



Sanketika Vidya Parishad Engineering College

(APPROVED BY AICTE, AFFILIATED TO ANDHRA UNIVERSITY)

P.M.PALEM, VISAKHAPATNAM-41 WWW.SVPEC.INFO

Email.id-svpec.principal@gmail.com

Ph-9573334902



Ref: SVPEC/PO/IQAC/10/2024-25/01

Date: 15-10-2024

CIRCULAR

**Sub: Conduct of IQAC Meeting on 25.10.2024 for Academic Year 2024-2025, Odd Semester—
reg.**

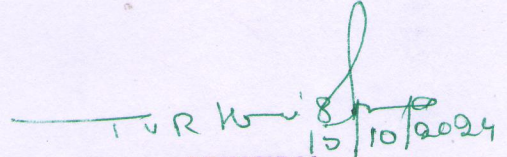
Ref1: Letter Dt. 15-10-2024 from Coordinator, IQAC, SVPEC

Ref2: Oral Instruction taken from the Hon'ble Executive Director, AGTI on 15.10.2024

It is proposed to conduct the IQAC meeting with all members on **25th October 2024 at 11:00 AM** in the **Board Room, Block-1**. In this connection, I request all IQAC members to make it convenient to attend the meeting without fail.

The meeting will focus on discussing various quality initiatives and academic matters relevant to the odd semester of the academic year 2024-2025. It is essential for all members to attend, as your input and participation are crucial for enhancing the quality of our programs and processes.

The agenda for the meeting is enclosed.


PRINCIPAL

PRINCIPAL
Sanketika Vidya Parishad
Engineering College
M. Palem, 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: Executive Officer, AGTI

Mail & Hard copy to: Principal, SVPEC

Mail & Hard copy to: AO, AGTI

Mail & Hard copy to: Director of Academic Services and Administration, AGTI

Mail & Hard copy to: Dean -Academics/IQAC/R&D/IIC/SA/CRM/CoE/

Mail & Hard copy to: HoDs.. CE/ME/CSE/ECE/EEE/ BS&H/AI&ML/AI&DS/BBA/BCA/MBA/MCA/

Mail & Hard copy to: IQAC Coordinator

Mail copy to: Exam. Section/Automation/Central Library/IQAC office /Transport/Sports/Account Section/HR/

Mail copy to: All faculty members

Mail copy to: All student members

AGENDA ITEMS

1. BEST PRACTICES (Annexure –I)

S.No	Title of Best practices	Reference No	Dated on
1	Best practices - Curriculum Design and Development (Feedback Mechanism) in SVPEC	SVPEC/PO/NAAC/10/2024-25/03	08.10.2024
2	Best practices - Curriculum Design and Development (Interdisciplinary Approach) in SVPEC	SVPEC/PO/NAAC/10/2024-25/02	14.10.2024
3	Best practices - Curriculum Design and Development (Periodic Review) in SVPEC	SVPEC/PO/NAAC/10/2024-25/04	08.10.2024
4	Best practices - Teaching-Learning and Evaluation (Continuous Evaluation) in SVPEC	SVPEC/PO/NAAC/10/2024-25/11	08.10.2024
5	Best practices - Teaching-Learning and Evaluation (Innovative Pedagogy) in SVPEC	SVPEC/PO/NAAC/10/2024-25/08	08.10.2024
6	Best practices - Teaching-Learning and Evaluation (Learning Management Systems) in SVPEC	SVPEC/PO/NAAC/10/2024-25/09	08.10.2024
7	Best practices - Teaching-Learning and Evaluation (Outcome-Based Education) in SVPEC	SVPEC/PO/NAAC/10/2024-25/10	08.10.2024
8	Best practices - Student Support and Progression (Alumni Engagement) in SVPEC	SVPEC/PO/NAAC/10/2024-25/23	08.10.2024
9	Best practices - Student Support and Progression (Career Development) in SVPEC	SVPEC/PO/NAAC/10/2024-25/22	08.10.2024
10	Best practices - Student Support and Progression (Mentoring and Counseling) in SVPEC	SVPEC/PO/NAAC/10/2024-25/20	08.10.2024
11	Best practices - Student Support and Progression (Scholarships and Financial Aid) in SVPEC	SVPEC/PO/NAAC/10/2024-25/21	08.10.2024
12	Best practices - Research, Innovations, and Extensions (Community Engagement) in SVPEC	SVPEC/PO/NAAC/10/2024-25/13	08.10.2024
13	Best practices - Research, Innovations, and Extensions (Incubation Centers) in SVPEC	SVPEC/PO/NAAC/10/2024-25/15	08.10.2024
14	Best practices - Research, Innovations, and Extensions (Publication and Patents) in SVPEC	SVPEC/PO/NAAC/10/2024-25/14	08.10.2024
15	Best practices - Research, Innovations, and Extensions (Research Culture) in SVPEC	SVPEC/PO/NAAC/10/2024-25/12	08.10.2024
16	Best practices - Infrastructure and Learning Resources (Green Campus Initiatives) in SVPEC	SVPEC/PO/NAAC/10/2024-25/19	08.10.2024
17	Best practices - Infrastructure and Learning Resources (ICT Facilities) in SVPEC	SVPEC/PO/NAAC/10/2024-25/18	08.10.2024
18	Best practices - Infrastructure and Learning Resources (Library Automation) in SVPEC	SVPEC/PO/NAAC/10/2024-25/17	08.10.2024

19	Best practices - Infrastructure and Learning Resources (Technology-Enabled Classrooms) in SVPEC	SVPEC/PO/NAAC/10/2024-25/16	08.10.2024
20	Best practices - Internal Quality Assurance System (Benchmarks and Targets) in SVPEC	SVPEC/PO/NAAC/10/2024-25/05	08.10.2024
21	Best practices - Internal Quality Assurance System (Continuous Improvement) in SVPEC	SVPEC/PO/NAAC/10/2024-25/07	08.10.2024
22	Best practices - Internal Quality Assurance System (Regular Audits) in SVPEC	SVPEC/PO/NAAC/10/2024-25/06	08.10.2024
23	Best practices - Governance, Leadership, and Management (Decentralized Governance) in SVPEC	SVPEC/PO/NAAC/10/2024-25/24	14.10.2024
24	Best practices - Governance, Leadership, and Management (Professional Development) in SVPEC	SVPEC/PO/NAAC/10/2024-25/25	14.10.2024
25	Best practices - Governance, Leadership, and Management (Quality Assurance Systems) in SVPEC	SVPEC/PO/NAAC/10/2024-25/26	14.10.2024
26	Best practices - Governance, Leadership, and Management (Strategic Planning) in SVPEC	SVPEC/PO/NAAC/10/2024-25/27	14.10.2024

2. NAAC -BEST PRACTICES BENCHMARKS (Annexure –II)

3. STRATEGIC PLANNING AT SVPEC (Annexure –III)

4. INSTITUTIONAL DISTINCTIVENESS IN SVPEC (Annexure –IV)

5. OBE IMPLEMENTATION (Annexure –V)

S.No	OBE activities	Reference No	Date
1	Techniques of Active Learning and Benefits	SVPEC/PO/Academics/05/2024-25/07	08.05.2024
2	Components of Smart Pedagogy (SmP)	SVPEC/PO/Academics/09/2024-25/10	16.09.2024
3	CO-PO Course Articulation Matrix Mapping	SVPEC/PO/Academics/07/2024-25/23	19.07.2024
4	CO-PO Mapping Guidelines	SVPEC/PO/Academics/07/2024-25/08	11.07.2024
5	Guidelines for writing the Course Outcomes	SVPEC/PO/Academics/07/2024-25/07	11.07.2024
6	Integrating Sustainable Development Goals (SDGs) in Higher Education	SVPEC/PO/Academics/09/2024-25/04	12.09.2024
7	Process used to deliver the curricular gaps for the attainment of the POs/PSOs	SVPEC/PO/Academics/07/2024-25/22	19.07.2024
8	Process for defining Vision and Mission of Department	SVPEC/PO/Academics/07/2024-25/30	31.07.2024

9	Programme Specific Outcomes	SVPEC/PO/Academics/ 07/2024-25/31	31.07.2024
10	Tools to identify curriculum gaps	SVPEC/PO/Academics/ 09/2024-25/10	21.09.2024
11	Program Outcomes – Competencies – Performance Indicators	SVPEC/PO/OBE/09/202 4-25/02	03.10.2024
12	Program Outcomes – Competencies – Performance Indicators (CSE, IT, AIML, AIDS, AI &ECM)	SVPEC/PO/OBE/09/202 4-25/03	04.10.2024
13	Procedure to Identify Gaps in Curricular	SVPEC/PO/Academics/ 09/2024-25/11	21.09.2024
14	Blooms Taxonomy Level- ANALYZE - Samples Question	SVPEC/PO/OBE/09/202 4-25/06	05.10.2024
15	Blooms Taxonomy Level- APPLY - Samples Question	SVPEC/PO/OBE/09/202 4-25/05	05.10.2024
16	Blooms Taxonomy Level- CREATE - Samples Question	SVPEC/PO/OBE/09/202 4-25/08	05.10.2024
17	Blooms Taxonomy Level- EVALUATE - Samples Question	SVPEC/PO/OBE/09/202 4-25/07	05.10.2024
18	Blooms Taxonomy Level- Remember - Samples Question	SVPEC/PO/OBE/09/202 4-25/03	04.10.2024
19	Blooms Taxonomy Level- Understand- Samples Question	SVPEC/PO/OBE/10/202 4-25/04	05.10.2024
20	Mapping Program Outcomes to Assessment (Examinations)	SVPEC/PO/OBE/09/202 4-25/09	05.10.2024
21	Course Hand-out	SVPEC/PO/Academics/ 10/2024-25/10	05.10.2024

