

**G.NARAYANAMMA INSTITUTE OF TECHNOLOGY AND SCIENCE (FOR WOMEN)**  
**Autonomous**  
**Shaikpet, Hyderabad – 500 104**

Name of the Committee: GNITS Magazine Committee

Academic Year : 2019 - 2020

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.18, March & August 2020 Issue 33 & 34
2. Format and issue no.s of the Newsletter
3. Date of release of the Newsletter

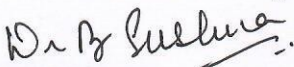
**Members present for the meeting:**

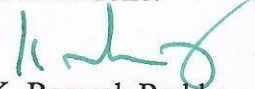
S. No.	Name	Designation	Dept.
1.	Dr. P. Aparna	Assoc. Prof. & HOD	H&M
2.	Mrs. V. Jahnavi	Sr Asst. Professor	H&M
3.	Dr. B. Sushma	Asst. Professor	H&M
4.	Mrs. V. Uma	Associate Professor	ECE
5.	Mrs. Ch. Radhika	Asst. Professor	CSE
6.	Mrs. E. Gouthami	Asst. Professor	EEE
7.	Mrs. M. Jyothsna	Asst. Professor	ETE
8.	Mrs. M. Deepthi	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 **25.02.2020** in EPCS Lab at 10.30 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. Due to the Pandemic in 2019-2020 it was decided to release two issues of the Newsletter in one volume itself.
3. After the editing of the first draft, the department members were instructed to do the necessary corrections and submit the second draft.
4. The department coordinators were instructed to submit the data latest by March 10, 2020 & July 1<sup>st</sup>, 2020 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  
G. Narayanamma Institute of  
Technology & Science (for women)  
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Shaikpet, Hyderabad - 500 104