

CMRCET/PRIN/PC/AY2015-16/01

Date: 20/04/2015

**OFFICE ORDER**

With reference to the office order "CMRCET/PRIN/21/2015, Dated 13th April, 2015", Publication Committee is constituted with the following Members for the A.Y 2015-16.

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	Ms.UshaVaidehi	Assistant Professor (MBA Dept)	Member
4	Ms. Fathima Mary	Assistant Professor (H&S Dept)	Member
5	Mr.KSrinivasulu	Assistant Professor (Mech. Dept)	Member
6	Mr K Bharadwaj	Assistant Professor (ECE Dept)	Member
7	Ms.Y.Arunasahasini	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, 16H51A01B2)	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. Anshu -  
Usha  
Fathima  
SR  
K. Bharadwaj  
Ashoka  
Ravi Kumar  
Joel  
ChSR  
TRajesh  
Srikanth  
Ashok  
S Reddy  
Rahul Naik  
Vaishali

  
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



# CMR COLLEGE OF ENGINEERING & TECHNOLOGY

(AUTONOMOUS)

NAAC Accredited Institution with 'A' Grade  
Kandlakoya (V), Medchal Road, Hyderabad -501401

CMRCET/PRIN/PC/AY2015-16/CIR-1

Date: 09 MAY 2015

## CIRCULAR

All the members of publication committee of the college are hereby informed that, the committee meeting is scheduled on 14.05.2015 & 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 review previous publications
- ii) To decide the content of publication for 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
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4. Administrative Officer
5. Accounts Officer
6. Concerned Faculty
7. Students Notice Board



MINUTES OF MEETING

1. The Meeting was held on 14<sup>th</sup> May 2015 in board room at 2.30 pm.
2. The chief editor welcomed all the committee members and appreciated for content gathering for Magazine, Newsletter and Information brochure.
3. The chairman of the committee has suggested to appoint a DTP operator for editing work.
4. Chief editor has suggested to collect inspiring quotations to be printed in footer section of magazine and newsletter.
5. The report of the event organized in the college has to be gathered immediately and maintain repository as a content for print and publication.
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.Alekhyia	Associate professor (MBA Dept)	Convener	P. Alekhyia
3	Ms.UshaVaidehi	Assistant Professor (MBA Dept)	Member	Usha
4	Ms. Fathima Mary	Assistant Professor (H&S Dept)	Member	Fathima
5	Mr.KSrinivasulu	Assistant Professor (Mech. Dept)	Member	Srinu
6	Mr K Bharadwaj	Assistant Professor (ECE Dept)	Member	K. Bharadwaj
7	Ms.Y.Arunasahasini	Assistant Professor (ECE Dept)	Member	Aruna
8	Mr. Ravi Kumar	Assistant Professor (CSE Dept)	Member	R. Kumar
9	Mr. Joel Samuel	Assistant Professor (Civil Dept)	Member	Joel
10	Mr. Ch Shankar Rao	Assistant Professor (EEE Dept)	Member	Ch Shankar Rao
11	Mr. T.Rajesh Kumar	Student (Civil Dept, 14H51A01B2)	Member	T. Rajesh Kumar
12	CH.Srikanth	Student (ECE Dept, 14H51A0410)	Member	S. Srikanth
13	B.Ashok	Student (EEE Dept, 14H51A0203)	Member	Ashok
14	CH.Siddarth Reddy	Student (CSE Dept, 14H51A0512)	Member	S. Siddarth Reddy
15	G.Rahul naik	Student (CSE Dept, 13H51A0378)	Member	Rahul Naik
16	D.Vaishali	Student (MBA Dept, 14H51E0029)	Member	D. Vaishali

  
Convener

  
Principal

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



# CMR COLLEGE OF ENGINEERING & TECHNOLOGY

(AUTONOMOUS)

NAAC Accredited Institution with 'A' Grade  
Kandlakoya (V), Medchal Road, Hyderabad -501401

Date: 15.05.2015

To,  
IQAC Coordinator  
CMRCET

Sub: Requesting approval of the publication recurrence for the A.Y:2015-16.

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: 2015-16.

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 2015-16**

<b>Sl. No.</b>	<b>Publication type</b>	<b>Course of action</b>	<b>Proposed Date of completion</b>
1	Newsletter (July - December)	Collecting information to print	10.06.2015
		Finalizing the content for printing	20.06.2015
		Proof reading	25.06.2015
		Print	30.06.2015
2	Magazine	Collecting information to print	25.02.2016
		Finalizing the content for printing	15.03.2016
		Proof reading	31.03.2016
		Print	10.04.2016
3	Information Brochure	Collecting information to print	02.05.2016
		Finalizing the content for printing	10.05.2016
		Proof reading	20.05.2016
		Print	30.05.2016
4	Newsletter (January – June)	Collecting information to print	10.12.2015
		Finalizing the content for printing	20.12.2015
		Proof reading	25.12.2015
		Print	30.12.2015





