


OFFICE ORDER

With reference to the office order "CMRCET/PRIN/21/2016, Dated 13th April, 2017", Publication Committee is constituted with the following Members for the A.Y 2017-18.

The composition of Publication Committee is as follows:

S.No	Name of the Member	Designation	Position
1.	Dr.V.A.Narayana	Principal	Chairman
2.	Ms.P.Alekhyia	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.	N.Hitesh	Student (CSE Dept, 14H51A0512)	Member
15.	Nihal Kumar	Student (CSE Dept, 13H51A0378)	Member
16.	B.Varun Kumar	Student (MBA Dept, 14H51E0029)	Member

P. Alekhya
L. Ramayya
Fathima
SRK
K. Bharadwaj
Aruna
R. Kumar
Joel
Ch. S.
T. Rajesh
B. Ashok
N. Hitesh
Nihal
Varun


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/AY2017-18/CIR-1

Date: 09 May 2017

CIRCULAR

All the members of publication committee of the college are hereby informed that, the committee meeting is scheduled on 13.05.2017 & 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 the committee works for the year 2016-17
- ii) To decide the content of publication of Magazine, Newsletter and Information Brochure.
- iii) Any other matter with the permission of the chair.



Principal

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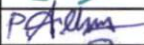
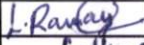
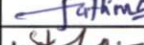
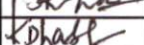
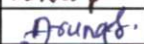
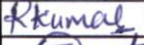

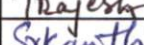
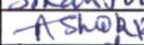
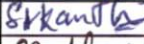
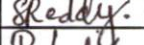
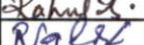
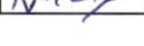


Copy to:

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 13th May 2017 in board room at 2.30 pm.
2. The chief editor welcomed all the committee members
3. The importance of publication material was discussed along with the image it creates in the minds of the readers of such publications.
4. Previous years' publications were discussed and shortfalls in the previous publications were listed down Infront of the members.
5. The members of the publication committees agreed upon the publication shortfalls decided to avoid such mistakes in the publication.
6. Meeting was adjourned at 3.30 pm.

Following members were attended the meeting

S.No	Name of the Member	Designation	Position	Signature
1	Dr. V. A. Narayana	Principal	Chairman	
2	Ms.P.Alekhya	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.



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

Date: 15.05.2017

To,
IQAC Coordinator
CMRCET

Respected Sir,

Sub: Requesting approval of the publication recurrence for the A.Y:2017-18.

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: 2017-18.

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

P. Alibhy
Convener

Publication Committee

Strategic Perspective Plan of Publication Committee

For the Academic Year 2017-18

Sl. No.	Publication type	Course of action	Proposed Date of Completion
1	Newsletter (July - December)	Collecting information to print	10.06.2017
		Finalizing the content for printing	20.06.2017
		Proof reading	25.06.2017
		Print	30.06.2017
2	Magazine	Collecting information to print	25.02.2018
		Finalizing the content for printing	15.03.2018
		Proof reading	31.03.2018
		Print	10.04.2018
3	Information Brochure	Collecting information to print	02.05.2018
		Finalizing the content for printing	10.05.2018
		Proof reading	20.05.2018
		Print	30.05.2018
4	Newsletter (January – June)	Collecting information to print	10.12.2017
		Finalizing the content for printing	20.12.2017
		Proof reading	25.12.2017
		Print	30.12.2017



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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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CMR COLLEGE OF ENGG. & TECH.
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CMR COLLEGE OF ENGINEERING & TECHNOLOGY
(AUTONOMOUS)

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

Date: 02.06. 2017

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 28-4-2017. 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	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	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


Convener

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


PRINCIPAL
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CMRCET/PRIN/PC/AY2017-18/CIR-2

Date: 10 May 2018

CIRCULAR

This is to inform all that the publication committees have been formed for academic year 2017-18 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	Mr. Santhi Priya	Assistant Professor	Member
6	Mr.K Srinivas	Assistant Professor	Member


Principal

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CMRCET/PRIN/PC/AY2017-18/CIR-3

Date: 17May 2018

CIRCULAR

This is to inform all the publication committee members that annual review meeting is scheduled on 19 May 2018 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.2017-18
2. To review the contents of the publications
3. Any other matter with the permission of the chair



Principal

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Copy to:

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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 19th May 2018 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	P. Alekhya
3	Ms.S.Fatima Mary,	H & S Department	Editor in Chief	Fatima
4	Mr. L. Ramanyaneya	Assistant Professor	coordinator	L. Ramany
5	Mr R Madhu	Assistant Professor	Member	R. Madhu
6	Ms G Tripura Devi	Assistant Professor	Member	P. Devi
7	Ms.Sanathi Priya	Assistant Professor	Member	Priya
8	Mr.K Srinivasulu	Assistant Professor	Member	SKS
9	K.Kethan Kumar	Student	Member	KK
10	G.Nikhil	Student	Member	G. Nikhil
11	Appireddy Madhavi	Student	Member	A. madhavi
12	Ms.UshaVaidehi	Assistant Professor	Editor in Chief	Usha
13	Ms.M.Sarojini	Assistant Professor	Co-editor	M. Sarojini
14	Ms.Dr.M.Swapna	Assistant Professor	Co-editor	M. Swapna
15	Ms.R,Shirisha	Assistant Professor	Co-editor	Shirisha
16	Mr.D.Sanjeev	Assistant Professor	Co-editor	D. Sanjeev
17	Ms.Pavani,	Assistant Professor	Co-editor	Pavani
18	Mr.SyedRafiq,	Sports Department	Co-editor	Rafiq
19	Mr.M. Prasannanjaneyulu	Assistant Professor	coordinator	M. Prasanna
20	Mr R Madhu	Assistant Professor	Member	R. madhu

P. Alekhya
Convener

Principal

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



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

Date: 2nd May 2018

To,
IQAC Coordinator
CMRCET

Respected Sir,

Sub: Publication Committee – Summary Report for the A.Y:2017-18

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 13th May 2017 and the second meeting was held on 19th May 2018.

Publication process has been completed as per the following dates.

Sl. No.	Publication Type	Date of Publication
1	Newsletter (July - December)	30.06.2017
2	Magazine	10.04.2018
3	Information Brochure	30.05.2018
4	Newsletter (January – June)	30.12.2017

Thanking you,

Yours faithfully

Convener
Publication committee