

**Minutes of the Meeting**

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| --- | --- | --- | --- |
| Date | 01-12-2020 | Day | Tuesday |
| Time | 11.00 AM | Venue | Online meeting(zoom) |
| Dept./SS | NSC | Convener | Director |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 | G. Naveen Kuamar | Lecturer |  |  |  |  |
| 10 | CH. Yadairi | Lecturer |  |  |  |  |
| 11 | M. Pradeep | Lecturer |  |  |  |  |
| 12 | M. Naveen Kumar | Lecturer |  |  |  |  |
| 13 | Mr. R. Vijay Kumar | Head of the section(H & S) |  |  |  |  |
| 14 | Mr. Praveen Kumar Jha | Placement officer |  |  |  |  |
| 15 | N . Yadagiri | PD |  |  |  |  |
| 16 | M. Anitha | Lecturer |  |  |  |  |
| 17 | CH. Durgaiah | Lecturer |  |  |  |  |
| 18 | D. Manga | Lecturer |  |  |  |  |
| 19 | T. Raju | Technical assistant |  |  |  |  |
| 20 | N. Saritha | Lecturer |  |  |  |  |
| 21 | V. Rakesh | Lecturer |  |  |  |  |
| 22 | Sadiya Begum | Accountant |  |  |  |  |
| 23 | R. Naveen Kumar | Lecturer |  |  |  |  |

NSC- NBA Steering Committee

|  |  |  |  |  |  |  |
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| **S.No** | **Agenda** | **Discussion Held** | **Resolution Taken** | **Coordinator** | **Deadline** | **Status** |
| 1 | **SC/ST Committee** | * Discussion on   maintain the data base of SC/.ST students   * Inform the special facilities available for SC/ST students | Committee formed | Mr. V. Suresh | \*\*\* | Completed |
| 2 | **Minority Committee** | Discussion on   * Maintain the data base of Minority students * Inform the special facilities available for Minority students | Committee formed | Mr. R. Vijay Kumar | \*\*\* | Completed |
| 3 | **OBC Committee** | Discussion on   * Maintain the data base of OBC students * Inform the special facilities available for OBC students | Committee formed | Mr. M. Naveen Kumar | \*\*\* | Completed |
| 4 | **Discipline Committee** | Discussion on   * Ensure strict discipline and code of conduct of students on campus, * Report indiscipline activities on campus and suggest action to be taken * Suggest measures to improve discipline on campus | Committee formed | Mr. R. Vijay Kumar | \*\*\* | Completed |
| 5 | **Anti-ragging Committee** | Discussion on   * Monitor ragging on campus, report ragging incidents and suggest action to be taken on culprits * Suggest measures to curb ragging | Committee formed | Mr. R. Vijay Kumar | \*\*\* | Completed |
| 6 | **Maintenance Committee** | Discussion on   * Monitor the working condition of electrical appliances, Intercom, computers, Wifi, Furniture, etc * Monitor the housekeeping and ensure cleanliness of the campus * Instruct the sub-staff properly and execute the necessary works. * Check any repairs/breakages and take immediate action * Monitor individual registers for computers, intercom, electrical appliances, wifi, furniture, house keeping etc | Committee formed | Mr. A. Raghu | \*\*\* | Completed |
| 7 | **Attendance Monitoring Committee** | Discussion on   * Monitor the daily attendance and inform the parents regarding unauthorized absence * Prepare a daily attendance report and submit to the Vice-principal * Consolidate semester attendance and submit to the Principal | Committee formed | Mr. T. Show Reddy | \*\*\* | Completed |

Convenor