



RISE KRISHNA SAI PRAKASAM GROUP OF INSTITUTIONS

(Approved by AICTE, Affiliated to JNTUK, Kakinada)

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

Date: 08/08/2023

Sub: Website Committee -- Reg.

Website Committee formed with the following members.

Dr.A.V.BHASKARA RAO, Director & Principal	Chairman
Mr. R.VENKATA SUBBAIAH (CSE)	Coordinator
Mr. K.KARTHEEK BABU (CIVIL)	Member
Mr. CH. RAMESH BABU (ME)	Member
Mr. K GOPI (EEE)	Member
Mr. D.SYAMBABU (ECE)	Member
Mr. R.VENKATA SUBBAIAH (CSE)	Member
Mrs.J NIMILITHA DEVI (MBA)	Member
Mrs. M.SAI LEELA (MCA)	Member
Ms. SK.SULTHANA (S&H)	Member

Functions :

1. The Website Coordinator works closely with the Webmaster who is the content administrator for the website.
2. To disseminate the efforts and the achievements of the Institute, Students & Staff to the outer world through Website updates.
3. To identify to update academic, administrative and auxiliary functions.
4. Conducting meetings to enhance the site content capabilities to meet standards.
5. A very important and ongoing task is to maintain all its useful information it contains.

Meetings: Meeting may be scheduled as and when required preferably twice a year.


PRINCIPAL

Copy to:

1. All HOD's for information and circulate to staff.
2. R.VENKATA SUBBAIAH, Associate Prof, CSE Dept.
3. To be displayed in Notice Board
4. Academic Cell
5. PA to Principal for filing





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

Management of the Cell

Date: 08-08-2023

To
Mr. R.Venkata Subbaiah
Coordinator - Website committee
Department of CSE

Sub: Website committee – Constitution – Frequency of Meetings – Reg.

This is to inform you that **website** committee has been formed with the following members

S.N O	NAME	DESIGNATION	DEPT	PHONE NO	MAIL ID
1	Mrs. R.VENKATA SUBBAIAH (Coordinator)	Assoc. Prof	CSE	9032913835	ravinuthalavs@gmail.com
2	Mr. D.SYAMBABU	Asst. Prof	ECE	7680007684	Syambabu.darsi@gmail.com
3	Mr K.KARTHIK BABU	Asst. Prof	CIVIL	9966054997	Kartheek324@gmail.com
4	Mr. Mr. K GOPI	Asst. Prof	EEE	8639663485	gopikasukurthi@gmail.com
5	Mr.CH. RAMESH BABU	Asst. prof	ME	8179178217	alexbabu8@gmail.com
6	Mrs. J NIMILITHA DEVI	Asst. Prof	MBA	9299906934	nimilithadevi@risekrishnasaiprakasham.edu.in
7	Ms. M.SAI LEELA	Asst. Prof	MCA	9912220310	mallavarapusaleela@gmail.com
8	Ms. Sk.SULTHANA	Asst. Prof	S&H	6281210351	Sulthanashaik238@gmail.com
9	D.APARNA	Student	CSE	8520870958	208a1a0566@risekrishnasaiprakasham.edu.in
10	B.V.JASMITHA	Student	DS	7075396879	208a1a4401@risekrishnasaiprakasham.edu.in
11	CH.SAI GANESH	Student	AI&ML	9505595621	208a1a4234@risekrishnasaiprakasham.edu.in
12	KAVALI ARAVIND	Student	ECE	9346779740	Kavaliaravind40@gmail.com
13	K.SARAN BABU	Student	CIVIL	9347926414	Sarankondamuri131@gmail.com
14	P.MADAN MOHAN	Student	EEE	8328489345	208A1a0234@risekrishnasaiprakasham.edu.in
15	CH. SUMANTH AJAY	Student	ME	7601009209	208A5A0301@risekrishnasaiprakasham.edu.in @gmail.com
16	DWARASALA MOUNIKA	Student	MBA	8341629909	218a1e0004@risekrishnasaiprakasham.edu.in
17	V.VENKATA BABU	Student	MCA	8074910681	venkateshvelpuri888@gmail.com