6. R&D REFORMS (Annexure –VI)

S.No	R&D Reform	Reference No	Date
1	Activities of Research Group Heads	SVPEC/PO/R&D/10/ 2024-25/01	01.10.2024
2	CHECK FOR PLAGIARISM POLICY	SVPEC/PO/R&D/10/ 2024-25/02	01.10.2024
3	Formation of Research Groups for A.Y 2024-2025	SVPEC/PO/R&D/07/ 2024-25/01	06.07.2024
4	Mandatory Google Scholar Account for All Faculty Members	SVPEC/PO/08/2024- 25/18	31.08.2024
5	Mandatory ORCID Account for All Faculty Members	SVPEC/PO/08/2024- 25/17	31.08.2024
6	Mandatory Scopus Account for All Faculty Members	SVPEC/PO/08/2024- 25/16	31.08.2024
7	The Science of Scholarly Publishing Types of Journal, Impact Factor & Indexing Calculations	SVPEC/PO/Academic s/09/2024-25/11	16.09.2024

8	Guidelines for Applying and Acquiring Research Projects	SVPEC/PO/R&D/10/2024-25/02	16.10.2024
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7. EXAMINATION REFORMS (Annexure –VII)

Si.NO	Type of Reform	Ref. No	Date
1	Instructions to Squad members	SVPEC/PO/Academics/08/2024-25/26	23.08.2024
2	Instructions for Setting of Question Paper	SVPEC/PO/Academics/07/2024-25/13	13.07.2024
3	Submission of First Home Assignment Questions for AU 4th Year Odd Semester for A.Y 2024-2025	SVPEC/PO/Academics/09/2024-25/06	12.09.2024
4	Question Paper Vetting Checklist	SVPEC/PO/Academics/07/2024-25/14	13.07.2024
5	Guidelines/Instructions to the Hall Superintendents (HS)	SVPEC/PO/Academics/07/2024-25/28	29.07.2024
6	Question Papers for Internal Examinations	SVPEC/PO/Academics/10/2024-25/17	05.10.2024

8. ACADEMIC REFORMS (Annexure –VIII)

Si.NO	Type of Reform	Ref. No	Issue Date
1	Classroom Management	SVPEC/PO/Academics/07/2024-25/02	06.07.2024
2	Guide Lines for Compensatory Attendance	SVPEC/PO/Academics/07/2024-25/01	05.07.2024
3	Guidelines For Effective Counselling For Students On Academic And Non-Academic Activities	SVPEC/PO/06/2024-25/01	08.06.2024
4	Guidelines for Induction Programme	SVPEC/PO/Academics/07/2024-25/11	12.07.2024
5	Methodologies to be adopted for Conduct of Laboratory Classes	SVPEC/PO/Academics/06/2024-25/11	24.06.2024
6	Conduct of Seminars for 2 nd and 3 rd Year B. Tech, 1 st Year MBA, and	SVPEC/PO/Academics/06/2024-2025/06	12.06.2024
7	Bridge Courses for Newly Admitted 1st Year B.Tech Students	SVPEC/PO/Academics/08/2024-25/24	22.08.2024
8	General guidelines of Academic Registration	SVPEC/PO/Academics/08/2024-25/09	09.08.2024
9	Employment through Industry Focused programs	SVPEC/PO/Academics/06/2024-25/18	29.06.2024
10	Faculty Discipline Inside the Classroom	SVPEC/PO/Academics/08/2024-25/31	27.08.2024

11	Maintenance of Academic Records	SVPEC/PO/Academics/06/2024-25/16	25.06.2024
12	Formation of question papers vetting team for Academic Year 2024-2025	SVPEC/PO/Academics/07/2024-25/13	13.07.2024
13	Preparation & Planning	SVPEC/PO/Academics/07/2024-25/06	10.07.2024
14	Conduct of Departmental Student Professional Society Activity in Every Week Purpose of the Activity	SVPEC/PO/Academics/06/2024-25/06	17.06.2024
15	Oral Presentation	SVPEC/PO/Academics/07/2024-25/03	09.07.2024
16	Specific strategies are adopted for facilitating Fast Learner and slow learners students	SVPEC/PO/Academics/06/2024-25/10	22.06.2024
17	Department's Faculty Orientation Off-Line on- Line Lecture Every Week - Procedural Steps To Be Followed	SVPEC/PO/Academics/06/2024-25/15	26.06.2024
18	Course Delivery Vetting Checklist	SVPEC/PO/Academics/05/2024-25/04	08.05.2024
19	Course Handout Vetting Checklist	SVPEC/PO/Academics/05/2024-25/03	08.05.2024
20	Verification of IV B.Tech (AU & JNTUG) and III B.Tech (JNTUG) Class Attendance Registers at the Principal's Office	SVPEC/PO/Academics/08/2024-25/01	03.08.2024
21	Counseling Procedure	SVPEC/PO/Academics/09/2024-25/09	21.09.2024
22	Reschedule of Andhra University Internal and external examinations for the Academic Year 2024-2025, Odd Semester	SVPEC/PO/Academics/09/2024-25/25	30.09.2024
23	Operation of Single Section and Multi Section Course	SVPEC/PO/Academics/09/2024-25/08	20.09.2024
24	Guidelines for taken attendance in class rooms	SVPEC/PO/Academics/09/2024-25/21	24.09.2024
25	Reschedule of B.Tech, 1 st Year and PG programme (MCA &M.Tech) of Andhra University both Internal and external examinations for the Academic Year 2024-2025, Odd Semester	SVPEC/PO/Academics/10/2024-25/07	04.10.2024

9. ADMINISTRATIVE REFORMS (Annexure –IX)

S.No	Administration Reform	Reference No	Date
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1	Measures initiated by the Institution for degradable and non-degradable waste	SVPEC/PO/ 08/2024-25/14	17.08.2024
2	Procedure for Contacting Parents of Absent Students	SVPEC/PO/Academics/09/2024-25/07	13.09.2024
3	Measures initiated by the Institution for the promotion of gender equity	SVPEC/PO/P&D/10/2024-25/01	01.10.2024
4	Mandatory LinkedIn Account for All Faculty and Students	SVPEC/PO/ 08/2024-25/15	30.08.2024
5	Mandatory Creation of DIGILocker Accounts for Faculty and Students	SVPEC/PO/Academics/09/2024-25/01	09.09.2024
6	Housekeeping services in all buildings at SVPEC	SVPEC/PO/ 08/2024-25/14	17.08.2024
7	Formation of Freshman Engineering Department (FED) to Replace BS&H Department	SVPEC/PO/09/2024-25/02	03.09.2024
8	IT policy with Cyber security	SVPEC/PO/P&D/07/2024-25/02	05.07.2024
9	Laboratories, Workshops & Equipment	SVPEC/PO/Academics/10/2024-25/18	07.10.2024
10	Prohibition of Cell Phone Usage by Staff in Classrooms	SVPEC/PO/Academics/09/2024-25/07	20.09.2024
11	Central Library (SVPEC) -Best Standards and Procedures	SVPEC/PO/Library/10/2024-25/02	07.10.2024
12	Repair and Maintenance Works – Electrical (lights, fans, loose connections, open wires etc), Painting, Plumbing, Drinking water, Class Room Tables etc	SVPEC/PO/ 08/2024-25/17	20.08.2024
13	Mandatory Use of Laptops for All Teaching Faculty	SVPEC/PO/09/2024-25/01	03.09.2024
14	Modified--- Implementation of Dress Code Policy for Faculty and Staff	SVPEC/PO/ 10/2024-25/02	17.10.2024
15	Anti ragging measures	SVPEC/ Anti ragging / 06/2024-25/03	07.06.2024
16	Anti ragging campaign	SVPEC/ Anti ragging / 06/2024-25/02	07.06.2024
17	Definition of Ragging	SVPEC/ Anti ragging / 06/2024-25/01	07.06.2024
18	Online payment process via ECAP	SVPEC/PO/08/2024-25/02	02.08.2024
19	CONDUCT RULES	SVPEC/PO/06/2024-25/01	22.06.2024

20	Regulation on Switching Off Fans and Lights in Classrooms	SVPEC/PO/07/2024-25/05	16.07.2024
21	Regulation on Switching off Fans, Lights and Air-Conditioners in Staff rooms, Labs, Central library and other facilities	SVPEC/PO/07/2024-25/06	16.07.2024
22	Responsibilities of Central Library Coordinator/In-charge (SVPEC)	SVPEC/PO/Library/10/2024-25/01	07.10.2024
23	Responsibilities of HOD	SVPEC/PO /06/2024-25/01	17.06.2024
24	Established Standard Operating Procedure (SOP) for financial-related workshops, seminars, and similar events	SVPEC/PO/Academics/08/2024-25/03	05.08.2024
25	Placement of Suggestion Complaint Box Outside the HOD Cabin	SVPEC/PO/08/2024-25/12	13.08.2024

