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(Approved by AICTE - New Delhi, Affiliated to JNTUH and Accredited by NAAC & NBA)



Ref: CMREC/IQAC/2024-25

Date: 08th December 2024

#### **CIRCULAR**

All the IQAC committee members are requested to attend the IQAC meeting on 11<sup>th</sup> December 2024 at 10.30 AM in the Principal board room. The agenda of the meeting is provided for your kind information. The members are requested to kindly make it convenient to attend the meeting and give the valuable suggestions and strategy for the academic development of the college.

#### **AGENDA**

- 1. Review of the Minutes from the Previous IQAC Meeting
- 2. Review of internal academic audit outcomes.
- 3. Discussion on R&D Guidelines and Enhancement of Research Activities.
- Discussion on Guidelines and Procedures Related to the Entrepreneurship Development Cell (EDC)
- 5. Alumni and industry collaboration plans.
- 6. Status of student mentoring and feedback mechanisms.
- Review of Examination Process Duty Allocation, Squad Monitoring, Malpractice Cases, Valuation, and Mark Verification
- 8. Any Other Points with Permission of the Chair

Dean - IQAC

CMR FRING COLLEGE

Chairman - TQAC

Principal
CMR Engineering College
Kandlakoya (V), Medchal Dist.,
Hyderabad, T.S. - 501 401.



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Date: 11.12.2024

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# Ref: CMREC/IQAC/2024-25/DEC/33

Minutes of meeting of Internal Quality Assurance cell (IQAC) held on 11.12.2024.

A meeting of the Internal Quality Assurance cell (IQAC) was held on 11.12.2024 in Principal Board Room at 11 PM.

### Minutes of the Meeting:

The Chairperson, Dr. A. Srinivasula Reddy, welcomed the members to the IQAC meeting, which was followed by a review presentation by Dr. S. Poongodi, Dean of IQAC. The following points were discussed during the meeting

# Agenda 1 Review of the Minutes from the Previous IQAC Meeting

The previous IQAC meeting was held on 08/08/2024. The minutes were read and discussed with all members, and they were approved.

## Agenda 2: Review of internal academic audit outcomes

The IQAC reviewed the outcomes of the recently conducted internal academic audit for all departments. The audit covered areas such as curriculum delivery, lesson plan adherence, attainment of course outcomes, internal assessment practices, student attendance, and documentation quality. The committee discussed strengths observed, such as proper maintenance of course files and timely syllabus coverage, as well as areas for improvement, including the need for enhanced CO-PO mapping, improved documentation practices, and timely updation of faculty files. HoDs were advised to conduct periodic internal checks before the next academic audit cycle and the academic file formats were reviewed and standardized for better uniformity across departments.

# Agenda 3: Discussion on R&D Guidelines and Enhancement of Research Activities

The committee discussed the importance of strengthening Research and Development (R&D) activities across all departments. The following key points and guidelines were deliberated:

The need for a well-defined R&D policy to promote innovation, quality publications, and industry collaboration.

- Encouragement for faculty to submit research proposals to external funding agencies like AICTE, DST, DRDO, UGC, etc., with support from the institutional R&D cell.
- Promotion of research publications in reputed journals with emphasis on ethical practices and plagiarism-free work.
- Involvement of UG and PG students in research and final-year projects with a focus on innovation and publication.
- Support for patent filing and IPR activities through awareness sessions and partial financial aid.
- Encouraging consultancy and industry-sponsored research, with proper revenue-sharing mechanisms.
- Strengthening MoUs and collaborative research with industries, universities, and research institutions.
- Enhancing research infrastructure such as advanced lab facilities and access to digital resources.
- Regular submission of R&D activity reports by each department to the IQAC.
- The committee appreciated the management's existing support through monetary incentives for quality research by faculty and students. It was recommended to continue and further strengthen this initiative.
- The R&D Cell is responsible for overseeing the integrity of research practices and ensuring adherence to research ethics

# Agenda 4: Discussion on Guidelines and Procedures Related to the Entrepreneurship Development Cell (EDC)

The IQAC reviewed the functioning of the Entrepreneurship Development Cell (EDC) and its role in promoting innovation and startups among students. Key points discussed included regular conduct of entrepreneurship awareness programs, mentoring for student startup ideas, guidance for funding proposals, and maintaining proper documentation for all activities. The committee recommended interdepartmental participation, stronger industry collaboration, and periodic review of EDC outcomes.

