

**National Service Scheme (NSS)
Committee Meeting Minutes
Academic Year 2020 to 2021**



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: 03-11-2020

CIRCULAR

This is to inform all the NSS committee members of A.Y.2020-21 that a meeting has been scheduled on 6th November, 2020 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.Arshiya	Member Student Representative	
9	Shaik.Sohail Raza	Member Student Representative	
10	V.Z.Mukesh	Member Student Representative	
11	B.Navya Deepti	Member Student Representative	
12	SK.Abdul Salman	Member Student Representative	
13	MD.Rajia Begum	Member Student Representative	

Principal

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



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National Service Scheme (NSS) Committee Meeting Minutes Academic Year 2020 to 2021

Date of Meeting	:	6 th November, 2020
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: 11

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.Arshiya	Member Student Representative	
9	Shaik.Sohail Raza	Member Student Representative	
10	V.Z.Mukesh	Member Student Representative	
11	MD.Rajia Begum	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 NSS activities/events of last year
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. To discuss Utilization of approved budget of Previous Year and new Budget estimation and approval for the current year.
7. Budget estimation and approval
8. Safety rules and vaccination of COVID-19

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	Free Medical Camp; General Health Checkup	14 th November, 2020
2	World AIDS Day Awareness Rally	1 st December, 2020
3	Plant a TREE-Save PLANET Campaign	2 nd February, 2021
4	Free Medical Camp; Oral health Checkup	20th March, 2021
5	Anti-Tobacco Awareness Drive	7th April, 2021

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, reviewed COVID-19 and vaccination for all.

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, Jupudi, Ibrahimpatnam-521 456
NTR District, Andhra Pradesh, India


Member Secretary


Principal

**PRINCIPAL
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Date: 28-04-2020

CIRCULAR

This is to inform all the NSS committee members of A.Y.2020-21 that a meeting has been scheduled on 1st May, 2020 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	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	

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National Service Scheme (NSS) Committee Meeting Minutes Academic Year 2020 to 2021

Date of Meeting : 1st May, 2020
Time : 10:30 am to 01:00 pm
Venue : College Seminar Hall
Mode of Meeting : Virtual 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	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. Online 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 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 discuss Utilization of approved budget of Previous Year and new Budget estimation and approval for the current year.
7. Safety rules and vaccination of COVID-19

Minutes of Advisory Meeting:

A virtual 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 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	Clean India-Green India campaign	2 nd October 2020
2	National Unity Day Awareness Rally (Let's Run for Unity)	31 st October 2020

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.

Also, He instructed to vaccinate and to take key steps of safety rules for COVID-19. He also appreciated all the volunteers and committee members for their active involvement for the successful completion of events during the risk of COVID-19. Further, he has given financial information and proper utilization of approved fund 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
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