



CIRCULAR

April 7, 2021

All the members of IQAC are requested to attend the meeting scheduled to be held on 09.04.2021 (Friday) at 3:00 p.m. in the Seminar Hall – I.

Agenda

1. Review of the minutes of the meeting held on 19.12.2020.
2. Instructions given by Government of Telangana based on UGC Guidelines, Standard Operating Procedure (SOP) given by Government of India - Abstract of the action to be taken by each college including ours - Communicated for necessary action – Reg.
3. Mentoring of students having backlogs, shortage of attendance and toppers (25%) of each class and also promoting quick learners to convert review paper being presented as a seminar, which can be converted into a paper and can be published in a conference or journal – HoDs may present the latest status.
4. Dr.Ameet Chavan requested to furnish the details of Women Empowerment and Women administrative positions, their names and the role in administration for NIRF ranking by 31st January, 2021.
5. Arranging Internship Training to B. Tech. II and III year students during Summer Vacation at the end of end-semester examinations. Industrial Coordinators are to be requested to contact the HR Manager and Industrial guides for permission to undergo Internship Training.
6. Any other matter with the permission of the Chair.


PRINCIPAL

To

All Deans, Directors, HoDs and all Members of IQAC
Copy to Executive Director for his kind information.

PRINCIPAL
Sreenidhi Institute of Science and Technology
Yamnapet (V), Ghatkesar (M),
Medchal (Dist.), Telangana-501 301.



Minutes of the IQAC meeting held on 09.04.2021 (Friday) at 3:00 p.m. in the Seminar Hall – I.

1. Review of the minutes of the meeting held on 19.12.2020.

The minutes of the meeting held on 17.07.2020 were discussed and approved.

2. Instructions given by Government of Telangana based on UGC Guidelines , Standard Operating Procedure (SOP) given by Government of India - Abstract of the action to be taken by each college including ours - Communicated for necessary action – Reg.

a) Reopening of Colleges during the Covid Pandemic period

- The college should be reopened on 1st Feb 2021.
- College has to follow sanitation plan given by the Government – Action by - Estate Section
- Logistic plan should be followed – Action by – Estate Section and Transport Section.
- Medical Plan to be followed by – Action by – College Medical Center / Doctor.
- Hostel plan to be followed by – Chief Warden - Hostel
- A customized plan of logistics / seating plan / medical plan / sanitation plan should be sent to the University for their consideration and approval (Collections of the plans submitted by the above officials to be scrutinized by the Principal's office before sending the same to the University)

- University / Government officials may visit the college periodically whether the protocol as mentioned in the SOP by Government of India is followed or not.
- No political meetings / functions will be allowed in all the educational institutions without permission from the District Collectors.

b) Government of India Guidelines for Reopening the Degree and Professional colleges with effect from 1st Feb 2021

- Government of Telangana based on the guidelines of Government of India , 50% of teaching and non teaching staff have been permitted to physically be present in the college.
- Online learning shall be continued to be permitted and shall be encouraged. This was made effective from 1st Sep 2020.

c) Standard Operating Procedure issued by Government of India

- The Standard Operating Procedure issued by the Government of India has to be followed by all the institutions.
- The consent of Students and Parents will have to be obtained in writing and countersigned by the Principal of the institution for attending the physical classes prior to the opening of the colleges as mandatory – Action by concerned HoDs
- A maximum of 50% classroom capacity strength shall be permitted to attend the physical classes on rotation basis - Action by concerned HoDs
- Principal has to prepare a customized plan for the conduct of physical classes in accordance with the guidelines and keeping the premises of the college clean and tidy – A status report must be prepared by the Principal with respect to facilities available in college.
 - a) Sanitation plan (college premises and college hostel)
 - b) Medical Plan
 - c) Logistic Plan (seating plan, transport plan and hostel)
 - d) Standard operating procedure for conduct of examination - Controller of Examinations