Frequency of Meetings: Based on requirement


Signature of the Principal



Functions Of the COMMITTEE:

6. The Website Coordinator works closely with the Webmaster who is the content administrator for the website.
7. To disseminate the efforts and the achievements of the Institute, Students & Staff to the outer world through Website updates.
8. To identify to update academic, administrative and auxiliary functions.
9. Conducting meetings to enhance the site content capabilities to meet standards.
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The Web-site administrator does the following:

- Administer email (Name, Passwords & Mail forwarding)
- Administer domain registration and hosting
- Communicate with registrar/host
- Maintain renewals of domain hosting
- Administer website via WordPress
- Post or upgrade institute / department latest useful documents (requires text/graphic editing and creation of PDFs).
- Post news and events submitted via Website Committee and content submission form on site
- Post useful links to staff/students to enhance their knowledge.
- Upgrade WordPress and Plugins
- Editing templates
- Administer WordPress users


Web-Cordinator


Principal

VALLUR

Facilities:

The RISE campuses have Wi-Fi facility. The facility acts as the best technological companion to the students. They are able to procure academic richness depending on the global technological resources.

The RISE students are provided with laptops and so from the day-1 they are in the real world of information and technology. Academic lessons, practice exercises, model papers, references etc. are at the nearest reach to the students. The campuses with such a modern assistance will erase all the limitations from which the students suffer.

Airtel : 500 Mbps

Bsnl : 20 Mbps

Intranet : Total 600+ computers in intranet (Cat 6 cabling capacity of 1,000 Mbps)


Web Coordinator


Principal



Committee composition:

- The deterministic person who has known for commitment to improve the quality of web-content will be appointed as the coordinator by the Principal
- The committed faculty from each department who have earned respect for integrity and excellence in collecting and presenting data are appointed as the members of the cell
- The student who are interested in collecting data and presentation are selected as student coordinator.



Web-Coordinator



Principal



Roles and Responsibilities of Committee coordinator

The Website Committee will:

- Review the website for broken links, incorrect information, and further edits.
- Ensure the site meets accessibility and other usability standards
- Communicate closely with othe coordinators for smooth updations
- Manage permissions and access to administrative functions of the website
- Monitor and maintain Website document.
- Provide training to members responsible for maintaining content within the website.
- Periodically re-evaluate the web hosting agreement.
- Adding new Pages and updating flash content received through rprawebbsite@gmail.com content

Roles and Responsibilities of Committee members / students:

- Collecting and sending relevant page content to site coordinator
- Giving suggestion to put website in apex
- Student members have to communicate closely with department member in content collection.