### Key Recommendations are:

- EDC to submit a year-wise activity plan and quarterly report to IQAC.
- Departments to identify and nominate interested faculty and student entrepreneurs.
- A centralized digital folder to be maintained for EDC-related documentation.
- Plan to organize an annual "Entrepreneurship Day" to showcase student projects.

## Agenda 5: Alumni and industry collaboration plans

The committee discussed the need to strengthen alumni and industry collaboration to enhance academic quality, employability, and exposure to real-world practices. It was proposed that alumni working in reputed industries be involved in mentoring students, delivering expert talks, and facilitating internships and placements. Departments were encouraged to sign MoUs with industries and plan collaborative activities such as workshops, industrial visits, joint projects, and skill development programs. The IQAC emphasized maintaining a strong alumni database and initiating alumni-industry joint initiatives.

#### Agenda 6: Status of student mentoring and feedback mechanisms

The committee reviewed the current status of student mentoring and feedback mechanisms. It was noted that mentoring activities are being carried out in most departments, with faculty mentors assigned to monitor academic and personal progress of students. The effectiveness of the system was discussed, and suggestions were made to maintain proper documentation of mentor-mentee interactions. The committee also reviewed the feedback collected from students regarding teaching-learning processes, and advised departments to analyze the feedback and implement necessary improvements.

### <u>Agenda 7:</u> <u>Review of Examination Process – Duty Allocation, Squad Monitoring,</u> <u>Malpractice Cases, Valuation, and Mark Verification</u>

The committee reviewed the examination process, including duty and squad allocations, malpractice handling, valuation procedures, and mark verification. It was noted that exam duties were properly assigned, squads ensured discipline, and malpractice cases were addressed as per norms. Valuation was completed on time, and a second-level checking system was followed to ensure accuracy in mark allocation. The committee recommended continuing strict monitoring and maintaining transparency throughout the process.

#### Agenda 8: Any other point with permission from the chair

- Monitored the progress of Outcome-Based Education (OBE) implementation, including CO-PO mapping and attainment analysis.
- Discussed initiatives to enhance digital learning through Learning Management Systems (LMS) and ICT-enabled classrooms.
- Evaluated faculty performance based on teaching effectiveness, research contributions, and participation in FDPs.



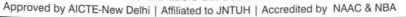








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Date: 11.12.2024

### **IQAC COMPOSITION 2024-2025**

### The following members attended the IQAC meeting on that day,

S.No.	Name of the Person	Nature	Signature
1.	Dr. A. Srinivasula Reddy	Chairman - IQAC	201
2.	Ch. Srisailam Reddy	Management Representative - Member	In . publistur
3.	Dr. S.Poongodi	Dean - IQAC	B, Peril
4.	Dr.C.N.Ravi	Dean – Academics	Mor
5.	Dr.Suman Mishra	Member – HoD/ECE	fre
6.	Dr.C.Shyam Sundar	Member – Dean(R&D)	Spend.
7.	Dr. Sheo Kumar	Member HoD/CSE	\$20.
8.	Dr. K.V.Reddy	Member- HoD/H&S	Scholly
9.	Dr.P.Madhavi	Member - HoD/CSM	wet -
10.	Dr. M. Laxmaiah	Member - HoD/CSD	A
11.	Dr.M.Ashwitha Reddy	Member - HoD/IT	1/
12.	Dr.V.Sathiya Suntharam	Member - HoD/CS	V. Jarl
13.	Dr.Vijaya Kumar Koppula	HoD/CSE, CMRCET Member, Academician	Cogus
14.	Dr.B.Sridhar Babu	HoD/MECH, CMRIT Member, Academician	Sisher
15.	Vinay Kumar Kolli	Student Representative	ero.
16.	Mohammed Shadik	Student Representative	Mohammest Shirt
17.	Pittlam Ganesh Reddy	Student Representative	Ganer
18.	Pavithra Manda	Alumni Representative	Pavithra.M
19.	Priya Kaveti Girini	Alumni Representative	
20.	Mr. Venkateshwara Rao	Parent Representative	Druya Venkeshwaya Rao



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Ref: CMREC/IQAC/2024-25

Date: 5th August 2024

#### **CIRCULAR**

All the IQAC committee members are requested to attend the IQAC meeting on 8<sup>th</sup> August 2024 at 11.00 AM in the Principal Board room. The agenda of the meeting is listed for your kind perusal. The members are requested to kindly make it convenient to attend the meeting and provide the valuable suggestions and guidelines for the academic improvement of the college.

