



Sanketika Vidya Parishad Engineering College

(APPROVED BY AICTE, AFFILIATED TO ANDHRA UNIVERSITY)

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Date: 17.06.2024

OFFICE CIRCULAR

Sub: Conduct of Departmental Student Professional Society Activity in Every Week Purpose of the Activity-Reg.

“Departmental Student Professional Society Activity” is one of the student development activities earmarked in the system with which students will improve in organizational skills, professional skills, communication and soft skills.

Steps to be followed

1. This activity shall be conducted every week for 2 periods as per the time table.
2. There shall be an earmarked overall faculty in-charge for the activity.
3. The activity shall be conducted year wise and section wise in the earmarked class room for that section as mentioned in the time table.
4. At least 2 faculty members shall be earmarked (work load allocation) by the HoD for this activity of each section.
5. All the students and teaching faculty of the department are (by default) members of the Professional Societies like MISE, IE, etc.,
6. An executive committee shall be formed for this activity by the students of the section. Faculty in-charge shall collect the list of executive committee members from all the sections.

Executive committee of the section will have

- 1) Secretary ----- (Male/Female)
- 2) Joint Secretary ----- (Male/Female)
- 3) Convener ----- (Male/Female)
- 4) Co-Convener ----- (Male/Female)

* If Secretary is Male, Joint Secretary shall be Female and Vice-Versa.

* If convener is Male, Co-Convener is Female and Vice-Versa.

* The members of the committee will hold the position for one semester.

New members will take over in the next semester.

- * Students of the section only will elect their committee members. Faculty earmarked for that section will only act as felicitator for the process of electing the members.
7. There shall be a student level committee in the department named as “**Departmental Student Professional Society Committee**”. All the elected members of executive committee from all the sections are the members of this Departmental Student Professional Society Committee.
 8. “Departmental Student Professional Society Committee” meets **once in every fortnight** and finalize the events to be conducted in the coming session. The finalized events for the coming session shall be submitted to the faculty in-charge for approval and the

approved agenda shall be circulated to all the students of the section through the mail by the executive committee of that section.

9. On the scheduled day of Student Professional Society activity for a section:

(For ex: 2.30 PM to 4.10 PM)

TIME	ACTIVITY
2.30 - 2.35	* Taking the Attendance by the Faculty
2.35 - 2.40	* Prayer song by the students
2.40 - 2.50 (10 min)	* Reading of Department news by any student member. (Details like new faculty joined, achievements of the department, action plans of the department, academic results, projects going on, achievements of students, latest developments in the college etc. The details shall be provided by the department to the reader)
2.50 - 3.20 (30 min)	* Conduct of Technical Quiz by the Quiz master. (Compulsory in every session)
3.20 - 3.50 (30 min)	* An event of choice of the students as decided by the Department Association Committee and approved by the faculty in-charge.
3.50 - 4.00 (10 min)	* Distribution of "Certificates" signed by the HoD and the Principal for the winners of "Technical Quiz" conducted in the last session and for the other events.
4.00 - 4.10	* Vote of Thanks by the student

10.

SCORE BOARD SHEET FOR THE MONTH OF ex: JULY 24	
DEPARTMENTAL PROFESSIONAL SOCIETY ACTIVITY	
Department: -----	Name of Student Professional Society: -----
2 ND yr / 3 rd yr B. Tech: -----	Section: -----

S.NO	Date of Student Professional Society Activity	DATE of the Departmental Student Professional Society Committee meeting held	Number of students attended the Student Professional Society activity	Technical Quiz conducted (yes/No)	Certificates issued to the winners on the dias (Yes/No)
1					

11. The faculty in-charge shall mail the score board sheet of all the sections by 5th of every month to the principal.

12. Faculty in-charge of the activity shall maintain a file containing

- List of "Departmental Student Professional Society Committee" members
- Minutes of the meetings of "Student Professional Society Committee" every month.
- "Score board sheets" of all the sections every month.
- A report of the activity (as sample) from any of the sections every month.

“Best section” w.r.t conduct of this activity will be identified from the score board sheets and the section will be appreciated at the end of the semester w.r.t this activity.

Evaluation Procedure

Every regular student, who is admitted to the B. Tech Degree programme, is required to earn 20 Activity Points in addition to the required academic grades, for getting 4 Years degree programme. Students entering B. Tech Degree programme through lateral entry are required to earn 20 Activity Points, in addition to the academic grades, for getting B. Tech degree program.

S No	Nature of Activity	Activity Points
1	Membership in Professional Societies	2
2	Participation in Competitions conducted by Professional Societies - (IEEE, CSI,IE etc.) at college level (Inside)	2
3	Participation in Competitions conducted by Professional Societies - (IEEE, CSI,IE etc.) at college level (Outside)	3
4	Participation in Competitions conducted by Professional Societies - (IEEE, CSI,IE etc.) at University /National level	6
5	Prize/Award at college level activity	3
6	Prize/Award at university/district level activity	10
7	Prize/Award at National level activity	20

Functions of Professional Society Activities Committee

The following are the functions and responsibilities of professional society activities committee

Function No.	Objective/Functions
F1	Creating awareness for the students/faculties on the support. and benefits given by professional societies
F2	Enrolling students/faculties as members in professional societies
F3	Enriching the knowledge of the students/faculties by planning and organizing activities under professional societies
F4	Encouraging the students/faculties to participate in the activities and competitions organized by the professional societies
F5	Organizing inter disciplinary activities promoting integration and collaboration
F6	Guiding the students to enhance support from the societies for making their dream ideas come true

Mapping of Functions with Program Outcomes

Function No.	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2	PSO3
F1															
F2															
F3															
F4															
F5															
F6															

Tools for Assessment

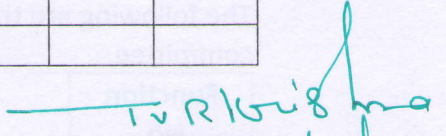
- T1. No of awareness programs conducted
- T2. Percentage of Students/Faculty enrolled in Professional Societies
- T3. No. of Technical Events organized
- T4. No. of Student participations in technical events inter and intra institutes
- T5. No. of collaborative projects under professional societies

Rubric for Assessment

Tool Level	Rubric					
	F1 T1	F2 T2	F3 T3	F4 T4	F5 T5	F6 T5
3	> 3	> 75%	>5 Programs	>75%	>3 Programs	
2	1-2	30-75 %	2-5Programs	50-75 %	1-3 Programs	
1	1	< 30%	< 2 Programs	< 50%	< 1 Program	

Attainment of Functions with Program Outcomes (A.Y. – 2023-24)

Function No.	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2
ME									
EEE									
ECE									
CSE									
MCA									
CE									
MBA									
PSAC Overall									


 PRINCIPAL
 17/06/2024

PRINCIPAL
 Ketika Vidya Parishad
 Engineering College
 Palam, Visakhapatnam-41

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