



(A Unit of Sri Devaraj Urs Educational Trust, Kolar)  
**R L JALAPPA INSTITUTE OF TECHNOLOGY**  
(Affiliated to VTU, Belagavi and Approved by AICTE, New Delhi)  
Doddaballapur-561203, Bangalore Rural



Date:08/05/2023

## Local Guardian Committee

### **Circular**

A meeting will be held for Local Guardian committee members on 09/05/2023, at 10.30 am in the Principal Chamber. All the committee members are informed to attend the same without fail.

#### **Agenda:**

- Monitoring attendance and CIE
- Conduction of Local Guardian Audit
- Identifying poor student performers
- Conduction of parents meeting
- Others academic issues if any

**PRINCIPAL**  
R.L. JALAPPA INSTITUTE OF TECHNOLOGY  
Korigehalli, Doddaballapur - 561 203. Karnataka

*Rekha*  
Chairperson  
(M S Rekha)





# R.L. JALAPPA INSTITUTE OF TECHNOLOGY

DODDABALLAPUR - 560123

Bengaluru (Rural), Karnataka, India

Approved by AICTE, New Delhi | Affiliated to VTU, Belagavi

website: <https://rljit.in> | email : [principal@rljit.in](mailto:principal@rljit.in) | Fax:080-27625380

## Local Guardian Committee

### PROCEEDINGS OF THE MEETING

Meeting Name:	Local Guardian Committee		
Date of Meeting:	09/05/2023 (Tuesday)	Meeting Reference number:	RLJIT/LG/2022-23/02
		Time:	10.30 am to 10:45 am
Meeting Facilitator:	Ms. M S Rekha Asst. Professor, Dept of CSE	Location:	Principal Chamber

#### 1. Meeting Agenda

- Monitoring attendance and CIE
- Conduction of Local Guardian Audit
- Identifying poor student performers
- Conduction of Parents meeting
- Others academic issues if any

#### 2. Attendees list

S.No	Name	Designation	Present / Absent	Signature
1.	Dr. P Vijaya Karthik	Principal	Present	
2.	Ms. M S Rekha	Chairperson	Present	
3.	Mrs. Shilpa Kala V	Member	Present	
4.	Mrs. Aruna R	Member	Present	
5.	Mrs. Shilpa T V	Member	Present	
6.	Mr. G. Hari Bhanu Prashanth	Student member	Present	
7.	Ms. Sahitya Nandaluru	Student member	Present	
8.	Ms. Rekha S	Student member	Present	
9.	Nandini S	Student member	Present	

#### 3. Implementation of Previous LG meeting

Agenda	Status of Implementation	Remarks
Forming of LG Student list Department wise	Successfully framed by Dept committee Members on March 2 <sup>nd</sup> 2023.	Completed.





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### Local Guardian Committee

3. Points discussed during the Meeting			
S.No	Points discussed	Professor assigned to complete the Task	Time Stamp
1.	<b>CIE and attendance Report</b> Informed to create the CIE and attendance Report and analyse the performance of students	All department faculties	10.30 am
2.	<b>Parent communication</b> After each internal, the marks and attendance should be intimated to parent and maintain the record	All department faculties	10.32 am
3	<b>Local Guardian Audit</b> Discussed to have an internal audit of Local guardian in all departments to check the level the effectiveness of LG in all departments which can be communicated through email to all staff.	IQAC coordinators, HODs & Department committee members	10.35 am
4	Student representatives requested to take extra classes which scored less marks in subjects which helps for external examinations	All department Hod's and Class coordinators	10.38 am
5	Discussed to conduct a parents meeting in the month of June in each department to have an interaction with parents about their ward's performance	All department Hod's and Class coordinators	10.40 am

Place : Doddaballapur

Date: 09/05/2023

  
M S Rekha  
(Chairperson)

Copy to:-

- i. The Vice Chairman, RLJGI
- ii. The CEO, RLJGI
- iii. Director – HRD
- iv. Director – Quality of academic and R&D
- v. Vice Principal
- vi. All the HoDs to circulate among the staff
- vii. Placement Officer, Librarian, Student Welfare Officer & PED
- viii. Admission Incharge
- ix. All Superintendents (Office, Accounts, Exam)
- x. Hostel Wardens (Boys & Girls Hostel)
- xi. PA to Principal
- xii. o/c



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Date:15/02/2023

**Local Guardian Committee**

**Circular**

A meeting is held for Local Guardian committee members on 17/02/2023 at 2.30 pm in the Conference Hall. All the committee members are informed to attend the same without fail.

