

## Minutes of Meeting of the College Academic Committee

### held on 22.08.2020

The meeting of College Academic Committee is held at 3PM on 22.06.2020 in Principal's Chamber.

Prof. Dr. A V Bhaskara Rao, Chairman of the Academic Committee of RISE Krishna Sai Prakasam Group of Institutions, Ongole, presided over the meeting.

The following members attended the meeting:

S.No.	Name	Designation	Position
1.	Dr. A V Bhaskara Rao	Principal	Chairman
2.	Dr.K.Suresh Babu	Professor &HoD,CSE	Member
3.	Dr. J.Krishna	Professor &HoD, ME	Member
4.	Dr.Ch.Venu Gopal	Professor & HoD, ECE	Member
	Reddy		
5.	Dr.J.Uday Bhaskar	Professor &HoD ,EEE	Member
6.	Mr.N.Sivaprasad	Assoc.Profossor &HoD ,CE	Member
7.	Mr.T.Eswaraiah	Assoc.Profossor&HoD,MCA	Member
8.	Mr.G.Vasu	Asst.Professor &HoD ,MBA	Member
9.	Mr.N.V.Raghu Babu	TPO,T&P	Member

#### Agenda:

- 1. Conduct of online classes
- 2. Attending workshops on online tools.
- 3. Using online platform like Zoom, Google meet etc..
- 4. LMS platform
- 5. Conduct of online quizzes, tests etc.
- 6. Maintaining attendance records.



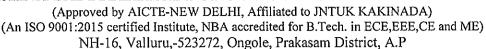
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#### Minutes of the meeting:

- 1. The conduct of online classes is examined and HoDs are instructed to ensure the effectiveness and maximum attendance with classes.
- 2. All faculty members are directed to attend workshops on "Using online tools for teaching".
- 3. HoDs are directed to see the faculty use online dealing tools like Zoom, Google meet etc.
- 4. Every faculty must use a LMS platform like Google meet.
- 5. Every faculty should conduct at least one quiz in a week and encouraged to conduct other tests also.
- 6. Everyone should maintain the attendance and other records of their online classes.

Principal

PRINCIPAL
RISE KRISHNA SAI PRAKASAM
GROUP OF INSTITUTIONS
VALLUR - ONGOLE



### Minutes of Meeting of the College Academic Committee

#### held on 25.11.2020

The meeting of College Academic Committee is held at 2PM on 25.011.2020 in Principal's Chamber.

Prof. Dr. A V Bhaskara Rao, Chairman of the Academic Committee of RISE Krishna Sai Prakasam Group of Institutions, Ongole, presided over the meeting.

The following members attended the meeting: -

S.No.	Name	Designation	Category
1.	Dr. A V Bhaskara Rao	Principal	Chairman
2.	Dr.K.Suresh Babu	Professor &HoD,CSE	Member
3.	Dr. J.Krishna	Professor &HoD, ME	Member
4.	Dr.Ch.Venu Gopal Reddy	Professor & HoD, ECE	Member
5.	Dr.J.Uday Bhaskar	Professor &HoD ,EEE	Member
6.	Mr.N.Sivaprasad	Assoc.Profossor &HoD ,CE	Member
7.	Mr.T.Eswaraiah	Assoc.Profossor& HoD MCA	Member
8.	Mr.G.Vasu	Asst.Professor &HoD ,MBA	Member
9.	Mr.N.V.Raghu Babu	TPO,T&P	Member

#### Agenda:

- 1. Conduct of III-II and II-II Regular examinations in November 2020.
- 2. I-II Regular exams in December 2020
- 3. Class work online and offline
- 4. Attendance monitoring during online class work.
- 5. Following Covid-19 protocol strictly.
- 6. Progress of projects.
- 7. Syllabus coverage

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#### Minutes of the meeting:

- A lengthy discussion and suggestions were discussed regarding the conduct of the III-II and II-II
  Regular examinations in November 2020. Finally, HoDs are advised to keep an eye on the
  examinations to ensure that they run smoothly.
- 2. In December 2020, students will take the I-II Regular examinations in the same fashion. The conduct of the I-II Regular examinations in December 2020 sparked a significant exchange of ideas.
- 3. It was reviewed how to perform class work both in offline and online. The HoD has been given the task of ensuring that the class work runs smoothly.
- 4. During online class work, the HoDs are instructed to keep track of attendance.
- 5. HoDs are instructed to check all teaching, non-teaching staff, and students are strictly adhered to the Covid-19 protocol.
- 6. The progress of the projects is discussed.
- 7. HoDs provided a summary of the syllabus coverage. Extra time was allotted to the subjects that still needed to be covered on the syllabus.

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## Minutes of Meeting of the College Academic Committee

held on 25.03.2021

The meeting of College Academic Committee is held at 2:30PM on 25.03.2021 in Principal's Chamber.

Prof. Dr. A V Bhaskara Rao, Chairman of the Academic Committee of RISE Krishna Sai Prakasam Group of Institutions, Ongole, presided over the meeting.

The following members attended the meeting: -

S.No.	Name	Designation	Position
1.	Dr. A V Bhaskara Rao	Principal	Chairman
2.	Dr.K.Suresh Babu	Professor &HoD,CSE	Member
3.	Dr. J.Krishna	Professor&HoD,ME	Member
4.	Dr.Ch.Venu Gopal Reddy	Professor&HoD ,ECE	Member
5.	Dr.J.Uday Bhaskar	Professor&HoD ,EEE	Member
6.	Mr. N.Sivaprasad	Assoc.Professor &HoD,CE	Member
7.	Mr.T.Eswaraiah	Assoc.Professor &HoD,MCA	Member
8.	Mr.G.Vasu	Assoc.Professor &HoD ,MBA	Member
9.	Mr.N.V.Raghu Babu	TPO,T&P	Member

#### Agenda:

- 1. Internship.
- 2. Mini projects.
- 3. Certificate Program/Courses
- 4. feedback from students the faculty's
- 5. Syllabus Coverage.
- 6. Monitoring of students.
- 7. Discipline of students
- 8. Student attendance



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### Minutes of the meeting:

- 1. HoDs are directed to inspire the students to do internship at the side of academics.
- 2. Suggested to HoDs that students must receive minimum two mini projects.
- 3. HoDs are directed to encourage students to participate in certificate programmes and courses.
- 4. HoDs are expected to gather feedback from students on the faculty's performance.
- 5. The coverage of syllabus is discussed.
- 6. Instructed all the HoDs to monitor the students.
- 7. Hods are required to focus completely on student discipline. It is the responsibility of every member of the staff to monitor and correct the behaviour of the students.
- 8. HoDs are expected to double-check the attendance of their students. Mentors are told to contact the absentee. Ensure that everyone is present.

Principal

PRINCIPAL RISE KRISHNA SAI PRAKASAN. GROUP OF INSTITUTIONS VALLUR - ONGOLE