



**CMR COLLEGE OF ENGINEERING & TECHNOLOGY**

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

**CMRCET/PRIN/SAEINDIA COLLEGIATE CLUB OF CMRCET/AY2014-15/CIR-01**

**Date: 16/05/2014**

**CIRCULAR**

With reference to the office order "CMRCET/PRIN/SAEINDIA COLLEGIATE CLUB OF CMRCET/AY2014-15/01, Dated 15<sup>th</sup> May 2014. The Composition of Committee members has named the **CLUB** as **SAEINDIA COLLEGIATE CLUB OF CMRCET**.

**CONVENER**

**PRINCIPAL**

**PRINCIPAL**

**CMR COLLEGE OF ENGG. & TECH.**

**Kandlakoya (V), Medchal Road,**

Copy Submitted to: (1) The Secretary Garu – For your kind information Pl. **Hyderabad-501401.**

Copy to:

1. IQAC Coordinator
2. Deans
3. Examination Branch
4. All HODS
5. Administrative Officer
6. Accounts Officer
7. Librarian
8. Training & Placement
9. Concerned Faculty
10. Student Notice Board

**CMRCET/PRIN/SAEINDIA COLLEGIATE CLUB OF CMRCET/AY2014-15/CIR-01**

**Date: 16/05/2014**

**CIRCULAR**

This is to inform all the SAEINDIA COLLEGIATE CLUB OF CMRCET committee members that there will be a meeting on 19<sup>th</sup> May 2014 at 2:30 PM in Department of Mechanical-HOD.Cabin.

The Agenda of the meeting:

To Discuss about

1. SOP
2. Objectives
3. Roles & Responsibilities
4. Facilities etc.,
5. To Discuss about the Events to be conducted under SAEINDIA COLLEGIATE CLUB OF CMRCET committee.
6. For scheduling all the related activities without affecting the class/lab work, examination Schedules.
7. To plan for the Program "One day seminar on present trends in automobiles".



**Convener**



**Principal**

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

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2. Controller of Examinations
3. All HODS
4. Administrative Officer
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6. Concerned Faculty members
7. Student Notice Board



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

**Academic Year: 2014-15**  
**SAEINDIA COLLEGIATE CLUB OF CMRCET**  
**MINUTES OF MEETING**

**Date: 23/05/2015**

**Time: 2:30 PM**

**Venue: HOD Cabin, Mech Dept**

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

**Agenda: End of the Academic year summary**

**Minutes of Meeting:**

A meeting was conducted by the SAEINDIA COLLEGIATE CLUB OF CMRCET committee to review the events conducted in the Academic Year 2014-15 and to discuss the various events to be conducted for the Academic Year 2015-16.

- The chairman, Dr. M. Ramalinga Reddy welcomed all the members.
- Event conducted in the Academic Year 2014-15 were discussed.
- The additional events that were conducted if any and missed out were asked for.
- The events that were part of the agenda but were not conducted were also discussed and the reasons for not being conducted were discussed at length.
- The events that were planned for the next academic year were also discussed.
- Inputs were sought about the other events that can be included as part of the club.

**Resolution 01:** The SAEINDIA COLLEGIATE CLUB OF CMRCET committee members appreciated one another for the successful completion of the events for the academic year on the agenda and were braced up with the list of events for the next academic year.

**STANDARD OPERATING PROCEDURE OF SAEINDIA COLLEGIATE CLUB OF CMRCET:**

SAE collegiate club of CMRCET is a student centric club, driven with interest of students that continuously and consistently aligns itself with the vision, mission and goals of CMR College of Engineering & Technology.

The purpose of this procedure is to help students

1. To enhance the practical, technical and soft skills in the area of automotive field.
2. To develop automotive innovations.
3. To develop the leadership qualities.
4. To develop professional ethics to become a good team member and serve the automotive society.
5. To receive general information of the events to be participated and to be organized related to automotive field and SAEINDIA.

SAEINDIA has over 45,000 student members in more than 450 collegiate clubs located all over India. Collegiate clubs provide practical exposure to a professional engineering society as well as focal point for campus engineering programs and projects. Applicants must be students pursuing studies leading to any bachelor, masters, or doctoral degree in Engineering Colleges approved by AICTE or UGC. SAEINDIA membership is not open to school students. SAEINDIA Collegiate clubs offer student members organize programs and activities, fellowship, and leadership experience. SAEINDIA student members are also entitled to many of the services available to SAEINDIA's regular members.

**Objectives of Collegiate Club:**

A collegiate club is beneficial to the college and the students.

- To stimulate student participation in events that requires the application of engineering knowledge and promotes professional growth.

- Arranges visits to industrial plants and engineering research centers.
- Arranges Guest lectures by the industry professionals.
- Provides students opportunities to gain experience in administering organizational activities, concluding meetings, taking part in committee activities and writing and speaking before groups.

