

Agenda & Minutes of Meeting-03

Academic Year 2021 – 2022

SANSKRITHI SCHOOL OF ENGINEERING

Beedupalli Knowledge park, Prasanthi Gram, Puttaparthi, Anantapur – 515 134



CA Janta
Principal
Sanskriti School of Engineering
Beedupalli Road, Prasanthingram,
PUTTAPARTHI - 515 134.
Anantapuramu (Dt) A.P.

SSE Review Meeting

26th MAR 2021 | TIME -9.00 AM to 10.30AM | PLACE:chariman Cabin

Agenda:

Placement training updates
Research Group activity
Club activity
NAAC action plan

Attendees

Nature of Meeting	Review Meeting	
Date	26.03.2021	
Time	9.00 AM to 10.30AM	
Venue	Chairman chamber	
Present	Hon. Chairman Sir Dr. A.Senthil Kumar , Principal /SSE Mr.N.S. Manian, HOD-H&S Mr. C.V.Raja reddy HOD- Mech Mr. K. Prasad reddy HOD-CSE Mr.S.Harikrishnan-HOD-ECE Mr.Pavan Kumar-HOD-EEE Mr.Harish kumar-HOD-CIVIL Mr.Nagaraju-AP/ECE Mr.Mahendra-AP/CSE Ms.Anitha sheran	
Absent		

Minutes of Meeting held on 26/03/2021




Principal
Sanskriti School of Engineering
Beedupalli Road, Prasanthingram,
PUTTAPARTHI - 515 134.
Anantapuramu (Dt) A.P.

S.No	Subject/Action	Responsibility	Target Date	Remarks
1	Beloved Chairman Sir, Principal welcomed all HODs of the departments and faculty members from SSE	--	---	-
2	<p>Placement and Training Cell</p> <p>Chairman sir Suggested to prepare in the term of Document with proper manner in placement cell.</p> <p>1.Students Data bank- All clear list, one and two back log list</p> <p>2.Training communication details</p> <p>i.identify the specific training company ii.letter of correspondence circular and other details such buget etc., iii.identify the students list iV.Attendance proof v.syllabus outline vi.photos vii.report viii.students feed back</p> <p>Placement details</p> <ol style="list-style-type: none"> 1. Identify the students list based on the company requirement 2. Circular 3. Correspondence letter from specify company 4. Wide publicity of the above said 5. Mode of operation – pool drive details 6. Model of selection-JD,other process etc., 7. Selected list of the candidate 8. Phots required 9. Student feedback 10. Media proof 	<p>Ms.Anitha sheran & Mr.Harikrishnan</p> <p>Ms.Anitha sharien</p>	<p>Immediate completion of training program</p> <p>Immediate effect</p>	<p>---</p> <p>Every company is over. Then placement officer should submit the report in details manner in placement file and principal office.</p>
3	<p>First year club activity will be focus in details manner- such as</p> <p>Identify the faculty incharge for each club</p>	Mr.Nagaraju,AP/EC E	03.03.2020	Active participant is needed to focus



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	Students identification for each club Action plan for club activity	Ms.Megehann,AP/C SE		the club.
4.	AICTE work will be carried out with the stipulated period, respective members should be active	Mr.Nagaraju,AP/EC E Mr.Krishna Mohan reddy	05.04.2021	Treat us more priority
5.	NAAC work NAAC will be initiated and identify the flow path with immediate effect	Mr.Nagaraju, AP/ECE Mr.Mahendira,AP/C ES	08.04.2021	Identify faculty list for each criteria and suitable action plan is needed
6	Digital room will be updated as soon as possible	System admin	08.04.2021	

Signature of Chairman

Signature of Principal

Principal

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**SANSKRITHI SCHOOL OF ENGINEERING,
PUTTAPARTHI**
Minutes of meeting- 01 (Even Sem)

