



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.

CMRCET/PRIN/PC/AY2018-19/01

Date: 20/04/2018

OFFICE ORDER

With reference to the office order "CMRCET/PRIN/21/2018, Dated 13th April, 2018",
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.	Dr.P.Alekhy	Associate professor (MBA Dept)	Convener
3	Mr. P. Jagannadharao	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	N.Hitesh	Student (ECE Dept, 14H51A0512)	Member
15	Nihal kumar	Student (CSE Dept, 13H51A0378)	Member
16	B.Varun Kumar	Student (MBA Dept, 14H51E0012)	Member

P. Ashok
Jagannadharao
Fathima
K. Ravi
K. Bharadwaj
Arunasahasini
R. Kumar
Joel
Ch. Shankar
T. Rajesh
Ch. Srikanth
N. Hitesh
Nihal K.
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



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CMRCET/PRIN/PC/AY2018-19/CIR-1

Date: 09 MAY 2018

CIRCULAR

All the members of publication committee of the college are hereby informed that, the committee meeting is scheduled on 12.05.2018& 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 2017-18
- 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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MINUTES OF MEETING

1. The Meeting was held on 12th May 2018 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.

The following members were attended the meeting

S.No	Name of the Member	Designation	Position	Signature
1	Dr.V.A.Narayana	Principal	Chairman	
2	Dr.P.Alekhyia	Associate professor (MBA Dept)	Convener	P. Akk
3	Mr.P.Jagannadharao	Assistant Professor (MBA Dept)	Member	Jagannadharao
4	Ms. Fathima Mary	Assistant Professor (H&S Dept)	Member	Fathima
5	Mr.KSrinivasulu	Assistant Professor (Mech. Dept)	Member	Srinivasulu
6	Mr K Bharadwaj	Assistant Professor (ECE Dept)	Member	K. Bharadwaj
7	Ms.Y.Arunasahasini	Assistant Professor (ECE Dept)	Member	Arunasahasini
8	Mr. Ravi Kumar	Assistant Professor (CSE Dept)	Member	Ravi 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, 16H51A01B2)	Member	T.Rajesh Kumar
12	CH.Srikanth	Student (ECE Dept, 14H51A0410)	Member	Srikanth
13	B.Ashok	Student (EEE Dept, 14H51A0203)	Member	Ashok
14	N.Hitesh	Student (ECE Dept, 14H51A0512)	Member	Hitesh
15	Nihal kumar	Student (CSE Dept, 13H51A0378)	Member	Nihal
16	B.Varun Kumar	Student (MBA Dept, 14H51E0012)	Member	Varun


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: 15.05.2018

To,
IQAC Coordinator
CMRCET

Respected Sir,

Sub: Requesting approval of the publication recurrence for the A.Y:2018-19.

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: 2018-19.

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 2018-19

Sl. No.	Publication type	Course of action	Proposed Date of Completion
1	Newsletter (July - December)	Collecting information to print	10.06.2018
		Finalizing the content for printing	20.06.2018
		Proof reading	25.06.2018
		Print	30.06.2018
2	Magazine	Collecting information to print	25.02.2019
		Finalizing the content for printing	15.03.2019
		Proof reading	31.03.2019
		Print	10.04.2019
3	Information Brochure	Collecting information to print	02.05.2019
		Finalizing the content for printing	10.05.2019
		Proof reading	20.05.2019
		Print	30.05.2019
4	Newsletter (January – June)	Collecting information to print	10.12.2018
		Finalizing the content for printing	20.12.2018
		Proof reading	25.12.2018
		Print	30.12.2018



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

Date: 02.06. 2018

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 28-4-2018. 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



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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

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

Thanking you,

Yours faithfully

Convener

Recommended

and

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

Permitted

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CMRCET/PRIN/PC/AY2018-19/CIR-2

Date: 10 May 2019

CIRCULAR

This is to inform all that the publication committees have been formed for academic year 2018-19 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. 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	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

1.

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CMRCET/PRIN/PC/AY2018-19/CIR-3

Date: 17May 2019

CIRCULAR

This is to inform all the publication committee members that annual review meeting is scheduled on 19 May 2019 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.2018-19
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 19th May 2019 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 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	Dr. P. Alekhya	Associate Professor	Convener	P. Alekhya
3	Ms.S.Fatima Mary,	Associate Professor	Editor in Chief	Fathima
4	Mr. L. Ramanyaneya	Assistant Professor	coordinator	L. Ramanyaneya
5	Mr R Madhu	Assistant Professor	Member	R. Madhu
6	Ms G Tripura Devi	Assistant Professor	Member	G. Tripura Devi
7	Mr. Santhi Priya	Assistant Professor	Member	S. Priya
8	Mr.K Srinivasulu	Assistant Professor	Member	K. Srinivasulu
9	K.Kethan Kumar	Student	Member	K. Kethan Kumar
10	G.Nikhil	Student	Member	G. Nikhil
11	Appireddy Madhavi	Student	Member	Appireddy Madhavi
12	Mr. P. Jagannadharao	Assistant Professor	Editor in Chief	P. Jagannadharao
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	R. Shirisha
16	Mr.D.Sanjeev	Assistant Professor	Co-editor	D. Sanjeev
17	Ms.Pavani,	Assistant Professor	Co-editor	P. Pavani
18	Mr.SyedRafiq,	Physical Director	Co-editor	Syed Rafiq
19	Mr.M. Prasannanjaneyulu	Assistant Professor	coordinator	M. Prasannanjaneyulu

P. Alekhya
Convener

Principal
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Date: 2nd May 2019

To,
IQAC Coordinator
CMRCET

Respected Sir,

Sub: Publication Committee – Summary Report for the A.Y:2018-19

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 2018 and the second meeting was held on 19th May 2019.

Publication process has been completed as per the following dates.

Sl. No.	Publication Type	Date of Publication
1	Newsletter (July - December)	30.06.2018
2	Magazine	10.04.2019
3	Information Brochure	30.05.2019
4	Newsletter (January – June)	30.12.2018

Thanking you,

Yours faithfully

Convener

Publication committee