



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/TALKIES/AY2016-17/CIR-01

Date: 23rd Dec 2016

CIRCULAR


This is to inform all the CMR TALKIES Club members that there will be a meeting on 27th DEC 2016 at 03:00 PM in Department of Mechanical- TOM LAB.

Agenda of the meeting:

To discuss about

1. SOP
2. Objectives
3. Roles and responsibilities
4. Facilities etc.,
5. To discuss about the Events to be conducted under CMR TALKIES Club committee
6. For scheduling all the related activities without affecting the class/lab work, examination schedules.
7. Preface


Convener


Principal

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

PRINCIPAL & TRIN.
CMR COLLEGE OF ENGINEERING & TECHNOLOGY
Kandlakoya (V), Medchal Road,
Hyderabad-501401.

Copy to:

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



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Academic Year: 2016-17 CMR TALKIES CLUB COMMITTEE MINUTES OF MEETING

Date: 27-12-2016

Time: 03:00-04:00 PM

Venue: Department of ME- TOM Lab

Chaired By: Major Dr.V.A.Narayana, Principal, CMR College of Engineering & Technology
The chairman welcomed all the committee members.

Item 1: SOP are finalized during the meeting and communicated for the same will be issued to the concern

STANDARD OPERATING PROCEDURE OF CMR TALKIES CLUB

CMR TALKIES Club of CMRCET is a platform to bring together the like-minded people and share knowledge about the art and science of Short movies. The club encourages students to study light and imparts tips on composition. The club organizes activities that give a chance to learn how to, utilize their camera to the fullest and become sensitized to the world around. The club "focuses" on interaction between experts and students in addition to enhancing peer learning in using camera and builds an environment to capture memories forever.

The committee is also responsible towards participation of students in all events conducted by college. Convener of CMR TALKIES club is supposed to release the correspondence related to the activities to be participated for a particular academic year duly approved by the IQAC coordinator before end of previous academic year.

Objectives

- To train the students to have child's eye for observation, an artist's taste for beauty and a poet's expression for emotion this would thereby emulate technical concepts and ideas into reality.
- To encourage students to express their thoughts and emotions through art or Videography
- To make students to learn the transformation of technical facts into real-time applications
- To enable an artistic approach of patience and trigger shooting mind by arranging videographic related gathering and exchange their knowledge, with the help of events such as workshops, exhibitions.
- To inculcate the habit of imagination of concept transformation to implementation.
- To Develop Video graphic Skills among Students and to empower them to become young Short film makers, videographers which would increase their analyzing and sensing skills.



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- To create an atmosphere for the students to discover, develop, deploy and express their Creativity in video, capturing & editing skills.
- To Provide & train Students in using editing tools and software's which would make unique in their profession.

Roles and Responsibilities

All Members and guests of the CMR TALKIES Club have a responsibility to:

- The institute's Code of Conduct policy is applicable to this CMR TALKIES club
- Institute equipment will be given to an individual only after registration & the individual will be held responsible for any damage to the equipment. Equipment has to be returned to the CMR Talkies club in charge as soon as the event ends. He/ She cannot hold back the equipment overnight.
- Never engage in activities, behavior or conduct that jeopardizes the health and safety of any individual
- Recognize that the CMR Talkies Club is a family-oriented Club, any illegal act is strictly prohibited according to the Club's By-Laws.
- Taking videos of individual or group without their permission or posting an individual's video on any social media will be a serious offence.
- Videos taken by an individual during the CMR Talkies club activity will be a joint property of the Videographer and the CMR Talkies Club.
- If the Videographer wants to sell or transfer the ownership rights of videographer he or she has to get the permission from the CMR Talkies club.
- The policies may be modified by the club committee as required, following a defined process.

Frequency of Meetings

1. Starting of every Academic Year first meeting will be conducted to discuss the activities to be conducted in that Academic Year.
2. At the end of the Academic Year meeting will be conducted to review all the activities and action plan for next Academic Year.
3. We may conduct the meetings as and when required.



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The List of Club members attended the meeting:

S No	Name of the Member	Designation	Position	Signature
1.	Major Dr.V.A.Narayana	Principal	Chairman	
2.	Mr.K.P.V.Krishna varma	Assistant Professor, Dept. of ME	Convener	
3.	Eshwar(16H51A01A4)	Student From Civil	Coordinator	
4.	Yaswanth(16H51A0211)	Student From EEE	Coordinator	
5.	Krishna(16H51A0329)	Student From ME	Coordinator	
6.	B Naresh (16H51A0410)	Student From ECE	Coordinator	
7.	Surya Teja(16H51A0501)	Student From CSE	Coordinator	

Convener

Principal

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PRE FACE

The CMR TALKIES CLUB of “CMR College of Engineering & Technology” is one of the essential committee of our college which consists of enthusiastic staff and student coordinators. The committee intends to create an environment where we can pursue creativity, mutual understanding & teamwork. CMR TALKIES CLUB helps in capturing the vibrant persona of the students by offering them a platform and opportunity to showcase their inner talent as making movies, actors and also encourages them to participate in various events organized in the campus and off campus events.

We aim to develop and promote arts and culture as a gateway to personal development and social growth.

CMR TALKIES Club has been a source of inspiration and motivation for everyone involved. For the all round development of the students, the institute provides a host of various students activities. These student bodies not only help the students to explore their hidden talent but also help in areas such as personality development and inculcating in the students the spirit of organization by providing them with a platform for hosting their talents.