



RISE KRISHNA SAI PRAKASAM GROUP OF INSTITUTIONS::ONGOLE

(Approved by AICTE-NEW DELHI, Affiliated to JNTUK KAKINADA)

NH-16, Valluru,-523272, Ongole, Prakasam District, A.P

Professional Society Coordination Committee

Date: 04-08-2018

CIRCULAR

This is to inform to all the Professional Societies Coordination (PSC) committee members that a meeting is scheduled on 06-08-2018 at 10.30 AM in T&P Room. All the members are requested to attend the meeting without fail.

AGENDA:

1. To finalize the functionalities of the Committee.
2. To finalize the roles and responsibilities of the coordinator and members.
3. To register students in professional bodies.
4. To plan the events to be organized.

S.No.	Faculty Name	Department	Role	Signature
1	Mr. K. Suresh Babu	ECE	Coordinator	
2	Mrs. Ch.Venkata Ramana	Civil	Member	
3	Mrs. E. Gowthami	EEE	Member	
4	Mr. K. S. J. Prakash	ME	Member	
5	Mr. B. Sampath Babu	CSE	Member	
6	Dr. G Siva Kumar	BS & H	Member	
7	Mr. K. V Ramesh	MBA	Member	
8	Mr. Sk. Yakub Basha	MCA	Member	



COORDINATOR
PSC Committee
Mr. K. Suresh Babu
Associate Professor,
Dept. of ECE

Copy to:

1. PA to Principal for filing.
2. All HOD's
3. All Committee Members



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Professional Society Coordination Committee

Date: 06-08-2018.

MINUTES OF MEETING

With Reference to the circular dated 04-08-2018 the Professional Society Coordination Committee has been assembled in T & P Room for PSC plan of activities for A.Y 2018-19.

AGENDA:

1. To finalize the functionalities of the Committee.
2. To finalize the roles and responsibilities of the coordinator and members.
3. To register students in professional bodies.
4. To plan the events to be organized.

During the meeting the following members were present

S.No.	Faculty Name	Department	Role	Signature
1	Mr. K. Suresh Babu	ECE	Coordinator	
2	Mrs. Ch.Venkata Ramana	Civil	Member	
3	Mrs. E. Gowthami	EEE	Member	
4	Mr. K. S. J. Prakash	ME	Member	
5	Mr. B. Sampath Babu	CSE	Member	
6	Dr. G Siva Kumar	BS & H	Member	
7	Mr. K. V Ramesh	MBA	Member	
8	Mr. Sk. Yakub Basha	MCA	Member	

The following points were discussed during the meeting and the minutes were recorded as below,

1. The Coordinator Mr. K. Suresh Babu welcomed the members of the committee who had assembled for finalizing the functions of the committee.
2. The coordinator suggested the committee members to depute 2 student members in each department for PSC committee and give their names to coordinator.
3. After discussing with all the committee members the finalized functions and facilities of the PSC committee are framed and finalized.
4. Also, the committee has finalized the roles and responsibilities of the Coordinator, Department coordinators/member and Student members.





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5. The coordinator suggested the members to encourage students, to register in any 2 professional societies and get memberships.
6. The coordinator suggested the members to plan the events to be organized in this academic year and prepare the year plan for A.Y 2018-19.


Coordinator