d) **UGC – Guidelines for reopening the colleges**

- General preventive measures / Covid – 19 appropriate behavior – The guidelines given in this regard have to be put in various locations in the campus (Display boards) **page – 2 of UGC Guidelines** – Action by : **Estate Office**
- **Measures to be taken by the college**
 - Social distancing, use of face masks in all units of the college including the Academic building, Administrative offices , laboratories , library , hostels etc.
 - Not more than 50% of college strength can be permitted to be present in the college at any time. However, students in small numbers may be permitted to visit the college for consulting the faculty guides for guidance / clearing the doubts.
 - Some students may prefer to attend the classes and others may prefer to attend the online classes – Institute has to provide online instruction for such students and offline instruction for other students.
 - All faculty, staff and students must be screened and only then permitted to enter the campus. Isolation facilities shall be provided in the college, proper arrangement for safety, health, food , water etc., be provided at the isolation centers.
 - **The students/ faculty/ staff who were tested positive should be asked not to come to college and get necessary treatment in the hospitals.**
 - All extracurricular activities shall be avoided if physical distancing is not possible - Action by : **Physical Education Section.**
 - The Co-curricular activities should not be conducted if Covid distancing is not possible.
 - Clean and hygienic conditions as per Safety and Health Advisories of the government shall be maintained at all the places in the campus including Auditorium, Conference halls, Sports area, Gymnasium etc.). **Action by : Estate Section**
 - Clean and hygienic conditions as per Safety and Health Advisories of the government shall be maintained in the college hostels (Kitchen, Mess , Washrooms , libraries etc.,) – **Action by : Chief Warden – Hostels**

- Clean and hygienic conditions as per Safety and Health Advisories of the government shall be maintained in the College Canteen (Kitchen, Mess , Washrooms) – **Action by : Canteen Manager**

e) Institutional Planning

- The institution should prepare the details of opening of the college in a phased manner with complete roster of all the departments (students) and as per the guidelines given in item – 3.2 of UGC guidelines.
- All the employees of the college and students must wear the ID cards. All those who do not have ID cards may approach the Principal for necessary preparation of the same.
- Any Covid – 19 positive cases , should be monitored and be reported to the local authorities on a day to day basis.
- Teaching hours of a day may be extended according to requirement of the institute.
- Six day schedule to be prepared keeping Physical distancing in mind.
- Teaching can be done by dividing the classes into batches if necessary.
- No visitors should be allowed at all and shall be drastically restricted.
- The conditions of the entry of visitors should be laid down and displayed at the entry points. Complete details of the visitors with regard to his address ,telephone etc. including the names of the persons whom they are meeting.
- Item 4-1 of UGC Guidelines (page – 9 of guidelines of UGC) be taken care - by Estate Department .
- Safety measures during working hours, inside the campus etc., be taken care of seriously - item 4 – 2.1 and 2.2 of of UGC Guidelines (page No : 9, 10 and part of 11) shall be taken care by the Estate Section
- Safety measures in the Hostels to be taken care of very seriously - Action by – Chief Warden – Hostel management – Item 4.2.3 of page – 11 and 12 (part) of UGC guidelines - Chief Warden

- Regular monitoring of health and counseling and guidance of mental health - Action by College Medical Doctor - Item 4.2.4 and 4.2.5 (page nos 12 (part) and 13 of UGC guidelines
 - Measures of Containment of item No 4.2.6 , 4.2.7 of UGC guidelines – Action by Estate Section
 - Role of the Head of the Institution - Item No 5.2 of UGC guidelines
 - Role of teachers - Item No 5.3 of UGC guidelines
 - Role of Parents Item No 5.4 of UGC guidelines
 - Role of Students - Item No 5.5 of UGC guidelines
- f) Standard Operating Procedure for conduct of examinations issued by UGC on 8th July 2020 – Action by Controller of Examinations

3. **Mentoring of students having backlogs, shortage of attendance and toppers (25%) of each class and also promoting quick learners to convert review paper being presented as a seminar, which can be converted into a paper and can be published in a conference or journal – HoDs may present the latest status.**

Resolution:

Mentoring is in progress. Proof for mentoring each student, when they have met, problems raised and resolved must be made available.

The Departments of CSE, IT, ECE, ECM, MBA have completed the mentoring activities for **backlogs, shortage of attendance and toppers (25%) of each class.**

ME mentoring is going on.

EEE has completed except toppers (25%) of each class.

CIVIL has completed except toppers (25%) of each class

4. Dr.Ameet Chavan requested to furnish the details of formation of Women Research Cell of Women Empowerment and Women administrative positions, their names and the role in administration for NIRF ranking by 31st January, 2021.

