

**Minutes of the Meeting**

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| Date | 18-11-2020 | Day | Wednesday |
| Time | 10.00 AM | Venue | Seminar hall- Online meeting(Zoom) |
| 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) |  |  |  |  |
| 3 | Mr. G. Kranthi Kumar | Head of the section(ECE) |  |  |  |  |
| 4 | Mr. G. Raghavender | Head of the section(EEE) |  |  |  |  |
| 5 | Mr. D. Pavan Kumar | Head of the section(Mechanical) |  |  |  |  |
| 6 | Mr. T. Show Reddy | Head of the section(IT) |  |  |  |  |
| 7 | Mr. R. Vijay Kumar | Head of the section(Science & humanities) |  |  |  |  |
| 8 | Mr. Praveen Kumar Jha | Placement officer |  |  |  |  |
| 9 | Mr. A. Raghu | AO |  |  |  |  |
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NSC- NBA Steering Committee

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| **S.No** | **Agenda** | **Discussion Held** | **Resolution Taken** | **Coordinator** | **Deadline** | **Status** |
| 1 | College Vision & Mission | Discussion on college vision and mission | Need some corrections | All HoSs | 02/12/2020 | To be completed by 02/12/2020 |
| 2 | Faculty recruitment | Discussion on faculty recruitment.Notification in news papers, demo class, demo attendees, demo marks,different letters involved in faculty recruitment | \*\*\* | All HoSs | \*\*\* | Completed |
| 3 | Preparation of academic calendar | Discussion on academic calendar, events to be included. | \*\*\* | All HoSs | \*\*\* | Completed |
| 4 | College news letter | Discussed on news letter, events to be included, number of pages, photos etc. | Quarterly news letter | All HoSs | \*\*\* | Completed |
| 5 | Library softwares | Discussion on availability of library software Delnet and Opac and library facilities.  | Available | All HoSs | \*\*\* | Completed |
| 6 | Road map to NBA | Discussion on preparation of roadmap to NBA | Will decide on 26/11/2020 | All HoSs | \*\*\* | Completed |
| 7 | Organization chart | Discussion of availability of organization chart | Available | All HoSs | \*\*\* | Completed |
| 8 | Organization manual | Discussion on availability of organization manual | Available. | All HoSs | \*\*\* | Completed |
| 9 | Agenda points | Discussion of preparation of agenda points of next meeting. | Available | All HoSs | \*\*\* | Completed |
| 10 | SWOT analysis | Discussion on preparation of SWOT analysis | Will decide in next meeting | All HoSs | \*\*\* | Completed |

Convenor