Sanketika Vidya Parishad Engineering College
(APPROVED BY AICTE, AFFILIATED TO ANDHRA UNIVERSITY)
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Ref: SVPEC/PO/HoDs meeting No-1 /06/2024-25/01 **Date: 17.06.2024**

Minutes of the HODs' (Engineering Departments, MBA &MCA) meeting (Meeting No.1, A.Y: 2024-25) held on 14-6-2024(Friday) at 2.00 P.M

Chaired by: Dr. T V Rama Krishna, Principal (SVPEC)

Members participated

S. No.	Name of the HOD	Department
1	Mr. A Nageswara Rao	Administrative Officer
2	Dr. P PHANIDHAR VARMA	BS&H-HoD
3	Mr.M. Padmanabham	ME- HoD
4	Dr. K N S Lakshmi	CSE - HoD
5	Mr. P. Murari	EEE- HoD
6	Mrs. R. Suneetha	ECE- HoD
7	Dr. B.SWAPNA MADHAVI	MBA- HoD
8	Mrs. V Neelima Devi	MCA-HoD
9	Dr. M.Madhuri	CE-HoD

Special Invitee

NIL

Following points were discussed:

1. Faculty – Not to carry mobile to the classes and to labs
   Action to be taken by the Heads of the departments.
   Heads of the departments were asked to instruct their faculty "not to carry mobile phones to classes / labs". It is strictly prohibited and is against the policy of the college.
   Necessary action will be taken by the Principal if any faculty member is found with a mobile in the class/lab (even if it is the first time for the faculty member).
2. DIRECTIONS GIVEN BY THE HON'BLE EXECUTIVE DIRECTOR IN HIS MEETING
   a. Every student who joins SVPEC shall complete the program with at least first class.
   b. Every program(engineering) shall be industry driven. Every department shall have industry tie-ups for each specialization offered by the department. Concerned industry experts shall be involved in Curriculum development, delivery, projects, evaluation and imparting skills to the students.(certification)
   c. Top down approach in delivery is very essential to impart the latest technology to the student.
   d. Students shall be trained to become lifelong learners.

TVR Krishna

e. Every faculty shall encourage students to ask questions.
f. Cleanliness / Maintenance everywhere shall be very good including rest rooms.
g. Every activity executed by the faculty in the department shall have a metric for evaluation in the appraisal.
h. Every student in the department shall participate in at least one of the technical events and one of the sport events every Academic Year. Department day also shall be conducted every year.
i. Any official communication shall be written communication only.
j. Transparency is very important and shall be maintained at every stage of functioning.
k. Everyone in the college shall work with a positive attitude and without any ego.
l. Whenever any student or parent sends mail to any functionary/faculty, reply mail shall be given by the concerned functionary/faculty.

3. Student Counseling – To Ensure strict compliance.

Note: Guidelines for Effective Counseling for Students on Academic and Non-Academic Activities-circular dated on 08.06.2024.

Action to be taken by the Heads of the departments

Heads of the departments were instructed to ensure the implementation of the counseling procedure (as explained by the Principal in the above referred mail) meticulously without any deviation.

4. Tuition Fee collection

Note: e-mail dated from city account section 13.06.2024

Action to be taken by the Heads of the departments

- The Heads of Dept agreed that the process for informing students about fee collection should be streamlined.
- Class Incharges will be responsible for informing students about the details and deadlines for fee collection.

5. Jindal Foundation registration

Note: e-mail from city office on 13.06.2024

Action to be taken by the Heads of the departments

Heads of the departments were informed about the college decision to ensure that every student member will register the Jindal Foundation

6. Interested teaching faculty to teach the CSE department courses

Note: Submission of the interested teaching faculty to teach the CSE department courses-circular dated on 13.06.2024.

Action to be taken by the Heads of the departments

The Heads of Dept agreed that faculty members from non-CSE departments who have the necessary skills and expertise will be encouraged to teach CSE courses.

7. Student Disciplinary policy

Note: STUDENT DISCIPLINARY POLICY circulated on 13.06.2024

Action to be taken by the Heads of the departments

The Heads of the Dept was informed to circulate the disciplinary policy to all students with coordination with class incharges, explaining the policy in the classroom.

JVR

8. Introducing the seminar hour in a regular time table

Note: Conduction of seminar – circulated on 12.06.2024

Action to be taken by the Heads of the departments

- The Heads of the Dept agreed that the seminar hour will be added to the timetable once a week.
- Staff for the seminar hour will be determined by the class in-charge.

9. Domestic Department

Note: Domestic Department Duties of the Faculty for A.Y 2024-2025 – circulated on 12.06.2024

The Heads of Dept agreed to form the Domestic Department members.