10. IQAC Policy (Annexure –X)

11. Admission status for A.Y 2024-2025 (Annexure –XI)

12. Weekly HoDs minutes of meeting (Annexure –XII)

13. List Committees for A.Y 2024-2025 (Annexure –XIII)

14. Any other item permission of chair

LIST MEMBERS

Faculty Members

Si No	Name	Designation	in	Department
1	Dr. T V Rama Krishna	Chairperson		SVPEC, Principal
2	Mr. S. Rahul Alwardas	Management Member		Executive Director, AGTI
3	Dr. Ch. Venkata Rao	Coordinator		Professor, ECE
4	Mr. Sankar N	Member		HR Appollo Tyres
5	Ms. A Bhanu Priya	Associate Coordinator		Assistant Professor, ECE
6	Mr. M. Mouli Kumar	Associate Coordinator		Assistant Professor, ME
7	Dr. B V R Murthy	Member		Dean- R & D
8	Mr. A Nageswara Rao	Member		Administrative Officer
9	Mr.M. Padmanabham	Member		ME- HoD
10	Dr. K N S Lakshmi	Member		CSE - HoD
11	Mr. P. Murari	Member		EEE- HoD
12	Mr. R. Suneetha	Member		ECE- HoD
13	Mr. Gunuru Subrahmanyam	Member		MBA- HoD
14	Ms.P.T.S. Priya	Member		MCA-HoD
15	Dr. M.Madhuri	Member		CE-HoD
16	Dr. P PHANIDHAR VARMA	Member		FED Coordinator
17	Mr. P Srinivas	Member		MBA, Assistant Professor
18	Mrs. P Gayatri	Member		CSE, Assistant Professor
19	Mr. K Satish Kumar	Member		EEE, Assistant Professor
20	Mrs. K V Ratnam	Member		Librarian, Central Library
21	Mr. K Tulasi Krishna Kumar	Member		Training and Placement Officer
22	M Sudha	Member		FED- Assistant Professor
23	Dr. G Tabitha	Member		CE- Assistant Professor
24	Mrs. M N Keerthi	Member		MCA- Assistant Professor

Special invitees

Si No	Name	Designation
1	Mr. V Siva Ram Prasad	Director-ASA
2	Mrs. Akshata Kondur	CRM
3	Mrs. Madhu Bhat	EO

STUDENT MEMBERS

S No	Reg. No.	Student Name
1	322132908042	S Janaki Devi, CE
2	322132914011	B Ganesh, EEE
3	322132920018	D Hemanth Kumar, ME
4	322132912064	L Shivani, ECE
5	322132910008	CH Manohar Reddy, CSE
6	123232902095	T Jhansi Devi Syamala, MBA
7	3232960127	V Kumari, MCA



Sanketika Vidya Parishad Engineering College

(APPROVED BY AICTE, AFFILIATED TO ANDHRA UNIVERSITY)

P.M.PALEM, VISAKHAPATNAM-41 WWW.SVPEC.INFO

Email.id-svpec.principal@gmail.com

Ph-9573334902



Ref: SVPEC/PO/IQAC/Minutes/10/2024-25/01

Date: 29-10-2024

Minutes of the Meeting of the IQAC meeting held on 25th October 2024 for Academic Year 2024-2025, Odd Semester at 02:00 PM in the Board Room, Block-1 of Sanketika Vidya Parishad Engineering College, P.M Palem in Greater Visakhapatnam, AP.

The IQAC meeting held on 25th October 2024 for Academic Year 2024-2025, Odd Semester at 02:00 PM in the Board Room, Block-1 of Sanketika Vidya Parishad Engineering College, P.M Palem in Greater Visakhapatnam, AP.

The members of the IQAC are requested to make it convenient to attend the meeting through offline mode.

The agenda for discussion and appropriate decision by the IQAC are as follows:

AGENDA ITEMS

1. BEST PRACTICES (Annexure –I)

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LIST MEMBERS

Faculty Members

Si No	Name	Designation in Committee	Department
1	Dr. T V Rama Krishna	Chairperson	SVPEC, Principal

2	Mr. S. Rahul Alwardas	Management Member	Executive Director, AGTI
3	Dr. Ch. Venkata Rao	Coordinator	Professor, ECE
4	Mr. Sankar N	Member	HR Appollo Tyres
5	Ms. A Bhanu Priya	Associate Coordinator	Assistant Professor, ECE
6	Mr. M. Mouli Kumar	Associate Coordinator	Assistant Professor, ME
7	Dr. B V R Murthy	Member	Dean- R & D
8	Mr. A Nageswara Rao	Member	Administrative Officer
9	Mr.M. Padmanabham	Member	ME- HoD
10	Dr. K N S Lakshmi	Member	CSE - HoD
11	Mr. P. Murari	Member	EEE- HoD
12	Dr. R. Suneetha	Member	ECE- HoD
13	Mr. Gunuru Subrahmanyam	Member	MBA- HoD
14	Ms.P.T.S. Priya	Member	MCA-HoD
15	Dr. M.Madhuri	Member	CE-HoD
16	Dr. P PHANIDHAR VARMA	Member	FED Coordinator
17	Mr. P Srinivas	Member	MBA, Assistant Professor
18	Mrs. P Gayatri	Member	CSE, Assistant Professor
19	Mr. K Satish Kumar	Member	EEE, Assistant Professor
20	Mrs. K V Ratnam	Member	Librarian, Central Library
21	Mr. K Tulasi Krishna Kumar	Member	Training and Placement Officer
22	Mrs M Sudha	Member	FED- Assistant Professor
23	Dr. G Tabitha	Member	CE- Assistant Professor
24	Mrs. M N Keerthi	Member	MCA- Assistant Professor

Special invitees

Si No	Name	Designation
1	Mr. V Siva Ram Prasad	Director-ASA
2	Mrs. Akshata Kondur	CRM
3	Mrs. Madhu Bhat	EO

STUDENT MEMBERS

S No	Reg. No.	Student Name
1	322132908042	S Janaki Devi, CE
2	322132914011	B Ganesh, EEE
3	322132920018	D Hemanth Kumar, ME
4	322132912064	L Sivani, ECE
5	322132910008	CH Manohar Reddy, CSE
6	123232902095	T Jhansi Devi Syamala, MBA
7	3232960127	V Kumari, MCA

2. NAAC -BEST PRACTICES BENCHMARKS (Annexure –II)

3. STRATEGIC PLANNING AT SVPEC (Annexure –III)

4. INSTITUTIONAL DISTINCTIVENESS IN SVPEC (Annexure –IV)

5. OBE IMPLEMENTATION (Annexure –V)

S.No	OBE activities	Reference No	Date
1	Techniques of Active Learning and Benefits	SVPEC/PO/Academics/05/2024-25/07	08.05.2024
2	Components of Smart Pedagogy (SmP)	SVPEC/PO/Academics/09/2024-25/10	16.09.2024
3	CO-PO Course Articulation Matrix Mapping	SVPEC/PO/Academics/07/2024-25/23	19.07.2024
4	CO-PO Mapping Guidelines	SVPEC/PO/Academics/07/2024-25/08	11.07.2024
5	Guidelines for writing the Course Outcomes	SVPEC/PO/Academics/07/2024-25/07	11.07.2024
6	Integrating Sustainable Development Goals (SDGs) in Higher Education	SVPEC/PO/Academics/09/2024-25/04	12.09.2024
7	Process used to deliver the curricular gaps for the attainment of the POs/PSOs	SVPEC/PO/Academics/07/2024-25/22	19.07.2024
8	Process for defining Vision and Mission of Department	SVPEC/PO/Academics/07/2024-25/30	31.07.2024
9	Programme Specific Outcomes	SVPEC/PO/Academics/07/2024-25/31	31.07.2024
10	Tools to identify curriculum gaps	SVPEC/PO/Academics/09/2024-25/10	21.09.2024
11	Program Outcomes – Competencies – Performance Indicators	SVPEC/PO/OBE/09/2024-25/02	03.10.2024
12	Program Outcomes – Competencies – Performance Indicators (CSE, IT, AIML, AIDS, AI &ECM)	SVPEC/PO/OBE/09/2024-25/03	04.10.2024
13	Procedure to Identify Gaps in Curricular	SVPEC/PO/Academics/09/2024-25/11	21.09.2024
14	Blooms Taxonomy Level- ANALYZE - Samples Question	SVPEC/PO/OBE/09/2024-25/06	05.10.2024
15	Blooms Taxonomy Level- APPLY - Samples Question	SVPEC/PO/OBE/09/2024-25/05	05.10.2024
16	Blooms Taxonomy Level- CREATE - Samples Question	SVPEC/PO/OBE/09/2024-25/08	05.10.2024
17	Blooms Taxonomy Level- EVALUATE - Samples Question	SVPEC/PO/OBE/09/2024-25/07	05.10.2024
18	Blooms Taxonomy Level- Remember - Samples Question	SVPEC/PO/OBE/09/2024-25/03	04.10.2024
19	Blooms Taxonomy Level- Understand- Samples Question	SVPEC/PO/OBE/10/2024-25/04	05.10.2024

20	Mapping Program Outcomes to Assessment (Examinations)	SVPEC/PO/OBE/09/2024-25/09	05.10.2024
21	Course Hand-out	SVPEC/PO/Academics/10/2024-25/10	05.10.2024

6. R&D REFORMS (Annexure –VI)

S.No	R&D Reform	Reference No	Date
1	Activities of Research Group Heads	SVPEC/PO/R&D/10/2024-25/01	01.10.2024
2	CHECK FOR PLAGIARISM POLICY	SVPEC/PO/R&D/10/2024-25/02	01.10.2024
3	Formation of Research Groups for A.Y 2024-2025	SVPEC/PO/R&D/07/2024-25/01	06.07.2024
4	Mandatory Google Scholar Account for All Faculty Members	SVPEC/PO/08/2024-25/18	31.08.2024
5	Mandatory ORCID Account for All Faculty Members	SVPEC/PO/08/2024-25/17	31.08.2024
6	Mandatory Scopus Account for All Faculty Members	SVPEC/PO/08/2024-25/16	31.08.2024
7	The Science of Scholarly Publishing Types of Journal, Impact Factor & Indexing Calculations	SVPEC/PO/Academics/09/2024-25/11	16.09.2024
8	Guidelines for Applying and Acquiring Research Projects	SVPEC/PO/R&D/10/2024-25/02	16.10.2024

