

**National Service Scheme (NSS)
Committee Meeting Minutes
Academic Year 2022 to 2023**



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: 31-10-2022

CIRCULAR

This is to inform all the NSS committee members of A.Y.2022-23 that a meeting has been scheduled on 4th November, 2022 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	L.Sravanthi	Member Student Representative	
9	SD.Naweed Sha	Member Student Representative	
10	Shaik.Sonu Sohail	Member Student Representative	
11	D.Kusumitha	Member Student Representative	
12	L.Lasya Priay	Member Student Representative	
13	Y.Manikanta	Member Student Representative	
14	B.Bhavani	Member Student Representative	
15	B.Sri Charan	Member Student Representative	

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



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National Service Scheme (NSS) Committee Meeting Minutes Academic Year 2022 to 2023

Date of Meeting	:	4th November, 2022
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	SD.Naweed Sha	Member Student Representative	Naweed sha
9	D.Kusumitha	Member Student Representative	Kusumitha
10	L.Lasya Priay	Member Student Representative	Lasya
11	Y.Manikanta	Member Student Representative	Manikanta
12	B.Bhavani	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.

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, 2022
2	Road Safety Awareness Program	11 th January 2023
3	Clean India - Green India Campaign	29 th March 2023
4	Plant Trees for a better Life campaign	22 nd April 2023
5	World No Tobacco Day Awareness Drive	31st May 2023

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 (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.
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Date: 02-05-2022

CIRCULAR

This is to inform all the NSS committee members of A.Y.2022-23 that a meeting has been scheduled on 6th May, 2022 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	
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National Service Scheme (NSS) Committee Meeting Minutes Academic Year 2022 to 2023

Date of Meeting : 6^h May, 2022
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: 15

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	
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9	SD.Naweed Sha	Member	
10	Shaik.Sonu Sohail	Member	
11	D.Kusumitha	Member	
12	L.Lasya Priay	Member	
13	Y.Manikanta	Member	
14	B.Bhavani	Member	
15	B.Sri Charan	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 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 Year Fund from PFMS account and Budget approval for the.

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 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	Vana-kshemam Mana- kshemam Campaign	9 th May 2022 to 4 th June 2022
2	Blood Donation Camp	14 th June 2022,
3	Say NO to Plastic Bags Campaign	2 nd July, 2022
4	Azadi Ka Amrit Mahotsav Campaign	11 th to15 th August, 2022
5	Charity Day Drive	5 th September, 2022
6	Suicide Prevention Drive	9 th and10 th September, 2022
7	Free Medical Camp; Eye Checkup	13 th October, 2022
8	National Unity Day Awareness Rally (Let's Run for Unity)	31st October, 2022

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 Azadi Ka Amrit Mohostav (AKAM). Further we discussed about the Independence Day Celebration and decided to depute 8 to 10 NSS Volunteers to take part in the Independence Day Celebration at JNTUK Campus. 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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