The Women Research Cell for circuit branches may be formed with the following members:

1. IT – Dr. Vijayalakshmi - Chairperson
2. CSE – Dr. Lakshmi Priya, Member
3. ECM – Dr. V. Padmavathi, Member

The Women Research Cell for non- circuit branches may be formed with the following members:

1. ECE – Dr. CN Sujatha, Chairperson
2. ECE - Dr. Shruti Bhargava, Member
3. EEE – Dr. MTL Gayatri, Member
4. ME – Ms Sumalatha, Member
5. Physics - Sumalatha , Member
6. Chemistry – Ms Swathi, Member
7. Maths – Dr. Manjula , Member
8. English Dr. Laxmi Das, Member
9. MBA – Dr. Sandhya Rani, Member

4. Arranging Internship Training to B. Tech. II and III year students during Summer Vacation at the end of end-semester examinations. Industrial Coordinators are to be requested to contact the HR Manager and Industrial guides for permission to undergo Internship Training.

It is decided that the students must be advised to register for online internship training and complete it and submit a report immediately after the training. HoDs must inform the students about the various agencies of online internship programs.

To

All Deans, Directors, HoDs and all Members of IQAC

Copy to Executive Director for his kind information.


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SREENIDHI
EDUCATIONAL GROUP

SREENIDHI
INSTITUTE OF
SCIENCE AND
TECHNOLOGY



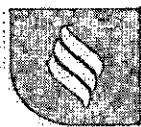
Internal Quality Assurance Cell (IQAC) - Members

Sl.No	Name	Position in Current Engagements	Position in IQAC
1	Dr.T.Ch.Siva Reddy	Principal	Chairperson
2	Dr.P. Narasimha Reddy	Executive Director	Management Representative
3	Mr.Ch. Sambaiah	Registrar	Sr. Administrative Officer
4	Mr.T. Radhakrishna,	Admin. Officer	Sr. Administrative Officer
5	Dr. K. Basava Raju	Professor of CSE	Member
6	Dr. Shaik Subhani	Assoc. Professor of IT	Member
7	Ms. V. Padmavathi	Assoc. Prof. of ECM	Member
8	Dr. Y. Sreenivasulu	Assoc. Prof. Of ECE	Member
9	Mr. Ch.V. Seshagiri Rao	Assoc. Prof. of EEE	Member
10	Dr. E. Laxminarayana	Assoc. Prof. of S&H	Member
11	Dr. N. Venkatesh	Asst. Prof. of Civil Engg.	Member
12	Dr. P.S. Viswanadh,	Asst. Prof. of MBA	Member
13	Dr. K. Kishan Rao	Professor of ECE	Special Invitee
14	Dr. M. Komaraiah	Prof. of Mech. Engg.	Special Invitee
15	Ms. P. Aruna, Ex.Sarpanch of Gram Panchayat Yamnampet	From Local Society	Member

16	Ms. Khwaja Bilkhis, IV CSE Roll No.17311A0592	Student	Member
17	Mr. Ketan Desh Pande, Manager, Open Text Engineering , President Alumni Association of SNIST	Alumni	Member
18	Mr. Karthik Abhirama Krishna, Campus Recruitment Head, Tata Consultancy Services Limited, Hyderabad.	Employer	Member
19	Mr. J. Narender Reddy, Managing Director, Nucleonics Pvt. Ltd.	Industrialist	Member
20	Dr. D. Kondayya	Prof. of Mech. Engg.	Coordinator


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Action Taken Report on the Minutes of the IQAC meeting held on 09.04.2021 (Friday) at 3:00 p.m. in the Seminar Hall – I.

S.No.	Item No.	Resolution	Action Taken
1.	Review of the minutes of the meeting held on 19.12.2020.	The minutes of the meeting held on 17.07.2020 were discussed and approved.	Since no comments are received from the members, it is presumed that the minutes are approved.
2.	Instructions given by Government of Telangana based on UGC Guidelines, Standard Operating Procedure (SOP) given by Government of India - Abstract of the action to be taken by each college including ours - Communicated for necessary action – Reg.	<p>a) Reopening of Colleges during the Covid Pandemic period</p> <ul style="list-style-type: none">• The college should be reopened on 1st Feb 2021.• College has to follow sanitation plan given by the Government – <u>Action by - Estate Section</u>• Logistic plan should be followed – Action by – Estate Section and Transport Section.• Medical Plan to be followed by – Action by – College Medical Center / Doctor.• Hostel plan to be followed by – Chief Warden - Hostel	Abstract of the UGC Guidelines, Standard Operating Procedure (SOP) given by Government of India, circulated to all the concerned.