7. EXAMINATION REFORMS (Annexure –VII)

Si.NO	Type of Reform	Ref. No	Date
1	Instructions to Squad members	SVPEC/PO/Academics/08/2024-25/26	23.08.2024
2	Instructions for Setting of Question Paper	SVPEC/PO/Academics/07/2024-25/13	13.07.2024
3	Submission of First Home Assignment Questions for AU 4th Year Odd Semester for A.Y 2024-2025	SVPEC/PO/Academics/09/2024-25/06	12.09.2024
4	Question Paper Vetting Checklist	SVPEC/PO/Academics/07/2024-25/14	13.07.2024
5	Guidelines/Instructions to the Hall Superintendents (HS)	SVPEC/PO/Academics/07/2024-25/28	29.07.2024
6	Question Papers for Internal Examinations	SVPEC/PO/Academics/10/2024-25/17	05.10.2024

8. ACADEMIC REFORMS (Annexure –VIII)

Si.NO	Type of Reform	Ref. No	Issue Date
1	Classroom Management	SVPEC/PO/Academics/07/2024-25/02	06.07.2024
2	Guide Lines for Compensatory Attendance	SVPEC/PO/Academics/07/2024-25/01	05.07.2024
3	Guidelines For Effective Counselling For Students On Academic And Non-Academic Activities	SVPEC/PO/06/2024-25/01	08.06.2024
4	Guidelines for Induction Programme	SVPEC/PO/Academics/07/2024-25/11	12.07.2024
5	Methodologies to be adopted for Conduct of Laboratory Classes	SVPEC/PO/Academics/06/2024-25/11	24.06.2024
6	Conduct of Seminars for 2 nd and 3 rd Year B. Tech, 1 st Year MBA, and	SVPEC/PO/Academics/06/2024-2025/06	12.06.2024
7	Bridge Courses for Newly Admitted 1st Year B.Tech Students	SVPEC/PO/Academics/08/2024-25/24	22.08.2024
8	General guidelines of Academic Registration	SVPEC/PO/Academics/08/2024-25/09	09.08.2024
9	Employment through Industry Focused programs	SVPEC/PO/Academics/06/2024-25/18	29.06.2024
10	Faculty Discipline Inside the Classroom	SVPEC/PO/Academics/08/2024-25/31	27.08.2024
11	Maintenance of Academic Records	SVPEC/PO/Academics/06/2024-25/16	25.06.2024
12	Formation of question papers vetting team for Academic Year 2024-2025	SVPEC/PO/Academics/07/2024-25/13	13.07.2024
13	Preparation & Planning	SVPEC/PO/Academics/07/2024-25/06	10.07.2024
14	Conduct of Departmental Student Professional Society Activity in Every Week Purpose of the Activity	SVPEC/PO/Academics/06/2024-25/06	17.06.2024
15	Oral Presentation	SVPEC/PO/Academics/07/2024-25/03	09.07.2024
16	Specific strategies are adopted for facilitating Fast Learner and slow learners students	SVPEC/PO/Academics/06/2024-25/10	22.06.2024
17	Department's Faculty Orientation Off-Line on- Line Lecture Every Week - Procedural Steps To Be Followed	SVPEC/PO/Academics/06/2024-25/15	26.06.2024
18	Course Delivery Vetting Checklist	SVPEC/PO/Academics/05/2024-25/04	08.05.2024
19	Course Handout Vetting Checklist	SVPEC/PO/Academics/05/2024-25/03	08.05.2024

20	Verification of IV B.Tech (AU & JNTUG) and III B.Tech (JNTUG) Class Attendance Registers at the Principal's Office	SVPEC/PO/Academics/08/2024-25/01	03.08.2024
21	Counseling Procedure	SVPEC/PO/Academics/09/2024-25/09	21.09.2024
22	Reschedule of Andhra University Internal and external examinations for the Academic Year 2024-2025, Odd Semester	SVPEC/PO/Academics/09/2024-25/25	30.09.2024
23	Operation of Single Section and Multi Section Course	SVPEC/PO/Academics/09/2024-25/08	20.09.2024
24	Guidelines for taken attendance in class rooms	SVPEC/PO/Academics/09/2024-25/21	24.09.2024
25	Reschedule of B.Tech, 1 st Year and PG programme (MCA &M.Tech) of Andhra University both Internal and external examinations for the Academic Year 2024-2025, Odd Semester	SVPEC/PO/Academics/10/2024-25/07	04.10.2024

9. ADMINISTRATIVE REFORMS (Annexure –IX)

S.No	Administration Reform	Reference No	Date
1	Measures initiated by the Institution for degradable and non-degradable waste	SVPEC/PO/ 08/2024-25/14	17.08.2024
2	Procedure for Contacting Parents of Absent Students	SVPEC/PO/Academics/09/2024-25/07	13.09.2024
3	Measures initiated by the Institution for the promotion of gender equity	SVPEC/PO/P&D/10/2024-25/01	01.10.2024
4	Mandatory LinkedIn Account for All Faculty and Students	SVPEC/PO/ 08/2024-25/15	30.08.2024
5	Mandatory Creation of DIGILocker Accounts for Faculty and Students	SVPEC/PO/Academics/09/2024-25/01	09.09.2024
6	Housekeeping services in all buildings at SVPEC	SVPEC/PO/ 08/2024-25/14	17.08.2024
7	Formation of Freshman Engineering Department (FED) to Replace BS&H Department	SVPEC/PO/09/2024-25/02	03.09.2024
8	IT policy with Cyber security	SVPEC/PO/P&D/07/2024-25/02	05.07.2024
9	Laboratories, Workshops & Equipment	SVPEC/PO/Academics/10/2024-25/18	07.10.2024
10	Prohibition of Cell Phone Usage by Staff in Classrooms	SVPEC/PO/Academics/09/2024-25/07	20.09.2024
11	Central Library (SVPEC) -Best Standards and Procedures	SVPEC/PO/Library/10/2024-25/02	07.10.2024

12	Repair and Maintenance Works – Electrical (lights, fans, loose connections, open wires etc), Painting, Plumbing, Drinking water, Class Room Tables etc	SVPEC/PO/ 08/2024-25/17	20.08.2024
13	Mandatory Use of Laptops for All Teaching Faculty	SVPEC/PO/09/2024-25/01	03.09.2024
14	Modified--- Implementation of Dress Code Policy for Faculty and Staff	SVPEC/PO/ 10/2024-25/02	17.10.2024
15	Anti ragging measures	SVPEC/ Anti ragging / 06/2024-25/03	07.06.2024
16	Anti ragging campaign	SVPEC/ Anti ragging / 06/2024-25/02	07.06.2024
17	Definition of Ragging	SVPEC/ Anti ragging / 06/2024-25/01	07.06.2024
18	Online payment process via ECAP	SVPEC/PO/08/2024-25/02	02.08.2024
19	CONDUCT RULES	SVPEC/PO/06/2024-25/01	22.06.2024
20	Regulation on Switching Off Fans and Lights in Classrooms	SVPEC/PO/07/2024-25/05	16.07.2024
21	Regulation on Switching off Fans, Lights and Air-Conditioners in Staff rooms, Labs, Central library and other facilities	SVPEC/PO/07/2024-25/06	16.07.2024
22	Responsibilities of Central Library Coordinator/In-charge (SVPEC)	SVPEC/PO/Library/10/2024-25/01	07.10.2024
23	Responsibilities of HOD	SVPEC/PO /06/2024-25/01	17.06.2024
24	Established Standard Operating Procedure (SOP) for financial-related workshops, seminars, and similar events	SVPEC/PO/Academics/08/2024-25/03	05.08.2024
25	Placement of Suggestion Complaint Box Outside the HOD Cabin	SVPEC/PO/08/2024-25/12	13.08.2024

10. IQAC Policy (Annexure –X)

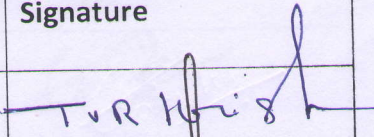
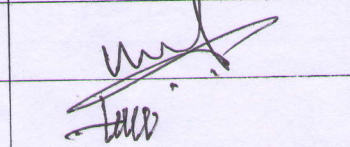
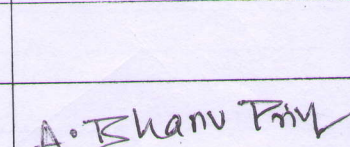
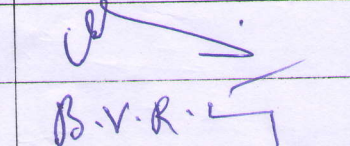
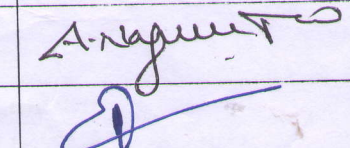
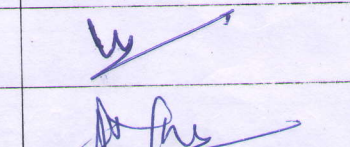
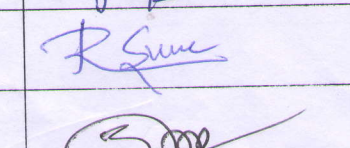
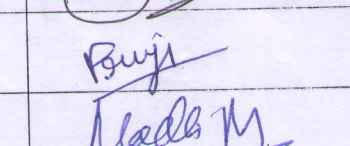
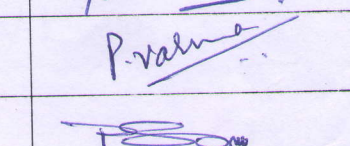
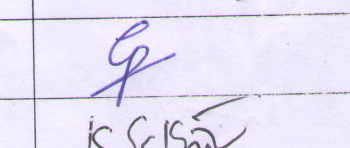
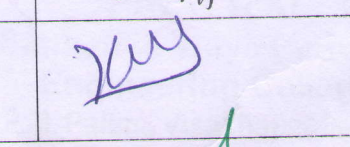
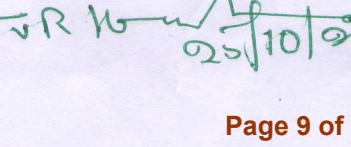