#### **AGENDA**

- 1. Review of previous academic year's action taken report.
- 2. Planning academic calendar for 2024-25.
- 3. Academic Performance Review, Result analysis and Action plan
- 4. Proposal for FDPs and skill development programs.
- 5. NAAC and NBA preparation updates.
- 6. Conduct of internal and external academic audits.
- 7. Review and planning of Industrial Institute Cell activities
- 8. Discussion and Progress of R&D activities
- 9. Conduction of Internal & External Examinations, Squad Details, and Result Processing as per JNTUH Guidelines

10. Any other point with permission from the chair

Dean - FOAC 24



Chairman IQAC

Principal
CMR Engineering College
Kandlakoya (V), Medchal Dist.,
Hyderabad TS 501 401



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Ref: CMREC/IQAC/2024-25/AUG/32

Date: 8th August 2024

Minutes of meeting of Internal Quality Assurance cell (IQAC) held on 08.08.2024.

A meeting of the Internal Quality Assurance cell (IQAC) was held on 08.08.2024 in Principal Board Room at 11.00 AM.

Dr. A. Srinivasula Reddy, Principal & Chairman, IQAC, warmly welcomed all the Heads of Departments (HoDs), Deans, students, parent and esteemed committee members to the meeting. He commenced the session by presenting a comprehensive overview of the college's accomplishments during the previous academic year (2023-24).

### Minutes of the Meeting:

The following points are discussed during the meeting:

# Agenda 1: Review of Previous Academic Year's Action Taken Report

It is informed that the previous IQAC meeting was held on 15<sup>th</sup> APR 2024 at 11.00 AM. The minutes of meetings are discussed with all the members and the outcome and improvement of the activities are discussed and get the approval from all the IQAC members.

# Agenda 2: Planning Academic Calendar for 2024-25.

Dr.C.N.Ravi, Dean-Academics and IQAC coordinator presented the activities conducted by all the departments of the college for the academic year 2023-2024. He conveyed to all about the upcoming activities and events planned by each and every departments in the college. The Academic Calendar 2024-25 was discussed and finalized.

# Agenda 3: Academic Performance Review, Result analysis and Action plan

- IQAC appreciated the use of innovative teaching methods such as flipped classrooms, online quizzes, and use of Learning Management Systems (LMS). Departments were encouraged to continue using ICT tools to enhance learning engagement.
- An analysis of internal and external exam results was presented. Subjects with lower pass percentages were identified, and HoDs were requested to prepare action plans for improvement, including remedial classes and peer mentoring.
- Departments shared subject-wise and semester-wise result analysis. The committee emphasized the importance of documenting corrective actions taken for poorperforming courses and tracking their outcomes.

## Agenda 4: Proposal for FDPs and Skill Development Programs

Members all are reviewing the department academic plans submitted by the corresponding department heads and provided suggestions about the correlation with current industrial needs and their needs and demand. Departments were asked to submit proposals for at least one FDP and one student workshop.

#### Agenda 5: NAAC and NBA Preparation Updates

Members are reviewed the NAAC AQAR (Annual Quality Assurance Report) and directed all departments to update their documentation in alignment with the assessment criteria. The meeting emphasized the strategic importance of NBA and NAAC accreditation in enhancing institutional credibility and academic excellence.

### Agenda 6: Conduct of Internal and External Academic Audits

At the end of each semester, both internal and external academic audits were conducted. The list of items included in both audit formats was discussed in detail. All Heads of Departments presented their respective action taken reports.

## Agenda 7: Review and Planning of Industrial Institute Cell activities

- > The IQAC reviewed the functioning and activities of the Industrial Institute Cell (IIC) for the current academic year. The cell has facilitated multiple industry collaborations through MoUs, organized guest lectures by industry experts, and coordinated student internships and industrial visits.
- > The committee appreciated the efforts made in strengthening industry-academia interaction and recommended regular follow-up with MoU partners to explore joint research, consultancy, and training programs. It was also suggested to document all outcomes and align IIC activities with Program Outcomes (POs) and employability enhancement initiatives.