**Agenda:**

- Preparation of Student's LG list
- Updation of CIE and attendance records.
- Regarding of conduction of Remedial classes
- Others if any

**PRINCIPAL**

R.L. JALAPPA INSTITUTE OF TECHNOLOGY  
Korigehalli, Doddaballapur - 561 203. Karnataka

Chairperson  
(M S Rekha)





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## Local Guardian Committee

### PROCEEDINGS OF THE MEETING

Meeting Name:	Local Guardian Committee		
Date of Meeting:	17/02/2023 (Friday)	Meeting Reference number:	RLJIT/LG/2022-23/01
		Time:	2.30 pm to 2.45 pm
Meeting Facilitator:	Ms. M S Rekha Asst. Professor, Dept of CSE	Location:	Conference hall

#### 1. Meeting Agenda

- Preparation of Student's LG list
- Updation of CIE and attendance records.
- Regarding of conduction of extra classes
- Others if any

#### 2. Attendees list

S.No	Name	Designation	Present / Absent	Signature
1.	Ms. M S Rekha	Chairperson	Present	
2.	Mrs. Shilpa Kala V	Member	Present	
3.	Mrs. Aruna R	Member	Present	
4.	Mrs. Shilpa T V	Member	Present	
5.	Mr. G. Hari Bhanu Prashanth	Student member	Present	
6.	Ms. Sahitya Nandaluru	Student member	Present	
7.	Ms. Rekha S	Student member	Present	
8.	Nandini S	Student member	Present	

#### 3. Points discussed during the Meeting

S.No	Points discussed	Professor assigned to complete the Task	Time Stamp
1.	The academic year 2022-23 odd semester LG Students department wise formation is discussed	Department wise committee members	2.30 pm





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### Local Guardian Committee

2.	Discussed to go through the performance of CIE in internals and attendance of students and communicate to their parents.	Department wise committee members	2.35 pm
3	Informed to all dept staff to be get update details like Attendance, CIE, Counseling meeting details, student participation activities in the LG books	All department faculties	2.38 pm
4	The student representative requested to take extra classes those who score less marks in each subjects after each internals.	Class coordinators	2.42 pm
5	Identify the student toppers in each branch and motivate them to get VTU Rank in each branch	All dept HODs	2.45 pm

Place : Doddaballapur

Date: 17/02/2023

M S Rekha  
(Chairperson)

Copy to:-

- i. The Vice Chairman, RLJGI
- ii. The CEO, RLJGI
- iii. Director – HRD
- iv. Director – Quality of academic and R&D
- v. Vice Principal
- vi. All the HoDs to circulate among the staff
- vii. Placement Officer, Librarian, Student Welfare Officer & PED
- viii. Admission Incharge
- ix. All Superintendents (Office, Accounts, Exam)
- x. Hostel Wardens (Boys & Girls Hostel)
- xi. PA to Principal
- xii. o/c



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Date:09/09/2022

## Local Guardian Committee

### Circular

A meeting is held for Local Guardian committee members on 10/09/2022, at 2.00 pm in the Conference Hall. All the committee members are informed to attend the same without fail.