Nature of Meeting	Principal meeting	
Date	24.12.2019	
Time	3.00 -4.40 PM	
Venue	Principal chamber	
Present	<ol style="list-style-type: none"> Mr.S.Hari krishnan,AP/ECE Ms.Pavan kumar,AP/EEE Mr.Sudhakar,AP /CIV Mr. Prasada Reddy , AP/CSE Mr.Chandrasekar,AP/Mech 	
Absent	NIL	
Circulated to	Chairman & Group Director	

S.No	Subject/Action	Responsibility	Target Date	Remarks
1	All the IV B.Tech Proctors are informed to call the students those who are not turned back to college as of now.	Class Advisor & Proctor	---	---
2	Project Coordinator:- IV B.Tech ECE-Dr.Ravindrath kumar- Prof /ECE& Mr.Baba Fakruddin, AP/ECE EEE- Ms.Parthyusha,AP/EEE CSE- Mr.Noor mohammed,AP/CSE MECH- Mr. CIVIL- Mrs.Uma, AP/Civil	---	---	---
3	Zeroth Review status: ECE- completed & Marks displayed on Notice board. CSE- completed & marks yet to be displayed EEE- completed & marks yet to be displayed MECH- Not completed , planned on 28 th Jan CIVIL- Not completed , planned on 28 th Jan	HOD's & project coordinator	As per scheduled date	---
4	Technical seminar Schedule: All the HOD's are informed to submit the technical seminar schedule to principal through mail.	Seminar coordinator	Current sem	--
5	Lap top mandatory: All the IV B.Tech students are informed to carry the Lap top to college every day. its mandatory to all for the purpose of Weekly Placement & Training Test online test.	All Faculties	Current sem	---



6	Library & Standard Authors: All the faculties should utilize the library everyday and refer standard authors only.	All Faculties	Current sem	-----
7	Placement & Training: There will be a FACE Academy training for all III B.Tech students of all branches in the month of January 1 st week.	TPO & HOD's	Current sem	---
8	Course file & Lesson Plan: All the faculties are informed to complete the course file & less plan for the subjects allotted for current sem.	All Faculties	Current sem 28.12.2019	-----
9	Students Counselling form: All the Proctors are informed to maintain the students counselling file in proper manner.	All proctors	Current sem	---
10	National conference: Its compulsory to publish the academic Project paper in any of the national or international conferences for all the IV year students.	Project supervisors	Current sem	---
11	Undertaking form: All the IV year subject handling faculty should sign in the undertaking stated that , they should give minimum 75% of result for this sem.	IV Year subject handling faculties	Current sem	---

HPL
Signature of the Principal
Principal

Copy submitted to Group Director & Chairman

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**SANSKRITHI SCHOOL OF ENGINEERING,
PUTTAPARTHI**

Minutes of meeting- 02 (Even Sem)

Nature of Meeting	Principal meeting	
Date	27.12.2019	
Time	10.00 - 11.10 AM	
Venue	Principal chamber	
Present	1. Mr.S.Hari krishnan, AP/ECE <i>g1</i> 2. Ms.Pavan kumar, AP/EEE <i>S. Patef</i> 3. Mr.Sudhakar, AP /CIV <i>for K. Reddy</i> 4. Mr. Prasada Reddy , AP/CSE <i>Prasada</i> 5. Mrs.VijaySree, HR &PO- SGI	
Absent	Mr.Chandrasekar, AP/Mech	
Circulated to	Chairman & Group Director	

S.No	Subject/Action	Responsibility	Target Date	Remarks
1	Attendance Calculation – IV.B.Tech: All the IV B.Tech class incharges are informed to calculate the attendance from 16 th December to 31 st December and display the attendance percentage on the notice board. Note: Class incharges should send letter to parents	Class Advisor & Proctor	---	Proctors should call the student's parents those who got less than 50% & parents' should give undertaking form
2	Zeroth Review status: ECE- completed & Marks displayed on Notice board. CSE- completed & marks yet to be displayed EEE- completed & marks yet to be displayed MECH- Not completed , planned on 28 th Jan CIVIL- Not completed , planned on 28 th Jan	HOD's & project coordinator	As per scheduled date	---
3	Time table Plan (IV & III B.TECH) Spekers Club- 01 Aptitude-01 P&T Test- 02 Prepinsta- 02	Department TT Incharge	Current sem	---
4	Placement & Training: There will be a FACE Academy training for all III B.Tech students of all branches in the month of January 1 st week. Lab requirements: All the HOD's are informed prepare the list of lab equipments requirements and Laboratory service of Equipments ASAP.	TPO & HOD's	Current sem	---
		All HOD's	Current sem	---