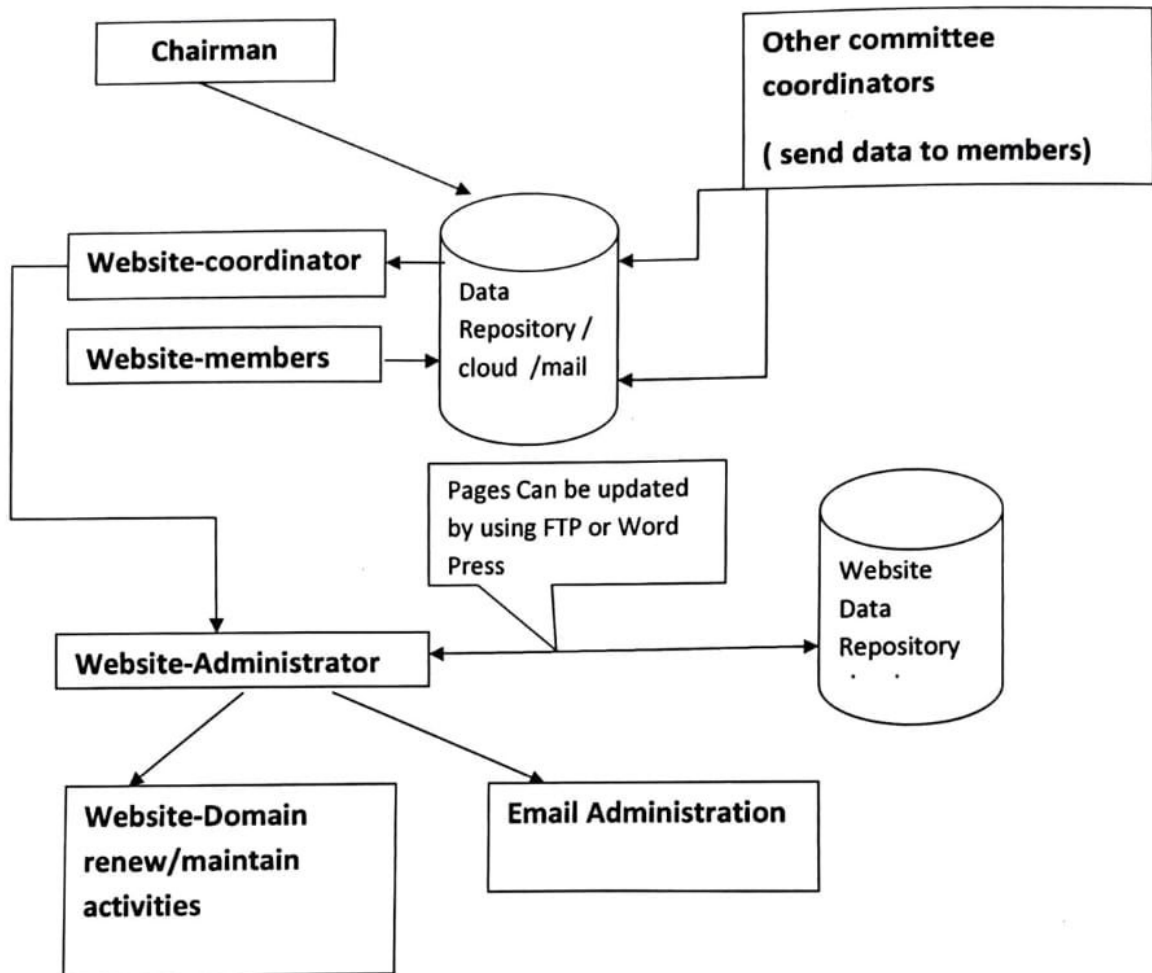


Web-Cordinator

Principal



Activity flow in Website Committee:



Rafiah
Web-Cordinator



12/9/23
Time: 10:30 AM.

Value: CSE HOD Room

- Agenda :
- 1) New Committee members KT briefing.
 - 2) New NAAC portal 2021-2022 & 2022-2023 development
 - 3) Google Workspace Group Mail ID Creations
 - 4) Social Media coverage improvements to be taken.

Discussed in Committee : New Committee formed with new members M. Sai Leela (MCA), SK. Sulthana (S&H), CH. Ramesh babu (ME) & K. Gopi (EEE). All the new members are briefed about functionalities and responsibilities.

→ All Department wise members are accepted to send data about department and Social media related contents, by 16th Aug 23.

→ All Department wise member are accepted to send New faculty mail names to create Domain mail ID's. Accepted to encourage usage of ID's.

→ Exams tab updations, are to be done by 26th Aug 23.

Members :

- | | | | |
|----------|---|------------------|--------------------|
| 1) EEE | - | K. GOPI | ← K. Gopi |
| 2) ME | - | CH. RAMESH BABU | ← CH. Ramesh Babu |
| 3) CIVIL | - | K. KARTHEEK BABU | ← K. Kartheek Babu |
| 4) S & H | - | SK SULTHANA | ← SK Sulthana |
| 5) MBA | - | J NITHYHA DEVI | ← J Nithya Devi |
| 6) MCA | - | M. SAI LEELA | ← M. Sai Leela |
| 7) CSE | - | R.V. SUBBARAO | ← R.V. Subbarao |
| 8) ECE | - | D. SYAM BABU | ← D. Syam Babu |

Resolutions

Agenda No	Resolution	Responsible Person	Target Date	Remarks
1)	New members briefing.	R. V. SUBBATH	12/8/23	Completed.
2)	New NAAC portal 20-22, 22-23 Conditions	R. V. SUBBATH & other members	Continuous work to be done	
3)	Website tabs updating	Members	16/8/23	Completed
4)	Exam tab updates	Member	20/8/23	Completed <u>11/11/23</u>

Website - Coordinator :

Ruffalo
Website Coordinator's Signature

Venue: 3/11
Time: 10:30

25/9/23

Agenda:

- ① Department tab page updations Any required in website
- ② Grievance & Grievance Report page updations.
- ③ Regarding NAAC 20-22 & 22-23 Updations Required.

