



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: 08-09-2022

This is to inform all our website committee members that there will be a committee meeting at 11:00 AM on Tuesday, 12th Sep, 2022. 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.

Venue: CSE HOD Room.

Time: 11:00 am to 11:50 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) To select new Committee members selection & briefing.
- 2) Department Portal page Updating.
- 3) NAAC portal updating. 4) Creating Google work space mail ID's for missing 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.

*Rupiah*  
Website committee coordinator



12/9/22  
 Time: 11 AM  
 (Monday)

Agenda: ① \* New Committee formation member briefing.

② \* portal dept page / post updations

③ \* NAAC portal updations

④ \* Google work Space ID's updations

Discussed: Committee is formed with new members below  
 of departments ME, EEE, MCA, MBA and SMD. Their names follows

ME - B. Suvama Raju

MBA - J. Nirmalitha

EEE - E. Gowthami

MCA - P. Govindakrishna

S&H - M.K. Balg.

and all are briefed about our

domain of NAAC portal.

Resolutions: 1) All department members are accepted  
 to update dept. tabs by 18th Sep 22

2) M.B.A department member accepted to  
 send 1st yr Tools to Great Hail ID's  
 by 14th Sep 22.

3) NAAC portal updations must complete by  
 website Coordinator.

Members:

Name

Signature

|          |                          |                          |
|----------|--------------------------|--------------------------|
| 1) EEE   | - E. Gowthami            | - E. Gowthami            |
| 2) ME    | - B. Suvama Raju         | - B. Suvama Raju         |
| 2) CIVIL | - K. Kartikey Babu       | - K. Kartikey Babu       |
| 4) S&H   | - M. Karanamallappa Baij | - M. Karanamallappa Baij |
| 5) MBA   | - J. Nirmalitha          | - J. Nirmalitha          |
| 6) MCA   | - P. Govindakrishna      | - P. Govindakrishna      |
| 7) CSE   | - B. VARSHAN             | - B. VARSHAN             |
| 8) ECE   | - D. Syambabu            | - D. Syambabu            |

|                    |        |                  |                  |
|--------------------|--------|------------------|------------------|
| Student<br>members | MBA    | - A. Sai Anusha  | - A. Sai Anusha  |
|                    | CSE    | - D. Aparna      | - D. Aparna      |
|                    | DS     | - B.V. Jasmitha  | - B.V. Jasmitha  |
|                    | AI & M | - CH. Sai Ganesh | - Ch. Sai Ganesh |

Resolutions

| Agenda no | Resolution                    | Responsible person                 | Target Date | Remarks   |
|-----------|-------------------------------|------------------------------------|-------------|-----------|
| 1)        | New Committee formation       | R.V. SUBBARAJ                      | 11/9/22     | Completed |
| 2)        | Dept. page updation           | All Committee members              | 18/9/22     | Completed |
| 3)        | NAAE Portal updation          | R.V. SUBBARAJ                      | 12/9/22     | Completed |
| 4)        | MBA 1st year Hall ID creation | members of MBA dept. / Coordinator | 14/9/22     | Completed |

Website Coordinator

Rupak.