#### Agenda:

- Formation of student's list
- Performance of Student's CIE
- Regarding attendance records
- Others if any

PRINCIPAL

R.L. JALAPPA INSTITUTE OF TECHNOLOGY  
Kortigehalli, Doddahallapur - 561 203, Karnataka

Chairperson  
(M.S. Rekha)





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**Local Guardian Committee**

## PROCEEDINGS OF THE MEETING

<b>Meeting Name:</b>	<b>Local Guardian Committee</b>		
<b>Date of Meeting:</b>	10/09/2022 (Saturday)	<b>Meeting Reference number:</b>	RLJIT/LG/2021-22/01
		<b>Time:</b>	2.00 pm to 2:30 pm
<b>Meeting Facilitator:</b>	Ms. M S Rekha Asst. Professor, Dept of CSE	<b>Location:</b>	Conference Hall

### 1. Meeting Agenda

- Formation of Students List
- Performance of student's Continuous Internal Evaluation marks
- Maintenance of attendance records of students
- Others if any

### 2. Attendees list

S.No	Name	Designation	Present / Absent	Signature
1	Ms. M S Rekha	Chairperson	Present	
2	Mrs. Shilpa Kala V	Member	Present	
3	Mrs. Aruna R	Member	Present	
4	Mrs. Shilpa T V	Member	Present	
5	G Sai Kavya	Student member	Present	
6	Nelluri Manasa	Student member	Present	
7	Sree Harsha S V	Student member	Present	
8	Sandhya B	Student member	Present	

### 3. Points discussed during the Meeting

S.No	Points discussed	Professor assigned to complete the Task	Time Stamp
1.	The academic year 2021-22 odd semester LG Students department wise formation is discussed	Department wise committee members	2.00 pm
2.	Discussed to go through the performance	All department faculties	2.05 pm





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### Local Guardian Committee

	of CIE of students and communicate to their parents.		
3	Discussed to go through the attendance records of students and communicate to their parents.	All department faculties	2.15 pm
4	Student representatives requested to conduct extra co-curricular activities to students to gain knowledge and improve their skills	All Department Hods	2.20 pm

Place : Doddaballapur

Date: 10/09/2022

M S Rekha  
(Chairperson)

Copy to:-

- i. The Vice Chairman, RLJGI
- ii. The CEO, RLJGI
- iii. Director – HRD
- iv. Director – Quality of academic and R&D
- v. Vice Principal
- vi. All the HoDs to circulate among the staff
- vii. Placement Officer, Librarian, Student Welfare Officer & PED
- viii. Admission Incharge
- ix. All Superintendents (Office, Accounts, Exam)
- x. Hostel Wardens (Boys & Girls Hostel)
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Date:16/11/2022

## Local Guardian Committee

### **Circular**

A meeting is held for Local Guardian committee members on 17/11/2022, at 11.30 am in the CS Seminar Hall. All the committee members are informed to attend the same without fail.

#### **Agenda:**

- Student personal details database
- Updation of LG books
- Maintenance of attendance records of students
- Others if any

**PRINCIPAL**

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Kortigehalli, Doddahallapur - 561 203, Karnataka

Chairperson  
(M S Rekha)





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## Local Guardian Committee

### PROCEEDINGS OF THE MEETING

Meeting Name:	Local Guardian Committee		
Date of Meeting:	17/11/2022 (Thursday)	Meeting Reference number:	RLJIT/LG/2021-22/02
		Time:	11.30 am to 11:45 am
Meeting Facilitator:	Ms. M S Rekha Asst. Professor, Dept of CSE	Location:	CS Seminar Hall

#### 1. Meeting Agenda

- Student personal details database
- Updation of LG books
- Maintenance of attendance records of students
- Others if any

#### 2. Attendees list

S.No	Name	Designation	Present / Absent	Signature
1.	Ms. M S Rekha	Chairperson	Present	
2.	Mrs. Shilpa Kala V	Member	Present	
3.	Mrs. Aruna R	Member	Present	
4.	Mrs. Shilpa T V	Member	Present	
5.	G Sai Kavya	Student member	Present	
6.	Nelluri Manasa	Student member	Present	
7.	Sree Harsha S V	Student member	Present	
8.	Sandhya B	Student member	Present	

#### 3. Implementation of Previous LG meeting

Agenda	Status of Implementation	Remarks
Forming of LG Student list Department wise	Successfully framed by Dept committee Members on September 22 <sup>nd</sup> 2022.	Completed.