6	Need to plan APSSDC & SKYFI Lab. Courses for the current sem for all B.Tech students.	APSSDC SPOC & Soft skill Coordinator	Current sem	---
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Copy submitted to Group Director & Chairman

Signature of the Principal

[Handwritten Signature]
Principal

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Anantapuramu (Dt) A.P.



SANSKRITHI SCHOOL OF ENGINEERING, PUTTAPARTHI

Minutes of meeting- 03 (Even Sem)

Nature of Meeting	Principal meeting	
Date	30.12.2019	
Time	4.10 - 05.05 PM	
Venue	Principal chamber	
Present	1. Mr.S.Hari krishnan,AP/ECE 2. Ms.Pavan kumar,AP/EEE 3. Mr.Sudhakar,AP /CIV 4. Mr. Prasada Reddy , AP/CSE 5. Mr.Naresh .AP/MECH	
Absent	Mr.Chandrasekar,AP/Mech	
Circulated to	Chairman & Group Director	

S.No	Subject/Action	Responsibility	Target Date	Remarks
1	HOD's are responsible for their department Faculties Leave, Hods should dsend proper report to principal everyday	All HOD's	Current Sem - Everyday	---
2	Attendance Calculation - IV.B.Tech: All the IV B.Tech class incharges are informed to calculate the attendance from 16 th December to 31 st December and display the attendance percentage on the notice board on 31.02.2019 Note: Class incharges should send letter to parents	Class Advisor & Proctor	----	Proctors should call the student's parents those who got less than 50% & parents' should give undertaking form
3	II & III B.Tech Proctors are informed to call the parents of students absentees and send report to principal & HOD's immediately.			
4	All the HOD's are informed to send below documents to principal by tomorrow. (i)Events Plan (ii)Mini project list (iii)poster presentation (iv)Add on course details	All HOD's	Current sem	----
5	Placement & Training: There will be a FACE Academy training for all III B.Tech students of all branches in the month of January 1 st week.	TPO & HOD's	Current sem	----
6	Lab requirements: All the HOD's are informed prepare the list (i)lab equipments requirements and Laboratory service of Equipments ASAP.	All HOD's	Current sem	----



	(ii) Library book requirements			
7	Need to plan APSSDC & SKYFI Lab Courses for the current sem for all B.Tech students and send report to principal	APSSDC SPOC & Soft skill Coordinator	Current sem	----
8	HOD's are informed to submit the class wise absentees report to principal without fail.	All HOD's	Current sem	----
9	The Discipline committee is framed for the betterment of institution. MECH- Mr.Naresh.AP/MECH CIVIL- Mr.Ram mohan,AP/CIV CSE- Mr.Amarnath,AP/CSE ECE- Mr.Mohanreddy,AP/ECE EEE- Mr.Vinoth kumar,AP/EEE	Dept wise coordinators	Current sem	----
10	There will be a premid exam for IV year students on jan 21 st & 22 nd to improve their academic results	Class incharges	Current sem	----

Copy submitted to Group Director & Chairman

Signature of the Principal

(Handwritten Signature)
Principal

Sanskriti School of Engineering
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Anantapuramu (Dt) A.P.





