

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

Date: 09th May 2014

CIRCULAR

This is to inform all the Photography Club members that there will be a meeting on 15th May 2014 at 03:00 PM in Room No 106 Department of Mechanical Engineering.

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 Photography 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
PHOTOGRAPHY CLUB COMMITTEE
MINUTES OF MEETING

Date: 15-05-2014 **Time:**03:00-04:00 PM **Venue:** Department of ME- HOD Cabin

Chaired By: Dr M Ramalinga Reddy, 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 PHOTOGRAPHY CLUB
COMMITTEE

Photography Club of CMRCET is a platform to bring together the like-minded people and share knowledge about the art and science of Photography. The club encourages students to study light and imparts tips on composition. The club organizes activities that give a chance to learn photography, 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 photography 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 Photography 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 committee for the next 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 photography
- To make students to learn the transformation of technical facts into real-time



- To enable an artistic approach of patience and trigger shooting mind by arranging photographic related gathering and exchange their knowledge, with the help of events such as workshops, exhibitions and photography tours.
- To inculcate the habit of imagination of concept transformation to implementation.
- To Develop Photographic Skills among Students and to empower them to become young Short film makers, photographers which would increase their analyzing and sensing skills.
- To create an atmosphere for the students to discover, develop, deploy and express their Creativity in Photo & video, capturing & editing skills.
- To Provide & train Students in using Graphics & editing tools and software's which would make unique in their profession.

Roles and Responsibilities

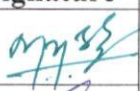




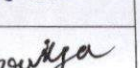
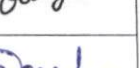
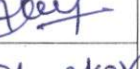
All Members and guests of the CMRCET Photography Club have a responsibility to:

- The institute's Code of Conduct policy is applicable to this Photography 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 Photography 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 CMRCET Photography Club is a family-oriented Club, any illegal act is strictly prohibited according to the Club's By-Laws.
- Taking pictures of individual or group without their permission or posting an individual's picture on any social media will be a serious offence.
- Photos taken by an individual during the Photography club activity will be a joint property of the Photographer and the Photography Club.
- If the Photographer wants to sell or transfer the ownership rights of Photography he or she has to get the permission from the Photography 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.

List of Committee Members attended the meeting:

S No	Name of the Member	Designation	Position	Signature
1.	Dr.M. Ramalinga Reddy	Principal	Chairman	
2.	Mr.P Sridhar	Assistant Professor,Dept. of ME	Convener	
3.	Naram Shankar	Student from Civil	Student Coodinator	
4.	Kondapuram Naveen Kumar	Student from EEE	Student Coodinator	
5.	Nakarekanti Anvesh	Student from ME	Student Coodinator	
6.	Marupudi Sowmya	Student from ECE	Student Coodinator	
7.	Paruchuri Anusha	Student from CSE	Student Coodinator	
8.	Mandumoola Bhasker	Student from MBA	Student Coodinator	



Convener



Principal