



# 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.

Date: 13<sup>th</sup> 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.  
Kandlakoya (V), Medchal Road,  
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CMRCET/PRIN/MINORITY/AY2016-17/CIR-02

Date: 14<sup>th</sup> 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.

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

Copy to:

1. IQAC Coordinator
2. Controller of Examinations
3. All HODS
4. Administrative Officer
5. Accounts Officer
6. Concerned Faculty members
7. Students Notice Board



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## PROGRAM REPORT

**Career Guidance Program** was conducted in our college on 15<sup>th</sup> 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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Date: 15<sup>th</sup> 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: 17<sup>th</sup> 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**  
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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