SANSKRITHI SCHOOL OF ENGINEERING,
PUTTAPARTHI

Minutes of meeting- 04 (Even Sem)

Nature of Meeting	Principal meeting
Date	31.12.2019
Time	9.05- 09.45 AM
Venue	Principal chamber
Present	<p>1. Mr.S.Hari krishnan,AP/ECE <i>gl-harp</i></p> <p>2. Ms.Pavan kumar,AP/EEE <i>D.Paif</i></p> <p>3. Mr.Sudhakar,AP /CIV</p> <p>4. Mr. Prasada Reddy , AP/CSE <i>DR</i></p> <p>5. Mr.Naresh ,AP/MECH <i>to Gurugy</i></p> <p>6.Ms.Rubiya,AP/ECE</p> <p>7.Mr.Venkatesu,AP/ECE</p> <p>8.Mr.Shavali,AP/ECE</p> <p>9.Mr.Mohan reddy, AP/ECE</p> <p>10.Ms.Shobba,AP/EEE</p> <p>11.Ms.Prathyusha,AP/EEE</p> <p>12.Ms.Sumalatha,AP/ECE</p> <p>13.Ms.Uma,AP/CIVIL</p> <p>14.Ms.Manjula,AP/CIVIL</p> <p>15.Ms.Tanuja,AP/CIV</p> <p>16.Mr.Ram mohan,AP/CIV</p> <p>17.Mr.Noor Mohammed, AP/CSE</p> <p>18.Mr. Siva kumar,AP/CSE</p> <p>19.Mr.Manian,HOD- HAS</p> <p>20.Mr.Sambhasivaiah,AP/HAS</p> <p>21.Mr.pradeep,AP/HAS</p> <p>22.Ms.Bagyalakshmi,AP/HAS</p> <p>23.Mr.Parveen,AP/HAS</p> <p>24.Ms.Vijayalakshmi,AP/HAS</p> <p>25.Mr.ragavendra,AP/HAS</p> <p>26.MS.Sai lakshmi,AP/HAS</p> <p>27.Mr.Amarnath,AP/CSE</p>
Absent	<p>Mr.Chandrasekar,AP/Mech</p> <p>Ms.Rajani kumara,AP/ECE</p> <p>Dr.Ravindranah kumar,AP/ECE</p> <p>Mr.Nagarjuna Reddy,AP/MECH</p> <p>Dr.Subba reddy,Prof/MECH</p> <p>Mr.Vinoth Kumar,AP/EEE</p>
Circulated to	Chairman & Group Director

S.No	Subject/Action	Responsibility	Target Date	Remarks
1	All the faculties are informed to collect leave form from concerned HOD's only, HOD's are responsible for their department Faculties Leave, Hods should send proper report to principal everyday	All HOD's	Current Sem - Everyday	---



Principal
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2	Attendance Calculation - IV.B.Tech: All the IV B.Tech class incharges are informed to calculate the attendance from 16 th December to 31 st December and display the attendance percentage on the notice board before 3 PM today Note: Class incharges should send letter to parents	Class Advisor & Proctor	---	Proctors should call the student's parents those who got less than 50% & parents' should give undertaking form
3	II & III B.Tech Proctors are informed to call the parents of students absentees and send report to principal & HOD's immediately.	Class Advisor	Current sem	---
4	All the faculties are informed to monitor the students dress code and their appearance by everyday.	All faculties	Current sem	---
5	Final year subject handling faculties & Mathematics faculties are need to produce undertaking form for minimum 75% of result.	Final year faculties	Current sem	---
6	All the faculties are informed to go 5 minutes early to the classes.	All faculties	Current sem	---
7	Class advisors are informed to prepare course file , Lesson plan, Lecture notes according the subjects they are dealing. There will be a verification Committee for the above things. The committee members will be verify by every Saturday. Committe Members: Ms.VijayaSree- HR Ms.Madhavi,AP/CSE	All faculties	Current sem	---
8	There will be one day LOP for faculties those who are failed to submit course file , Lesson plan, Lecture notes etc.	All faculties	Current sem	---
9	Class advisors are informed to submit the students absenteeism report to concerned department HOD's by everyday and HOD's are informed to submit the class wise absentees report to principal without fail.	All class advisors & HOD's	Current sem	---
10	The Discipline committee is framed for the betterment of institution. MECH- Mr.Naresh,AP/MECH CIVIL- Mr.Ram mohan,AP/CIV CSE- Mr.Amarnath,AP/CSE ECE- Mr.Mohanreddy,AP/ECE EEE- Mr.Vinoth kumar,AP/EEE	Dept wise coordinators	Current sem	---
11	All the Proctors are informed to maintain & update the counselling file in proper manner.	Class wise proctors	Current sem	---