Discussed: Identified the updations in required dept pages.

1) Dept. Wm profile Updations - 2/10/23

2) NIRF Tab updations - 5/10/23

3) All department - Wm member accepted to send new joining faculty profiles and other details - 5/10/23

Re 4) Grievance Report page updations - 7/10/23

Members:

EEE	K. Gopi	Kgopi
ME	CH. RAMESH BABU	Kgopi Rm
CIVIL	K. KARTHEEK BABU	Kk
S&H	SK SULTHANA	Sky
MBA	J NITHILITHA DEVI	J Nithi
MeA	M. SAILELA	M. Sailela
CSE	R.V. SUBBARAO	R.V. Subbarao
ECE	D. SYAMBABU	D. Syam

Agenda	Regulation	Responsible Person	Target Date	Remark
1)	Profile updation	Member & Admin	2/10/23	Completed
2)	NIRF Tab updation	Admin	5/10/23	Completed
3)	New joining faculty updation	Member & Admin	5/10/23	Completed
4)	Finance Report updation	Admin	7/10/23	Completed

Web-site Coordinator
Ruffah

Venue: Skill
Time: 10:30 AM

7/3/24

Agenda:

- ① Department tab page updation regulated in website
- ② Domain mail ID Creation for Examination Section and for others
- ③ Floating Man Requirements

Discussed:

Committee discussed all agenda points and took some resolutions as follow

Resolutions:

Department tab page updation are to be updated by 15/3/24 by All members & Admin.

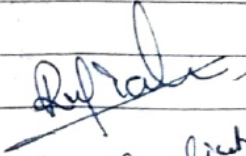
Google Admin accepted to create domain mail ID's for new staff by 16/3/24

Admin accepted to Redesign the floating Menu - 16/3/24

Members:

ECC	K GOPI	Kgopi
ME	CH. RAMESH BABU	Rah
CIVIL	KARTHIK BABU.K	KK
S&H	SK. SULTHAN	SK
MBA	J NIMILITHA DEVI	Jmaw
MCA	M. SAILELA	M.Sailela
CSE	R.V. SUBBIAH	Rifah
ECE	D. SYAMBABU	Syef

Agenda NO	Resolutions	Responsible Person	Target Date	Remarks
1)	Department tab updation	members of Admin	15/3/24	Completed
2)	Domain and IP (net)	Admin	16/3/24	Completed
3)	Plenty Plenty Dorjig.	Admin	16/3/24	Completed


 Dufal
 Secy - Council

Venue: HoD Room
Time: 11.00 AM

17/4/24

Agenda:

- ① Department lab pages modifications
- ② Rise student feed back pages modification.

Discussed:


Discussed about department page modifications required and all members are accepted to send required latest data. and website Co-ordinator agreed to complete the modifications by 23/4/24 -

Website Co-ordinator accepted to update student feed back pages by 30/4/24 -

Members:

EEE	- K. GOPI	K.gk
ME	- CH. Ramesh Babu	Ph
CIVIL	- R. KARTHIK BABU	
S & H	- SK, SULTHANA	Shy
MBA	- J. NIMILITHA DEVI	Jnew
MCA	- M. SAILELA	MSailela
CSE	- R. V. SUBBATHA	Rupika
ECE	- D. SYAMABU	Syam

Agenda No	Resolution	Responsible person	Target Date	Remarks
1	Department tab / page modifications	Admin & other members	23/4/24	Completed
2	Student feed-back portal designing / modifications	Admin / Website Coordinator	30/4/24	Completed


 Replak
 Website - Co-ordinator