

**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 2<sup>nd</sup> year students, and 28.7.17 for the 3<sup>rd</sup> 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-Coordiators:**

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 2<sup>nd</sup> and 3<sup>rd</sup> 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 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)**