENGG. & TECH.
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CMRCET/PRIN/MINORITY/AY2016-17/CIR-02

Date: 14th July 2016

CIRCULAR

All the students are hereby informed to attend Career Guidance Program for Minority Students on 15/07/2016 organized by Minority Cell.

Venue: ECE Seminar Hall, Room No 202, CMRCET Block - II

Time: 3.00 PM to 4:00 PM

Contact: Abdul Subhani Shaik, Convener Minority Cell (9246190720)

Convener

Principal

PRINCIPAL

CMR COLLEGE OF ENGG. & TECH.
Kandlakoya (V), Medchal Road,
Hyderabad-501401.

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PROGRAM REPORT

Career Guidance Program was conducted in our college on 15th July 2016 at ECE seminar hall Block-II.

Description: Career options after Engineering

1) Higher Studies

One of the most popular options for engineering students is to pursue further studies. GATE (Graduate Aptitude Test in Engineering) is an exam that tests the comprehensive understanding of undergraduate engineering subjects. With an excellent GATE score, you can enter prestigious engineering colleges (IITs and NITs) for M.Tech.

2) Public Service Undertakings

After engineering, you can also choose to enter government-run PSUs (BHEL, SAIL, IOCL, and others) and get a good-paying job. The competition level for these jobs is quite high. But it's worth it in the end. PSUs check your GATE score for recruitment. There are multiple PSUs, and each of them announces the required GATE score for application every year.

3) Management

To enter this field, you'll have to get an MBA. And for that, you'll have to give the CAT exam (Common Aptitude Test). Your score in the CAT exam will determine which institute admits you. A high score can help you get into IIMs.

4) Entrepreneurship

There was a time when engineers shied away from entrepreneurship. But the successes of many engineer entrepreneurs in recent years have inspired the youth. You can choose to start your entrepreneurial journey after graduating.

5) Civil Services

If you aspire to serve the nation and make a dent in the system, you can opt for the civil services as well. Civil services are among the hottest career options. To enter the civil services, you'll need to crack the UPSC civil services exam, which is one of the toughest examinations in the world. Experts recommend preparing for at least a year before applying.

Outcomes:

All Students got the complete awareness about the career after the Engineering

CONVENER



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Kandlakoya (V), Medchal Road, Hyderabad -501401.

Date: 15th April 2017

To,
The Principal,
CMRCET,
Kandlakoya (V),
Medchal Road,
Hyderabad-501401.

Through IQAC Co-Ordinator

Dear Sir,

Sub: Requesting permission to conduct Personality Development & Communication Skill program on 18/04/2017

I, Abdul Subhani Shaik Associate Professor ECE Dept and for Minority Cell requesting your permission to conduct Personality Development & Communication Skills program.

- Date of Event: 18/04/2017
- Name of event: Personality Development & Communication Skills program
- Venue of event: ECE seminar hall Block-II

I request you to grant me permission and do the need full.

Thanking you

Yours sincerely

(Abdul Subhani Shaik)
Convener



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CMRCET/PRIN/MINORITY/AY2016-17/CIR-03

Date: 17th April 2017

CIRCULAR

All the students are here by informed to attend Personality Development & Communication Skills program on 18/04/2017 organized by Minority Cell.

Venue: Seminar Hall, Dept of ECE, CMRCET Block - II

Time: 2.30 PM to 4:00 PM

Contact: Abdul Subhani Shaik, Convener Minority Cell (9246190720)

Convener

Principal

PRINCIPAL
CMR COLLEGE OF ENGG. & TECH.
Kandlakoya (V), Medchal Road,
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PROGRAM REPORT

A Report on Personality Development & Communication Skill program

Personality refers to an individual's characteristics, style, behavior, mindset, attitude, his own unique way of perceiving things and seeing the world. Genetic factors, family backgrounds, varied cultures, environment, current situations play an imperative role in shaping one's personality. The way you behave with others reflects your personality. An individual with a pleasing personality is appreciated and respected by all.

Effective Communication skills play a crucial role in honing one's personality. **Communication helps individuals to express themselves in the most convincing way.** Your thoughts, feelings and knowledge should be passed on in the most desirable manner and effective communication skills help you in the same.

A person should speak really well to make a mark of his/her own. Remember, no one would take you seriously if you do not master the art of expressing yourself clearly and in the most convincing manner.

Not all people are blessed with excellent communication skills; they acquire the same with time and practice. **People with great communication skills tend to have a better and impressive personality** than those who have problems in communicating as interacting with others is not a challenge for them. Individuals with effective communication skills can easily converse with other people around be it their fellow workers, peers, family and so on.

Effective communication skills strengthen the bond among individuals. It is also said to improve the interpersonal relationships with other people.

Speak convincingly so that the other person understands what you intend to communicate. Your style of speaking has a tremendous impact on your personality. Speaking slowly always helps as it allows you to find appropriate words and also reflects thoughtfulness. Emphasize important and relevant words for the other person to realize the importance.

Take care of your body language. Correct body language exudes confidence which further hones an individual's personality. Do not fiddle with things around while speaking.

Be very particular about the pronunciation of words. If you are not very sure of how to pronounce a particular word, avoid the same in your speech. Pronouncing words wrongly creates a bad impression on others.

It is important to be a good and patient listener for effective communication skills. Observe whether the other person is listening to you or not. Allow the other person to speak as well in case of queries or confusions.

Outcomes:

Participants understand the importance of Personality & Communication Skill.

Convener



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CMRCET/PRIN/MINORITY/AY2016-17/CIR-04

Date: 20th April 2017

CIRCULAR

All the students and faculty are hereby informed to attend Annual review meeting on 22/04/2017 organized by Committee for Minority.

Venue: Seminar Hall, Dept of ECE, CMRCET Block - II

Time: 3.00 PM to 4:00 PM

Contact: Abdul Subhani Shaik, Committee for Minority Convener (9246190720)

Convener

Principal

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COMMITTEE FOR MINORITY CELL

MINUTES OF MEETING

1. The meeting was held on 22nd April 2017 from 03.00 PM to 04.00 PM in the Department of Electronics Engineering.
2. The convener started the meeting with congratulating them for smooth participation of Current Academic Year in all college events. The Minority cell was formed with sixteen members.
3. The chairman put forth the aims and objectives of the committee.
4. Cell discussed about various scholarships available to the students.
5. Information about the schemes of Government and University were discussed.
6. As per the Mandate, all matters relating to the safeguards provided for Minorities to be monitored and investigated.
7. Discussed about the problems faced by Club Students.
8. Committee Members suggested some improvements for next academic year.
9. All members are accepted the suggestions.

List of Committee Members attended the meeting:

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1.	Dr. M. Ramalinga Reddy	Principal	Chairman	
2.	Mr. Abdul Subhani Shaik	Associate Professor, ECE	Convener	
3.	Ms. T. Swapna Rani	Assistant Professor, ECE	Co-Convener	
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Date: 24th April 2017

To,
The Coordinator,
IQAC,
CMR College of Engineering & Technology.

Respected sir,

Sub: Annual report of Committee for Minority for A.Y:2016-17.

The Committee for Minority successfully conducted the following events in the Academic Year 2016-17

S. No	Name of the Event/Activity	Conducted Date
1	Career Guidance Program	15/07/2016
2	Personality Development & Communication Skill program	18/04/2017

Thanking you, *

Yours sincerely,

(Abdul Subhani Shaik)
Convener