11. Admission status for A.Y 2024-2025 (Annexure –XI)

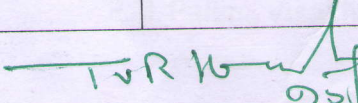
12. Weekly HoDs minutes of meeting (Annexure –XII)

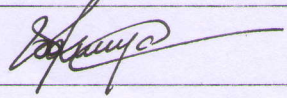

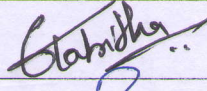
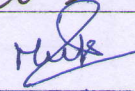
13. List Committees for A.Y 2024-2025 (Annexure –XIII)

14. Any other item permission of chair


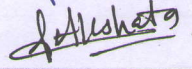
Members Presents:

Si No	Name	Designation Committee	in	Signature
1	Dr: T V Rama Krishna	Chairperson		
2	Mr. S. Rahul Alwardas	Management Member		
3	Dr. Ch. Venkata Rao	Coordinator		
4	Mr. Sankar N	Member		
5	Ms. A Bhanu Priya	Associate Coordinator		
6	Mr. M. Mouli Kumar	Associate Coordinator		
7	Dr. B V R Murthy	Member		
8	Mr. A Nageswara Rao	Member		
9	Mr.M. Padmanabham	Member		
10	Dr. K N S Lakshmi	Member		
11	Mr. P. Murari	Member		
12	Mr. R. Suneetha	Member		
13	Mr. Gunuru Subrahmanyam	Member		
14	Ms.P.T.S. Priya	Member		
15	Dr. M.Madhuri	Member		
16	Dr. P PHANIDHAR VARMA	Member		
17	Mr. P Srinivas	Member		
18	Mrs. P Gayatri	Member		
19	Mr. K Satish Kumar	Member		
20	Mrs. K V Ratnam	Member		

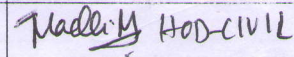
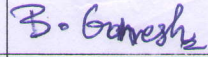


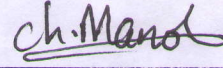
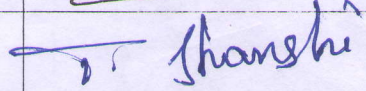
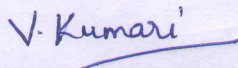

25/10/2024

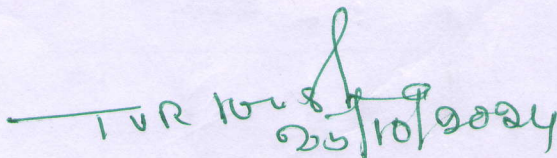
21	Mr. K Tulasi Krishna Kumar	Member	
22	Ms M Sudha	Member	
23	Dr. G Tabitha	Member	
24	Mrs. M N Keerthi	Member	

Special invitees

Si No	Name	Signature
1	Mr. V Siva Ram Prasad	
2	Mrs. Akshata Kondur	
3	Mrs. Madhu Bhat	

STUDENT MEMBERS

S No	Reg.	Student Name	Signature
1	322132908042	S Janaki Devi, CE	
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7	3232960127	V Kumari, MCA	


T.V.R. 10/25/10/2024

PRINCIPAL
Sanketika Vidya Parishad
Engineering College
P.M. Palem, Visakhapatnam-41

The meeting began with the welcome address by the Principal, Chairman, IQAC, Sanketika Vidya Parishad Engineering College.





Based on agenda the following resolutions have been taken in the IQAC meeting.

I. REPORTING ITEM

1	We are pleased to report to the members of the IQAC that, Dr. Ch. Venkata Rao, professor, and department of ECE has been appointed as IQAC coordinator
2	In SVPEC 11 faculty members of various branched have registered for their Ph.D from different Universities

II. AGENDA ITEMS

Agenda Item-I	BEST PRACTICES (Annexure –I)			
	S.No	Title of Best practices	Reference No	Dated on
	1	Best practices - Curriculum Design and Development (Feedback Mechanism) in SVPEC	SVPEC/PO/NAAC/10/2024-25/03	08.10.2024
	2	Best practices - Curriculum Design and Development (Interdisciplinary Approach) in SVPEC	SVPEC/PO/NAAC/10/2024-25/02	14.10.2024
	3	Best practices - Curriculum Design and	SVPEC/PO/NAAC/10/2024-25/04	08.10.2024

		Development (Periodic Review) in SVPEC		
4		Best practices - Teaching-Learning and Evaluation (Continuous Evaluation) in SVPEC	SVPEC/PO/NAAC/10/2024-25/11	08.10.2024
5		Best practices - Teaching-Learning and Evaluation (Innovative Pedagogy) in SVPEC	SVPEC/PO/NAAC/10/2024-25/08	08.10.2024
6		Best practices - Teaching-Learning and Evaluation (Learning Management Systems) in SVPEC	SVPEC/PO/NAAC/10/2024-25/09	08.10.2024
7		Best practices - Teaching-Learning and Evaluation (Outcome-Based Education) in SVPEC	SVPEC/PO/NAAC/10/2024-25/10	08.10.2024
8		Best practices - Student Support and Progression (Alumni Engagement) in SVPEC	SVPEC/PO/NAAC/10/2024-25/23	08.10.2024
9		Best practices - Student Support and Progression (Career Development) in SVPEC	SVPEC/PO/NAAC/10/2024-25/22	08.10.2024
10		Best practices - Student Support and Progression (Mentoring and Counseling) in SVPEC	SVPEC/PO/NAAC/10/2024-25/20	08.10.2024
11		Best practices - Student Support and Progression (Scholarships and Financial Aid) in SVPEC	SVPEC/PO/NAAC/10/2024-25/21	08.10.2024
12		Best practices - Research, Innovations, and Extensions (Community Engagement) in SVPEC	SVPEC/PO/NAAC/10/2024-25/13	08.10.2024
13		Best practices - Research, Innovations, and Extensions (Incubation Centers) in SVPEC	SVPEC/PO/NAAC/10/2024-25/15	08.10.2024

14	Best practices - Research, Innovations, and Extensions (Publication and Patents) in SVPEC	SVPEC/PO/NAAC/10/2024-25/14	08.10.2024
15	Best practices - Research, Innovations, and Extensions (Research Culture) in SVPEC	SVPEC/PO/NAAC/10/2024-25/12	08.10.2024
16	Best practices - Infrastructure and Learning Resources (Green Campus Initiatives) in SVPEC	SVPEC/PO/NAAC/10/2024-25/19	08.10.2024
17	Best practices - Infrastructure and Learning Resources (ICT Facilities) in SVPEC	SVPEC/PO/NAAC/10/2024-25/18	08.10.2024
18	Best practices - Infrastructure and Learning Resources (Library Automation) in SVPEC	SVPEC/PO/NAAC/10/2024-25/17	08.10.2024
19	Best practices - Infrastructure and Learning Resources (Technology-Enabled Classrooms) in SVPEC	SVPEC/PO/NAAC/10/2024-25/16	08.10.2024
20	Best practices - Internal Quality Assurance System (Benchmarks and Targets) in SVPEC	SVPEC/PO/NAAC/10/2024-25/05	08.10.2024
21	Best practices - Internal Quality Assurance System (Continuous Improvement) in SVPEC	SVPEC/PO/NAAC/10/2024-25/07	08.10.2024
22	Best practices - Internal Quality Assurance System (Regular Audits) in SVPEC	SVPEC/PO/NAAC/10/2024-25/06	08.10.2024
23	Best practices - Governance, Leadership, and Management (Decentralized Governance) in SVPEC	SVPEC/PO/NAAC/10/2024-25/24	14.10.2024

	24	Best practices - Governance, Leadership, and Management (Professional Development) in SVPEC	SVPEC/PO/NAAC/10/2024-25/25	14.10.2024
	25	Best practices - Governance, Leadership, and Management (Quality Assurance Systems) in SVPEC	SVPEC/PO/NAAC/10/2024-25/26	14.10.2024
	26	Best practices - Governance, Leadership, and Management (Strategic Planning) in SVPEC	SVPEC/PO/NAAC/10/2024-25/27	14.10.2024
Resolution	<ol style="list-style-type: none"> 1. The feedback mechanism from stakeholders (students, faculty, industry) will be formally integrated into the curriculum design and development process to ensure it remains relevant and up-to-date. 2. An interdisciplinary approach will be promoted in the curriculum to broaden students' perspectives and foster a multidisciplinary learning environment. 3. Regular periodic reviews of the curriculum will be conducted to ensure alignment with the latest industry trends and academic advancements. 4. Continuous evaluation systems will be employed for students' assessments, fostering regular feedback and improvement. 5. Faculty members will adopt innovative teaching methodologies, including project-based learning and experiential learning techniques. 6. The use of Learning Management Systems (LMS) will be enhanced for effective course delivery, monitoring, and feedback. 7. All academic programs will fully implement Outcome-Based Education (OBE) to ensure that learning objectives are being met and students are prepared for future challenges. 8. Alumni engagement activities will be strengthened to provide mentorship, industry insights, and career development opportunities for current students. 9. Enhanced career development services will be offered, including placement drives, industry internships, and soft skill training to improve employability. 10. A robust mentoring and counseling system will be in place to provide academic and emotional support to students. 11. Scholarships and financial aid initiatives will be expanded to ensure that deserving students have access to educational resources. 12. The institution will actively participate in community outreach programs, focusing on societal development and creating a positive impact. 13. The establishment and growth of incubation centers will be promoted to foster entrepreneurship and innovation among students and faculty. 14. Faculty and students will be encouraged to engage in research activities, leading to publications in reputed journals and filing patents for innovative projects. 			

