



CMR COLLEGE OF ENGINEERING & TECHNOLOGY

Kandlakoya (V), Medchal Road, Hyderabad -501401

CMRCET/PRIN/PC/AY2014-15/01

Date: 22/04/2014

OFFICE ORDER

With reference to the office order "CMRCET/PRIN/21/2014, Dated 15th April, 2014", Publication Committee is constituted with the following Members for the A.Y 2014-15.

The composition of Publication Committee is as follows:

| S.No | Name of the Member | Designation | Position |
|------|------------------------|----------------------------------|----------|
| 1 | Dr. M. Ramalinga Reddy | Principal | Chairman |
| 2 | Ms.P.Alekhy | Associate professor (MBA Dept) | Convener |
| 3 | Mr. L. Ramanyaneya | Assistant Professor (MBA Dept) | Member |
| 4 | Ms. Fathima Mary | Assistant Professor (H&S Dept) | Member |
| 5 | Mr.K Srinivasulu | Assistant Professor (Mech. Dept) | Member |
| 6 | Mr K Bharadwaj | Assistant Professor (ECE Dept) | Member |
| 7 | Ms.Y.Aruna suhasini | Assistant Professor (ECE Dept) | Member |
| 8 | Mr. Ravi Kumar | Assistant Professor (CSE Dept) | Member |
| 9 | Mr. Joel Samuel | Assistant Professor (Civil Dept) | Member |
| 10 | Mr. Ch Shankar Rao | Assistant Professor (EEE Dept) | Member |
| 11 | Mr. T.Rajesh Kumar | Student (Civil Dept, 14H51A01B2) | Member |
| 12 | CH.Srikanth | Student (ECE Dept, 14H51A0410) | Member |
| 13 | B.Ashok | Student (EEE Dept, 14H51A0203) | Member |
| 14 | CH.Siddarth Reddy | Student (CSE Dept, 14H51A0512) | Member |
| 15 | G.Rahul naik | Student (CSE Dept, 13H51A0378) | Member |
| 16 | D.Vaishali | Student (MBA Dept, 14H51E0029) | Member |

P. Alekhy
J. Ramanyaneya
J. Fathima Mary
S. K. Srinivasulu
A. K. Bharadwaj
A. Y. Aruna suhasini
R. Kumar
Joel Samuel
Ch. Shankar Rao
T. Rajesh Kumar
CH. Srikanth
B. Ashok
CH. Siddarth Reddy
G. Rahul Naik
D. Vaishali

Principal

Principal

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. Students Notice Board



CIRCULAR

All the members of Publication Committee of the college are hereby informed that, the committee meeting is scheduled on 14.05.2014 & the venue will be the board room at 2.30pm. All are requested to be present on time.

The Agenda of the meeting is:

- i) To Discuss about the SOP, Objectives, Roles & Responsibilities
- ii) To decide the recurrence of publication of Magazine, Newsletter and Information Brochure.
- iii) Any other matter with the permission of the chair.

Principal

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Copy to:

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



MINUTES OF MEETING

1. The Meeting was held on 14th May 2014 in the EEE Seminar hall at 2.30 pm.
2. The Chief Editor welcomed all the Committee Members
3. SOP was finalized during the meeting with the following Objectives, Roles & Responsibilities

Objectives of the Publication Committee

The Publication Committee has been set up with the intention to avoid even the negligible errors in the arena of publication of important information pertaining to the institution in the form of Newsletter, college Magazine and Information brochure, for this a standing committee of the college is set up which shall publish the college newsletter as a bi annual publication, college magazine and information brochure as an annual publication which can provide regular means of information and communication among staff and students of the institution. The purpose of these publications is to disseminate information about the activities and developments of the college, achievements of the staff and students, events organized and attended, competitions participated and won and current technological developments etc.

Roles & Responsibilities of the Committee

The primary responsibilities of the committee are to collect, review, and edit information for publication, and to print and distribute the newsletter, magazine and information brochure.

In discharging the Responsibilities, the Committee

1. Shall formulate the editorial policies and goals of the newsletter, magazine and information brochure and establish procedures for the systematic and timely review of material submitted for publication.
2. Shall motivate volunteers from among the members representing various departments to call for articles from faculty and students and also to collect them before the specified deadlines and also to write or prepare columns on topics determined by the committee.
3. Shall perform the screening of the drafts submitted by the department's faculty and students and select only those submissions containing valuable information and are liable for publication.
4. Selected items shall be forwarded to the publication committee chair for approval.
5. Shall establish publication time tables and follow the deadlines strictly.

