

KESHAV MEMORIAL INSTITUTE OF MANAGEMENT

Narayanaguda, Hyderabad – 500 029

Date: 26/02/2026

A meeting was conducted to discuss the planning and organization of the R & D Inauguration program, including responsibilities, student coordination, event arrangements, hospitality, decoration, and other related activities to ensure the successful conduct of the event.

Agenda Items

- 1: Opening remarks and welcome note**
- 2: R & D inauguration planning and program flow**
- 3: Felicitation arrangements (saplings and mementos)**
- 4: Introduction of student coordinators**
- 5: Preparation of responsibilities list**
- 6: Assigning work to student coordinators**
- 7: Designing and making of banner and inauguration agenda**
- 8: Invitation cards preparation and distribution**
- 9: Arrangements in R & D Cell**
- 10: Decoration of lamp and R & D room**
- 11: Tea, snacks, and hospitality arrangements for guests**
- 12: Photography and documentation**

MINUTES OF THE MEETING

Agenda Point 1: Opening Remarks

The meeting commenced with a welcome note, during which the importance of the R & D Inauguration program was highlighted by K. Aditya, Faculty Coordinator.

Agenda Point 2: R & D Inauguration Planning

The overall structure and flow of the inaugural program were discussed and tentatively finalized.

Agenda Point 3: Felicitation

It was decided to arrange mementos and saplings for the invited guests. Responsibilities were assigned to the student coordinators Mr. V. Hruthik and Mr. Ashihkumar Sharma.

Agenda Point 4: Student Coordinators

The listed student coordinators were introduced and their roles in the event were emphasized.

Agenda Point 5: Responsibilities List

A detailed list of responsibilities will be prepared and shared with all coordinators.

Agenda Point 6: Work Allocation

Tasks were distributed among student coordinators for smooth execution of the event.

Agenda Point 7: Banner and Agenda Preparation

The design and preparation of the banner and final inauguration agenda were assigned to Mr. Preetham, Ms. Vyshnavi and Ms. Ravithri

Agenda Point 8: Invitation Cards

It was decided to design, print, and distribute invitation cards in advance. It was decided that the distribution of cards will be done by all the coordinators.

Agenda Point 9: Arrangements in R & D Cell

Necessary arrangements in the R & D Cell, including seating and setup, were discussed.

Agenda Point 10: Decoration

Decoration of the lamp, dias, and R & D room, including arrangement of saplings and mementos, was planned.

Agenda Point 11: Hospitality

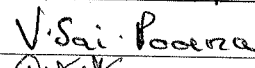
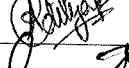
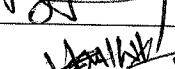
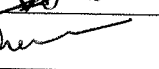
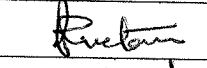
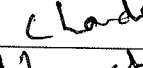
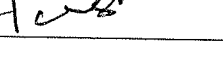
Arrangements for tea, snacks, and guest hospitality were assigned.

Agenda Point 12: Photography and Documentation

A team will be assigned to handle photography and documentation of the event.

Conclusion

The meeting concluded with a summary of assigned tasks and a note on timely execution. All members were instructed to complete their responsibilities as scheduled.

S. No.	Name of the Member	Role in R&D Cell	Signature
1	Dr. V.N. Santhisree	IIC President	
2	Dr. V. Sai Poorna	IIC Convernor	
3	Mr. K. Aditya	Coordinator	
4	Mrs. K. Sunanda	Coordinator	
5	Mr. D. Amba Prasad	Coordinator	
6	Mr. Vala Hruthik	Student coordinator	
7	Mr. Vodela Suhas	Student coordinator	
8	Mr. Preetham Singh	Student coordinator	
9	Ms. Khajandar Chandana	Student coordinator	
10	Ms. M. Harsha Sree	Student coordinator	


D. Amba Prasad

faculty coordinator

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Date: 25/02/2026

A meeting was held on 25th February 2026, convened by the Director, Dr. V. N. Santhisree (IIC President), and Dr. V. Sai Poorna (IIC Convenor), along with the faculty coordinators, to discuss the establishment and functioning of the Research & Development (R&D) Cell. The meeting focused on understanding the importance of the R&D Cell, reviewing the activities prescribed by the Institution's Innovation Council (IIC), and outlining the roles, responsibilities, and service framework for its effective operation.

Agenda items:

- 1: Opening of the meeting by the conveners.
- 2: Brief overview of the Research & Development (R&D) Cell and its importance.
- 3: Discussion on the calendar of activities prescribed by IIC for the R&D Cell.
- 4: Introduction of the R&D Cell committee and explanation of roles and responsibilities.
- 5: Presentation and discussion of the service chart for the R&D Cell.
- 6: Open discussion and suggestions from members.
- 7: Conclusion and summary of action points.

Minutes of the Meeting:

Item 1: Opening of the Meeting

The meeting was commenced by the conveners, who welcomed all the members and highlighted the purpose of the session.

Item 2: Overview of R&D Cell

A brief overview of the Research & Development (R&D) Cell was presented, emphasizing its role in promoting research, innovation, and academic excellence within the institution.

Item 3: Discussion on IIC Activity Calendar

The members discussed the calendar of activities prescribed by IIC for the R&D Cell. It was agreed to align the institution's activities with the suggested framework and ensure effective implementation.

Item 4: Introduction of R&D Cell Committee

The R&D Cell committee members were introduced, and their respective roles and responsibilities were clearly explained to ensure smooth coordination.

Item 5: Service Chart Discussion

The service chart for the R&D Cell was presented and discussed. Responsibilities were assigned to committee members for the execution of planned activities.

Item 6: Open Discussion and Suggestions

Members actively participated in the discussion by sharing suggestions and ideas to enhance the functioning of the R&D Cell and encourage student involvement.

Item 7: Conclusion and Action Points

The meeting concluded with a summary of key decisions and action points. The conveners thanked all the members for their participation and contributions.

The meeting was attended by the following members:

S. No.	Name of the Member	Role in R&D Cell	Signature
1	Dr. V.N. Santhisree	IIC President	VNS
2	Dr. V. Sai Poorna	IIC Convener	V. Sai Poorna
3	Mr.K. Aditya	Coordinator	Aditya
4	Mrs. K. Sunanda	Coordinator	Sunanda
5	Mr. D. Amba Prasad	Coordinator	D. Amba Prasad
6	Mr. Preetham Singh	Student coordinator	Preetham
7	Mr. Vodela Suhas	Student coordinator	Suhas
8	Ms. M. Harsha Sree	Student coordinator	Harsha
9	Mr. Vala Hruthik	Student coordinator	Hruthik


D. Amba Prasad

Coordinator