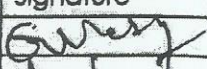
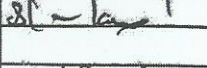
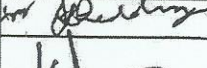

Signature of the Principal
Principal
Sanskriti School of Engineering
Beedupalli Road, Prasadnagar,
P. 515 134.

Training & Placement Review Meeting

21st JANUARY 2020 | TIME -03:30 PM | PLACE: Principal Cabin

Attendees

Chairman
Group Director
Principal

FACULTY NAME	Designation/Department	Signature
1. Dr.Subba Reddy	HOD- MECH	
2. Mr.S.Hari krishnan	HOD- ECE	
3. Ms.Pavan kumar	HOD- EEE	
4. Mr.Sudhakar	HOD- CIVIL	
6. Mr.K.V Prasada Reddy	HOD- CSE	

Absentees:

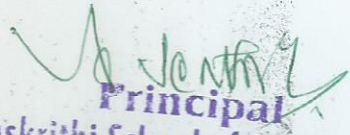
Agenda for the Meeting

1. Verification of blue book register & course file
2. Faculty workload details
3. Iv year Project discussion
4. Faculty birthday- Tree plantation plan
5. I club coordinator details
6. Iv year feedback & status
7. Guest lecture/Industrial Visit / Internal workshop discussion
8. CSIR Activity
9. Mini project Action plan
10. National conference plan & title discussion

Requirements

1. Mini project action plan
2. Faculty workload
3. IV year academic feedback




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PUTTAPARTHI - 515 134.
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Minutes of Meeting held on 21/01/2020

Review of agenda points

S.No	Subject/Action	Responsibility	Target Date	Remarks
1	Beloved Principal verified all the blue book registers & course file of all departments	-----	---	---
2	If any of the students want to meet principal for any reason ,first they should get prior permission from Ms.Jasmin – HR- SSE.	All Hod's & faculties	----	.
3	All the HOD's are informed to mail the faculty individual workload to principal & Ms.Vijaya Sree-HR	All HOD's	22.01.2020	----
4	All the IV year Project must be inhouse project only. Students are strictly not allowed to do project in outside. Project title should be given by concerned supervisors only. The base paper & title from IEEE, Springer, Scopus journals etc..	All supervisors	Current sem	The Project title should be real time application. It should be useful for our organization . Like library App, Hostel App, Railway App, Airlines App, Security App etc.
5	All the IV year students should maintain Project diary . Concerned supervisor should sign and monitor for their batches.	All supervisors	Current sem	---
6	All the HOD's are informed to send the birthday details of faculty members to principal. On the day of faculty birthday , tree plantation should be done instead of cake cutting & other activities.	All faculties	Current sem	Tree plantation photos should be uploaded in Facebook
7	I Club Coordinator- Dept wise: Ms.Shobba AP/EEE- over all coordinator Mr.Baba Fakruddin Ali, AP/ECE Mr.Vinoth kumar, AP/ECE Dr.Gunikhan Sonowal, AP/CSE For Mech: they will inform later	----	Current sem	----



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8	All the HOD's should check the IV year Academic status & feedback as per the department scheduled below and send the report to principal		All faculties	23.01.2020	----
	S.No	Name of the Department	Name of the Verifying Authority		
	1	CSE	Dr.Subba reddy		
	2	CIVIL	Mr.Prasad reddy		
	3	MECH	Mr.Hari Krishnan		
	4	EEE	Mr.Sudhakar		
5	ECE	Mr.Pavan kumar			
9	Internal workshop, Guest Lecture & Industrial visit The internal workshop, Guest Lecture & Industrial visit Should be arranged by all departments and also Need to send the details to principal.		All Hod's & incharges	Current sem	----
10	CSIR Activities: All the faculties & HOD's are informed to continue the CSIR activities. Students need to educate the village people in good aspects.		Class wise proctors & HOD's	Current sem	----
11	All the HOD's are informed to display the mini project action on the notice board.		All Hod's & mini project coordinator	Current sem	----
12	National Conference: 2 days national level conference to be organised by combining All the 5 departments. Date of conference: march 20 th Tentative title: National conference on Smart Cities Technologies.		Mr.Sudhakar-HOD/CIV	Current sem	----