Editor in chief along with Co-editors:

1. Approve reports of the committee meetings before their distribution, oversee the newsletter publishing operations – information collection, review, selection, editing, proof-reading, layout, printing / production and distribution of each issue of the newsletter, and information brochure.
2. Responsible for quality control – careful proofreading of the newsletter before it is printed and distributed so as to ensure error free drafts.

3. It decided in the meeting that there should be separate committees for magazine, newsletter and information brochure.
4. Maintain record of all articles received (both hard & soft copies) and the articles selected for publication. However, the decision for the Publication of the content in the newsletter, magazine and information brochure rests with the chairman of the committee.
5. Members decided schedule of publication as follows

| Publication Recurrence | | |
|------------------------|-----------------|-----------------------------------|
| Information Brochure | Once in a year | In the month of February |
| Magazine | Once in a year | In the month of March |
| Newsletter | Twice in a year | July – December January – June |

| S.No | Name of the Member | Designation | Position | Signature |
|------|------------------------|----------------------------------|----------|-----------|
| 1 | Dr. M. Ramalinga Reddy | Principal | Chairman | |
| 2 | Ms.P.Alekhy | Associate professor (MBA Dept) | Convener | |
| 3 | Mr. L. Ramanyaneya | Assistant Professor (MBA Dept) | Member | |
| 4 | Ms. Fathima Mary | Assistant Professor (H&S Dept) | Member | |
| 5 | Mr.K Srinivasulu | Assistant Professor (Mech. Dept) | Member | |
| 6 | Mr K Bharadwaj | Assistant Professor (ECE Dept) | Member | |
| 7 | Ms.Y.Aruna suhasini | Assistant Professor (ECE Dept) | Member | |
| 8 | Mr. Ravi Kumar | Assistant Professor (CSE Dept) | Member | |
| 9 | Mr. Joel Samuel | Assistant Professor (Civil Dept) | Member | |
| 10 | Mr. Ch Shankar Rao | Assistant Professor (EEE Dept) | Member | |
| 11 | Mr. T.Rajesh Kumar | Student (Civil Dept, 14H51A01B2) | Member | |
| 12 | CH.Srikanth | Student (ECE Dept, 14H51A0410) | Member | |
| 13 | B.Ashok | Student (EEE Dept, 14H51A0203) | Member | |
| 14 | CH.Siddarth Reddy | Student (CSE Dept, 14H51A0512) | Member | |
| 15 | G.Rahul naik | Student (CSE Dept, 13H51A0378) | Member | |
| 16 | D.Vaishali | Student (MBA Dept, 14H51E0029) | Member | |

Convener

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



CMR COLLEGE OF ENGINEERING & TECHNOLOGY

Kandlakoya (V), Medchal Road, Hyderabad -501401

Date: 16.05.2014

To,
IQAC Coordinator
CMRCET

Sub: Requesting approval of the publication recurrence for the A.Y:2014-15.

Respected Sir,

As you are aware that, we have constituted publication committee which would look after all the publication related aspects as the publication canvas is wide spread we felt to form different committees for Magazine, Newsletter and Information brochure, herewith I am submitting the proposed list of the publications for the A.Y: 2014-15.

Hence, I request you to kindly permit to form the committees.

The Publication schedule is as follows:

| Publication Recurrence | | |
|------------------------|-----------------|-----------------------------------|
| Information Brochure | Once in a year | In the month of February |
| Magazine | Once in a year | In the month of March |
| Newsletter | Twice in a year | July – December January – June |

Thanking you,

Yours faithfully


Convener

Publication Committee



Strategic Perspective Plan of Publication Committee

For the Academic Year 2014-15

| Sl. No. | Publication type | Course of action | Proposed Date of Completion |
|----------------|---------------------------------|-------------------------------------|------------------------------------|
| 1 | Newsletter (July - December) | Collecting information to print | 10.06.2014 |
| | | Finalizing the content for printing | 20.06.2014 |
| | | Proof reading | 25.06.2014 |
| | | Print | 30.06.2014 |
| 2 | Magazine | Collecting information to print | 25.02.2015 |
| | | Finalizing the content for printing | 15.03.2015 |
| | | Proof reading | 31.03.2015 |
| | | Print | 10.04.2015 |
| 3 | Information Brochure | Collecting information to print | 02.05.2015 |
| | | Finalizing the content for printing | 10.05.2015 |
| | | Proof reading | 20.05.2015 |
| | | Print | 30.05.2015 |
| 4 | Newsletter (January – June) | Collecting information to print | 10.12.2014 |
| | | Finalizing the content for printing | 20.12.2014 |
| | | Proof reading | 25.12.2014 |
| | | Print | 30.12.2014 |



Committee - Strategy Document

1. Publication Committee meeting will be conducted at the beginning and at the end of each academic year.
2. Students are registered for committee.
3. Detailed instructions are given to committee members regarding the content arrangement and achievements of the college which are to be printed in the magazine, information brochure and newsletter.
4. Students are encouraged to actively participate in content arrangement for the publication.
5. Committee has given instructions and suggestions to the students about content gathering for the publication.