		<ul style="list-style-type: none"> • <u>A customized plan of logistics / seating plan / medical plan / sanitation plan should be sent to the University for their consideration and approval (Collections of the plans submitted by the above officials to be scrutinized by the Principal's office before sending the same to the University)</u> • <u>University / Government officials may visit the college periodically whether the protocol as mentioned in the SOP by Government of India is followed or not.</u> • No political meetings / functions will be allowed in all the educational institutions without permission from the District Collectors. 	
		<p>b) Government of India Guidelines for Reopening the Degree and Professional colleges with effect from 1st Feb 2021</p> <ul style="list-style-type: none"> • Government of Telangana based on the guidelines of Government of India , <u>50% of teaching and non teaching staff have been permitted to physically be present in the college.</u> 	

		<ul style="list-style-type: none"> • <u>Online learning shall be continued to be permitted and shall be encouraged. This was made effective from 1st Sep 2020.</u> 	
		<p>c) <u>Standard Operating Procedure issued by Government of India</u></p> <ul style="list-style-type: none"> • The Standard Operating Procedure issued by the Government of India has to be followed by all the institutions. • <u>The consent of Students and Parents will have to be obtained in writing and countersigned by the Principal of the institution for attending the physical classes prior to the opening of the colleges as mandatory – Action by concerned HoDs</u> • A maximum of 50% classroom capacity strength shall be permitted to attend the physical classes on rotation basis - <u>Action by concerned HoDs</u> • <u>Principal has to prepare a customized plan for the conduct of physical classes in accordance with the guidelines and keeping the premises of the college clean and tidy – A status report must be prepared by the Principal with respect to</u> 	

		<p><u>facilities available in college.</u></p> <p>a) <u>Sanitation plan (college premises and college hostel)</u></p> <p>b) <u>Medical Plan</u></p> <p>c) <u>Logistic Plan (seating plan, transport plan and hostel)</u></p> <p>d) <u>Standard operating procedure for conduct of examination - Controller of Examinations</u></p>	
		<p>d) <u>UGC – Guidelines for reopening the colleges</u></p> <ul style="list-style-type: none"> • General preventive measures / Covid – 19 appropriate behavior – The guidelines given in this regard have to be put in various locations in the campus (Display boards) <u>page – 2 of UGC Guidelines</u> – Action by : <u>Estate Office</u> • <u>Measures to be taken by the college</u> • Social distancing, use of face masks in all units of the college including the Academic building, Administrative offices , laboratories , library , hostels etc. • Not more than 50% of college strength can be permitted to be present in the college at 	

		<p>any time. However, students in small numbers may be permitted to visit the college for consulting the faculty guides for guidance / clearing the doubts.</p> <ul style="list-style-type: none"> • Some students may prefer to attend the classes and others may prefer to attend the online classes – Institute has to provide online instruction for such students and offline instruction for other students. • All faculty, staff and students must be screened and only then permitted to enter the campus. Isolation facilities shall be provided in the college, proper arrangement for safety, health, food , water etc., be provided at the isolation centers. • <u>The students/ faculty/ staff who were tested positive should be asked not to come to college and get necessary treatment in the hospitals.</u> • All extracurricular activities shall be avoided if physical distancing is not possible - Action by : <u>Physical Education Section.</u> • The Co-curricular activities should not be conducted if Covid distancing is not possible. • Clean and hygienic conditions 	
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		<p>as per Safety and Health Advisories of the government shall be maintained at all the places in the campus including Auditorium, Conference halls, Sports area, Gymnasium etc.,). <u>Action by : Estate Section</u></p> <ul style="list-style-type: none"> • Clean and hygienic conditions as per Safety and Health Advisories of the government shall be maintained in the college hostels (Kitchen, Mess , Washrooms , libraries etc.) – <u>Action by : Chief Warden – Hostels</u> • Clean and hygienic conditions as per Safety and Health Advisories of the government shall be maintained in the College Canteen (Kitchen, Mess , Washrooms) – <u>Action by : Canteen Manager</u> 	
		<p>e) <u>Institutional Planning</u></p> <ul style="list-style-type: none"> • The institution should prepare the details of opening of the college in a phased manner with complete roster of all the departments (students) and as per the guidelines given in item – 3.2 of UGC guidelines. • <u>All the employees of the college and students must wear the ID cards. All those who do not have ID cards may</u> 	

