



**CMRCOLLEGE OF ENGINEERING & TECHNOLOGY**  
Kandlakoya (V), Medchal Road, Hyderabad

CMRCET/PRIN/SMC/AY-2017-18/CIR 02

DATE: 4<sup>th</sup> Jan 2018

**CIRCULAR**

All the members of SWAYAM MOOC Courses (SMC) of the college are requested to attend the meeting scheduled on 6.01.2018 at 10 A.M in the Central Lab, Block II, and Department of CSE.

The following points are on the agenda:

**AGENDA**

1. To discuss about last semester activities.
2. To discuss about the fore coming dates for enroll the courses to be register.
3. To discuss about the modality in the formation of groups of SMC.

  
CONVENER

  
PRINCIPAL

Copy Submitted to: (1) The Secretary Garu - For your kind information Pl

**Copy to:**

1. IQAC coordinator
2. Deans
3. Examinations Branch
4. All HODS
5. Administrative Officer
6. Accounts Officer
7. Librarian
8. Training & Placement
9. Concerned Faculty
10. EQUAL OPPORTUNITIES CENTRE (EOC) members
11. Medical officer
12. Student Notice Board

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

Academic Year: 2017-18

SWAYAM MOOC COURSES (SMC)

MINUTES OF MEETING

Date: 06-01-2018 Time:10-11 AM Venue:Dept.of CSE (R.No.302)

Chaired By: Dr. V.A.Narayna, Principal, CMR College of Engineering & Technology

The chairman welcomed all the committee members.

**Item 1:** Proposal of activities to be conducted for the teaching faculty, non-teaching staff and students in the A.Y 2017-18 under SMC. It is to convey information about MOOC Courses branch wise along with deadline to enroll the courses and register for the certifications.

Following are the agenda items and actions to be perform by the committee members of SMC for the Academic Year 2017-18

1. To convey the information about deadline registration time for enroll the SWAYAM MOOCS NPTEL Courses to the students and faculties.
2. To convey the assignments to be submitted within stipulated time given by the SWAYAM.]
3. To convey the certification registration information
4. To convey information to keep remainder about examination date for certification according to their convenient location].
5. To plan about workshop to be conducted for awareness towards MOOC.
6. To track the status of the earlier actions taken place in this regard.

Action items	Owner(s)	Deadline
[Deadline dates for registration course]	[Dr. Anand Raj Kumar, S.Suvarna]	26/01/2018
[Assignment submission dates]	[Mr. Ravi Chandra, Dr. Srinivas Rao]	26/01/2018
[Certification registration]	[Mr. K.P.V.Krishna Varma, B. Chakradar]	26/01/2018
[plan to conduct worshop]	[S.Swarna, Neelima]	26/01/2018
[Convey remainder about exam for certification]	[Ms. Pooja]	12/02/2018

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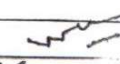
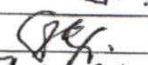
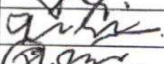
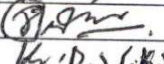
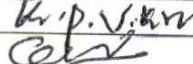
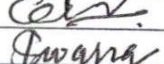
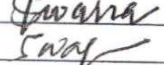
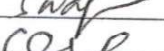

**Item 2:** From each department one person will be they group member for any activity to taken up by SMC.


**The Committee made the following Resolution**


All the committee members agreed to on the agenda points and responsibilities to convey information to the teaching faculty, non-teaching faculty and students about SMC.

The meeting concluded with the Chairman of SMC thanking the committee members for their valuable time.

**List of Committee Members:**

S. No	Name of the Faculty	Designation	Role	Signature
1	Dr. V.A.Narayana	Principal	Chairman	
2	M.Venkateswarlu Naik	Assistant Professor	Convener	
3	Mr. Ravi Chandra	Assistant Professor	Member	
4	Dr. Srinivas Rao	Assistant Professor	Member	
5	K.P. V. Krishna Varma	Assistant Professor	Member	
6	Mr. B. Chakradar	Assistant Professor	Member	
7	Ms. N. Suvarna	Assistant Professor	Member	
8	Mrs. S. Swapna	Assistant Professor	Member	
9	Mrs. Neelima	Assistant Professor	Member	

  
Dr V.A.Narayana  
(Chairman, SMC)

  
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To,  
IQAC Coordinator,  
CMRCET,  
Hyderabad.

Date: 07/01/2018

**Subject:** Request to approve for convey information towards SMC agenda to the faculties and students-Reg.

I Dr. Anand Raj Kumar, convener for SMC committee. i would like convey following agenda information to the all concerned branch faculties and students for register Swayam Moocs courses as part of NPTEL.

- To convey the information about deadline registration time for enroll the SWAYAM MOOCS NPTEL Courses to the students and faculties.
- To convey the assignments to be submitted within stipulated time given by the SWAYAM.]
- To convey the certification registration information
- To convey information to keep remainder about examination date for certification according to their convenient location].
- To plan about workshop to be conducted for awareness towards MOOC.
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Convener

  
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