	<p>15. A strong research culture will be cultivated within the institution, providing resources and support for innovative research initiatives.</p> <p>16. Green campus initiatives will be undertaken to create a sustainable and eco-friendly environment within the institution.</p> <p>17. The ICT infrastructure will be continuously upgraded to ensure that students and faculty have access to modern technology for effective learning and research.</p> <p>18. The library will be fully automated to enhance access to academic resources, making it easier for students and faculty to find and utilize materials.</p> <p>19. Classrooms will be equipped with modern technological tools to facilitate interactive learning and improve the teaching-learning experience.</p> <p>20. Benchmarks and targets will be established to measure and monitor the quality of academic and administrative processes.</p> <p>21. Continuous improvement measures will be implemented to ensure that the institution maintains high standards in all areas.</p> <p>22. Regular internal audits will be conducted to evaluate the effectiveness of various processes and systems within the institution.</p> <p>23. A decentralized governance model will be adopted to empower departments and encourage leadership at all levels.</p> <p>24. Professional development programs will be provided to faculty and staff to enhance their skills and keep them updated with the latest developments in their fields.</p> <p>25. Quality assurance systems will be strengthened to maintain and improve the standards of education, research, and governance.</p> <p>26. Strategic planning processes will be formalized to ensure the long-term growth and development of the institution in alignment with its vision and goals.</p> <p>All best practices are approved by IQAC</p>				
Agenda Item-II	NAAC -BEST PRACTICES BENCHMARKS (Annexure –II)				
Resolution	These best practices and benchmarks have been ratified by the IQAC to ensure that SVPEC upholds the highest standards of quality in education, research, and institutional governance, thus fulfilling the requirements for NAAC accreditation and fostering a culture of excellence.				
Agenda Item-III	STRATEGIC PLANNING AT SVPEC (Annexure –III)				
Resolution	All these strategic initiatives have been approved by the IQAC, ensuring alignment with SVPEC’s mission to provide holistic education and foster innovation, leadership, and societal contribution.				
Agenda Item-IV	INSTITUTIONAL DISTINCTIVENESS IN SVPEC (Annexure –IV)				
Resolution	The distinctive characteristics of SVPEC, positioning it as a forward-thinking institution committed to holistic education, research excellence, and sustainable development. All resolutions are approved by IQAC to ensure alignment with the institution's mission and goals.				
Agenda Item-V	OBE IMPLEMENTATION (Annexure –V)				
	<table border="1"> <thead> <tr> <th>S.No</th> <th>OBE activities</th> <th>Reference No</th> <th>Date</th> </tr> </thead> </table>	S.No	OBE activities	Reference No	Date
S.No	OBE activities	Reference No	Date		

1	Techniques of Active Learning and Benefits	SVPEC/PO/Academics/05/2024-25/07	08.05.2024
2	Components of Smart Pedagogy (SmP)	SVPEC/PO/Academics/09/2024-25/10	16.09.2024
3	CO-PO Course Articulation Matrix Mapping	SVPEC/PO/Academics/07/2024-25/23	19.07.2024
4	CO-PO Mapping Guidelines	SVPEC/PO/Academics/07/2024-25/08	11.07.2024
5	Guidelines for writing the Course Outcomes	SVPEC/PO/Academics/07/2024-25/07	11.07.2024
6	Integrating Sustainable Development Goals (SDGs) in Higher Education	SVPEC/PO/Academics/09/2024-25/04	12.09.2024
7	Process used to deliver the curricular gaps for the attainment of the POs/PSOs	SVPEC/PO/Academics/07/2024-25/22	19.07.2024
8	Process for defining Vision and Mission of Department	SVPEC/PO/Academics/07/2024-25/30	31.07.2024
9	Programme Specific Outcomes	SVPEC/PO/Academics/07/2024-25/31	31.07.2024
10	Tools to identify curriculum gaps	SVPEC/PO/Academics/09/2024-25/10	21.09.2024
11	Program Outcomes – Competencies – Performance Indicators	SVPEC/PO/OBE/09/2024-25/02	03.10.2024
12	Program Outcomes – Competencies – Performance Indicators (CSE, IT, AIML, AIDS, AI &ECM)	SVPEC/PO/OBE/09/2024-25/03	04.10.2024

	13	Procedure to Identify Gaps in Curricular	SVPEC/PO/Academics/09/2024-25/11	21.09.2024
	14	Blooms Taxonomy Level- ANALYZE - Samples Question	SVPEC/PO/OBE/09/2024-25/06	05.10.2024
	15	Blooms Taxonomy Level- APPLY - Samples Question	SVPEC/PO/OBE/09/2024-25/05	05.10.2024
	16	Blooms Taxonomy Level- CREATE - Samples Question	SVPEC/PO/OBE/09/2024-25/08	05.10.2024
	17	Blooms Taxonomy Level- EVALUATE - Samples Question	SVPEC/PO/OBE/09/2024-25/07	05.10.2024
	18	Blooms Taxonomy Level- Remember - Samples Question	SVPEC/PO/OBE/09/2024-25/03	04.10.2024
	19	Blooms Taxonomy Level- Understand- Samples Question	SVPEC/PO/OBE/10/2024-25/04	05.10.2024
	20	Mapping Program Outcomes to Assessment (Examinations)	SVPEC/PO/OBE/09/2024-25/09	05.10.2024
	21	Course Hand-out	SVPEC/PO/Academics/10/2024-25/10	05.10.2024
Resolution	<ol style="list-style-type: none"> 1. Faculty will incorporate active learning techniques such as peer instruction, group work, and interactive discussions in their teaching to enhance student engagement and learning outcomes. Workshops will be conducted to train faculty on implementing these techniques effectively. 2. The institution will adopt Smart Pedagogy components like flipped classrooms, blended learning, and technology-driven teaching methods to create an interactive and student-centric learning environment. 3. All courses will have a clearly defined CO-PO (Course Outcomes to Program Outcomes) mapping in accordance with the academic framework to ensure proper alignment between course content and program outcomes. 4. A standard guideline for CO-PO mapping will be provided to all faculty members to maintain consistency in identifying how course outcomes contribute to overall program objectives. 5. Faculty will follow standardized guidelines for writing clear, measurable, and attainable Course Outcomes (COs) that align with the Program Outcomes (POs) and ensure a comprehensive learning experience for students. 6. SDGs will be integrated into the curriculum, and relevant courses will be revised to address global challenges such as sustainability, climate change, and societal development. 			

	<ol style="list-style-type: none"> 7. A structured process will be put in place to identify and address curricular gaps that may hinder the attainment of Program Outcomes (POs) and Program Specific Outcomes (PSOs), with periodic assessments to ensure alignment. 8. Each department will review and update its Vision and Mission statements periodically to align with the institution's goals, ensuring they reflect the latest academic and industry trends. 9. PSOs will be regularly reviewed and updated in consultation with industry experts, alumni, and other stakeholders to ensure they remain relevant to the evolving needs of the professional world. 10. A formal process and set of tools will be implemented to continuously identify curriculum gaps, ensuring that the content remains aligned with industry requirements and technological advancements. 11. Program Outcomes will be mapped to specific competencies and performance indicators, ensuring that students develop the necessary skills and knowledge throughout their academic journey. 12. Faculty in CSE, IT, AIML, AIDS, AI & ECM programs will follow specific competencies and performance indicators to ensure the POs are met, with periodic reviews to address any gaps. 13. A formal procedure will be implemented to identify gaps in the curriculum and address them through course modifications, additional topics, or workshops. 14. Examination and assessment methods will include questions that test students' analytical abilities, encouraging them to develop critical thinking skills as per Bloom's taxonomy. 15. Assessments will include questions that require students to apply their knowledge to real-world problems, ensuring practical understanding of the concepts. 16. Students will be encouraged to showcase their creativity through assignments and projects that require innovative thinking and design-based solutions. 17. Evaluation-level questions will be incorporated into exams to challenge students to make judgments based on criteria and standards, ensuring deep understanding. 18. Foundation-level assessments will ensure students are tested on their ability to recall fundamental concepts, laying a strong base for higher-order thinking. 19. Assessments will include questions that test the students' understanding of concepts, encouraging them to explain, compare, and interpret information clearly. 20. Examinations and other assessments will be directly linked to Program Outcomes (POs), ensuring that the evaluation methods reflect the intended learning outcomes. 21. A detailed course handout will be provided at the beginning of each course, outlining the COs, POs, assessment methods, and resources available for the students. Faculty will ensure that students understand the course objectives and expected outcomes clearly. <p>All OBE activities are approved by IQAC</p>				
Agenda Item-VI	<p>R&D REFORMS (Annexure –VI)</p> <table border="1" data-bbox="363 1966 1390 2011"> <thead> <tr> <th data-bbox="363 1966 469 2011">S.No</th> <th data-bbox="469 1966 740 2011">R&D Reform</th> <th data-bbox="740 1966 1206 2011">Reference No</th> <th data-bbox="1206 1966 1390 2011">Date</th> </tr> </thead> </table>	S.No	R&D Reform	Reference No	Date
S.No	R&D Reform	Reference No	Date		