### **SAEINDIA COLLEGIATE CLUB'S OFFICERS AND THEIR RESPONSIBILITIES**

The measure of a Collegiate Club's success is the extent to which, Club officers and its committee understand and carry out their individual responsibilities and work together. If every person does their job well, all members of the Collegiate Club will be benefited. The Collegiate Club executive committee conducts regular meetings to discuss Club management, Club programs and matters of interest and concern to the general membership. The duration of service and time of election of officers are decided by the Collegiate Club on an individual basis, although the duration of the office held should not be less than one year, under normal circumstances. The typical Collegiate Club has one set of officers for a single academic year. The student officers are usually selected at the beginning of the academic year by June end or July beginning prior through the personal interview conducted by the convener and the faculty advisors for the interested candidates. The success and performance of the Club is based on the programs and activities planned to implement.

### **CHAIRPERSON**

Requirements for the job are initiative, drive and ability to think ahead and plan for the group's continued improvement. It is the chairperson who ensures that they all club members understand their assignments and carry them out. The function of the chairperson is to organize the Club activities. This type of organization demands the chairperson to be knowledgeable of all Club functions. The chairpersons does their duties accordingly:

- Actively attends all Club functions and promote membership.
- Promote a respectable image of the SAEINDIA Club and the college.
- Maintain proper communication with officers, members, faculty Advisors, section and the engineering departments within the college.
- Run all general meetings and weekly meetings in parliamentary manner.
- Maintain an active organizational role in major projects.
- Arrange technical speakers in programs of interest.
- Distribute responsibilities equally among officers.
- Oversee the recording of the activities, both financial and documental.
- Review all outgoing communications.
- Call and preside over all executive committee and business meetings of the Club. Make certain that the meetings specified in the Collegiate Club constitution are held as required. As presiding officer at business and Executive Committee meetings, the chairperson should know the basic rules of parliamentary procedure.
- Prepare an agenda for each meeting.
- Have discussion pertinent to the subject under discussion.
- Call for committee reports.
- Make assignments when indicated.
- Follow up with all committees in order to ensure continuity and execution of their assignments. With the consent of the Executive Committee, remove an inactive committee chairperson or member and appoint a successor. The chairperson is an ex-officio officer of all committees.

### **VICE CHAIRPERSON**

The vice chair may be called upon at any time to assume the responsibility of the chairperson. Thus, the vice chair works closely with the chairperson and attends executive committee and Club meetings regularly. Often, a vice chair is given other responsibilities. They may be asked to assume chairmanship of the Program committee or the Publicity Committee with the additional duties described under these two headings. **SECRETARY** The secretary maintains Club records and duties include:

- Maintaining an accurate, up-to-date list of the Club members and advising SAEINDIA Headquarters of any changes in address immediately in order to avoid mailing problems.
- Issuing calls for Executive Committee meetings, as instructed by the chairperson.
- Preparing minutes of meetings and business sessions of Club meetings, sending copies to the chairperson and the SAEINDIA headquarters.
- Immediately informing headquarters of all the sections and committee chairmanship appointments as well as any changes that may occur in these offices.
- Delivering all records, card file, historical information, and other pertinent data to their successor at the end of their term of office.
- Maintaining a record of all Club correspondence.
- Assist in arranging tech speakers and programs each year.
- Contribute to the common goal of increasing student projects, activities and membership.
- Maintain a current and up-to-date file of all Club communications.
- Record general meeting minutes and read them at the following general meeting.
- Submit materials for Allied Signal Outstanding Collegiate Branch Award. Like the other officer positions, the secretary represents the Club to the students, staff and individuals outside the university. It is their responsibility to represent SAEINDIA and their University appropriately.

### **TREASURER**

The treasurer manages all the administration and Club finances. Arrangements are made with their predecessor for the transfer of Club funds and cooperation in preparing the Club budget for approval at the initial meetings of the Executive Committee and the Club. The budget is realistic and assures that expenses do not exceed income. The treasurer should make a report on the organization's financial status at each Club meeting and cooperate with the chairperson in making certain that the budget is adhered to. The budget is reviewed periodically and revised if there are indications that income or expense is other than anticipated. It is the treasurer who collects SAEINDIA student membership fee and Club dues. The student membership fee is being followed to the SAEINDIA headquarters without delay, together with a memo stating the amount enclosed and listing the names of the individuals whose enrollment fees are included. A copy of this memo is given to the Club secretary for their records. A student membership application is included for each student who was not previously a student member of SAEINDIA. The treasurer keeps accurate records of the Club's income and disbursements and be accountable for all Club finances. In addition, the treasurer completes the duties which include:

- Opening a Bank Account in the name of SAEINDIA Collegiate Club of College and operates the account through both the Faculty Advisers.
- Giving a financial report at each general meeting.
- Submitting a financial report after every Club activity.

- Sends all membership applications to SAEINDIA headquarters, both new and renewed members.
- Conducting membership drives.
- Assisting in arranging all the technical meetings and programs.
- Attending Club functions in active capacity.
- Becoming an active member of all committees.

### **PROGRAM CHAIR**

This person to establish meeting programs of interest to all members of the club.

- Plan programs that satisfy the informational needs and interest areas of club.
- Which includes planning of projects and SAEINDIA Collegiate Design Competition activities.

