



RISE KRISHNA SAI PRAKASAM GROUP OF INSTITUTIONS::ONGOLE

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

(An ISO 9001:2015 certified Institute, NBA accredited for B.Tech. in ECE, EEE, CE, ME and CSE)

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

RPRA/ICT/2022-23/Cir/01

Date: 08-08-2022.

CIRCULAR

This is to inform all the committee members that a meeting is scheduled on 10-08-2022 at 03.45 pm in ECE Simulation Lab -I.

Agenda:

- 1) To discuss and finalize the functions of the committee.
- 2) To discuss and finalize the roles and responsibilities of committee members.
- 3) To discuss year planner.
- 4) To review teaching learning process through ERP.
- 5) To discuss Module Learning Management System.
- 6) To discuss the progress and action plan of NPTEL/SWAYAM etc.. Courses.
- 7) To discuss community service projects & internships.

Members Present:-

S.No.	Faculty Name	Dept.	Designation	Role	Contact No.	Signature
1	Mr. B. Naga Raju	ECE	Assistant Professor	COORDINATOR	9703142314	
2	Mr.G.Anil Kumar	CIVIL	Assistant Professor	Member	9505647551	
3	Mr.M.Suresh	EEE	Associate Professor	Member	9441176290	
4	Mrs.Y.Shailaja	MECH	Assistant Professor	Member	7989522530	
5	Mr.D.Syambabu	ECE	Assistant Professor	Member	7680007684	
6	Mr.T.Phani Raj Kumar	CSE	Assistant Professor	Member	9032467895	
7	Mrs.K.Sai Prasanna	S&H	Assistant Professor	Member	8143289789	
8	Mr.R.Koteswara Rao	MBA	Assistant Professor	Member	8096104926	
9	Mrs.G kiran Mai	MCA	Assistant Professor	Member	7997422929	

Coordinator

Copy to

1. All HOD's.
2. All Members.





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Date: 08-08-2022.

The ICT Committee is formed with the following faculty members for the academic year 2022-2023.

S.No.	Faculty Name	Dept.	Designation	Role	Contact No.	Signature
1	Mr. B. Naga Raju	ECE	Assistant Professor	COORDINATOR	9703142314	
2	Mr.G.Anil Kumar	CIVIL	Assistant Professor	Member	9505647551	
3	Mr.M.Suresh	EEE	Associate Professor	Member	9441176290	
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8	Mr.R.Koteswara Rao	MBA	Assistant Professor	Member	8096104926	
9	Mrs.G kiran Mai	MCA	Assistant Professor	Member	7997422929	

Meeting: Once in Six Months.

Functions:

This committee will

- Ensure timely updating of ERP modules & Conduct training program for staff members.
- Coordinate with developer for implementation and maintenance of software.
- Management of SWAYAM/NPTEL local Chapter of College.
- Development of E-contents like PPT, Tutorials, Video-lectures, Blogs etc. for the students and upload on website and MIS portal.
- Design and develop various in-house MOOC for value added and add on certificates.
- Provide essential software and hardware and other required ICT tools to all committees for their smooth functioning.
- Maintenance of all existing ICT tools.

Copy to

1. PA to Principal for filing.
2. To Coordinator.
3. All HOD's
4. All Members.



Principal

PRINCIPAL
RISE Krishna Sai Prakasam Group
of Institutions, Valluru - 523 272



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Proceedings of the Meeting of ICT Committee.

Date: 01-07-2022.

Time: 03:45 PM

Venue : ECE Simulation Lab-I

Agenda:

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- 3) To discuss year planner.
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Resolutions:

1. Coordinator.
2. It is resolved to promote students for new academic year.
3. It is resolved to purchase domain for online classes.
4. It is resolved to renewal ECAP software.



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Composition of ICT Committee

1. ICT committee consists of 5 to 8 faculty members.
2. ICT committee consists of a member for Online Teaching and Learning.
3. ICT committee consists of a senior Faculty or the faculty having good computer skills as a coordinator.