	1	Activities of Research Group Heads	SVPEC/PO/R&D/10/2024-25/01	01.10.2024
	2	Check For Plagiarism Policy	SVPEC/PO/R&D/10/2024-25/02	01.10.2024
	3	Formation of Research Groups for A.Y 2024-2025	SVPEC/PO/R&D/07/2024-25/01	06.07.2024
	4	Mandatory Google Scholar Account for All Faculty Members	SVPEC/PO/08/2024-25/18	31.08.2024
	5	Mandatory ORCID Account for All Faculty Members	SVPEC/PO/08/2024-25/17	31.08.2024
	6	Mandatory Scopus Account for All Faculty Members	SVPEC/PO/08/2024-25/16	31.08.2024
	7	The Science of Scholarly Publishing Types of Journal, Impact Factor & Indexing Calculations	SVPEC/PO/Academics/09/2024-25/11	16.09.2024
	8	Guidelines for Applying and Acquiring Research Projects	SVPEC/PO/R&D/10/2024-25/02	16.10.2024
Resolution	<ol style="list-style-type: none"> 1. Responsibilities and activities for Research Group Heads have been outlined to enhance collaboration and productivity within research teams. 2. A comprehensive plagiarism policy has been established to ensure the integrity of research work and publications. 3. Research groups have been formally established for the academic year 2024-2025 to foster collaborative research initiatives. 4. All faculty members are required to create and maintain Google Scholar accounts to enhance visibility and tracking of research outputs. 5. Faculty members must register for ORCID accounts to provide a unique identifier for their scholarly works. 6. It is mandatory for faculty members to create Scopus accounts to improve their publication tracking and research impact. 7. Faculty and students will be educated on various types of journals, their impact factors, and indexing metrics to enhance their understanding of scholarly publishing. 8. Clear guidelines have been established for faculty to follow when applying for and acquiring research projects, facilitating better management and success rates. <p>All resolutions have been reviewed and approved by IQAC.</p>			

Agenda Item-VII	EXAMINATION REFORMS (Annexure –VII)			
	Si.NO	Type of Reform	Ref. No	Date
	1	Instructions to Squad members	SVPEC/PO/Academics/08/2024-25/26	23.08.2024
	2	Instructions for Setting of Question Paper	SVPEC/PO/Academics/07/2024-25/13	13.07.2024
	3	Submission of First Home Assignment Questions for AU 4th Year Odd Semester for A.Y 2024-2025	SVPEC/PO/Academics/09/2024-25/06	12.09.2024
	4	Question Paper Vetting Checklist	SVPEC/PO/Academics/07/2024-25/14	13.07.2024
	5	Guidelines/Instructions to the Hall Superintendents (HS)	SVPEC/PO/Academics/07/2024-25/28	29.07.2024
6	Question Papers for Internal Examinations	SVPEC/PO/Academics/10/2024-25/17	05.10.2024	
Resolution	<ol style="list-style-type: none"> 1. Clear instructions have been issued to all squad members regarding their roles and responsibilities during examinations to ensure integrity and smooth operations. 2. Guidelines for setting question papers have been established to maintain uniformity and fairness in assessments. 3. Faculty are required to submit the first home assignment questions by the stipulated deadline to ensure timely distribution to students. 4. A checklist has been implemented for the vetting of question papers to ensure quality and adherence to academic standards. 5. Comprehensive guidelines have been provided to Hall Superintendents to manage examination halls effectively and uphold examination protocols. 6. All procedures related to the preparation and distribution of question papers for internal examinations have been standardized for consistency. <p>All resolutions have been reviewed and approved by IQAC.</p>			
Agenda Item-VIII	ACADEMIC REFORMS (Annexure –VIII)			
	Si.NO	Type of Reform	Ref. No	Issue Date
	1	Classroom Management	SVPEC/PO/Academics/07/2024-25/02	06.07.2024
	2	Guide Lines for Compensatory Attendance	SVPEC/PO/Academics/07/2024-25/01	05.07.2024
	3	Guidelines For Effective Counselling For Students On Academic And Non-Academic Activities	SVPEC/PO/06/2024-25/01	08.06.2024
4	Guidelines for Induction Programme	SVPEC/PO/Academics/07/2024-25/11	12.07.2024	

5	Methodologies to be adopted for Conduct of Laboratory Classes	SVPEC/PO/Academics/06/2024-25/11	24.06.2024
6	Conduct of Seminars for 2 nd and 3 rd Year B. Tech, 1 st Year B.Tech, and	SVPEC/PO/Academics/06/2024-2025/06	12.06.2024
7	Bridge Courses for Newly Admitted 1st Year B.Tech Students	SVPEC/PO/Academics/08/2024-25/24	22.08.2024
8	General guidelines of Academic Registration	SVPEC/PO/Academics/08/2024-25/09	09.08.2024
9	Employment through Industry Focused programs	SVPEC/PO/Academics/06/2024-25/18	29.06.2024
10	Faculty Discipline Inside the Classroom	SVPEC/PO/Academics/08/2024-25/31	27.08.2024
11	Maintenance of Academic Records	SVPEC/PO/Academics/06/2024-25/16	25.06.2024
12	Formation of question papers vetting team for Academic Year 2024-2025	SVPEC/PO/Academics/07/2024-25/13	13.07.2024
13	Preparation & Planning	SVPEC/PO/Academics/07/2024-25/06	10.07.2024
14	Conduct of Departmental Student Professional Society Activity in Every Week Purpose of the Activity	SVPEC/PO/Academics/06/2024-25/06	17.06.2024
15	Oral Presentation	SVPEC/PO/Academics/07/2024-25/03	09.07.2024
16	Specific strategies are adopted for facilitating Fast Learner and slow learners students	SVPEC/PO/Academics/06/2024-25/10	22.06.2024
17	Department's Faculty Orientation Off-Line on-Line Lecture Every Week - Procedural Steps To Be Followed	SVPEC/PO/Academics/06/2024-25/15	26.06.2024
18	Course Delivery Vetting Checklist	SVPEC/PO/Academics/05/2024-25/04	08.05.2024
19	Course Handout Vetting Checklist	SVPEC/PO/Academics/05/2024-25/03	08.05.2024
20	Verification of IV B.Tech (AU & JNTUG) and III	SVPEC/PO/Academics/08/2024-25/01	03.08.2024

		B.Tech (JNTUG) Class Attendance Registers at the Principal's Office		
	21	Counseling Procedure	SVPEC/PO/Academics/09/2024-25/09	21.09.2024
	22	Reschedule of Andhra University Internal and external examinations for the Academic Year 2024-2025, Odd Semester	SVPEC/PO/Academics/09/2024-25/25	30.09.2024
	23	Operation of Single Section and Multi Section Course	SVPEC/PO/Academics/09/2024-25/08	20.09.2024
	24	Guidelines for taken attendance in class rooms	SVPEC/PO/Academics/09/2024-25/21	24.09.2024
	25	Reschedule of B.Tech, 1 st Year and PG programme (MCA &M.Tech) of Andhra University both Internal and external examinations for the Academic Year 2024-2025, Odd Semester	SVPEC/PO/Academics/10/2024-25/07	04.10.2024
Resolution		<ol style="list-style-type: none"> 1. Classroom Management: The faculty members shall implement the standardized guidelines for managing classroom activities effectively to ensure optimal learning environments. 2. Compensatory Attendance: A clear set of guidelines will be provided to students and faculty regarding compensatory attendance policies, ensuring transparency and fairness. 3. Counseling for Students: Faculty members must follow the newly established guidelines for offering effective academic and non-academic counseling to students, enhancing their overall development. 4. Induction Programme: An induction program will be conducted following the established guidelines to familiarize newly admitted students with academic and institutional policies. 5. Laboratory Methodologies: New methodologies will be adopted to enhance the conduct of laboratory classes, improving hands-on learning experiences. 6. Seminar Conduct: Regular seminars for 2nd, 3rd-year B.Tech, and 1st-year B.Tech students will be organized to improve their presentation and research skills. 7. Bridge Courses: For newly admitted 1st-year B.Tech students, bridge courses will be conducted to bridge the gap between school-level knowledge and college-level requirements. 8. Academic Registration: Faculty and administrative staff will follow the general guidelines for academic registration to streamline the enrollment process for all students. 		

9. Industry-Focused Employment Programs: Employment programs tailored to industry requirements will be enhanced to increase job placements for students.
10. Faculty Discipline: Faculty members are expected to maintain decorum inside the classroom, adhering to the updated guidelines.
11. Academic Records Maintenance: All departments must maintain accurate and updated academic records as per the new standards.
12. Question Paper Vetting: A team for vetting question papers will be established to ensure quality and compliance with academic standards.
13. Preparation & Planning: Planning for academic activities should follow the revised procedural steps to improve efficiency and effectiveness.
14. Student Society Activities: Weekly departmental student professional society activities will be mandatory, aimed at fostering professional growth and skills development.
15. Oral Presentations: Students will be required to participate in oral presentations, improving their communication and public speaking skills.
16. Facilitating Fast and Slow Learners: Specific strategies will be adopted to facilitate learning for both fast learners and slow learners, ensuring inclusive education.
17. Faculty Orientation: Weekly faculty orientation programs will be conducted, focusing on improving both offline and online lecture delivery methods.
18. Course Delivery Checklist: Faculty must adhere to the course delivery vetting checklist to ensure that all courses are delivered as per the curriculum.
19. Course Handout Checklist: The course handouts will be vetted to ensure they meet the academic requirements and provide students with the necessary information.
20. Attendance Verification: Attendance registers for IV B.Tech (AU & JNTUG) and III B.Tech (JNTUG) classes will be verified periodically at the Principal's office.
21. Counseling Procedure: A systematic counseling procedure will be implemented to address the academic and personal needs of the students.
22. Examination Rescheduling: Examinations for Andhra University's internal and external exams will be rescheduled as per the updated guidelines.
23. Course Operation: The operation of single and multi-section courses will be streamlined to ensure consistency in course delivery and evaluation.
24. Attendance Guidelines: Faculty members must follow the updated guidelines for recording attendance in classrooms, ensuring accuracy and punctuality.
25. Examination Reschedule for PG Programs: B.Tech 1st-year and PG programs (MCA & M.Tech) examinations will be rescheduled as per the new timelines established for the academic year 2024-2025.