## Agenda 8: Discussion and Progress of R&D activities

The committee discussed the ongoing Research and Development (R&D) activities in the institution. Faculty members presented updates on completed and ongoing research projects, publications in reputed journals, and filed patents. The progress of funded research proposals and consultancy works was reviewed. The IQAC encouraged departments to increase interdisciplinary research, apply for more funding opportunities from government and private agencies, and promote student participation in research. It was also advised to maintain proper documentation of all R&D outcomes for quality assessment and accreditation purposes.

# Agenda 9: Conduction of Internal & External Examinations, Squad Details, and Result Processing as per JNTUH Guidelines

Dr. M. Amru, Controller of Examinations, provided a detailed overview of the regular examination activities and the protocols for handling confidential information. He explained the procedures followed for both internal and external examinations, including the conduct of theory and laboratory exams, evaluation methods, and result declaration. The committee discussed that examination schedules were followed as per JNTUH guidelines, squads were assigned to monitor exams and prevent malpractices, and internal marks and results were processed and uploaded on time. The committee appreciated the smooth and transparent execution of all examination-related activities.

#### Agenda 10: Any other point with permission from the chair:

In addition to the above agenda, the committee also addressed the following points:

- The committee reviewed the status of syllabus completion across all departments.
   Faculty members confirmed that syllabus coverage is in line with the academic calendar. Any delays were addressed with planned extra classes or weekend sessions.
- The selection criteria and procedures for both mini and major projects across all departments were discussed, with an emphasis on aligning project themes with current and emerging technological trends.
- The Dean of Student Activities Clubs (Dean-SAC) presented an update on the implementation status and follow-up of various student club initiatives of the institution.
- Strategies for improving the institution's academic and research rankings were discussed, including awareness of available national and international research funding schemes.
- Suggestions to strengthen the research capabilities of faculty and students were also deliberated.
- Awareness of Outcome Based Education (OBE) among the faculty members was discussed.
- The committee reviewed the teaching and learning methodologies adopted by all departments, along with the corresponding evidence and action taken reports.

 Student attendance was reviewed, and departments were advised to strengthen followup mechanisms for students with poor attendance. Mentors were instructed to counsel students regularly.

The meeting concluded with a vote of thanks delivered by Dr. S. Poongodi, Dean-IQAC. Dr. A. Srinivasula Reddy, Principal and Chairman of IQAC, expressed his appreciation to all members for their valuable suggestions and guidance, which will significantly contribute to the ongoing growth and development of the institution.













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Date: 8th August 2024

### **IQAC COMPOSITION 2024-2025**

The following members attended the IQAC meeting on that day,

S.No.	Name of the Person	Nature	Signature
1.	Dr. A. Srinivasula Reddy	Chairman - IQAC	12 M
2.	CH. Srisailam Reddy	Management Representative - Member	In Turbulytury
3.	Dr. S.Poongodi	Dean - IQAC	B. (28/1:
4.	Dr.C.N.Ravi	Dean – Academics	Wor
5.	Dr.Suman Mishra	Member – HoD/ECE	Bul
6.	Dr.C.Shyam Sundar	Member – Dean(R&D)	Spend.
7.	Dr. Sheo Kumar	Member HoD/CSE	Dt.
8.	Dr. K.V.Reddy	Member- HoD/H&S	Killey
9.	Dr.P.Madhavi	Member - HoD/CSM	w C
10.	Dr. M. Laxmaiah	Member - HoD/CSD	ON.
11.	Dr.M.Ashwitha Reddy	Member - HoD/IT	NX
12.	Dr.V.Sathiya Suntharam	Member - HoD/CS	V. Sarl
13.	Dr. Vijaya Kumar Koppula	HoD/CSE, CMRCET Member, Academician	Cayars
14.	Dr.B.Sridhar Babu	HoD/MECH, CMRIT Member, Academician	Sushr
15.	Vinay Kumar Kolli	Student Representative	08-00
16.	Mohammed Shadik	Student Representative	Mohammed Jan
17.	Pittlam Ganesh Reddy	Student Representative	Garer
18.	Pavithra Manda	Alumni Representative	Parithra. M
19.	Priya Kaveti Girini	Alumni Representative	Parithma. M Priya Verkashwara Rao
20.	Mr.Venkateshwara Rao	Parent Representative	Verkeehunge Par