IQAC

Coordinator

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

Principal

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



CMR COLLEGE OF ENGINEERING & TECHNOLOGY

Kandlakoya (V), Medchal Road, Hyderabad -501401

Date: 02.06. 2014

To
The Principal
CMRCET

Through IQAC

Sub: Permission to constitute committees for publication and appointment of Coordinators

Respected Sir,

As you are aware that, Publication Committee has been constituted on 29-4-2014. The Convener of the Publication Committee has requested to grant permission to form committees for Magazine, Newsletter and Information Brochure with the below mentioned Coordinators.

The composition of Magazine Committee is as follows:

| S.No | Name of the Member | Designation | Position |
|------|---------------------|---------------------|-----------------|
| 1 | Ms.S.Fatima Mary | H & S Department | Editor in Chief |
| 2. | Mr. L. Ramanyaneyya | Assistant Professor | Coordinator |
| 3 | Mr R Madhu | Assistant Professor | Member |
| 4 | Ms G Tripura Devi | Assistant Professor | Member |
| 5 | Mr. Santhi Priya | Assistant Professor | Member |
| 6 | Mr.K Srinivas | Assistant Professor | Member |
| 7 | K.Kethan Kumar | Student | Member |
| 8 | G.Nikhil | Student | Member |
| 9 | A Madhavi | Student | Member |

The composition of Newsletter Committee is as follows:

| S.No | Name of the member | Designation | Position |
|------|--------------------|---------------------|-----------------|
| 1 | Ms.UshaVaidehi | MBA Department | Editor in Chief |
| 2. | Ms.M.Sarojini | Assistant Professor | Co-editor |
| 3 | Ms.Dr.M.Swapna | Assistant Professor | Co-editor |
| 4 | Ms.R,Shirisha | Assistant Professor | Co-editor |
| 5 | Mr.D.Sanjeev | Assistant Professor | Co-editor |
| 6 | Ms.Pavani, | Assistant Professor | Co-editor |
| 7 | Mr.Syed Rafiq | Sports Department | Co-editor |
| 8 | Mr. L.Ramanjaneya | MBA Department | Coordinator |

The composition of Information brochure Committee is as follows:

| S.No | Name of the member | Designation | Position |
|------|-------------------------|---------------------|-----------------|
| 1 | Ms.S.Fatima Mary, | H & S Department | Editor in Chief |
| 2. | Mr.M. Prasannanjaneyulu | Assistant Professor | Coordinator |
| 3 | Mr R Madhu | Assistant Professor | Member |
| 4 | Ms G Tripura Devi | Assistant Professor | Member |
| 5 | Mr. Santhi Priya | Assistant Professor | Member |
| 6 | Mr.K Srinivas | Assistant Professor | Member |

Hence, I request you to kindly permit to form committees with the above coordinators

Thanking you,

Yours faithfully

P. Akhila
Convener

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

Permitted

[Signature]

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

CIRCULAR

This is to inform all that the Publication Committees have been constituted for academic year 2014-15 for the following

- Magazine
- Newsletter and
- Information Brochure

The composition of Magazine Committee is as follows:

| S.No | Name of the member | Designation | Position |
|------|--------------------|---------------------|-----------------|
| 1 | Ms.S.Fatima Mary, | H & S Department | Editor in Chief |
| 2 | Mr. L. Ramanyaneya | Assistant Professor | Coordinator |
| 3 | Mr R Madhu | Assistant Professor | Member |
| 4 | Ms G Tripura Devi | Assistant Professor | Member |
| 5 | Mr. Santhi Priya | Assistant Professor | Member |
| 6 | Mr.K Srinivas | Assistant Professor | Member |
| 7 | K.Kethan Kumar | Student | Member |
| 8 | G.Nikhil | Student | Member |
| 9 | A Madhavi | Student | Member |

