

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

Autonomous

Shaikpet, Hyderabad – 500 104

Name of the Committee: GNITS Magazine Committee

Academic Year : 2018 - 2019

Meeting number : 01

Venue : EPCS Lab, Admin Block

Minutes of GNITS Magazine Committee Meeting

Agenda:

1. Content to be published in the Newsletter, 'Sankethika Bharati', Vol.17, July, 2019 Issue 32
2. Format and the issue no.s of the Newsletter
3. Date of release of the Newsletter

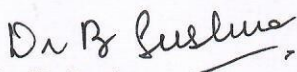
Members present for the meeting:


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	Assoc. Professor	ECE
5.	Mrs. M. Madhuri Latha	Asst. Professor	CSE
6.	Mrs. E. Gouthami	Asst. Professor	EEE
7.	Mrs. M. Jyothsna	Asst. Professor	ETM
8.	Mrs. T. Vandana	Asst. Professor	IT
9.	Mr. S.N.Sarveswara Reddy	Asst. Professor	Mech.
10.	Dr. P. Shobha Rani	Asst. Professor	BS
11.	Mrs. B. R. Lakshmi	Asst. Professor	H&M
12.	Mr. G. Narendra Babu Reddy	Asst. Professor	TPO
13.	Dr. MVL. Surya Kumari	Physical Directoress	Physical Education
14.	Dr.K. Bharatha Lakshmi Devi	Librarian	Library

Minutes of the meeting held on **18.06.2019** in EPCS Lab at 10.00 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. After the editing of the first draft, the department members were instructed to do the necessary corrections and submit the second draft.
3. The department coordinators were instructed to submit the data latest by 20.07.2019 and adhere to the deadlines so that the information can be sent to the printing press for editing and revising.
4. 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
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