MBA

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Ref: CMREC/IQAC/2024-25/34

Date: 15th April 2025

#### **CIRCULAR**

All the IQAC committee members are requested to attend the IQAC meeting on 18<sup>th</sup> April 2025 at 10.30 AM in the principal board room. The agenda of the meeting is listed for your kind perusal. The members are requested to kindly make it convenient to attend the meeting and provide the valuable suggestions and guidelines for the academic improvement of the college.

#### AGENDA:

- 1. Review of academic and administrative outcomes for 2024-25.
- 2. Curriculum Delivery and Syllabus Completion
- 3. Innovations in Teaching-Learning Process
- 4. Internal Assessment and Remedial Measures
- 5. Outcome-Based Education (OBE) Implementation
- 6. External academic audit observations and action taken.
- 7. Research and Development (R&D) Activities
- 8. Preparation for next academic year targets and improvements.
- 9. AQAR submission process.
- 10. Any other point with permission from the chair.

Dean - IQAC

Chairman TQAC

Principal

CMR Engineering College

Kandlakova (V) Medalah Dist

Hyderabau, T.S. - 501 401.



Ref: CMREC/IQAC/2024-25/APR/

Date: 18th April 2025

Minutes of meeting of Internal Quality Assurance cell (IQAC) held on 18.04.2025.

A meeting of the Internal Quality Assurance cell (IQAC) was held on 18.04.2025 in Principal Board Room at 10.30 AM.

Dr. A. Srinivasula Reddy, Principal & Chairman of the Internal Quality Assurance Committee extended a very warm welcome to the entire HoD's, Deans & Members. In his opening remarks, he began the meeting with the presentation about the achievements of the college during last 3 months.

#### Minutes of Meeting:

The Chairperson Dr. A. Srinivasula Reddy welcomed the members for the IQAC meeting followed by a review presentation delivered by Dr.S.Poongodi, Dean- IQAC. The following points were discussed during the meeting:

#### Agenda 1: Review of academic and administrative outcomes for 2024-25

The Previous IQAC meeting was conducted on 11/04/2025. The minutes of the meeting were read out with a formal discussion with all IQAC members. These minutes of the meeting were approved by the IQAC members.

#### Agenda 2: Curriculum Delivery and Syllabus Completion

Each department presented the status of syllabus coverage as per the academic calendar. Faculty members ensured timely completion of curriculum with proper lesson planning. Teaching diaries and academic files were verified. The committee appreciated departments that maintained 100% coverage and recommended follow-up sessions for those with delays due to unavoidable reasons.

#### Agenda 3: Innovations in Teaching-Learning Process

Various innovative teaching strategies were shared by departments, including the use of ICT tools, mind mapping and video lectures. Flipped classroom and peer learning approaches were introduced in a few subjects. The committee encouraged more departments to implement these practices for improved student engagement.

# Agenda 4: Internal Assessment and Remedial Measures

Internal assessments were conducted as per the institutional calendar. Evaluated answer scripts were shown to students for transparency. Students scoring below average were identified, and remedial classes were arranged accordingly. Departments were advised to maintain records of remedial sessions and student improvements.

# Agenda 5: Outcome-Based Education (OBE) Implementation

All departments submitted Course Outcomes (COs), Program Outcomes (POs), and Program Specific Outcomes (PSOs) mapping matrices. Attainment levels were calculated using direct and indirect assessment methods. The IQAC stressed on reviewing attainment gaps and implementing corrective measures.

### Agenda 6: External academic audit - observations and action taken

The committee reviewed the observations made during the external academic audit conducted across all departments. Key strengths, including curriculum delivery, student engagement, and faculty involvement, were acknowledged. Areas requiring improvement, such as documentation practices, attainment calculations, and lab record maintenance, were discussed in detail. Departments that received remarks were instructed to take necessary corrective actions. The action taken reports submitted by the departments were reviewed and found satisfactory in most cases. The IQAC advised continuous monitoring and documentation to ensure sustained improvement.