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### Local Guardian Committee

#### 3. Points discussed during the Meeting

S.No	Points discussed	Professor assigned to complete the Task	Time Stamp
1.	It is instructed to maintain all students' personal details in a database to retrieve faster to communicate your ward to parents immediately	All department faculties	11.30 am
2.	After each internal, the marks and attendance should be intimated to parent and maintain the record	All department faculties	11.35 am
3	Informed to all dept staff to be get update details like Attendance, CIE, Counseling meeting details, student participation activities in the LG books	All department faculties	11.40 am
	Informed to create the CIE and attendance Report and analyse the performance of students	All department faculties, committee members	11:42 am
4	Student representatives requested to take extra classes who scored less marks in subjects which helps for external examinations	Hods and Class co ordinators	11.45 am

Place : Doddaballapur

Date: 17/11/2022

M S Rekha  
(Chairperson)

Copy to:-

- i. The Vice Chairman, RLJGI
- ii. The CEO, RLJGI
- iii. Director – HRD
- iv. Director – Quality of academic and R&D
- v. Vice Principal
- vi. All the HoDs to circulate among the staff
- vii. Placement Officer, Librarian, Student Welfare Officer & PED
- viii. Admission Incharge
- ix. All Superintendents (Office, Accounts, Exam)
- x. Hostel Wardens (Boys & Girls Hostel)
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Date:23/03/2021

### Local Guardian Committee

## Circular

A meeting is held for Local Guardian committee members on 24/03/2021 at 11.30 am in the Conference Hall. All the committee members are informed to attend the same without fail.

### Agenda:

- Formation of Student list
- Updation of CIE and attendance records.
- Preparation of shortage of attendance student's list
- conduction of Remedial classes
- Others if any

*Rekha*

Chairperson  
(M S Rekha)

*[Signature]*  
PRINCIPAL

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## Local Guardian Committee

### PROCEEDINGS OF THE MEETING

Meeting Name:	Local Guardian Committee		
Date of Meeting:	24/03/2021 (Wednesday)	Meeting Reference number:	RLJIT/LG/2020-21/01
		Time:	11.30 am to 11:45 am
Meeting Facilitator:	Ms. M S Rekha Asst. Professor, Dept of CSE	Location:	Conference Hall

#### 1. Meeting Agenda

- Formation of Student list
- Updation of CIE and attendance records.
- Preparation of shortage of attendance student's list
- conduction of Remedial classes
- Others if any

#### 2. Attendees list

S.No	Name	Designation	Present / Absent	Signature
1	Ms. M S Rekha	Chairperson	Present	
2	Mrs. Shilpa Kala V	Member	Present	
3	Mrs. Aruna R	Member	Present	
4	Mrs. Shilpa T V	Member	Present	
5	K Charan Kumar Reddy	Student member	Present	
6	P Chandralekha	Student member	Present	
7	Akshatha T S	Student member	Present	
8	P. Konda Reddy	Student member	Present	

#### 3. Points discussed during the Meeting

S.No	Points discussed	Professor assigned to complete the Task	Time Stamp
1.	The academic year 2020-21 LG Students department wise formation is discussed	Department wise committee members	11.30 am





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### Local Guardian Committee

2.	Discussed to go through the performance of CIE and attendance records of students and communicate to their parents.	All department faculties	11.35 am
3	Discussed to prepare the shortage of students attendance list and communicate to the parents.	All department faculties, committee members	11.40 am
4	Planned to initiate extra classes to students those who scored less marks in all subjects.	All Dept Hods and class coordinators	11:42 am
5	Student representatives requested to conduct extra co-curricular activities to students to gain knowledge and improve their skills	All Department Hods, class coordinators	11:45 am

Place : Doddaballapur

Date: 24/03/2021

  
M S ReKha  
(Chairperson)