	All 25 academic reforms have been approved by the IQAC			
Agenda Item-IX	ADMINISTRATIVE REFORMS (Annexure –IX)			
	S.No	Administration Reform	Reference No	Date
	1	Measures initiated by the Institution for degradable and non-degradable waste	SVPEC/PO/ 08/2024-25/14	17.08.2024
	2	Procedure for Contacting Parents of Absent Students	SVPEC/PO/Academics/09/2024-25/07	13.09.2024
	3	Measures initiated by the Institution for the promotion of gender equity	SVPEC/PO/P&D/10/2024-25/01	01.10.2024
	4	Mandatory LinkedIn Account for All Faculty and Students	SVPEC/PO/ 08/2024-25/15	30.08.2024
	5	Mandatory Creation of DIGILocker Accounts for Faculty and Students	SVPEC/PO/Academics/09/2024-25/01	09.09.2024
	6	Housekeeping services in all buildings at SVPEC	SVPEC/PO/ 08/2024-25/14	17.08.2024
	7	Formation of Freshman Engineering Department (FED) to Replace BS&H Department	SVPEC/PO/09/2024-25/02	03.09.2024
	8	IT policy with Cyber security	SVPEC/PO/P&D/07/2024-25/02	05.07.2024
	9	Laboratories, Workshops & Equipment	SVPEC/PO/Academics/10/2024-25/18	07.10.2024
	10	Prohibition of Cell Phone Usage by Staff in Classrooms	SVPEC/PO/Academics/09/2024-25/07	20.09.2024
	11	Central Library (SVPEC) -Best Standards and Procedures	SVPEC/PO/Library/10/2024-25/02	07.10.2024
	12	Repair and Maintenance Works – Electrical (lights, fans, loose connections, open wires etc), Painting, Plumbing, Drinking water, Class Room Tables etc	SVPEC/PO/ 08/2024-25/17	20.08.2024
	13	Mandatory Use of Laptops for All Teaching Faculty	SVPEC/PO/09/2024-25/01	03.09.2024
	14	Modified--- Implementation of Dress Code Policy for Faculty and Staff	SVPEC/PO/ 10/2024-25/02	17.10.2024
15	Anti ragging measures	SVPEC/ Anti ragging /06/2024-25/03	07.06.2024	

	16	Anti ragging campaign	SVPEC/ Anti ragging / 06/2024-25/02	07.06.2024
	17	Definition of Ragging	SVPEC/ Anti ragging / 06/2024-25/01	07.06.2024
	18	Online payment process via ECAP	SVPEC/PO/08/ 2024-25/02	02.08.2024
	19	CONDUCT RULES	SVPEC/PO/06/ 2024-25/01	22.06.2024
	20	Regulation on Switching Off Fans and Lights in Classrooms	SVPEC/PO/07/ 2024-25/05	16.07.2024
	21	Regulation on Switching off Fans, Lights and Air-Conditioners in Staff rooms, Labs, Central library and other facilities	SVPEC/PO/07/ 2024-25/06	16.07.2024
	22	Responsibilities of Central Library Coordinator/In-charge (SVPEC)	SVPEC/PO/Library/ 10/2024-25/01	07.10.2024
	23	Responsibilities of HOD	SVPEC/PO /06/ 2024-25/01	17.06.2024
	24	Established Standard Operating Procedure (SOP) for financial-related workshops, seminars, and similar events	SVPEC/PO/Academics/ 08/2024-25/03	05.08.2024
	25	Placement of Suggestion Complaint Box Outside the HOD Cabin	SVPEC/PO/08/2024- 25/12	13.08.2024
Resolution	<ol style="list-style-type: none"> 1. Implementation of sustainable waste management practices for effective segregation of degradable and non-degradable waste across campus. 2. Establishment of a clear communication protocol for notifying parents of students who have been absent for more than 2 consecutive days. 3. Institutional initiatives aimed at promoting gender equity, including awareness programs and providing a gender-friendly campus environment. 4. All faculty and students are required to create LinkedIn profiles to improve professional networking and career development. 5. Faculty and students must create DIGILocker accounts for safe and secure document storage and easy access to academic certificate 6. Strengthened housekeeping protocols to maintain cleanliness in all campus buildings. 7. The creation of the Freshman Engineering Department (FED) to streamline the academic processes for first-year students, replacing the Basic Sciences & Humanities (BS&H) Department. 8. Enforce IT policy to enhance cybersecurity measures, ensuring protection against cyber threats. 			

	<ol style="list-style-type: none"> 9. Maintenance and upgradation of labs and workshops to ensure they meet current academic and research requirements. 10. Enforcement of a strict policy against cell phone use by staff during classroom sessions to ensure undistracted teaching. 11. Implementation of best practices for library management to optimize student and staff access to resources. 12. Regular and scheduled repair and maintenance of campus infrastructure including electrical works, plumbing, and classroom furniture. 13. Teaching faculty are required to use laptops for teaching, research, and administrative purposes for improved efficiency. 14. Revised dress code guidelines for faculty and staff to maintain professionalism and decorum on campus. 15. Strict enforcement of anti-ragging policies to ensure a safe and supportive environment for all students. 16. Awareness campaigns to prevent ragging and promote harmony among students. 17. A clear definition and understanding of what constitutes ragging, with strict consequences for offenders. 18. Implementation of an online payment system via ECAP to streamline fee payments and other financial transactions. 19. Updated rules governing conduct for both staff and students to maintain a disciplined and respectful atmosphere on campus. 20. Students and staff must ensure fans and lights are switched off when classrooms are not in use to conserve energy. 21. Energy-saving measures to be enforced across all facilities on campus to reduce unnecessary power consumption. 22. Clear delineation of the roles and responsibilities of the Central Library Coordinator to ensure smooth operations. 23. Defined responsibilities for Heads of Departments to ensure efficient academic and administrative management. 24. SOPs to be followed for organizing financial workshops and seminars, ensuring transparency and efficiency. 25. Establishment of a suggestion/complaint box to encourage feedback and address concerns raised by students and staff. <p>All resolutions have been reviewed and approved by IQAC.</p>
Agenda Item-X	IQAC Policy (Annexure –X)
Resolution	The IQAC policy has been reviewed and formally approved to ensure continuous improvement in academic and administrative processes. This policy will guide the institution in maintaining quality standards, fostering a culture of excellence, and promoting accountability in all aspects of its functioning.
Agenda Item-XI	Admission status for A.Y 2024-2025 (Annexure –XI)
Resolution	The admission process for the Academic Year 2024-2025 has been reviewed and the final admission status is approved . The institution has successfully met its target enrollment across various programs. Any remaining vacant seats will

	be filled as per the guidelines provided by the relevant authorities. Necessary steps will be taken to enhance future admission drives, including improved outreach and marketing strategies. This resolution is approved by IQAC.								
Agenda Item-XII	Weekly HoDs minutes of meeting (Annexure –XII)								
Resolution	Nineteen weeks of conducted HoDs minutes of meetings have been approved by IQAC								
Agenda Item-XIII	List Committees for A.Y 2024-2025 (Annexure –XIII)								
Resolution	<ol style="list-style-type: none"> As per the instructions from the Hon'ble ED, all IQAC committee meetings are to be conducted on the last Friday of every month. All committees have been approved by the IQAC with the following updates: <table border="1"> <thead> <tr> <th>Name of the Committee</th> <th>Name of the new Coordinator</th> </tr> </thead> <tbody> <tr> <td>SVPEC-Planning & Development Committee</td> <td>Mr. V Siva Ram Prasad, Director-ASA</td> </tr> <tr> <td>SVPEC-Faculty/Staff Grievance Committee</td> <td>Mrs. Akshata Kondur, CRM</td> </tr> <tr> <td>SVPEC-Canteen/ House Keeping/ Hygiene/ Sanitation Committee</td> <td>Mr. M Yaswanth Kumar Reddy, Assistant Professor, ME</td> </tr> </tbody> </table>	Name of the Committee	Name of the new Coordinator	SVPEC-Planning & Development Committee	Mr. V Siva Ram Prasad, Director-ASA	SVPEC-Faculty/Staff Grievance Committee	Mrs. Akshata Kondur, CRM	SVPEC-Canteen/ House Keeping/ Hygiene/ Sanitation Committee	Mr. M Yaswanth Kumar Reddy, Assistant Professor, ME
Name of the Committee	Name of the new Coordinator								
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SVPEC-Faculty/Staff Grievance Committee	Mrs. Akshata Kondur, CRM								
SVPEC-Canteen/ House Keeping/ Hygiene/ Sanitation Committee	Mr. M Yaswanth Kumar Reddy, Assistant Professor, ME								
Agenda Item-XIV	Any other item permission of chair								
Resolution	<ol style="list-style-type: none"> To ensure high-quality project outcomes and maintain consistent standards, IV B.Tech Year (Even Semester) students are required to complete their project work within the campus. Each project should aim to produce at least one research publication in a Scopus-indexed journal. This requirement is to encourage high standards of research and academic contribution. 								

The chairman thanked all the members of the IQAC for valuable suggestions and necessary approval for various activities of the institution and the meeting is concluded.

Meeting adjourned: 4.00PM



CC To

- Mail & Hard copy to: Hon'ble Secretary, AGTI
- Mail & Hard copy to: Hon'ble Executive Director, AGTI
- Mail & Hard copy to: Executive Officer, AGTI
- Mail & Hard copy to: Principal, SVPEC
- Mail & Hard copy to: AO, AGTI

TUR Vish
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PRINCIPAL
Sanketika Vidya Parishad
Engineering College
M Palem, Visakhapatnam-4

Mail & Hard copy to: Director of Academic Services and Administration, AGTI

Mail & Hard copy to: Dean -Academics/IQAC/R&D/IIC/SA/CRM/CoE/

Mail & Hard copy to: HoDs.. CE/ME/CSE/ECE/EEE/ BS&H/AI&ML/AI&DS/BBA/BCA/MBA/MCA/

Mail & Hard copy to: IQAC Coordinator

Mail copy to: Exam. Section/Automation/Central Library/IQAC office /Transport/Sports/Account Section/HR/

Mail copy to: All faculty members

Mail copy to: All student members