



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

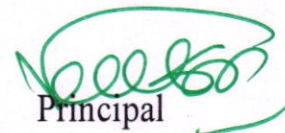
RGAN\COLLEGE ACADEMIC COMMITTEE\2020-2021\CIR01

Date: 24-08-2020

Circular

The College Academic Committee of the Institution has been constituted with the following members for the Academic year 2020-2021. 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
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Copy to :

1. All HoD's
2. All Committee Members



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RGAN\COLLEGE ACADEMIC COMMITTEE\2020-2021\CIR02

Circular

Minutes of Meeting of the College Academic

Committee held on 24-08-2020

The meeting of College Academic Committee is held at 10:00am on 24-08-2021 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. Conduct online classes.
2. Attending workshops on online tools
3. Using online platform like Zoom, Google Meet e.t.c.,
4. LMS platform
5. Conduct of online quizzes, test e.t.c
6. Maintaining attendance records.



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Minutes of meeting:

1. The conduct of online classes is examined and HoD's are instructed to ensure the effectiveness and maximum attendance with classes.
2. All faculty members are directed to attend workshops on "Using online tools for teaching".
3. HoD's are directed to see the faculty use online dealing tools like Zoom, Google meet etc.
4. Every faculty must use a LMS platform like Google meet.
5. Every faculty should conduct at least one quiz in a week and encouraged to conduct other tests also.

Everyone should maintain the attendance and other records of their online classes


Principal

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RGAN\COLLEGE ACADEMIC COMMITTEE\2020-2021\CIR03

Circular

Minutes of Meeting of the College Academic

Committee held on 18-03-2021

The meeting of College Academic Committee is held at 2:00pm on 18-03-2021 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. Conduct of III-II and II-II Regular examinations in November 2020.
2. I-II Regular exams in December 2020
3. Class work online and offline
4. Attendance monitoring during online class work.
5. Following Covid-19 protocol strictly.
6. Progress of projects.
7. Syllabus coverage



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Minutes of the meeting:

1. A lengthy discussion and suggestions were discussed regarding the conduct of the III-II and II-II Regular examinations in November 2020. Finally, HoD's are advised to keep an eye on the examinations to ensure that they run smoothly.
2. In December 2020, students will take the I-II Regular examinations in the same fashion. The conduct of the I-II Regular examinations in December 2020 sparked a significant exchange of ideas
3. It was reviewed how to perform class work both in offline and online. The HoD has been given the task of ensuring that the class work runs smoothly.
4. During online class work, the HoD's are instructed to keep track of attendance.
5. HoD's are instructed to check all teaching, non-teaching staff, and students are strictly adhered to the Covid-19 protocol.
6. The progress of the projects is discussed.
7. HoD's provided a summary of the syllabus coverage. Extra time was allotted to the subjects that still needed to be covered on the syllabus.

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.