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Functionalities

RISE KRISHNA SAI PRAKASAM GROUP OF INSTITUTIONS has an ERP for all academic and administrative activities.

- Ensure timely updating of ERP modules and Conduct training program for staff members.
- Coordinate with developer for implementation and maintenance of software.
- Management of SWAYAM/NPTEL local Chapter of College.
- Developments of E-contents like PPT, Tutorials, Video-lectures, and Blogs etc. for the students and upload on website and MIS portal.
- Design and develop various in-house MOOC for value added and add on certificates.
- Provide essential software and hardware and other required ICT tools to all committees for their smooth functioning.
- Maintenance of all existing ICT tools.
- Provide Internet connectivity to all stakeholders.
- Generate purchase requirement/recommendation for new ICT software and Hardware.
- Facilitating supervision of the functioning of computing and IT infrastructure.
- To ensure optimal use of the College resources, get defective gadgets repaired.
- To suggest measures to dispose of outdated and unusable items.
- To be in charge of the AV systems, LCD, Copier Machines, Laptops etc.
- To ensure Computerization /Automation of Library and Administration/Technology upgradation (overall).
- To provide internet facility with Wi-Fi connectivity.
- It manages the network, servers etc. With an unavoidable need for internet on campus and also responsible for procurement of all hardware items and renewal of software licenses.
- The members will meet, discuss and implement about the new infrastructure to be created, renovation and modification in infrastructure which is suggested by core planning group.
- They will study the proposal and will work out all the necessary details in consultation with the Principal and will submit to the Principal for necessary further action.


Coordinator




Principal

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Facilities

- We have good number of branded computers with latest Configuration.
- Administrative Block & various Departments are also equipped with ICT facilities.
- Systems, Printers, Scanners of latest configuration are available.
- Smart classes fully equipped with Interactive board, Interactive panel, Visualizer, Projector.
- Computer Labs with licensed software's.
- Auditorium.
- Dedicated Server with latest configuration.
- Standalone facility.
- LAN Facility.
- Wi-Fi Facility.
- Licensed Software.
- Internet facility.
- UPS.
- All labs are inter connected using latest D-Link CAT 6 wires, and latest switches.
- High speed Internet leased line connection
- CCTV:College labs and all key points are under CCTV surveillance. Online monitoring of campus is also supported through static IP addresses.

Website: <https://www.risekrishnasai prakasam.edu.in>.

- ✓ Bulk SMS Service
- ✓ Email ID of the college:
- ✓ Every department has its own e-mail id for departmental purposes and research.


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ROLES AND RESPONSIBILITIES OF COMMITTEE MEMBERS

Role of Faculty Member:-

- ❖ Formulate and update the yearly calendar of events under the observation of coordinator/ in-charge of the committee.
- ❖ Report all the related activities to the coordinator/in-charge of the committee.
- ❖ Maintaining the departmental data and sharing it with coordinator/in-charge regularly.
- ❖ Monitor Teaching and learning process (LESSON PLAN, LECTURE NOTES, and PPT) in the ERP.
- ❖ Monitor Moodle Learning management system (CODE TANTRA).

Role of the Coordinator:

- Maintain ECAP up to date to upload necessary documents and co ordinate to all ICT members.
- Formulate and update the yearly calendar of events .
- Maintains the necessary documents .
- Takes the financial support from management
- Ensures that basic aim of program is attained or not.

Role of the Online Teaching & Learning Member:

- To register and participate FDP programs various colleges and universities.
- Manage SWAYAM/NPTEL local Chapter of the College.
- Registration of the students and faculty in SWAYAM/ NPTEL / COURSERA etc...


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Year Planner [AY : 2022-2023]

S.No	Tentative Date	Name of The Events	Activities	Remarks
1	01/07/2022	ECAP	Renewal and update	
2	01/07/2022	Code Tantra	Updating Code Tantra	
3	01/07/2022	NPTEL	Updating the NPTEL local Chapter	
4	01/07/2022	ECAP	Workshop for new members	



T. S. S. Raji
Coordinator