

**National Service Scheme (NSS)
Committee Meeting Minutes
Academic Year 2021 to 2022**



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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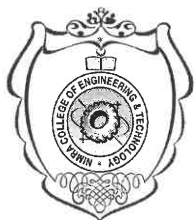
Date: 01-11-2021

CIRCULAR

This is to inform all the NSS committee members of A.Y.2021-22 that a meeting has been scheduled on 5th November, 2021 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 | SK.Shamshuddin | Member Student Representative | |
| 9 | K.Jhansi | Member Student Representative | |
| 10 | M.Prabhas | Member Student Representative | |
| 11 | B.S.Naga Vamsi | Member Student Representative | |
| 12 | A.Sai Manvitha | Member Student Representative | |
| 13 | .MD.Nishar | 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 2021 to 2022

Date of Meeting : 5th November, 2021
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 | K.Manisha | Member Student Representative | |
| 9 | K.Jhansi | Member Student Representative | |
| 10 | B.S.Naga Vamsi | Member Student Representative | |
| 11 | A.Sai Manvitha | Member Student Representative | |
| 12 | .MD.Nishar | 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. 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 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 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, 2021 |
| 2 | Road Safety and Safe Bike Ride awareness drive | 11 th January, 2022 |
| 3 | Each One Plant One | 31 st January, 2022 |
| 4 | Pulse Polio Drive | 27 th February, 2022 |
| 5 | Tree Plantation Program | 21 st March, 2022 |
| 6 | Tuberculosis (TB) Awareness Drive | 24 th March, 2022 |
| 7 | Anti-Tobacco Awareness Drive | 31 st May, 2022 |

The chairperson appreciated all the volunteers and committee members for their active involvement for the successful completion of previous year activities. Further, he instructed to take major intiation for overcoming drawbacks and 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
Programme Officer (PO)
Nimra College of Engineering & Technology
Nimra Nagar, Jupudi, Ibrahimpatnam-521 456
NTR District, Andhra Pradesh, India.


Member Secretary


Principal
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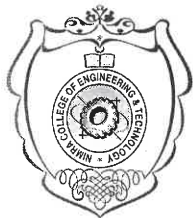
Date: 27-04-2021

CIRCULAR

This is to inform all the NSS committee members of A.Y.2021-22 that a meeting has been scheduled on 1st May, 2021 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.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 | |


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National Service Scheme (NSS) Committee Meeting Minutes Academic Year 2021 to 2022

Date of Meeting : 1th May, 2021
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: 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 | |
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| 11 | B.Navya Deepti | Member Student Representative | |
| 12 | SK.Abdul Salman | Member Student Representative | |
| 13 | MD.Rajia Begum | 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 Previous approved budget and new Budget approval for the current year.
7. Budget estimation and Approval

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 | Charity Day Campaign | 4th September, 2021 |
| 2 | Blood Donation Camp | 1st October, 2021 |
| 3 | Go green to get India Clean Campaign | 2 nd October, 2021 |
| 4 | Anti-Child Marriage Awareness Drive | 11 th October, 2021 |

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. Also, 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 particularly in adopted village Jupudi. Further, he has given financial information and proper utilization of approved budget 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)

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


Member Secretary


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