

CMRCET/PRIN/PC/AY2016-17/01

Date: 18/04/2016

OFFICE ORDER

With reference to the office order "CMRCET/PRIN/21/2016, Dated 12th April, 2016", Publication Committee is constituted with the following Members for the A.Y 2016-17.

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.Ramanjaneya	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.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, 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, 14H51E0098)	Member

P. Adhika
L. Ramanjaneya
Fathima Mary
Ch. Srinivasulu
K. Bharadwaj
Aruna S
R. Kumar
Joel Samuel
Ch. Shankar Rao
T. Rajesh Kumar
Srikanth
Ashok
S. Reddy
Rahul Naik
D. Vaishali

[Signature]
Principal

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

Copy to:

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



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An Autonomous Institution with NAAC Accreditation (A Grade)
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Kandlakoya (V), Medchal Road, Hyderabad -501401

CMRCET/PRIN/PC/AY2016-17/CIR-1

Date: 09th May 2016

CIRCULAR

All the members of publication committee of the college are hereby informed that, the committee meeting is scheduled on 12.05.2016 & 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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MINUTES OF MEETING

1. The Meeting was held on 12th May 2016 in board room at 2.30 pm.
2. The chief editor welcomed all the committee members
3. Previous years' publications were discussed and shortfalls in the previous publications were listed down Infront of the members.
4. The members of the publication committees agreed upon the publication shortfalls decided to avoid such mistakes in the publication.
5. Meeting was adjourned at 3.30 pm.

Following members were 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 (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.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, 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

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Date: 14.05.2016

To,
IQAC Coordinator
CMRCET

Sub: Requesting approval of the publication recurrence for the A.Y:2016-17.

Respected Sir,

As you are aware that, we formed 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: 2016-17.

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



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Strategic Perspective Plan of Publication Committee

For the Academic Year 2016-17

Sl. No.	Publication type	Course of action	Proposed Date of Completion
1	Newsletter (July - December)	Collecting information to print	10.06.2016
		Finalizing the content for printing	20.06.2016
		Proof reading	25.06.2016
		Print	30.06.2016
2	Magazine	Collecting information to print	25.02.2017
		Finalizing the content for printing	15.03.2017
		Proof reading	31.03.2017
		Print	10.04.2017
3	Information Brochure	Collecting information to print	02.05.2017
		Finalizing the content for printing	10.05.2017
		Proof reading	20.05.2017
		Print	30.05.2017
4	Newsletter (January – June)	Collecting information to print	10.12.2016
		Finalizing the content for printing	20.12.2016
		Proof reading	25.12.2016
		Print	30.12.2016



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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

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Date: 03.06. 2016

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 28-4-2016. 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. Ramanyaneya	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	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.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


Convener

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

Permitted


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CMRCET/PRIN/PC/AY2016-17/CIR-2

Date: 9th May 2017

CIRCULAR

This is to inform all that the publication committees have been formed for academic year 2016-17 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	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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CMRCET/PRIN/PC/AY2016-17/CIR-3

Date: 17th May 2017

CIRCULAR

This is to inform all the publication committee members that annual review meeting is scheduled on 19 May 2017 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.2016-17
2. To review the contents of the publications
3. Any other matter with the permission of the chair

Principal

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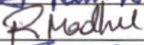

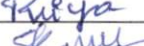



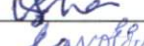
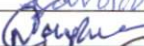
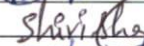
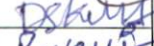
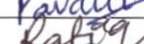





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MINUTES OF MEETING

1. The Meeting was held on 19th May 2017 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 presided over the meeting and told about the missing content in the publication and alerted to avoid such things.
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.

S.No	Name of the member	Designation	Position	Signature
1	Dr. V. A. Narayana	Principal	Chairman	
2	Mrs. P. Alekhya	Assistant Professor	Convener	
3	Ms.S.Fatima Mary	H & S Department	Editor in Chief	
4	Mr. L. Ramanyaneya	Assistant Professor	coordinator	
5	Mr R Madhu	Assistant Professor	Member	
6	Ms G Tripura Devi	Assistant Professor	Member	
7	Ms.Sanathi 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,	Physical Director	Co-editor	
19	Mr.Prasannanjaneyulu	Assistant Professor	coordinator	


Convener


Principal

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Date: 2nd May 2017

To,
IQAC Coordinator
CMRCET

Respected Sir,

Sub: Publication Committee – Summary Report for the A.Y:2016-17

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 12th May 2016 and the second meeting was held on 19th May 2017.

Publication process has been completed as per the following dates.

Sl. No.	Publication Type	Date of Publication
1	Newsletter (July - December)	30.06.2016
2	Magazine	10.04.2017
3	Information Brochure	30.05.2017
4	Newsletter (January – June)	30.12.2016

Thanking you,

Yours faithfully

Convener

Publication committee