

Name of the Meeting	HoDs Meeting	Ref. No.	Communication dated June 22, 2022 at 09:00 AM through WhatsApp		
Platform	Zoom / Online	Date	June 22, 2022	Time	12:00 PM – 12:50 PM
Members Present	Director, Principal, Mr. Shanmukesh (CE), Dr. R. Srinivas (CSE), Dr. Prasad (ECE), Dr. Krishnam Naidu (EEE), Dr. Naveen (ME), Mr. Chari and Mr. Chandu (IT Help Desk)				

Sl. No.	Points Discussed	Responsibility	Target Date
1	<p>Admission 2022 - 2023</p> <p>The following points were discussed to ensure 100% admission during 2022 – 2023 as well as to attract quality students having less than 25000 EAPCET Rank 2022 – 2023</p> <p>a. Route Map for the visitors visiting our campus for admission as enclosed</p> <div style="text-align: center;"> <p>ADMISSION ROUTE MAP FOR VISITORS</p> </div> <p>In this regard, Mr. Chari is requested to arrange necessary items like water bottles and refreshment for the visitors taking necessary approval, please.</p> <p>b. Seating for identified members of faculty at Technology Business Incubator (TBI) in Block #3 Civil Engg.: Mr. Haragopal CSE: Mr. Santoshi, Mr. Sankar and Mr. Pratap ECE: Ms. Roja Ramani, and Mr. Veeraiah EEE: Mr. Tarakesh and Mr. Anji ME: Dr. Raghunath and Mr. Abhinash</p>	<p>a. Director / Principal and Mr. Chari</p> <p>b. HoDs</p> <p>c. HoDs</p> <p>d. Mr. Chandu</p> <p>e. Mr. Shanmukesh</p>	<p>a. Completed</p> <p>b. June 27, 2022</p> <p>c. June 25, 2022</p> <p>d. Continuous</p> <p>e. June 25, 2022</p>

	<p>The above members of faculty can occupy the respective allocated cabin shortly. The allocation will be informed very soon.</p> <p>c. Preparation of Admission Flyer at Department Level: The department shall prepare admission flyer respective to the department capturing the details pertaining to the credentials of the department, faculty strength, placement training with Photos, Placement Details (with Photos), Industry engagement in the form of one credit courses (With photos) and Courses that are offered through the above. Not limited to the above, HoDs can include other worthy details which ever they wanted for positive conversion as well as impressive</p> <p>d. Purchase of WhatsApp / SMS for bulk posting: At present 1 lakh WhatsApp message and 2 lakhs SMS facility is available. The date of posting the video will be informed shortly</p> <p>e. Alumni Wall of Fame: Mr. Shanmukesh is requested to complete this task by this Saturday positively taking the necessary support of Mr. Durga Prasad and Mr. Bottu Srinu</p>		
2	<p>Faculty Core Competency CSE: June 23, 2022 ECE: June 25 – 26, 2022 EEE: June 26, 2022 ME: June 22 – 23, 2022 Civil: Yet to decide</p>	All HoDs	Immediate
3	<p>Internship (Date of Commencement) With reference to the request from HoDs via students, it is decided to reschedule the internship from June 27, 2022 to June 29, 2022. Ms. Usha is requested to communicate the same to all the concerned</p>	HoDs, Institute Level Coordinator	June 29, 2022
4	<p>Faculty Internal Promotion Reviewed the status of Faculty Internal Promotion across all the departments</p>	HoDs	June 23, 2022
5	<p>Students Group Photo (2022 Relieving) All the HoDs are requested to close this issue at the earliest before the project viva-voce</p>	All HoDs	June 30, 2022
6	<p>Timetable for Final Year (Through Circulation) As discussed earlier, please kindly complete the time table preparation at the earliest</p>	All HoDs and Mr. Shanmukesh	Immediate
Prepared and approved by			The Director, NSRIT
<p>Note: As the email is circulated through e-mail communication, no need of signature and the minutes may be confirmed through email communications by the members.</p>			