



# RISE KRISHNA SAI GANDHI GROUP OF INSTITUTIONS

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

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

RGAN\COLLEGE ACADEMIC COMMITTEE\2019-2020\Cir01

Date: 12-07-2019

## Circular

The College Academic Committee of the Institution has been constituted with the following members for the Academic year 2019-2020. The functions and responsibilities of the committee appended overleaf.

S.No.	Name	Designation	Role
1	Dr.K.V.SUBRAHMANYAM	Principal	Chairman
2	Mr.CH.SITA RAM	Asst.Prof., CSE	Co-ordinator
3	Mr.P.ISAAC PAUL	HoD, CSE	Member
4	Mr.S.V.RAVI KUMAR	HoD,ECE	Member
5	Smt. P.SRIDEVI	HoD,S&H	Member
6	Smt.K.MOUNIKA	Asst.Prof., CE	Member
7	Mr.K.V.RAMESH	Asst.Prof., MBA	Member
8	Mr.P.SURESH BABU	Asst.Prof., CSE	Member
9	Mr.V.S.R.V.CHINNA RAO	Exam Section incharge	Member

  
Principal

**PRINCIPAL**

**RISE KRISHNA SAI GANDHI  
GROUP OF INSTITUTIONS  
VALLURU:: ONGOLE.**

Copy to :

1. All HoD's
2. All Committee Members



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RGAN\COLLEGE ACADEMIC COMMITTEE\2019-2020\Cir02

## Circular

### Minutes of Meeting of the College Academic

Committee held on 12-07-2019

The meeting of College Academic Committee is held at 10:00am on 12.07.2019 in Principal's Chamber. Dr. K.V.SUBRAHMANYAM., Chairman of the Academic Committee of RISE Krishna Sai Gandhi Group of Institutions, Ongole, presided over the meeting.

The following members attended the meeting: -

S.No.	Name	Designation	Role	Signature
1	Dr.K.V.SUBRAHMANYAM	Principal	Chairman	
2	Mr.CH.SITA RAM	Asst.Prof., CSE	Co-ordinator	
3	Mr.P.ISAAC PAUL	HoD, CSE	Member	
4	Mr.S.V.RAVI KUMAR	HoD,ECE	Member	
5	Smt. P.SRIDEVI	HoD,S&H	Member	
6	Smt.K.MOUNIKA	Asst.Prof., CE	Member	
7	Mr.K.V.RAMESH	Asst.Prof., MBA	Member	
8	Mr.P.SURESH BABU	Asst.Prof., CSE	Member	
9	Mr.V.S.R.V.CHINNA RAO	Exam Section incharge	Member	

#### Agenda:

1. Class work.
2. Time table
3. Student attendance.
4. Requirement of software
5. Subject allotment
6. CRT training



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### Minutes of meeting:

1. The steps for a smooth class work flow were discussed. The total attendance of the students is also monitored by the monitors.
2. The timetable was submitted by the HoD's. There was a double check to ensure that no faculty's schedules overlapped.
3. HoD's are expected to double-check the attendance of their students. Mentors are told to contact the absentee. Ensure that everyone is present.
4. The HoD's will compile a list of the software's specifications. HoD's should make suggestions to mentors to ensure that everything is in order and to decide what software is required.
5. The list of subject allotments was finalized by the HoD's.
6. For CRT training, a suitable time table has been created. It is planned to offer freelancers to the CRT training as well.

Principal

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RGAN\COLLEGE ACADEMIC COMMITTEE\2019-2020\Cir03

## Circular

### Minutes of Meeting of the College Academic

Committee held on 22-12-2019

The meeting of College Academic Committee is held at 2:00pm on 22-12-2019 in Principal's Chamber. Dr.K.V.SUBRAHMANYAM, Chairman of the Academic Committee of RISE Krishna Sai Gandhi Group of Institutions, Ongole, presided over the meeting.

The following members attended the meeting: -

S.No.	Name	Designation	Role	Signature
1	Dr.K.V.SUBRAHMANYAM	Principal	Chairman	
2	Mr.CH.SITA RAM	Asst.Prof., CSE	Co-ordinator	
3	Mr.P.ISAAC PAUL	HoD, CSE	Member	
4	Mr.S.V.RAVI KUMAR	HoD,ECE	Member	
5	Smt. P.SRIDEVI	HoD,S&H	Member	
6	Smt.K.MOUNIKA	Asst.Prof., CE	Member	
7	Mr.K.V.RAMESH	Asst.Prof., MBA	Member	
8	Mr.P.SURESH BABU	Asst.Prof., CSE	Member	
9	Mr.V.S.R.V.CHINNA RAO	Exam Section incharge	Member	

#### Agenda:

1. Progress of projects.
2. Monitoring of students.
3. 4-1 results.
4. CRT training



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### Minutes of the meeting:

1. The progress of the projects is discussed.
2. Instructed all the HoD's to monitor the students.
3. Suggested all the HoD's and the faculty members to focus on 4-1 results.
4. For CRT training, a suitable time table has been created. It is planned to offer free- lancers to the CRT training as well.

Principal

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### Resolutions :

1. The review of issues discussed in previous meetings was taken.
2. Committee discussed about various workshops conducting to the students for gaining knowledge.
3. Committee discussed about the slow learners to improve their skills depends on the which criteria basis such as assignment, conducting re-exam..e.tc.
4. The committee discussion for providing many facilities to students to enhance their career growth.