

**National Service Scheme (NSS)
Committee Meeting Minutes
Academic Year 2019 to 2020**



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: 31-10-2019

CIRCULAR

This is to inform all the NSS committee members of A.Y.2019-20 that a meeting has been scheduled on 2nd November, 2019 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	K.Manisha	Member Student Representative	
9	K.Varun Kumar	Member Student Representative	
10	R.Pawan Kumar	Member Student Representative	
11	Shaik.Farhana	Member Student Representative	
12	Shaik.Gousiya	Member Student Representative	
13	MD.Sohail	Member Student Representative	

Principal
PRINCIPAL
NIMRA COLLEGE OF ENGG. & TECH
NIMRA NAGAR,
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National Service Scheme (NSS) Committee Meeting Minutes Academic Year 2019 to 2020

Date of Meeting : 2nd November, 2019
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: 13

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	K.Manisha	Member Student Representative	
9	K.Varun Kumar	Member Student Representative	
10	R.Pawan Kumar	Member Student Representative	
11	Shaik.Farhana	Member Student Representative	
12	Shaik.Gousiya	Member Student Representative	
13	MD.Sohail	Member Student Representative	

Agenda of the Meeting:

1. To brief note on NSS to newly admitted students and registration of volunteers.
2. To explanation about various NSS activities and adopted village Jupudi to new student committee members.

3. Feedback analysis of previous months NSS activities/events.
4. To review of previous meeting and plan of action for upcoming NSS activities/events.
5. Key steps for effective implementation of the National and International days and requirements.
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 sole aim of meeting and agenda points. The unit Program Officer introduced the adopted village Jupudi to new students representative members 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 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	30th November 2019
2	Anti Corruption Awareness Drive	9th December 2019
3	Free Medical Camp; Renal Checkup	12th March, 2020

The chairperson instructed to take key steps for COVID-19 pandemic and Particularly, he educated pandemic COVID-19 and its safety rules like to avoid physical contact by hand holding daily useful things, handshakes, touching surfaces such as table tops, chairs, door handles, Practice good hygiene, Wash your hands frequently using soap and water, After coming home from outside or meeting other people especially if they are ill and need of sanitization our surrounding especially hands

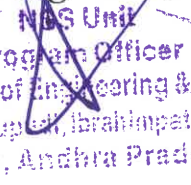
He also provide appropriate suggestions to overcoming the drawbacks for effective implementation of the planned activities.

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)


NSS Unit
Program Officer
Nimra College of Engineering & Technology
Nimra Nagar, Juppalli, Ibrahimpatnam-521 456
NTR District, Andhra Pradesh, India



Member Secretary


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Date: 29-04-2019

CIRCULAR

This is to inform all the NSS committee members of A.Y.2019-20 that a meeting has been scheduled on 3rd May, 2019 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 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	


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National Service Scheme (NSS) Committee Meeting Minutes Academic Year 2019 to 2020

Date of Meeting : 3rd May, 2019
Time : 10:30 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: 13

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	
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12	Saif Ali khan	Member Student Representative	
13	V.Saraswathi	Member Student Representative	

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 which acting as hindrances functioning of NSS system and action plan for upcoming NSS activities/events.
5. To list out the required events in the adopted village Jupudi.
6. To awareness on pandemic COVID-19 and safety rules for it.

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. Student representatives shared their experience about activities and outcome from various events conducted in the last year.

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	Say NO to Plastic Bags Campaign	5th June, 2019
2	Drug Abuse and Illicit Trafficking Awareness Drive	26th June, 2019
3	Plant a Tree Today for a Better Tomorrow Campaign	6th July 2019
4	Plant a TREE, Plant a LIFE drive	29th July 2019
5	Swachhata Hi Seva Campaign	17th September 2019
6	Anti-Tobacco Awareness Drive	24th September 2019
7	Free Medical Camp; Heart Checkup	28th September 2019
8	Blood Donation Camp	1st October 2019
9	National Unity Day Awareness Rally (Let's Run for Unity)	31st October 2019

The Chairperson, Dr. Akbar Khan put forward his ideas for conducting activities more efficiently. He 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.

Particularly, he educated pandemic COVID-19 and its safety rules like to avoid physical contact by hand holding daily useful things, handshakes, touching surfaces such as table tops, chairs, door handles, Practice good hygiene, Wash your hands frequently using soap and water, After coming home from outside or meeting other people especially if they are ill and need of sanitization our surrounding especially hands.

Also, he explained relevant points regarding initiation and shifting of focus towards necessary and core activities. Further, he has given financial information and proper utilization of approval budget for NSS activities and for volunteers.

Finally, 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.

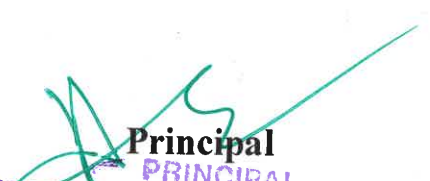
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NSS Unit Program Officer (PO)

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