

Minutes of the meeting for online FDP

On

“Ethics in Engineering Workplace and Introduction to Machine Learning”

Date: 05-06-2021

Time: 2:00 – 3:00 PM

Venue: ECAD & VLSI Lab, ECE Dept., GNITS.

- Principal welcomed all the department Coordinators of FDP committee.

Agenda: Plan of action for Conduction of one-day online FDP on “Ethics in Engineering Workplace and Introduction to Machine Learning”

1. Review of Previous meeting minutes/Resolutions.
2. Discussion about the purpose of this FDP.
3. Date and Venue for this FDP.
4. Details of Resource Persons.
5. Allotment of duties to all department FDP coordinators.

• **Members Present**

S.No.	Name	Department	Designation
1.	Dr.K.Ramesh Reddy		Principal
1.	Dr.K.Ragini	ECE	Professor
2.	Dr.M.Madhavilatha	H&M	Sr.Asst.Professor
3.	Dr.K.Syamala Devi	BS	Asst.Professor
4.	Dr.T. Ammannamma	IT	Asst.Professor
5.	Mrs.M. Lakshmi	ECE	Asst.Professor
6.	Mrs.D.NagaSwetha	CSE	Asst.Professor
7.	Mrs. Y. Priyanka	EEE	Asst.Professor
8.	Mr.A.ChandraSekhar	ETE	Asst.Professor

• **Resolutions**

Agenda Point	Resolutions	Responsible person	Target Date	Remarks
1. Review of Previous Meeting minutes/ Resolutions	Dr. K. Ragini, thanked all the FDP committee members for their cooperation and extended support in successful completion of previous FDP.	-	-	-
2. Discussion about the purpose of this FDP	The purpose of this FDP is to get awareness on Ethics in Engineering Workplace and Introduction to Machine Learning.	All Committee Members		
3. Date and Venue for this FDP	11-6-21 10:00 A.M to 4:00 P.M Online (Microsoft Teams)	All Committee Members		
4. Details of Resource Persons	Dr Suresha, AICTE nominated MARGADARSHAK	Dr. K. Ragini	-	-
5. Allotment of duties to all department	Budget committee should get approval from principal for budget Proposal and	Dr. K. Ragini	7-6-21	-

FDP coordinators	list the expenditure details.			
	Invitation committee should prepare FDP broucher and send the invitation to all the newly joined faculty of GNITS.	Dr.K.Syamala Devi	8-6-21	-
	Program outcomes to be written for this FDP.	Dr.K.Syamala Devi	12-6-21	-
	Registration Committee should be ready with the necessary documents required for registrations. Recourse Person feedback format should be prepared.	Dr.M.Madhavi Latha	8-6-21	-
	Schedule online FDP meeting in Microsoft Teams and forward the link. Photos and recordings during the FDP should be saved.	Mrs.D.Naga Swetha	10-6-21	-
	Anchoring committee should be ready with online link of program scheduled in Microsoft Teams, Speaker Introduction and Vote of Thanks.	Dr.M.Madhavi Latha	10-6-21	-
	Attendance and feedback committee should be ready with participants list, attendance form and feedback forms.	Mrs. Y. Priyanka	12-6-21	-
	Participants feedback analysis , action should be prepared after this FDP.	Dr.T.Ammannamm a	12-6-21	-
	Certificates committee should be ready with softcopies of certificates with required signatures	Mrs.M. Lakshmi &Dr.T.Ammannam ma	13-6-21	-
	Single page report should be prepared after this FDP.	Mr.A.Chandra Sekhar	13-6-21	-
	Minutes of meeting	Mrs.M. Lakshmi	10-6-21	-
	Final Report Writing	Dr. K. Ragini	13-6-21	-

K. Ragini

Co-ordinator
Dr.K.Ragini

10/6/21



Principal
Dr.K.Ramesh Reddy

10/6/21

PRINCIPAL
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