



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

## CIRCULAR – WEBSITE COMMITTEE MEETING

Date:15-12-2021

This is to inform all our website committee members that there will be a committee meeting at 03:00 pm on Thursday, 18th Dec, 2021. 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 and well presentation of balanced data for NAAC. The details of the staff meeting are provided below.

Venue: Director Room.

Time: 03:00 pm to 04:00 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:

- 1)Distributing Institution level committee responsibility to members.
- 2)Examination cell updations.
- 3)Requirement of New 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.

*R. Venkata Subbaiah*

Website committee-coordinator



Date: 18/12/2021  
3:17

VENUE: DIRECTOR  
SIR ROOM

## Agenda :

- 1) → Distributing Institution level Committee updation responsibility in site to website dept members.
- 2) → Incorporating or adding new required tabs.
- 3) → Focus on Examination Cell.

Discussed : Discussed on Committee document and NOK updations in website.

Discussed on new pages requirement (tabs) for utilization/mandatory disclosure.

- Resolutions :
- ① Each department member is assigned to few committees to collect the data from members.
  - ② Strict decision was taken to remove or unlink google docs.  
All members are accepted to complete with in one to days.

## Members :

- |     |       |      |                     |
|-----|-------|------|---------------------|
| ①   | EEE   | CP   | - T. Madhavi        |
| 2   | CSE   | Chen | - T. PHANIRAJKUMAR  |
| 3   | ME    | Drp  | - (K. yogan)        |
| 4   | CIVIL | H    | - (K. Lakshmi Babu) |
| 5   | S&H   | Ch   | - Ch. Venkateswarlu |
| 6   | MBA   | R. H | - R. K. Kesava Rao  |
| 7   | CIVIL | H    | - K. Lakshmi Babu   |
| 8   | MCA   | H    | - P. Chandra Kiran. |
| 9   | CSE   | H    | - B. Govardhan      |
| 10. | ECE   | Sp   | - D. SYAMABU        |



## Resolutions:

Agenda	Resolution	Responsible Person	Target date	Remarks
①	Institution level Committee updations	All department members	28/12/21	Completed
②	Adding new pages/lab	R.V. Subbaraj	30/12/21	Completed
③	Academic & Examination cell updations	P. Gopakrishna	30/12/21	Completed

Rajesh



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## CIRCULAR – WEBSITE COMMITTEE MEETING

Date:12-11-2021

This is to inform all our website committee members that there will be a committee meeting at 03:00 pm on Tuesday, 16th Nov, 2021. 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 and well presentation of balanced data for NAAC. The details of the staff meeting are provided below.

Venue: Director Room.

Time: 03:00 pm to 04:00 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:

- 1)Distributing menu items updation responsibility to members.
- 2)NAAC portal designing.
- 3)Creating Email accounts (group accounts class wise ) for all heads/faculty/students.

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.



  
Website committee-coordinator



Dt: 16/11/21  
 Time: 3pm - 4:00pm

Venue: Director's Room

- Agenda:
- 1) Distributing Responsibility of Website members
  - 2) Distributing Responsibility of NAAC portal updation.
  - 3) Creating Mail ID's for all staff and students

Discussed: In presence of Director Sir, the responsibilities are distributed as follows.

Mail creation for students, /staff/ groups given to Mr. Phani & R.V. Subbiah. Each Home updation and checking the data responsibility was assigned to each dept- website co-ordinator / Member.

Discussed about 'NAAC portal' and the presentation format of web page. The few changes were suggested by the team.

- Resolutions:
- ① All dept members are accepted to take responsibility of Menu Items updation.
  - ② NAAC portal Design Responsibility was given to Mr R.V. Subbiah & G. Lakshmi.

All are accepted and to complete the above said by 2:45pm

Members	Dept	Signature	Name
1.	EEE	[Signature]	(D. Lakshmi)
2.	ECE	[Signature]	(D. SHANMUGAN)
3.	ME	[Signature]	(K. Yashwanth)
4.	S&H	[Signature]	(Ch. Venkateswarlu)
5.	MBA	[Signature]	(R. Koteswara Rao)
6.	MCA	[Signature]	(P. Anjala Krishna)
7.	CIVIL	[Signature]	(K. Lakshmi Arun)
8.	CSE	[Signature]	(Phani Kumar)
9.	CSE	[Signature]	(B. Goundan)