Copy to:-

- i. The Vice Chairman, RLJGI
- ii. The CEO, RLJGI
- iii. Director – HRD
- iv. Director – Quality of academic and R&D
- v. Vice Principal
- vi. All the HoDs to circulate among the staff
- vii. Placement Officer, Librarian, Student Welfare Officer & PED
- viii. Admission Incharge
- ix. All Superintendents (Office, Accounts, Exam)
- x. Hostel Wardens (Boys & Girls Hostel)
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Doddaballapur-561203, Bangalore Rural



Date:12/06/2021

## Local Guardian Committee

### **Circular**

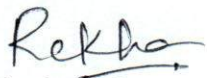
A meeting will be held for Local guardian committee members on 14/06/2021, at 2.30 pm in the conference hall. All the committee members are informed to attend the same without fail.

#### **Agenda:**

- Monitoring attendance and CIE
- Updation of Local Guardian books
- Conduction of Local Guardian Audit
- Others academic issues if any

  
**PRINCIPAL**

R.L. JALAPPA INSTITUTE OF TECHNOLOGY  
Kordigehalli, Doddahallapur - 561 203. Karnataka

  
Chairperson  
(M S Rekha)





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## Local Guardian Committee

### PROCEEDINGS OF THE MEETING

Meeting Name:	Local Guardian Committee		
Date of Meeting:	14/06/2021 (Monday)	Meeting Reference number:	RLJIT/LG/2020-21/02
		Time:	2.30 pm to 2:45 pm
Meeting Facilitator:	Ms. M S Rekha Asst. Professor, Dept of CSE	Location:	Conference Hall

#### 1. Meeting Agenda

- Monitoring attendance and CIE
- Updation of Local Guardian books
- Conduction of Local Guardian Audit
- Others academic issues if any

#### 2. Attendees list

S.No	Name	Designation	Present / Absent	Signature
1.	Ms. M S Rekha	Chairperson	Present	<i>Rekha</i>
2.	Mrs. Shilpa Kala V	Member	Present	<i>Shilpa</i>
3.	Mrs. Aruna R	Member	Present	<i>Aruna</i>
4.	Mrs. Shilpa T V	Member	Present	<i>Shilpa</i>
5.	K Charan Kumar Reddy	Student member	Present	<i>Charan</i>
6.	P Chandralekha	Student member	Present	<i>Chandralekha</i>
7.	Akshatha T S	Student member	Present	<i>Akshatha</i>
8.	P. Konda Reddy	Student member	Present	<i>Konda</i>

#### 3. Implementation of Previous LG meeting

Agenda	Status of Implementation	Remarks
Forming of LG Student list Department wise of 2021	Successfully framed by Dept committee Members on April 05 <sup>th</sup> 2021	Completed.





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### Local Guardian Committee

#### 3. Points discussed during the Meeting

S.No	Points discussed	Professor assigned to complete the Task	Time Stamp
1.	After each internal, the marks and attendance should be intimated to parent and maintain the record.	All department faculties	2.30 pm
2.	Informed to all dept staff to be get update details like Attendance, CIE, Counseling meeting details, student participation activities in the LG books	All department faculties	2.35 pm
3	Discussed to have an internal audit of Local guardian in all departments to check the level the effectiveness of LG in all departments which can be communicated through email to all staff.	IQAC coordinators, HODs & Department committee members	2.40 pm
4	Identify the student toppers in each branch and motivate them to get VTU Rank in each branch	All dept HODs	2.42 pm
5	Student representatives requested to take extra classes to discuss on previous year question papers solving which helps for external examination purpose.	Hods and Class co ordinators	2.45 pm

Place : Doddaballapur

Date: 14/06/2021

  
M S Rekha  
(Chairperson)

Copy to:-

- i. The Vice Chairman, RLJGI
- ii. The CEO, RLJGI
- iii. Director – HRD
- iv. Director – Quality of academic and R&D
- v. Vice Principal
- vi. All the HoDs to circulate among the staff
- vii. Placement Officer, Librarian, Student Welfare Officer & PED
- viii. Admission Incharge
- ix. All Superintendents (Office, Accounts, Exam)
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- xi. PA to Principal
- xii. o/c