### **RECEPTION CHAIR**

The reception chair contributes for success of the club by extending a cordial welcome to new members and guests attending its meeting. Committee members are on the lookout for new attendees. They introduce themselves and they see that they meet other members of the club. They appoint several individuals to act as escorts for guests. The reception committee members have a distinguished badge so that new members and guests can easily identify them. The Reception Chair works closely with the Membership Chair and introduces its representative guests indicating an interest in SAEINDIA and student membership. The Reception Chair often is called upon to help extend the courtesies of the club to visiting speakers and off-campus guests.

### **PUBLICITY CHAIR**

The Publicity Chairperson develops a working relationship with the editor of the school paper and learns the best procedure to follow in order to get the club news published including:

- Election of officers and appointment of committee chairpersons.
- Announcement of forth coming meetings.
- Listing of meetings in calendar of events.
- A report of the meeting.
- Design projects. It is important that the publicity chair cooperate with the program chair to obtain early information about each meeting in order to meet deadlines for meeting notices and release to media.

### **MEMBERSHIP CHAIR**

An active and alert membership chair is the key to SAEINDIA's growth on the campus. An active team which promotes SAEINDIA in action when students arrive on campus following summer vacation. Individual committee members are assigned specific areas to cover and SAEINDIA booth is constructed at a central area to display SAEINDIA publications and application forms for distribution. Students manning the booth prepare themselves to answer questions about both SAEINDIA and club activities. MEETINGS Successful meetings are the result of careful planning and required the constructive cooperation of the club officers. DETERMINING TOPICS OF INTEREST, the program chairperson decides what technical subjects are of greatest interest to the collegiate club members and for securing qualified speakers on these subjects. This is determined by making an informal survey - asking

individual members what topics they would like to have presented. The faculty Adviser helps by recalling meetings that have been outstanding successes during past administrations and by suggesting topics of current importance. Based upon the committee's findings, the program chair presents general outline of the year's program to the club officers for consideration, along with definite proposals for meetings. Programs are scheduled at least one month in advance and announced at the preceding meeting.

The SAEINDIA Collegiate Club is for increasing the benefits of SAEINDIA student membership through special activities that includes affiliation with your section. The students themselves, through the elected officers, administer Collegiate Club affairs. Due to the limitations in the SAEINDIA's constitution and its non-profit status, it is also necessary that certain restrictions be placed on Clubs to promote only programs in the scientific and technical fields. Therefore, Clubs are not directly or indirectly:

- Engaged in activities to exert political pressure or influence.
- Participate in programs relating to the employer/employee relations or to problems dealing with the economic status of the student /engineer.
- Endorse or condemn any commercial product by indirect or direct-action.

The meeting concluded with the Chairman thanking the members for their valuable suggestions.

**Summary of Programmes Conducted during A.Y 2014-15 under "SAEINDIA COLLEGIATE CLUB OF CMRCET committee".**

S. No	Name of the Event/Activity	Date	Venue
1	One day seminar on present trends in automobiles	20/05/2015	CMRCET Auditorium

**Summary of Programmes Not Conducted during A.Y 2014-15 under "SAEINDIA COLLEGIATE CLUB OF CMRCET committee".**

S. No	Name of the Event	Scheduled Date	Reason
1		Nil	

**I. Summary of Programmes Not Conducted during A.Y 2014-15 under "SAEINDIA COLLEGIATE CLUB OF CMRCET committee". Which were not part of the schedule.**

S. No	Name of the Event	Conducted Date	Venue	Reason
1		Nil		

**Members Present:**

S.no	Member & Designation				
1	Chairman- Dr. M. Ramalinga Reddy, Principal CMRCET. <i>mrs</i>				
2	Convener- Prof.S.Shyam Kumar, HOD, Department of Mechanical Engineering <i>Shyam</i>				
3	Faculty Members:				
	S.no	Name of the faculty	Designation	Department	Sign
	1.	Mr. A. Harish	Assistant Professor	Mechanical	<i>A.H</i>
	2.	Mr. B. Naresh Kumar	Assistant Professor	Mechanical	<i>adhy</i>
	3.	Mr. V. Panduranga	Assistant Professor	ECE	<i>Pv</i>
4.	Prof G. Devadasu	HOD	EEE	<i>Dev</i>	
4	Student Members:				
	S.no	Name of the Student	Roll no	Branch	Sign
	1	Mr. K Varun Sri Vatsav	13H51A0321	Mechanical	<i>Varun</i>
	2	Mr.K Sharath Chandra	13H51A0324	Mechanical	<i>Sharath</i>
	3	Mr. Alluri Krishna Reddy	13H51A0301	Mechanical	<i>AK</i>
	4	Mr. Karthik Yelagati	13H51A0323	Mechanical	<i>Karthik</i>
	5	Ms. V Harika	13H51A03B5	Mechanical	<i>Harika</i>
	6	Mr. M Gowtham	13H51A0330	Mechanical	<i>Gowtham</i>
7	Mr. M Srikar	13H51A0331	Mechanical	<i>Srikar</i>	

*Shyam*  
Convener

*mrs*  
Principal

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