

VASAVI COLLEGE OF ENGINEERING (AUTONOMOUS), HYDERABAD-31

Minutes of the meeting of Extracurricular Clubs held on 11.7.17

I. Members Present:

1. Dr. Jacqueline Amaral (Overall Coordinator), Department of H&SS
2. Mr. S. Sreekrishna, Department of Mechanical Engineering
3. Dr. P. Venugopal, Department of Chemistry
4. Mr. T. Sunand Emmanuel, Department of H&SS
5. Ms. G. Meena, Department of H&SS
6. Dr. P.V. Rao, Department of Physics
7. Ms. Sheela Rani Simon, Department of H&SS
8. Dr. G. Om Prakash, Department of Maths
9. Ms. K.Jhansi Rani, Department of H&SS
10. V. Angelina, Department of Chemistry
11. P. Sukanya, Department of Chemistry

II. Date: 11.7.17

III. Venue: Reading Room, H&SS Department

IV. Agenda:

1. Name of the clubs and tag lines
2. Objectives and outcomes
3. List of activities date-wise
4. Names of experts and their profiles
5. Co-Coordinators
6. Classroom requirements and equipment needed
7. Certificates
8. Intracollege competitions and exhibitions
9. Students' Attendance

Details:

Dr. Jacqueline Amaral, overall coordinator of the extracurricular clubs greeted the members and began the meeting.

1. Name of the clubs and tag lines:

The overall coordinator asked the members to give a name for their respective clubs. They could also come up with an interesting tag line. However, it is optional.

2. List of activities date-wise:

The members were also asked to give a detailed list of activities of their clubs. The classes would begin from 27.7.17 for 2nd year students, and 28.7.17 for the 3rd year students.

3. Names of experts and their profiles:

She also informed that the members should give the names of the experts who would give lectures/talks pertaining to their club activities. They should also give the profiles of the experts before 23.7.17. The college would pay remuneration to the experts as per its norms.

4. Co-Coordinators:

She also told the coordinators to identify co-coordinators who should assist them in conducting the sessions smoothly and efficiently. The co-coordinators should be from 2nd and 3rd years respectively.

5. Classroom requirements and equipment needed:

The members were also told to spell out the requirements of their clubs, namely, LCDs, OHPs, and other equipment required by the members for conducting their activities.

6. Certificates:

The overall coordinator told the members that she would design a common template for certificates to be given to students at the end of the course.

7. Intracollegiate competitions and exhibitions:

She also discussed the modalities pertaining to poster presentations, exhibitions and various competitions that would be held by the clubs.

8. Students' Attendance:

It was also informed that the students enrolled in the clubs should have a minimum of 75% attendance.

The discussions were fruitful and all the coordinators informed Dr. Jacqueline that they would do a PPT of their respective clubs on 14.7.17.



**Dr. Jacqueline Amaral
(HoD, H&SS, and Overall Coordinator)**