



RISE KRISHNA SAI PRAKASAM GROUP OF INSTITUTIONS
(Approved by AICTE, Affiliated to JNTUK, Kakinada)
NH 16, Valluru, -523272, Ongole, Prakasam District

CIRCULAR – WEBSITE COMMITTEE MEETING

Date : 10.10.2016

This is to inform all our website committee members that there will be a committee meeting at 12:30 pm on Thursday, 13th Oct, 2016. Attendance to this meeting is compulsory for all our ^{members} employees. This meeting will last for 1 hour and there will be a discussion regarding the strategies we will follow to boost our website with good content. The details of the staff meeting are provided below.

Venue: T & P Cell.

Time: 12.30 pm to 1:30 pm

Meeting to be presided by : Mr. R.Venkata Subbaiah (Website committee coordinator, RISE Krishna Sai Prakasam Group Of Institutions)

Agenda of the staff meeting:

Updates required for Department and other tabs.

Please ensure that you are on time for the meeting. Please make sure that you carry your laptops with you to the meeting, so that you can give suggestions and recommendations regarding the improvement of website.




Principal

13/10/2017
12:30 PM

Committee Meeting

Venue: T & P Cell

Agenda: Discussion about Department Data.

Discussed: About ^{Department} Data Received. checks and noted clearly the data to be Recd from depts.

Resolutions: ① All are accepted to send the remaining data by 17th oct 2017.

② All are decided to put Association activities in pause.

Conclusion: → All are accepted to send data by 17th oct 2017 ^{with check} and they do.

Members:

- ① S & H : ~~Signature~~
- ② MCA : ~~Signature~~
- ③ ME : K. K. Rao.
- ④ CSE : ~~Signature~~
- ⑤ ECE : ~~Signature~~
- ⑥ MBA : ~~Signature~~
- ⑦ EEE : ~~Signature~~
- ⑧ CIVIL : ~~Signature~~

Resolutions:

Agenda	Resolutions	Responsible person	Target date	Remarks
①	All department members are accepted to send related data to the web administrator ✓	17/10/16 All department Committee Members	17/10/16	Complete

Rajiah,



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CIRCULAR – WEBSITE COMMITTEE MEETING

Date : 13.11.2016

This is to inform all our website committee members that there will be a committee meeting at 12:30 pm on Thursday, 15th Nov, 2016. Attendance to this meeting is compulsory for all our ^{members} employees. This meeting will last for 1 hour and there will be a discussion regarding the strategies we will follow to boost our website with good content. The details of the staff meeting are provided below.

Venue: T & P Cell.

Time: 12.30 pm to 1:30 pm

Meeting to be presided by : Mr. R.Venkata Subbaiah (Website committee coordinator, RISE Krishna Sai Prakasam Group Of Institutions)

Agenda of the staff meeting:

Revised web tree

Updates required for Department and other tabs.

Functionalities of members.

Please ensure that you are on time for the meeting. Please make sure that you carry your laptops with you to the meeting, so that you can give suggestions and recommendations regarding the improvement of website.




Principal

15/11/16 (Tuesday)
12.30 PM

Committee Meeting

Venue: T&P Cell

Agenda: Discussion about → ① Revised Web tree
→ ② Dept. tabs & other tabs
→ file updates Required & Functionality
③ of dept members

Discussed:

Discussed about the tabs required for the Revised web tree and dept tabs

Resolutions

→ All are accepted to update the dept (Web) file with hard copies which are duly signed by HOD Consent / Authority by 16th/17th Nov 2016. (till 14/11/16)

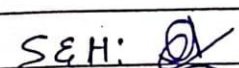
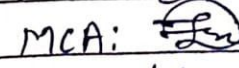
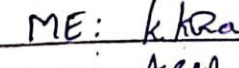
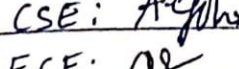
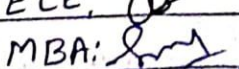
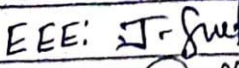
→ All are accepted to send a web-ticked duly signed by HOD / Authority to Web Co-ordinator before

→ Discussed to maintain proper filing with good documentation.

Conclusion: All are accepted and decided to follow the proper documentation

Agenda	Resolution	Responsible person	date	Remarks
1, 2 & 3	All Member are accepted to update the dept. web file which	All dept members duly signed by HOD's	17/11/16	Completed

Members:

- 1) SEH:  (A. Vijaya Raja Kumari)
- 2) MCA:  (T. Eswaralaxmi)
- 3) ME: k.krao (K. KOTESWARA RAO)
- 4) CSE:  (A. GOPINATH)
- 5) ECE:  (D.V. Sairam)
- 6) MBA:  (P. Srinivasan)
- 7) EEE: J. Swetha (J. SWETHA)
- 8) Civil:  (P. HENA ARPITHA)

Rupiah

13/10/2016
12:30 PM

Committee Meeting

Venue: T & P Call

Agenda: Discussion about Department Data.

