

CMRCET/PRIN/MUSIC/AY2014-15/CIR-01

Date: 02nd May 2014

CIRCULAR

This is to inform all the Music Club members that there will be a meeting on 06th May 2014 at 02:00 PM in Room No 202, Department of ECE.

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 Music Club committee
6. For scheduling all the related activities without affecting the class/lab work, examination schedules.



Convener



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. Concerned Faculty members
7. Students Notice Board

Academic Year: 2014-15

**MUSIC CLUB
MINUTES OF MEETING**

Date: 06-05-2014 **Time:** 02:00-03:00 PM **Venue:** Department of ECE- Room No: 202

Chaired By: Dr M Ramalinga Reddy, Principal, CMR College of Engineering & Technology

The chairman welcomed all the club members.

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

STANDARD OPERATING PROCEDURE OF MUSIC- CLUB

Music Club of CMRCET has been set up to encourage talent in music instrumental as well as vocal. It is the best way to express our emotions and feelings. The club will help students to retain and enhance their own individual love of music

The club is also responsible towards participation of students in the events conducted by college. Convener of Music 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.

Chairman of cultural club must release an office order in the month of May regarding

The members of the club for the next academic year

Objectives

- To identify and encourage the Music Talent among the students.
- To encourage the club members for competitive participation in various music based events conducted in the inside and outside the campus.

Roles and Responsibilities

All Members of the CMRCET Music Club have a responsibility to:

- Participating in various programs (our fresher's day, annual day, and farewell day celebrations, etc.) in the College.
- Conducting club activities for every Saturday.
- Maintaining the activity records of the club after completion of every event.
- Submitting report to IQAC coordinator through Convener of the club




- The policies may be modified by the club members as required, following a defined process.

Frequency of Meetings

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

Item2: The list of activities to be done in the upcoming year has been discussed.

List of Club Members attended the meeting:

S No	Name of the Member	Designation	Position	Signature
1.	Dr.M. Ramalinga Reddy	Principal	Chairman	
2.	Mr.K.Rama Rao	Assistant Professor, Dept. of ECE	Convener	
3.	Surekha G (11H51A0148)	Student from Civil	Student Coordinator	G. Surekha
4.	Rupakula Sai Surya Teja (11H51A0247)	Student from EEE	Student Coordinator	Surya
5.	Ponnala Deepika (11H51A0344)	Student from ME	Student Coordinator	Deepika
6.	Godisela Dinesh (11H51A0479)	Student from ECE	Student Coordinator	Dinesh
7.	K.Vamsi Krishna (11H51A0589)	Student from CSE	Student Coordinator	Vamsi
8.	Pallavi Dutta (11H51A1244)	Student from IT	Student Coordinator	Pallavi
9	B Mounica (14H51E0009)	Student from MBA	Student Coordinator	


Convener


Principal