The composition of Newsletter Committee is as follows:

| S.No | Name of the member | Designation | Position |
|------|---------------------|---------------------|-----------------|
| 1 | Ms.UshaVaidehi | MBA Department | Editor in Chief |
| 2 | Ms.M.Sarojini | Assistant Professor | Co-editor |
| 3 | Ms.Dr.M.Swapna | Assistant Professor | Co-editor |
| 4 | Ms.R,Shirisha | Assistant Professor | Co-editor |
| 5 | Mr.D.Sanjeev | Assistant Professor | Co-editor |
| 6 | Ms.Pavani, | Assistant Professor | Co-editor |
| 7 | Mr.SyedRafiq, | Sports Department | Co-editor |
| 8 | Mr. L.Ramanjaneyulu | MBA Department | Coordinator |

The composition of Information brochure Committee is as follows:

| S.No | Name of the member | Designation | Position |
|------|----------------------|---------------------|-----------------|
| 1 | Ms.S.Fatima Mary, | H & S Department | Editor in Chief |
| 2 | Mr.Prasannanjaneyulu | Assistant Professor | coordinator |
| 3 | Mr R Madhu | Assistant Professor | Member |
| 4 | Ms G Tripura Devi | Assistant Professor | Member |
| 5 | Mr. Santhi Priya | Assistant Professor | Member |
| 6 | Mr.K Srinivas | Assistant Professor | Member |



Principal

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Copy to:

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



CIRCULAR

This is to inform all the Publication Committee members that annual review meeting is scheduled on 19th May 2015 at 2:30 PM in the Principal conference hall. All the members are requested to be on time to the meeting.

Agenda of the Meeting:

1. To review the committee works of the A.Y.2014-15
2. To review the contents of the publications
3. Any other matter with the permission of the chair

Principal

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5. Accounts Officer
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7. Students Notice Board



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Kandlakoya (V), Medchal Road, Hyderabad -501401

MINUTES OF MEETING

1. The Meeting was held on 19th May 2015 in board room at 2.30 pm.
2. The chief editor welcomed all the committee members
3. The Convener started the meeting with congratulating them for the smooth functioning of the of last year's Publication of all the committees.
4. One Magazine, one Newsletter and information brochure has been published and the achievements of students and faculty members were revealed as per the happenings including paper publications by both faculty and students and al round development of the college in terms of infrastructure and formation of new cells in the college.
5. The magazine and newsletter and information brochure all these three should be very authentic and reliable source of information for the student community and society as a whole. This matter was seriously discussed in the meeting and all members gave their positive concern.
6. The meeting was adjourned by 3.30PM.

The following members attended the meeting

| S.No | Name of the Member | Designation | Position | signature |
|------|------------------------|---------------------|----------|-----------|
| 1. | Dr. M. Ramalinga Reddy | Principal | Chairman | |
| 2. | Ms.P.Alekhy | Associate professor | Convener | |
| 3 | Mr. L. Ramanyaneya | Assistant Professor | Member | |
| 4 | Ms. Santhi Priya | Assistant Professor | Member | |
| 5 | Mr.K Srinivasulu | Assistant Professor | Member | |
| 6 | Mr R Madhu | Assistant Professor | Member | |
| 7 | Ms.Y.Aruna suhasini | Assistant Professor | Member | |
| 8 | Mr.J.Nageshwar Reddy | Assistant Professor | Member | |
| 9 | MsY.Sushma | Assistant Professor | Member | |
| 10 | Ms G Tripura Devi | Assistant Professor | Member | |
| 11 | G.Nikhil | Student | Member | |
| 12 | K.Kethan Kumar | Student | Member | |
| 13 | S.Chiranjivi | Student | Member | |
| 14 | B.Sandeep Reddy | Student | Member | |
| 15 | Appireddy Madhavi | Student | Member | |

Convener

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



Date: 02.05.2015

To,
IQAC Coordinator
CMRCET

Sub: Publication Committee – Summary Report for the A.Y:2014-15

Respected Sir,

CMR College of Engineering and Technology is a leading body in education and is therefore expected to reach high quality standards by assimilating information relating to college achievements and developments.

The purpose of these publications is to disseminate information about the activities and developments of the college, achievements of the staff and students, events organized and attended, competitions participated and won and current technological developments etc.

The Publication Committee meeting has been conducted, except Newsletter for which the meeting is held twice in a year, to ensure the smooth functioning of the college related publication matters. The first meeting was held on 14th May 2014 and the second meeting was held on 19th May 2015.

Publication process has been completed as per the following dates

| Sl. No. | Publication Type | Date of Publication |
|---------|------------------------------|---------------------|
| 1 | Newsletter (July - December) | 30.06.2014 |
| 2 | Newsletter (January – June) | 30.12.2014 |
| 3 | Magazine | 10.04.2015 |
| 4 | Information Brochure | 30.05.2015 |

Thanking you,

Yours faithfully

Convener
Publication committee