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## 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**

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

(AUTONOMOUS)

NAAC Accredited Institution with 'A' Grade  
Kandlakoya (V), Medchal Road, Hyderabad -501401

Date: 02.06. 2015

To  
The Principal  
CMRCET

Through IQAC

Respected Sir,

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

As you are aware that, publication committee has been constituted on 28-4-2015. 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	Ms.T.Sharanya	Assistant Professor	Coordinator
3	Mr R Madhu	Assistant Professor	Member
4	Ms G Tripura Devi	Assistant Professor	Member
5	Ms.Sanathi Priya	Assistant Professor	Member
6	Mr.K Srinivas	Assistant Professor	Member
7	K.Kethan Kumar	Student	Member
8	G.Nikhil	Student	Member
9	Appireddy 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.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. Akshay*

Convener

*Recommended*

*Arun*

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

*Permitted*

*Rajeev*

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



**CIRCULAR**

This is to inform all that the publication committees have been formed for academic year 2015-16 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	Ms.T.Sharanya	Assistant Professor	coordinator
3	Mr R Madhu	Assistant Professor	Member
4	Ms G Tripura Devi	Assistant Professor	Member
5	Ms.Santhi Priya	Assistant Professor	Member
6	Mr.K Srinivas	Assistant Professor	Member
7	K.Kethan Kumar	Student	Member
8	G.Nikhil	Student	Member
9	Appireddy 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.M. Prasannanjaneyulu	Assistant Professor	coordinator
3	Mr R Madhu	Assistant Professor	Member
4	Ms G Tripura Devi	Assistant Professor	Member
5	Ms. Santhi Priya	Assistant Professor	Member
6	Mr.K Srinivas	Assistant Professor	Member



**Principal**

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(AUTONOMOUS)

NAAC Accredited Institution with 'A' Grade  
Kandlakoya (V), Medchal Road, Hyderabad -501401

CMRCET/PRIN/PC/AY2015-16/CIR-3

Date: 15<sup>th</sup> May 2016

## CIRCULAR

This is to inform all the publication committee members that annual review meeting is scheduled on 20 May 2016 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.2015-16
2. To review the contents of the publications
3. Any other matter with the permission of the chair

**Principal**

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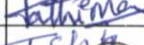
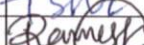
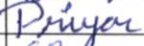
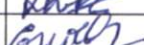
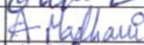
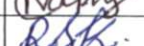

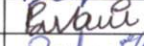





MINUTES OF MEETING

1. The Meeting was held on 20<sup>th</sup> May 2016 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. Chairman has suggested to the members to be careful on typing errors.
5. Chairman instructed to the publication committee to maintain the proof of the contents that are printed in the publication variants.

The following members were present for the meeting.

**Magazine Committee :**

S.No	Name of the member	Designation	Position	Signature
1	Dr. M. Ramalinga Reddy	Principal	Chairman	
2	Mrs. P. Alekhya	Assistant Professor	Convener	
3	Ms.S.Fatima Mary	H & S Department	Editor in Chief	
4	Ms.T.Sharanya	Assistant Professor	Coordinator	
5	Mr R Madhu	Assistant Professor	Member	
6	Ms G Tripura Devi	Assistant Professor	Member	
7	Ms.Santhi Priya	Assistant Professor	Member	
8	Mr.K Srinivasulu	Assistant Professor	Member	
9	K.Kethan Kumar	Student	Member	
10	G.Nikhil	Student	Member	
11	Appireddy Madhavi	Student	Member	
12	Ms.UshaVaidehi	Assistant Professor	Editor in Chief	
13	Ms.M.Sarojini	Assistant Professor	Co-editor	
14	Ms.Dr.M.Swapna	Assistant Professor	Co-editor	
15	Ms.R,Shirisha	Assistant Professor	Co-editor	
16	Mr.D.Sanjeev	Assistant Professor	Co-editor	
17	Ms.Pavani,	Assistant Professor	Co-editor	
18	Mr.SyedRafiq,	Sports Department	Co-editor	
19	Mr. L.Ramanjaneyulu	Assistant Professor	Coordinator	
21	Mr.M. Prasannanjaneyulu	Assistant Professor	coordinator	

  
Convener



Principal

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NAAC Accredited Institution with 'A' Grade  
Kandlakoya (V), Medchal Road, Hyderabad -501401

Date: 02.05.2016

To,

IQAC Coordinator  
CMRCET

Respected Sir,

Sub: Publication Committee – Summary Report for the A.Y:2015-16

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 2015 and the second meeting was held on 20<sup>th</sup> May 2016.

Publication process has been completed as per the following dates.

Sl. No.	Publication Type	Date of Publication
1	Newsletter (July - December)	30.06.2015
2	Magazine	10.04.2016
3	Information Brochure	30.05.2016
4	Newsletter (January – June)	30.12.2015

Thanking you,

Yours faithfully

  
Convener

Publication Committee