

**Minutes of the Meeting**

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| Date | 21-10-2020 | Day | Wednesday |
| Time | 11.00 AM | Venue | Conference Hall |
| Dept./SS | NSC | Convener | Director |

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| **Members Present** | | | | **Members Absent** | | |
| S.No | Name | Designation | Signature | S.No | Name | Designation |
| 1 | Col (Retd). Dr. Venkata Rama Raju Datla | Director |  | 1 | Mr. G. Kranthi Kumar | Head of the section(ECE) |
| 2 | Dr. K. Nagajyothi | Margdarshak from AICTE |  |  |  |  |
| 3 | Mr. V. Suresh Kumar | Head of the section(Civil) |  |  |  |  |
| 4 | Mr. M. Naveen Kumar | In charge Head of the section(ECE) |  |  |  |  |
| 5 | Mr. G. Raghavender | Head of the section(EEE) |  |  |  |  |
| 6 | Mr. D. Pavan Kumar | Head of the section(Mechanical) |  |  |  |  |
| 7 | Mr. R. Vijay Kumar | Head of the section(Science & humanities) |  |  |  |  |
| 8 | Mr. T. Show Reddy | Head of the section(IT) |  |  |  |  |
| 9 | Mr. Praveen kumar Jha | Placement officer |  |  |  |  |
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NSC- NBA Steering Committee

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| **S.No** | **Agenda** | **Discussion Held** | **Resolution Taken** | **Coordinator** | **Deadline** | **Status** |
| 1 | Minutes of Meeting (MoM) format. | Margdarshak explained about the MoM format. She has given a sample format. | Maintained MoM format in digital and print copy. | All HoSs | 04.11.2020 | Completed |
| 2 | Formation of different committees, cells and clubs. | Margdarshak has verified previously formed committees, cells and clubs and discussed about more committees to form.  Margdarshak has shared a list of different committees, cells and clubs to form | Discussed in HoS meeting.  Selected heads of the different committees, cells and clubs and its members | All HoSs | 15.11.2020 | To be completed by 15.11.2020 |
| 3 | Preperation of Activity report | Margdarshak has verified previous Activity reports from Humanities department and suggested improvements and shared a  sample Activity report format | Prepared a soft copy of Activity report | All HoSs | 04.11.2020 | Completed |
| 4 | Grievance redressal | Formation of Grievance redressal committee and modes of taking grievances- maintaining box and online format. | Prepared Google forms online format. | All HoSs | 04.11.2020 | Completed |
| 5 | Course file and course plan | Margdarshak has verified course file and course plan from Mechanical department and suggested to include “remarks” column in course plan. | Maintaining this academic year onwards | All HoSs | 04.11.2020 | Completed |
| 6 | Faculty appraisals | Margadarshak has verified faculty appraisals format and given suggestions. | Prepared latest faculty appraisal from | All HoSs | 04.11.2020 | Completed |
| 7 | Students Alumni | Discussed about students Alumni and funds rising | Working | Mr. Praveen Kumar Jha | \*\*\* | \*\*\* |
| 8 | Student counseling system | Verified present student counseling system and satisfied with this system and suggested some changes | \*\*\* | \*\*\* | \*\*\* | \*\*\* |
| 9 | Organization chart | Margdarshak suggested to prepare Organization chart | Working | All HoSs | 15-11-2020 | To be completed by 15.11.2020 |
| 10 | Next meeting review points | 1. Result analysis. 2. Review report on 3,4,5,6 NBA criterion. 3. Detailed discussion on NBA Criterion 2. 4. Visiting of EEE department 5. Checking industrial training documents. | \*\*\* | \*\*\* | \*\*\* | \*\*\* |

Convenor