## Resolutions

Agenda	Resolution	Responsible person	Target date	Remarks
①	Menu items updation	All department members,	26/11/21	Completed
②	NAC portal updation	R. V. Subbaisah & Gobardhan.B	26/11/21	Completed

Rajiah





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NH-16, Valluru, -523772, Ongole, Prakasam District

## **CIRCULAR – WEBSITE COMMITTEE MEETING**

Date : 07.08.2021

This is to inform all our website committee members that there will be a committee meeting at 10:30 am on Tuesday, 10th August, 2021. 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: 10:30 am to 11:30 am

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 departmental tabs
- Exam Cell & Library Updates required.
- NAAC portal page updations

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

10/8/21  
10:30 to 11:30

## Committee Meeting

Venue: CSE HOD-  
Room

- Agenda:
- 1) Updates Required for Department  
Page
  - 2) Exam Cell & Library Updates
  - 3) NAAC portal page updates

Discussed: Discussed about department data,  
Library pages, and NAAC data pages.  
Adding of Mission & vision to home page  
to limit menu size.

Resolution: All are accepted to update the  
Department page by 16<sup>th</sup> August '21.  
Library pages also to be updated by  
16<sup>th</sup> August '21.

## Condition / Resolutions:

### Members Present: EEE

- |   |         |         |                        |
|---|---------|---------|------------------------|
| 1 | ECE     | Spot    | (A. Srinivasu)         |
| 2 | CSE     |         | (B. Gokulakrishna)     |
| 3 | CIVIL   |         | (K. Lakshmi Devi)      |
| 4 | ME      | Shrini  | (K. Udayan)            |
| 5 | S&H     | Ch      | (CH. VENKATESWARA RAO) |
| 6 | MBA     | R. JH   | (R. Koteswara Rao)     |
| 7 | MCA     | T. Enak | (T. Eshwariah)         |
| 8 | Library | Maddy   | (V. Gopal Reddy)       |
| 9 | CSE     |         | (B. Gokulakrishna)     |



## Resolutions:

Agenda	Resolutions	Responsible Person	Target date	Remarks
① 1, 2 & 3	All department wise Committee members are accepted to complete by 16 <sup>th</sup> Aug '21	All dept & exam Lib Section Coordinators	16 <sup>th</sup> Aug 2021	Complete

Rupialas



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## CIRCULAR – WEBSITE COMMITTEE MEETING

Date : 01.04.2021

This is to inform all our website committee members that there will be a committee meeting at 10:00 am on Tuesday, 6th April, 2021. 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: 10:00 am to 11:00 am

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 departmental and other tabs

Home Page Updates

Creating Emails for all students.

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



Dt: 6/11/21  
Time: 10.00 hrs.

## Committee Meeting


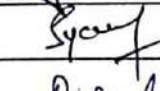

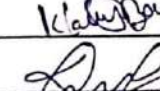
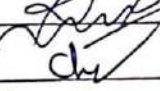
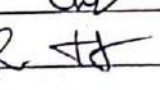
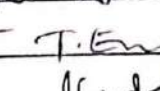

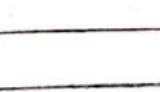
Venue: SETHOD-Room

Agenda : ① Review of previous Resolutions & updations to be required for departmental and other Committee tabs ② Create email for all Institute students and Homepage updations

Discussed : Discussed and checked about departmental data. Discussed on requirement of FDP's Information (Conducting by All depts) to be posted on website and face book. Every thing was reviewed by Director. Director Sir Guided All to send FDP's / events data to web site Coordinator with out fail. Email Reg. also done.

Conclusions : All Concluded that a separate FDP tab to be required to add to home page. Decided Google work space is best. All Committee Members are accepted to send FDP / events / departmental data to Coordinator.

### Members :

①	EEE		(T. MADHAVI)
②	ECE		(D. SYAMBABU)
③	CSE		(R. V. SUBAIAH)
④	CIVIL		(K. KARTHIK BABU)
⑤	ME		(K. YOGESH)
⑥	S&H		(CH. VENKATESWARLU)
⑦	MBA		(R. KOTESWARA RAO)
⑧	MCA		(T. ESWARAIAH)
⑨	CSG		(T. PHANIRAJ KUMAR)

Resolutions:

Agenda	Resolutions	Responsible Persons	Target date	Remarks
①	Homepage updation to be done	Coordinator.	21/11/21	Complete
②	EOP tab address and data to be set by all dept. committee members	Coordinator & Members	25/11/21	Complete

Rupiah