New points raised at the meeting

	Incharge	Status	Action required
National conference	CIVIL/HOD	Need to plan for Title	Need to make action plan

Others:Nil

Signature of HOD

Signature of Principal

Principal

Sanskriti School of Engineering
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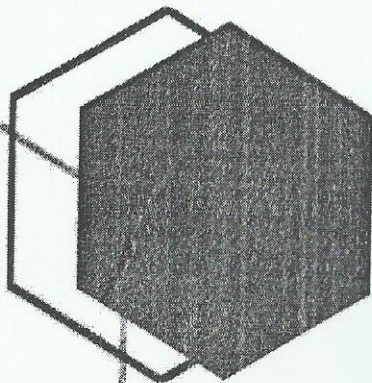


Agenda & Minutes of Meeting-05

Academic Year 2020 - 2021

SANSKRITHI SCHOOL OF ENGINEERING

Beedupalli Knowledge park, Prasanthi Gram, Puttaparthi, Anantapur - 515 134



E. Anantha
Princip
Sanskriti School
Beedupalli Road, P
PUTTAPARTH
Anantapuram

Folders
Last Refresh:
Sat, 8:35 am
[Check Mail]

INBOX (534)
Drafts
Sent
Trash [Purge]
Archive
CAO
Exam cell
- HR
resumes
Junk
Misc
review meeting repo
spam
staff

Dear HODS

There will be HODS meeting tomorrow (01.02.2020) at 3.30PM in principal cabin

Agenda

1. log book checking verification (all the HODS kindly bring the log books for your department)
2. course file verification - kindly check entry details seminar/video lecture, poster presentation, assignment details etc.,
3. Laboratory status - HODS kindly bring the lab registration form
4. Guest lecture details - HODS kindly bring the exact date of guest lecture details
5. Industrial visit - action plan details bring all the HODS
6. internal workshop details - action plan details
7. External workshop details - action plan details
8. Placement test marks - kindly bring details
9. mandatory one real time project for all the department as per management instruction
 - a. Drone Project - ECE department
 - b. Solar light - EEE department
 - c. battery car - mech department
 - d. Green energy project - Civil department
 - e. AI using Robto - CSE department
10. Sanskrithi HACKton discussion
11. dress code for all department - hair style etc.,
12. mini project this semester 2 - upto feb end one, april end one - action plan (batch list, review schedule in every week date)
13. Final year project - All the HODS, kindly zeroth review details and project diary details for your department
14. innovaton hour - action plan schedule
15. Poster presentation details
16. Mid term 1 exam final year on 03.02.2020 details bring
17. Add on course - all the proof details (blue book, coverage of content details)
18. Skill course - Mr. Harikrishnan bring the detail schedule
19. APITA details - Mr. Harikrishnan bring the detail schedule
20. any other points to be discuss

With Regards

Dr. A. SENTHIL KUMAR,

B. E., M. E., MBA., PGDVLSI., DISM., Ph. D (IITR.), PDF (TUT, SA), Senior PDF (VSB-TUO, EUROPE),

PRINCIPAL

Sanskriti School of Engineering

Behind Sri Sathya Sai Super Speciality Hospital,

Beedupalli Road, Prasanthigram

Puttaparthi - 515134

mobile No. 9100974518, 7708854742

With Regards

Dr. A. SENTHIL KUMAR,

B. E., M. E., MBA., PGDVLSI., DISM., Ph. D (IITR.), PDF (TUT, SA), Senior PDF (VSB-TUO, EUROPE),

PRINCIPAL

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