#### Agenda 7: Research and Development (R&D) Activities

The committee reviewed the number of faculty publications in reputed journals, patent filings, and funded project proposals submitted. Ongoing consultancy work was also discussed. The management's initiative to offer monetary incentives for quality research was appreciated. It was recommended to organize research proposal writing workshops and encourage interdisciplinary research.

#### Agenda 8: Preparation for next academic year - targets and improvements

The committee discussed targets and improvement plans for the upcoming academic year. Focus areas included enhancing teaching methods, improving student outcomes, increasing research and placement activities, upgrading infrastructure, and strengthening mentoring and industry collaboration.

# Agenda 9: AQAR submission process.

The committee discussed the AQAR submission process. All departments were asked to share their data and documents on time as per the required format. The IQAC coordinator stressed the need for accurate and complete information. A checklist will be provided to help departments submit the details correctly. Departments were also advised to keep their records

# Agenda 10: Any other point with permission from the chair.

- Encouraged departments to apply for NBA accreditation and initiate self-assessment.
- Emphasized the importance of maintaining proper documentation for all academic and co-curricular activities for NAAC and other accreditations.
- A detailed analysis of student attendance was presented. Departments with low attendance in some sections were advised to conduct counselling and issue warning notices if required. Faculty mentors were instructed to regularly track student performance and attendance.
- The mentoring system was reported to be functioning effectively. Each mentor is allotted 15-20 students. Regular mentoring meetings were held to discuss academic progress, personal challenges, and career planning. The committee advised maintaining documented mentor-mentee records for internal audits.
- Discussed strategies for improving student enrollment and retention across all programs.
- · The EDC has conducted awareness programs, startup idea presentations, and innovation contests. Mentoring and guidance were offered by experts. The committee suggested involving alumni entrepreneurs and establishing tie-ups with local incubators. Departments were encouraged to promote student participation in EDC initiatives.
- · Suggested capacity-building programs for faculty and staff to improve academic and administrative efficiency.
- · Encouraged faculty and students to participate in national/international conferences, hackathons, and technical fests.

Dr. S.Poongodi, IQAC Dean, proposed the vote of thanks to all IQAC members. Dr. A. Srinivasula Reddy, Principal and Chairman of IQAC, expressed his appreciation to all members for their valuable suggestions and guidance, significantly contribute to the ongoing growth and development of the institution. Tandla











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Date: 18th April 2025

### **IQAC COMPOSITION 2024-2025**

### The following members attended the IQAC meeting on that day,

S.No.	Name of the Person	Nature	Signature
1.	Dr. A. Srinivasula Reddy	Chairman - IQAC	
2.	Ch.Srisailam Reddy	Management Representative - Member	Il. huhulefuly
3.	Dr. S.Poongodi	Dean - IQAC	B. P. 1.
4.	Dr.C.N.Ravi	Dean - Academics	M. Gr
5.	Dr.Suman Mishra	Member – HoD/ECE	bul
6.	Dr.C.Shyam Sundar	Member – Dean(R&D)	Spens.
7.	Dr. Sheo Kumar	Member HoD/CSE	<b>P</b> , 0
8.	Dr. K.V.Reddy	Member- HoD/H&S	KRULLY
9.	Dr.P.Madhavi	Member - HoD/CSM	w.C
10.	Dr. M. Laxmaiah	Member - HoD/CSD	A
11.	Dr.M.Ashwitha Reddy	Member - HoD/IT	V.
12.	Dr.V.Sathiya Suntharam	Member - HoD/CS	V. Sail
13.	Dr.Vijaya Kumar Koppula	HoD/CSE, CMRCET Member, Academician	Ques
14.	Dr.B.Sridhar Babu	HoD/MECH, CMRIT Member, Academician	Sishr
15.	Vinay Kumar Kolli	Student Representative	Ur. D.
16.	Mohammed Shadik	Student Representative	Mohammed &h
17.	Pittlam Ganesh Reddy	Student Representative	Garel
18.	Pavithra Manda	Alumni Representative	Pavithra.M
19.	Priya Kaveti Girini	Alumni Representative	Phiya
20.	Mr. Venkateshwara Rao	Parent Representative	Verkeshima Rav