

**Minutes of the Meeting**

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| Date | 28-11-2020 | Day | Saturday |
| Time | 11.00 AM | Venue | 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 | 1. Naresh
 | Lecturer |  |  |  |  |
| 8 | B. Purushotham | Accountant |  |  |  |  |
| 9 | CH. Madavi | Warden(Girls) |  |  |  |  |
| 10 | CH. Yadairi | Lecturer |  |  |  |  |
| 11 | M. Pradeep | Lecturer |  |  |  |  |
| 12 | M. Naveen Kumar | Lecturer |  |  |  |  |
| 13 | Siri Vennela | Lecturer |  |  |  |  |
| 14 | Mr. R. Vijay Kumar | Head of the section(H & S) |  |  |  |  |
| 15 | Mr. Praveen Kumar Jha | Placement officer |  |  |  |  |
| 16 | N . Yadagiri | PD |  |  |  |  |
| 17 | CH. Bikshapathi | Warden(Boys) |  |  |  |  |

NSC- NBA Steering Committee

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| **S.No** | **Agenda** | **Discussion Held** | **Resolution Taken** | **Coordinator** | **Deadline** | **Status** |
| 1 | Academic committee | Discussion on members of the committee, duties , policies, monitoring academic activities, maintenance of records etc. | Committee formed | Mr. Kranthi Kumar | \*\*\* | Completed |
| 2 | Time table committee | Discussion on workload allocation, preparation of class, staff and master time tables, display time tables on relevant places, smooth conduct of classes. | Committee formed | Mr. R. Vijay Kumar | \*\*\* | Completed |
| 3 | Canteen committee | Discussion on* Inspect hygiene and quality of food in canteen regularly
* Check the menu and price of the food items
* submit report and suggest action to be taken
* Suggest measures to improve canteen
 | Committee formed | Mr. CH. Bikshapathi | \*\*\* | Completed |
| 4 | Hostel committee | Discussion on Inspect the hostel for the facilities and cleanliness* Monitor the study hours.
* Ensure that all the students attend the classes everyday
* Communicate with the college officials and parents
* Ensure that good food, water and sanitary are provided for the inmates
* Monitor discipline in the hostel
 | Committee formed | Mr. CH. Bikshapathi | \*\*\* | Completed |
| 5 | Admissions committee | Discussion on Monitor admission process* Device ways for improving admissions
* Coordinate with marketing team
 | Committee formed | Mr. A. Raghu | \*\*\* | Completed |

Convenor