10. Submission of Requirement for Teaching Faculty and Non-Teaching staff. for Academic Year 2024-2025

Note: staff requirements for Academic Year 2024-2025-circular dated on 11.06.2024

Heads of the departments were instructed to submit the details w.r.t physically present list and requirement number (both for teaching and non-teaching) as per the format mentioned in the above referred office order, on or before 15-06-2024.

Action to be taken by the Heads of the departments

Heads of the departments are instructed to ensure the following norms in their departments.

- Faculty : Student Ratio 1 : 20 (physically shall be available)
- Cadre ratio (1:2:6)
- Any new recruitment shall be in accordance with required specialization only.

11. Student data updation into AICTE portal –apna

Note: Student data updation into AICTE portal –apna- circulated on 11.06.2024

Action to be taken by the Heads of the departments

Heads of the departments were instructed to ensure the submission of information pertaining to final year student data to the TPO

12. Rules for traveling SVPEC Buses

Note: Rules for traveling SVPEC Buses- circulated on 12.06.2024.

Action to be taken by the Heads of the departments

The Heads of Depts should be sharing the Rules for traveling SVPEC Buses of transportation with the Transportation Committee, further shared with the transport-availed students by the transportation committee.

13. Labs, Faculty rooms, office, classrooms and all other rooms – Must be kept in perfect cleaning condition – Furniture shall be properly arranged.

Principal informed the Heads of the departments that it came to his notice that most of the labs, faculty rooms, offices and other rooms are not being maintained in proper cleaning condition. Faculty members files, books, other material are kept in their rooms in zig zag manner like waste material.

Action to be taken by the Heads of the departments.

Principal instructed the heads of the departments to ensure the following with immediate effect.

a) Number of supervisors are allotted by the University to every department / block. HoD shall address the concerned supervisors and instruct them to ensure cleanness of every room.
b) All the faculty and staff shall be instructed to maintain their work places perfectly clean and in an orderly manner.
c) Every lab shall maintain a separate long size notebook / register in which daily entries shall be recorded w.r.t cleaning of equipment, cleaning of tables, cleaning of floor, equipment arranged in order, furniture kept in order, no waste material on the floors etc.

Lab assistant shall ensure these entries are filled properly, supervisor signature is also taken.

d) In-charges of the department (earmarked by the HoD on rotation as per the time table) shall visit all the faculty rooms, class rooms, Labs and shall give a detailed report to the HoD on daily basis basing on which HoD shall take the necessary steps.
e) HoD shall sign in the books maintained by the Lab assistants once in a week.
f) Principal will sign in the books randomly by calling any lab assistant of any department on any day.

14. Mandatory to observe the prescribed dress code and wear ID card by faculty and non-teaching staff – Departments to strictly comply.

Action to be taken by the Heads of the departments.

Heads of the departments were instructed:

a. To ensure that all the faculty and non-teaching staff of the department follows the prescribed dress code without any deviations and exceptions.
b. To have an earmarked person/team to monitor whether all the faculty and non-teaching staff are following prescribed dress code or not on daily basis and that in-charge shall report the HoD the DEVIATIONS (If any) on daily basis with cc marked to the Principal.

If there are no deviations, NIL report must be submitted. Sending of this report on daily basis shall be started from 17-06-24(Mon).

15. Time table for the coming Odd semester (2024-25) – Will be prepared by Central Time table team.

All the required facilities/works for the class work commencement – shall be ensured ready

Action to be taken by the Heads of the departments.

Heads of the departments were instructed to ensure that all the required facilities/works for the class work commencement are made ready.

a. Time tables.
b. Allotment of faculty for all courses, labs, skilling, other timetabled activities.

(There shall not be any course in floating)

(HODs – to discuss the workload allotment of the faculty with the Principal individually).

c. Attendance registers / Lab registers and other stationary.
d. Class rooms with sufficient number of benches and other required facilities including proper Wi-Fi connectivity.
e. Lab infrastructure as per the requirement of lab courses.

f. Books in the Central Library (even semester – books) for issue to the students.
g. Making available Course handouts of all the courses to the students.
h. Cleanliness of classrooms, Laboratories on daily basis.

16. AICTE Quality Improvement Program (QIP) – 2024-25

Note : Refer the mail dated 12.06.2024 from AICTE

Action to be taken by the Heads of the departments.

Heads of the departments were instructed to take the necessary steps and ensure that proposals are submitted under various schemes (refer the above mail) to the office of the Dean (R&D)

PRINCIPAL 17/6/24

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