

**National Service Scheme (NSS)  
Committee Meeting Minutes  
Academic Year 2018 to 2019**



# Nimra College of Engineering & Technology

Estd. By Nimra Educational Society (A Muslim Minority Society)  
Affiliated to JNTUK, Approved by AICTE, New Delhi, Permitted by Govt. of A.P.  
Nimra Nagar, Ibrahimpatnam, Vijayawada - 521 456, NTR Dt., A.P., India.  
ISO 9001:2015

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Date: 01-11-2018

## CIRCULAR

This is to inform all the NSS committee members of A.Y.2018-19 that a meeting has been scheduled on 3<sup>rd</sup> November, 2018 at 11.30 am. Hence, all are informed to attend the meeting positively without fail.

S.N	Name of the Member	Position in NSS Committee	Signature
1	Dr.Akbar Khan	Chairperson	
2	Dr.A.Venkateswara Rao	Program Officer (PO)	
3	Dr.Shaheen Taj	Member Secretary	
4	Mr.Shaik.Shareef	Member & Event coordinator	
5	Mr.B.Vijay Kumar	Member & Student in-charge	
6	Mr.SD.Hameed	Member & Discipline in-charge	
7	Mr.D.Krishna	Member & Event area in-charge	
8	Shaik.Nagur Vali	Member Student Representative	
9	A.Sai Krishna Reddy	Member Student Representative	
10	Dudekula Hussain	Member Student Representative	
11	Shaik.MD.Akhil	Member Student Representative	
12	Saif Ali khan	Member Student Representative	
13	V.Saraswathi	Member Student Representative	

PRINCIPAL  
NIMRA COLLEGE OF ENGG. & TECH  
NIMRA NAGAR,  
IBRAHIMPATNAM-521 456



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## National Service Scheme (NSS) Committee Meeting Minutes Academic Year 2018 to 2019

**Date of Meeting** : 3<sup>rd</sup> November, 2018  
**Time** : 11:30 am to 01:00 pm  
**Venue** : College Seminar Hall  
**Mode of Meeting** : Physical meeting  
**Nature of Meeting** : Feedback analysis, reviews and Plan of action

**No. of Committee Members Attended: 12**

S.N	Name of the Member	Position in NSS Committee	Signature
1	Dr.Akbar Khan	Chairperson	
2	Dr.A.Venkateswara Rao	Program Officer (PO)	
3	Dr.Shaheen Taj	Member Secretary	
4	Mr.Shaik.Shareef	Member & Event coordinator	
5	Mr.B.Vijay Kumar	Member & Student in-charge	
6	Mr.SD.Hameed	Member & Discipline in-charge	
7	Mr.D.Krishna	Member & Event area in-charge	
8	Shaik.Nagur Vali	Member Student Representative	
9	A.Sai Krishna Reddy	Member Student Representative	
10	Dudekula Hussain	Member Student Representative	
11	Shaik.MD.Akhil	Member Student Representative	
12	V.Saraswathi	Member Student Representative	

### Agenda of the Meeting:

1. To brief note on NSS to newly admitted students and registration of volunteers.
2. To give awareness on NSS activities and adopted village Jupudi to new student committee members.
3. Feedback analysis of previous conducted NSS activities/events.
4. To review of previous meeting and proceeding plan of action for upcoming NSS programs.
5. To implement Key steps for the celebration of the National and International days.
6. Budget estimation and approval

## Minutes of Advisory Meeting:

A meeting was arranged at 11:30 am under the supervision of NSS unit Program Officer Dr.Venkateswara Rao. The member secretary Dr.Shaheen Taj welcomed the Chairperson and members of the meeting and she addressed the major purpose of meeting and agenda points. The unit Program Officer introduced the adopted village Jupudi to new students representative mebers and the event & area in-charge.

## Report:

In this meeting we discussed above mentioned agenda points in detailed and scheduled the structure of following upcoming NSS activities based on academic calendar. Also discussed date and area of the events and listed out the required budget, materials, volunteers and local community help.

The member secretary present the list of activities will be organized by the college NSS unit.

S.N	Name of the activity	Date & Year of the activity
1	World AIDS Day Awareness Rally	1st December 2018
2	Rain Water Harvesting Pit Campaign	22nd March 2019
3	Anti-Tobacco Awareness Drive	31st May 2019

The chairperson instructed to take key steps for overcoming drawbacks and for effective implementation of the planned activities. He also appreciated all the volunteers and committee members for their active involvement for the successful completion of previous year activities. Thereafter, we discussed about the Republic Day Celebration and decided to depute 6 to 10 volunteers to take part in the Republic Day Celebration at JNTUK Campus.

The meeting minutes recorded by the event coordinator Mr.Shaik.Shareef. The meeting was ended at 1:00 pm with vote thanks by the Chairperson.

## Conclusion:

The points of the agenda were covered and discussed thoroughly in the meeting. The ideas and thoughts put forward in the meeting allowed the attendees to identify the actual flaws in the functioning of NSS unit effectively.

