



**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 : 04.08.2019

This is to inform all our website committee members that there will be a committee meeting at 3:00 pm on Tuesday, 6th August, 2019. Attendance to this meeting is compulsory for all our members. 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: CSE Department HOD Room.

Time: 03.00 pm to 3:30 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:

General Updates required for website.

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

6/8/19  
3 PM to 4 PM

Venue: CSE HOD  
Room

3 PM

Agenda:

① Discussion about the <sup>update</sup> previous requirements required for web-site and departmental tabs

Discussed

- 1) Checking of All dept tab data
- 2) Preparation of News Letter / FL tab
- 3) Maintaining web tickets
- 4) All web site dept tabs must
- 5) Feed <sup>checked by</sup> back forms Dept HODs...

Conclusion:-

All are accepted to do above discussed and all are willing to scan the filled web tickets by 8/8/19

Resolutions:-

- ① They all accepted to get check the entire related data by their respective HOD's and accepted to send updated data to vprwebsite@gmail.com by 8/8/19,
- ② All are accepted to send Feedback forms links by 8/8/19
- ③ T/L Process - 12 activities to be updated by 23/8/19

Members:

- ① EEE : *[Signature]*
- ② ECE : *[Signature]*
- ③ CSE : *[Signature]*
- ④ CIVIL : *[Signature]*
- ⑤ ME : *[Signature]*
- ⑥ S&H : A. Vijaya Rani Kamevi
- ⑦ MBA : *[Signature]*
- ⑧ MCA : *[Signature]*

## Resolutions

Agenda	Resolution	Responsible Person	Target date	Remarks
①	All Member are accepted to check the entire website data and related pages and duly check by their respective HOD's or heads	All Committee members	8/8/19	Pending & the date extended to 25/8/25
②	All department members are required to send feedback links for dept tab updation	All dept. Committee members	8/8/19	Completed
③	All dept. members are required to send Teaching / Learning process data (2 Activities)	All dept. Committee members	23/8/19	Completed

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## **CIRCULAR – WEBSITE COMMITTEE MEETING**

Date : 21.06.2019

This is to inform all our website committee members that there will be a committee meeting at 12:40 pm on Sat, 24th June, 2019. Attendance to this meeting is compulsory for all our members. 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: Training & Placements Cell.

Time: 12.40 pm to 1:40 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:

Faculty profile format requirement

General Updates required for website.

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

24/06/19.

Venue: T&P Hall  
12.40 PM

Agenda :- ① Discussion about Faculty profiles and about all General tabs

Discussed 1) about the profile format and the profile format was revised and reduced and all members are guided to send the rich photographs, ~~civil food base party~~

2) All dept. with Co-ordinators are advised to send the profiles in word format by next week.

3) Anush. become the CSE. web committee member

4) All are directed to get feed back links.

Conclusion/Resolution :- ① All are accepted to send profiles by 28/06/19

② News letter & Magazine

③ Feed back links

Members:

- 1) CSE : Rupak
- 2) ECE : Syamt
- 3) EEE : Hy
- 4) CIVIL : Karthik
- 5) ME : A
- 6) SPTI : Alliyakala Kumari
- 7) MBA : MS
- 8) MCA : D

Resolutions :

Agenda	Resolution	Responsible person	Target date	Remarks
①	All departmental Wlx members are accepted to send the Completed profiles of word / Pdf format with photo graph to the Coordinator	All Department Committee Members	28/6/19	Completed
②	All dept. Committee members are accepted to send News Letter, etc, Magazine and feed back cards data to Administration	All department Com. Members		

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## **CIRCULAR – WEBSITE COMMITTEE MEETING**

Date : 03.01.2019

This is to inform all our website committee members that there will be a committee meeting at 2:00 pm on Tuesday, 8th Jan, 2019. Attendance to this meeting is compulsory for all our <sup>members</sup> 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: CSE Staff room.

Time: 2.00 pm to 3:00 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:

Review about previous resolutions.

Updates required about PO, PEO and PSO's.

Finalizing faculty profile format

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

23/01/19 (Wed)

Venue : T&P Cell  
2.PH.

Agenda : Discussion About dept data  
→ PO, PEO's, PSO's  
→ Vision & Mission  
→ Faculty details

Discussed about the required data and all are accepted to update the above said PO/PEO's, PSO's, vision mission and Faculty profiles by 27/01/19.

All dept wise Co-ordinators are informed to send dept details with duly signed by ~~dept head~~ in web ticket.

Resolutions & Conclusions:

- civil feed back links pending
- ① All are accepted to and decided to follow the proper documentation as along with web ticket.
  - ② All are accepted to send faculty profiles, and
  - ③ Feed back links, by 30/1/19

Members:

- 1) CSE : Repab.
- 2) ECE : D.V. Saikrishnan
- 3) EEE : Madhu
- 4) CIVIL : Kattuk
- 5) ME : K.K. Rao
- 6) SEH : Alipiyaraji kumar
- 7) MBA : Sur
- 8) MCA : [Signature]



## Resolutions

Agenda	Resolutions	Responsible person	Target Date	Remarks
①	All members are accepted to maintain proper documentation.	All Committee Members	—	
②	All departmental Committee members are accepted to send all latest faculty profiles and food basic links.	All dept. Members	30/01/19	Completed

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