		<p><u>approach the Principal for necessary preparation of the same.</u></p> <ul style="list-style-type: none"> Any Covid – 19 positive cases , should be monitored and be reported to the local authorities on a day to day basis. Teaching hours of a day may be extended according to requirement of the institute. Six day schedule to be prepared keeping Physical distancing in mind. Teaching can be done by dividing the classes into batches if necessary. No visitors should be allowed at all and shall be drastically restricted. The conditions of the entry of visitors should be laid down and displayed at the entry points. Complete details of the visitors with regard to his address ,telephone etc. including the names of the persons whom they are meeting. <u>Item 4-1 of UGC Guidelines (page – 9 of guidelines of UGC) be taken care - by Estate Department .</u> <u>Safety measures during working hours, inside the campus etc., be taken care of</u> 	
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		<p><u>seriously - item 4 – 2.1 and 2.2 of UGC Guidelines (page No : 9, 10 and part of 11) shall be taken care by the Estate Section</u></p> <ul style="list-style-type: none"> • <u>Safety measures in the Hostels to be taken care of very seriously - Action by – Chief Warden – Hostel management – Item 4.2.3 of page – 11 and 12 (part) of UGC guidelines - Chief Warden</u> • <u>Regular monitoring of health and counseling and guidance of mental health - Action by College Medical Doctor - Item 4.2.4 and 4.2.5 (page nos 12 (part) and 13 of UGC guidelines</u> • <u>Measures of Containment of item No 4.2.6 , 4.2.7 of UGC guidelines – Action by Estate Section</u> • <u>Role of the Head of the Institution - Item No 5.2 of UGC guidelines</u> • <u>Role of teachers - Item No 5.3 of UGC guidelines</u> • <u>Role of Parents Item No 5.4 of UGC guidelines</u> • <u>Role of Students - Item No 5.5 of UGC guidelines</u> 	
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		f) Standard Operating Procedure for conduct of examinations issued by UGC on 8th July 2020 – Action by Controller of Examinations	
3.	Mentoring of students having backlogs, shortage of attendance and toppers (25%) of each class and also promoting quick learners to convert review paper being presented as a seminar, which can be converted into a paper and can be published in a conference or journal – HoDs may present the latest status.	<p>Resolution:</p> <p>Mentoring is in progress. Proof for mentoring each student, when they have met, problems raised and resolved must be made available.</p> <p>The Departments of CSE, IT, ECE, ECM, MBA have completed the mentoring activities for backlogs, shortage of attendance and toppers (25%) of each class.</p> <p>ME mentoring is going on.</p> <p>EEE has completed except toppers (25%) of each class.</p> <p>CIVIL has completed except toppers (25%) of each class</p>	All the HoDs have completed the task.
4.	Dr.Ameet Chavan requested to furnish the details of Women Empowerment and Women administrative positions, their names and the role in administration for NIRF ranking by 31st January, 2021.	<p>The Women Research Cell for circuit branches may be formed with the following members:</p> <ol style="list-style-type: none"> 1. IT – Dr. Vijayalakshmi - Chairperson 2. CSE – Dr. Lakshmi Priya, Member 3. ECM – Dr. V. Padmavathi, Member <p>The Women Research Cell for non- circuit branches may be formed with the following members:</p>	Furnished the details of the Women Research Cell for Circuit branches.

		<ol style="list-style-type: none"> 1. ECE – Dr. CN Sujatha, Chairperson 2. ECE - Dr. Shruti Bhargava, Member 3. EEE – Dr. MTL Gayatri, Member 4. ME – Ms Sumalatha, Member 5. Physics - Sumalatha , Member 6. Chemistry – Ms Swathi, Member 7. Maths – Dr. Manjula , Member 8. English Dr. Laxmi Das, Member 9. MBA – Dr. Sandhya Rani, Member 	
5.	<p>Arranging Internship Training to B. Tech. II and III year students during Summer Vacation at the end of end-semester examinations. Industrial Coordinators are to be requested to contact the HR Manager and Industrial guides for permission to undergo Internship Training.</p>	<p>It is decided that the students must be advised to register for online internship training and complete it and submit a report immediately after the training. HoDs must inform the students about the various agencies of online internship programs.</p>	<p>Faculty - Industrial Coordinators are requested to ensure that all the B.Tech. II and III Years to register for online internship training.</p>


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