

**Minutes of the Meeting**

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| Date | 04-11-2020 | 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 | Dr. K. Nagajyothi | Margdarshak from AICTE |  | 1 | Col (Retd). Dr. Venkata Rama Raju Datla | Director |
| 2 | Mr. V. Suresh Kumar | Head of the section(Civil) |  | 2 | Mr. D. Pavan Kumar | Head of the section(Mechanical) |
| 3 | Mr. G. Kranthi Kumar | Head of the section(ECE) |  | 3 | Mr. R. Vijay Kumar | Head of the section(Science & humanities) |
| 4 | Mr. G. Raghavender | Head of the section(EEE) |  | 4 | Mr. Praveen Kumar Jha | Placement officer |
| 5 | Mr. M. Rajashekar | In charge Head of the section(Mechanical) |  |  |  |  |
| 6 | Mr. T. Show Reddy | Head of the section(IT) |  |  |  |  |
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NSC- NBA Steering Committee

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| **S.No** | **Agenda** | **Discussion Held** | **Resolution Taken** | **Coordinator** | **Deadline** | **Status** |
| 1 | NBA criterion - 3 | Verified Mechanical branch NBA criterion – 3 and made discussion on minor corrections. | Corrections rectified | All HoSs | \*\*\* | Completed |
| 2 | NBA criterion - 4 | Verified Mechanical branch NBA criterion – 4 and made discussion on corrections. | Corrections rectified | All HoSs | \*\*\* | Completed |
| 3 | NBA criterion - 5 | Verified Mechanical branch NBA criterion – 5 and made discussion on corrections. | Corrections rectified | All HoSs | \*\*\* | Completed |
| 4 | Faculty | Discussed on department wise faculty count, qualifications, Ph.D, faculty retention and continuous learning and updating of skills.Registering with NPTEL and SWAYAM etc.  | HoSs discussed with the Director and faculty. | All HoSs | \*\*\* | Completed |
| 5 | Class room infrastructure | Discussed on classroom infrastructure like digital classroom, public announcement system , projectors and LCD TVs | HoSs discussed with the Director | All HoSs | \*\*\* | Completed |
| 6 | Labs infrastructure | Discussed on lab equipment and working condition, calibration of machines, lab assistants, technical assistants, licensed software and open software, lab manuals and working instructions and lab records. Printers, scanners and systems for HOSs. | HoSs discussed with the Director | All HoSs | \*\*\* | Completed |
| 7 | Department infrastructure | Discussion on Printers, scanners and systems for HOSs.  | HoSs discussed with the Director | All HoSs | \*\*\* | Completed |
| 8 | Surveys | Discussed on various surveys like student exit survey, Alumni survey, employers survey and course survey.  | Prepared online and offline survey formats. | All HoSs | \*\*\* | Completed |
| 9 | FDPs(Faculty Development Programs) | Discussed on participation of faculty in FDPs in the college and other colleges also. Discussed on conducting FDPs in the college.Discussed on FDP procedures- brochure, speaker profile, program schedule, feedback from speaker and participants, budget. | \*\*\* | All HoSs | \*\*\* | Completed |
| 10 | Reverse Osmosis(RO) water check record maintenance  | Discussed on RO plant, water check and record maintenance in the institution. | Discussed with HoS of Humanities and Sciences  | HoS of Humanities and Sciences | \*\*\* | Completed |
| 11 | News letter and E-brochure | Discussed on preparation of News letter and E-brochure and publication on the college website. | \*\*\* | All HoSs | \*\*\* | \*\*\* |
| 12 | NBA criterion - 2  | Margdarshak made a detailed discussion on NBA criterion – 2 and doubts clarification. | \*\*\* | All HoSs | \*\*\* | \*\*\* |
| 13 | Membership with professional bodies | Discussed on membership with the professional bodies like IFERp, IEE, IST, IEI etc both students and faculty. | \*\*\* | All HoSs | \*\*\* | \*\*\* |

Convenor