



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

Alumni Coordination Committee

Date: 16-08-2019.

MINUTES OF MEETING

With Reference to the circular dated 12-08-2019 the Alumni Coordination committee has been assembled in CP LAB-3 Room for AC plan of activities for A.Y 2019-20.

AGENDA:

- To discuss Objective of the Committee.
- To spread information to student coordinators
- To identify the functions and responsibilities of each member of a committee.

During the meeting the following members were present

S.No.	Faculty Name	Department	Role	Signature
1	Mr. D.Rajesh	CSE	Coordinator	
2	Mrs. K.Chandrika	S&H	Member	
3	Mr. K.Kartheek Babu	CIVIL	Member	
4	Mrs. G.Sahithi	EEE	Member	
5	Mr. A.Srikanth	ME	Member	
6	Mr. D Nayab Rasool	ECE	Member	
7	Mr. G Vasu	MBA	Member	
8	Mr. AV. Ramana	MCA	Member	

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

1. The Coordinator Mr. D.Rajesh 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 AC committee and give their names to coordinator.
3. After discussing with all the committee members the finalized functions and facilities of the AC committee are framed.
4. Also, the committee has finalized the roles and responsibilities of the Coordinator, Department coordinators/member and Student members.