

G.NARAYANAMMA INSTITUTE OF TECHNOLOGY AND SCIENCE (FOR WOMEN)

Autonomous

Shaikpet, Hyderabad – 500 104

Name of the Committee: GNITS Magazine Committee

Academic Year : 2017 - 2018

Meeting number : 01

Venue : EPCS Lab, Admin Block

Minutes of GNITS Magazine Committee Meeting

Agenda:

1. Content to be published in the Souvenir, 'VIMSHATIHI', Dec 15th 2017, special issue of 'Sankethika Bharati' for 20 years celebration of GNITS.
2. Format of the Souvenir.
3. Date of release of the Souvenir.

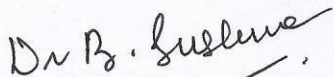
Members present for the meeting:


S. No.	Name	Designation	Dept.
1.	Dr. P. Aparna	Assoc. Prof. & HOD	H&M
2.	Mrs. V. Jahnavi	Sr Asst. Professor	H&M
3.	Dr. B. Sushma	Asst. Professor	H&M
4.	Mrs. V. Uma	Associate Professor	ECE
5.	Mrs. M. Madhuri Latha	Asst. Professor	CSE
6.	Mrs. E. Gouthami	Asst. Professor	EEE
7.	Mrs. V. Vikas	Asst. Professor	ETM
8.	Dr. S. Ramacharan	Associate Professor	IT
9.	Mr. S.N.Sarveswara Reddy	Asst. Professor	Mech.
10.	Mrs. I. Radhika	Asst. Professor	BS

Minutes of the meeting held on **17.08.2017** in EPCS Lab at 11.00 a.m.

The following were the points discussed:

1. The rules and regulations of formatting and documentation of the data of various departments were discussed with the department coordinators.
2. It was decided to include more of photos & collages, students' art work, articles, Alumnae views, hall of fame of GNITians, etc ., in the souvenir.
3. It was decided to share the content via GNITS LAN sharing option to make the work easier.
4. The department coordinators were instructed to submit the data latest by 31.08.2017 and adhere to the deadlines so that the information can be sent to the printing press for editing and revising.
5. It was mentioned that if any changes in the information, it has to be intimated to the Convener at regular intervals for the second, third and final drafts to be done.


Dr. B. Sushma
Convener, Sankethika Bharathi


Dr. K. Ramesh Reddy
Principal
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