



# 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.

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CMRCET/PRIN/MINORITY/AY2017-18/CIR-01

Date: 30-06-2017

## CIRCULAR

This is to inform all the members of Committee for Minority that there will be a meeting on 1<sup>st</sup> July 2017 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.  
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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## Academic Year: 2017-18 COMMITTEE FOR MINORITY MINUTES OF MEETING

**Date:** 01-07-2017    **Time:** 03:00-04:00 PM    **Venue:** Department of ECE- Seminar Hall

**Chaired By:** Major Dr. V. A. Narayana, Principal, CMR College of Engineering & Technology

### Members Present:

1. Chairman : Major Dr. V.A. Narayan, 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.



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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.	Major Dr. V.A.Narayana	Principal	Chairman
2.	Mr. Abdul Subhani Shaik	Associate Professor, ECE	Convener
3.	Ms. T. Swapna Rani	Assistant Professor, ECE	Co-Convener
4.	Mrs. Y.Aruna Suhasini Devi	Associate Professor, ECE	Member
5.	Mr.MD. Sirajuddin	Assistant Professor, MBA	Member
6.	Dr. Mohd Dilshad Ansari	Assistant Professor, CSE	Member
7.	Mr.Mohd Rafeeq	Assistant Professor, PD	Member
8.	Mrs. S.K. Nurjahan	Assistant Professor, EEE	Member
9	Ms. Bushra Fathima,	Assistant Professor, MBA	Member
10	Khaja Talha Hussain	Student	Student Member
11	Md Arbaz Shareef	Student	Student Member
12	Ms. Asifa Anjum	Student	Student Member
13	SK Khaja Mohinuddin	Student	Student Member
14	Nelli Akshit	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:

1. Staring of every semester first meeting will be conducted to discuss the activities to be conducted in the semester.



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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 2017-18

S. No	Name of the Event/Activity	Planned Date
1	Career Counseling for Minority Students	22/07/2017
2	Professional Skills Development Program	12/04/2018

### 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 2017-18.
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.	Major Dr. V.A.Narayana	Principal	Chairman	
2.	Mr. Abdul Subhani Shaik	Associate Professor, ECE	Convener	
3.	Ms. T. Swapna Rani	Assistant Professor, ECE	Co-Convener	
4.	Mrs. Y.Aruna Suhasini Devi	Associate Professor, ECE	Member	
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14	Nelli Akshit	Student	Student Member	
15	Md Irfan Ali	Student	Student Member	
16	Dara Wil Veronica	Student	Student Member	

Convener

Principal  
PRINCIPAL  
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