



Nimra College of Engineering and Technology

(NCET)



National Service Scheme

(NSS)

NSS Committee Meeting Minutes

A.Y. June 2018 - May 2024

Organised Unit - NCET NSS Unit

**National Service Scheme (NSS)
Committee Meeting Minutes
Academic Year 2023 to 2024**



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: 27-10-2023

CIRCULAR

This is to inform all the NSS committee members of A.Y.2023-24 that a meeting has been scheduled on 3rd November, 2023 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	A.L.Prasanna	Member Student Representative	
9	A.Shiva Shankar	Member Student Representative	
10	B.Krishnam Raju	Member Student Representative	
11	SK.Masthan Shareef	Member Student Representative	
12	G.Yoga Sri	Member Student Representative	
13	K.Jayanth	Member Student Representative	
14	MD.Shama	Member Student Representative	
15	V.Prem Kumar	Member Student Representative	


Principal
PRINCIPAL
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NIMRA NAGAR,
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VIJAYAWADA.



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National Service Scheme (NSS) Committee Meeting Minutes Academic Year 2023 to 2024

Date of Meeting : 3rd November, 2023
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	B.Sri Charan	Member	
9	Y.Manikanta	Member	
10	A.L.Prasanna	Member	
11	A.Shiva Shankar	Member	
12	SK.Masthan Shareef	Member	
13	V.Prem Kumar	Member	

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 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 Environment Day drive	18th May to 5th June, 2023
2	International Day of Yoga drive	21st June, 2023
3	International Day against Drug Abuse and Illicit Trafficking	26th June, 2023
4	International Plastic Bag free Day	3rd July, 2023
5	Plantaion-1 Meri Maati Mera Desh (MMMD) Camping	9th August to 18th August, 2023
6	National Sports Day Camp	26th August to 28th August, 2023
7	Plantation Drive - World Ozone Day	16th September, 2023
8	Aarogya Suraksha Free Medical Camp	9th October, 2023
9	Plantation-2 Drive & Amrit Kalash Yatra & Fit India – Freedom Run 4.0	17th October, 2023.
10	Swachch Bharat Campaign	18th October, 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)

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


Member Secretary


Principal
PRINCIPAL
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Date: 02-05-2023

CIRCULAR

This is to inform all the NSS committee members of A.Y.2023-24 that NSS Committee members meeting will be held on 5th May, 2023 at 10.00 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

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National Service Scheme (NSS) Committee Meeting Minutes Academic Year 2023 to 2024

Date of Meeting	:	5 th May, 2023
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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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	

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.
7. 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. 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	National Constitution Day Rally	26th November, 2023
2	World AIDS Day Drive	1st December, 2023
3	Blood Donation Camp	7th December, 2023
4	Stress & Anger Management Drive	25th January, 2023
5	International Women's Day Celebrations	8th March, 2023
6	Road Safety Drive	26 th April, 2023

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.

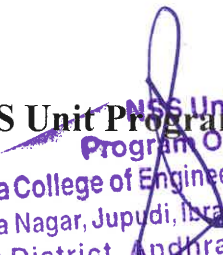
He also appreciated all the volunteers and committee members for their active involvement for the successful completion of last year events. Further, he has given financial information and proper utilization of NSS grant for NSS activities and for volunteers. Finally, he explained relevant points regarding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