Sanketika Vidya Parishad Engineering College
(APPROVED BY AICTE, AFFILIATED TO ANDHRA UNIVERSITY)
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OFFICE CIRCULAR

Sub: CONDUCT OF "EXTENSION ACTIVITIES"- STEPS TO BE FOLLOWED-reg.

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Purpose of Activity:

"Extension Activity" is one of the very important activities earmarked in the system which will enable the students, staff and faculty to become socially responsible citizens.

Strategic link of this activity to the Mission of the college

Our college mission statement has a component which addresses the aspect of making our students "Socially responsible citizens" with intrinsic values. Undertaking "Extension" activity provides strategic link directly to this.

Steps to be followed for implementing this activity

1. There are 3 subdivisions at the central level
   a) . NSS division
   b) . YRC division (Youth Red Cross) and
   c) . CEA (Center for Extension Activities) very shortly NCC wing also will be established.
2. Every student of the department shall register for "Extension Activities" by enrolling his/her name in any one of the above wings. A nominal registration fee of Rs.50 will be collected through the process of registration. (Professor in-charge, CEA will ensure the completion of this process). Student will be given a badge, a handbook and a cap/scoff after completion of registration.
3. At the central level

CEA will organize activities periodically mapped to a) NSS activities b) YRC activities and c) CEA- central level activities and the information about this comes to departments in the form of circular from the AO.

The faculty In-charge (Extension Activities) and In-charge (Extension Activities) of the department shall encourage the registered students for that wing to participate in the event planned by the central wing.

4. After participating in the activity, student will make entries about the participation in the handbook provided at the time of registration. The concerned faculty in-charge will sign in the handbook and it becomes a record for assessing the number of hours of extension work completed by the student.
5. At the department level

In addition to the central level activities which will be planned by one of the wings of central level, every department shall organize 3 events per month exclusively w.r.t "Technical related department specific extension activities".

a) This activity will be organized by the department on the day for which it is off for the students.

CE, EEE ---------- Tuesday
ME,MBA ----------Wednesday
ECE, MCA ----------Thursday
CSE, ----------Friday

b) Specific Villages are earmarked to the departments for undertaking the activity. (Professor in-charge., CEA will send the details to the departments)

c) There shall be a department level "Extension activities committee" in the department in which few students are members. A faculty member shall be given the responsibility of monitoring this committee's outcomes.

d) This committee on weekly basis discusses and proposes the "technical activity" to be implemented as a part of the "technical extension activity" of the department in the coming week.

e) The faculty in-charge in consultation with the HOD finalizes the proposed event with modifications as per the need and sends the circular to all the faculty and students through mail indicating the details about the activity.

f) The details like "transport requirement, finance requirement (if any), any other requirement" shall be taken to the notice of Professor in-charge, CEA at least 3 to 4 days prior to the date of actual event.

g) It is mandatory for the faculty members and staff members also to participate in such specific activities (on rotation) so that every faculty member and staff member shall have participated at least in one event in every semester.

h) A brief report has to be made available by the participants of that event and the report has to be filed by the faculty in-charge (extension activities) every month.

SCORE BOARD SHEET FOR THE MONTH of..... Ex: June 24

s N 0	Date of the event	Circular mail was sent to the faculty and students on	Village / Place visited	Activity conducted	No of students participated	No of faculty participated	Cumulative No of faculty participated	Number of faculty yet to participate
1								
2								

The soft copy of the "score sheet" shall be mailed to the principal by the faculty in-charge by 5th of every

T V R Krishna
PRINCIPAL 19/06/24

CC To

Mail & Hard copy to: Hon'ble Secretary, AGTI
Mail & Hard copy to: Hon'ble Executive Director, AGTI
Mail & Hard copy to: Academic Director, AGTI
Mail & Hard copy to: Executive Officer, AGTI
Mail & Hard copy to: Principal, SVPEC
Mail & Hard copy to: AO, AGTI
Mail & Hard copy to: Dean -Academics/IQAC/R&D/IIC/SA
Mail & Hard copy to: HoDs.. CE/ME/CSE/ECE/EEE/ BS&H/MBA/MCA/CoE/

Mail & Hard copy to: IQAC Coordinator
Mail copy to: Exam. Section/Automation/Central Library/IQAC office /Transport/Sports/Account Section/
Mail copy to: All faculty members
Mail copy to: All student members