NSS Unit  
Program Officer  
**NSS Unit Program Officer (PO)**  
Nimra College of Engineering & Technology,  
Nimra Nagar, Jupudi, Ibrahimpatnam-521 456  
NTR District, Andhra Pradesh, India.

  
**Member Secretary**

  
**Principal**  
PRINCIPAL  
NIMRA COLLEGE OF ENGG. & TECH  
NIMRA NAGAR,  
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VIJAYAWADA.



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Date: 30-04-2018

## CIRCULAR

This is to inform all the NSS committee members of A.Y.2018-19 that a meeting has been scheduled on 4<sup>th</sup> May, 2018 at 10.30 am. Hence, all are informed to attend the meeting positively without fail.

S.N	Name of the Member	Position in NSS Committee	Signature
1	Dr.Akbar Khan	Chairperson	
2	Dr.A.Venkateswara Rao	Program Officer (PO)	
3	Dr.Shaheen Taj	Member Secretary	
4	Mr.Shaik.Shareef	Member & Event coordinator	
5	Mr.B.Vijay Kumar	Member & Student in-charge	
6	Mr.SD.Hameed	Member & Discipline in-charge	
7	Mr.D.Krishna	Member & Event area in-charge	
8	Shaik.Nagur Vali	Member	
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## National Service Scheme (NSS) Committee Meeting Minutes Academic Year 2018 to 2019

<b>Date of Meeting</b>	:	4 <sup>th</sup> May, 2018
<b>Time</b>	:	10:30 am to 01:00 pm
<b>Venue</b>	:	College Seminar Hall
<b>Mode of Meeting</b>	:	Physical meeting
<b>Nature of Meeting</b>	:	Feedback analysis, reviews and Plan of action

**No. of Committee Members Attended: 10**

S.N	Name of the Member	Position in NSS Committee	Signature
1	Dr.Akbar Khan	Chairperson	
2	Dr.A.Venkateswara Rao	Program Officer (PO)	
3	Dr.Shaheen Taj	Member Secretary	
4	Mr.Shaik.Shareef	Member & Event coordinator	
5	Mr.B.Vijay Kumar	Member & Student in-charge	
6	Mr.SD.Hameed	Member & Discipline in-charge	
7	Mr.D.Krishna	Member & Event area in-charge	
8	A.Sai Krishna Reddy	Member	
9	Shaik.MD.Akhil	Member	
10	Saif Ali khan	Member	

### Agenda of the Meeting:

1. Orientation of NSS committee and distribution of responsibilities
2. To review and Feedback analysis of previous year NSS activities/events.

3. To review the academic calendar, selection of National/International days for plan of activities in current year.
4. To discuss the structure of NSS and action plan for upcoming NSS activities/events.
5. Budget estimation and approval
6. To list out the required events in the adopted village Jupudi.

### **Minutes of Advisory Meeting:**

A meeting was arranged at 11:30 am under the supervision of NSS unit Program Officer Dr.Venkateswara Rao. The member secretary Dr.Shaheen Taj welcomed the Chairperson and members of the meeting and she addressed the major purpose of meeting and agenda points. NSS program officer explained the activities to be conducted in current academic year & presented yearly plan of activities.

### **Report:**

In this meeting we discussed above mentioned agenda points in depth and scheduled the structure of following upcoming NSS activities based on academic calendar. Also discussed date and area of the events and listed out the required budget, materials, volunteers and local community help.

The member secretary present the list of activities will be organized by the college NSS unit.

S.N	Name of the activity	Date & Year of the activity
1	One Student One Tree Plantation Campaign	5th June 2018
2	Swachh Survekshan Campaign	15th September 2018
3	Blood Donation Camp	1st October 2018
4	National Unity Day Awareness Rally (Let's Run for Unity)	31st October 2018

The Chairperson, Dr. Akbar advised to member secretary to monitor student volunteers accordingly yearly plan for more benefits and overall development of environment and society. The chairperson briefed about NSS activities and its objectives to the members and mentioned the role of an individual and their responsibilities. He instructed to take key steps for overcoming drawbacks and for effective implementation of the planned activities.

He also appreciated all the volunteers and committee members for their active involvement for the successful completion of last year events. Further, he has given financial information and proper utilization of NSS grant for NSS activities and for volunteers. Finally, he explained relevant points regarding initiation and shifting of focus towards necessary and core activities.

A clerical work has to be maintained by Mr.D.Krishna including Venders receipts, sound system, Flags, stationery materials, sanitary materials, iron frames, banners, placards, event refreshments and event files etc. The meeting minutes recorded by the event coordinator Mr.Shaik.Shareef. The meeting was ended at 1:00 pm with vote thanks by the Chairperson.


**Conclusion:**

The points of the agenda were covered and discussed thoroughly in the meeting. The ideas and thoughts put forward in the meeting allowed the attendees to identify the actual flaws in the functioning of NSS unit effectively.

  
**NSS Unit Program Officer (PO)**

Program Officer  
Nimra College of Engineering & Technology  
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NTR District, Andhra Pradesh, India

  
**Member Secretary**

  
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