Discussed: About ^{Department} Data Received. check and noted clearly the data to be Recd from depts.

Resolutions: ① All are accepted to send the remaining data by 17th oct 2017.

② All are decided to put Association Activities in pause.

Conclusion: → All are accepted to send data by 17th oct 2017 with check and they do.

Members:

- ① S & H : ~~Signature~~
- ② MCA : ~~Signature~~
- ③ ME : K. K. Rao.
- ④ CSE : ~~Signature~~
- ⑤ ECE : ~~Signature~~
- ⑥ MBA : ~~Signature~~
- ⑦ EEE : ~~Signature~~
- ⑧ CIVIL : ~~Signature~~

Resolutions

Agenda	Resolutions	Responsible person	Target date	Remarks
①	All department members are accepted to send related data to the web administrator ✓	17/10/16 All department Committee Members	17/10/16	Complete

Rapiah



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CIRCULAR – WEBSITE COMMITTEE MEETING

Date : 15.08.2016

This is to inform all our website committee members that there will be a committee meeting at 12:30 pm on Thursday, 18th aug, 2016. Attendance to this meeting is compulsory for all our ^{members} employees. This meeting will last for 1 hour and there will be a discussion regarding the strategies we will follow to boost our website with good content. The details of the staff meeting are provided below.

Venue: T & P Cell.

Time: 12.30 pm to 1:30 pm

Meeting to be presided by : Mr. R.Venkata Subbaiah (Website committee coordinator, RISE Krishna Sai Prakasam Group Of Institutions)

Agenda of the staff meeting:

Updates required for Department Menus and other tabs.

Please ensure that you are on time for the meeting. Please make sure that you carry your laptops with you to the meeting, so that you can give suggestions and recommendations regarding the improvement of website.




Principal

Date: 18/08/2016

Committee Meeting

Venue - T&P call

- Agenda:
- (1) Discuss about Dept Menu & activities
 - (2) Grouping all into Web-site group.

Discussions: - Collecting Hand copy of details

- About dept
- Post graduate & under graduate program
- Vision & Mission
- Faculty
- Faculty Contributions Dept Committees
- Laboratory & Manuals
- Association Activities
- student branch Activities
- Guest-Letter → Acknowledgments
- Unliveness end exa toppers
- Seminars & w/s

Members:

1. R.V. Subbala
2. CH. Hanikrishna
3. T. Eswarajulu
4. P. Hema Anpitha
5. J. Swetha

Rajal
Chittakrishna
S
Rajathi
J. Swetha



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CIRCULAR – WEBSITE COMMITTEE MEETING

Date : 25.07.2016

This is to inform all our website committee members that there will be a committee meeting at 12:30 pm on Wed, 31st aug, 2016. Attendance to this meeting is compulsory for all our ^{members} employees. This meeting will last for 1 hour and there will be a discussion regarding the strategies we will follow to boost our website with good content. The details of the staff meeting are provided below.

Venue: T & P Cell.

Time: 12.30 pm to 1:30 pm

Meeting to be presided by : Mr. R.Venkata Subbaiah (Website committee coordinator, RISE Krishna Sai Prakasam Group Of Institutions)

Agenda of the staff meeting:

- Updates required for Department and other tabs.
- Defining Functionalities of members.

Please ensure that you are on time for the meeting. Please make sure that you carry your laptops with you to the meeting, so that you can give suggestions and recommendations regarding the improvement of website.




Principal

31/08/2016
12.30 PM

Committee Meeting Venue: T & P Cell

Agenda: Discussion about
a) Functionalities
b) Formats Required
c)

Discussed: → Discussed about the docs. & recd from all dept:
→ Informed to MBA, MCA & HE to get all related documents to be recd.
→ Functionalities tentative document prepared

→ Tentative Format prepared
Resolutions: → MBA, MCA & HE are accepted to send related docs by with in 3 days

Conclusion: (i) MBA / MCA / HE said that they send documents by 1/9/2016

Members	Dept	Signatures
1	CSE	Rajalakshmi
2	ECE	- [Signature]
3	Civil	- [Signature]
4	ME	- K. K. Rao
5	EEE	- T. Prabhakar
6	SIBA	[Signature]
7	MCA	[Signature]
8	SNH	[Signature]
	14	

Rajalakshmi