



sasi INSTITUTE OF
autonomous TECHNOLOGY &
ENGINEERING

Accredited by **NAAC** with "A" Grade,
Recognised by UGC under section 2(f) &12(B)
Approved by **AICTE** - New Delhi
Permanently Affiliated to **JNTUK, SBTET,**
Ranked as "A" Grade by Govt. of A.P.,

Ref: SITE/AO/FA/08/2021-22/2

31.08.2021

OFFICE CIRCULAR

Sub: Responsibilities of Faculty In-charges --Center for Extension Activities-reg.

Ref1: Letter dt. 31.08.2021 from Dr T V Rama Krishna, Coordinator,

Ref2: Conduct of IQAC Meeting on 9th July , 2021, Agenda: 14. New initiatives taken up IQAC.point no. a

Ref3: AQAR-3.6 Extension Activities

The following are the responsibilities of faculty In-charges --Center for Extension Activities

1. To encourage the students to get register in CEA
2. Maintain CEA Registered member's data for your department.
3. Conduct sensitizing programs that encourage students to join in CEA.
4. Form student Committee for CEA.
5. To organize events in your department vise.
6. Interface with HODs for determining the extension activities that should be conducted from the Department / discipline point of view.
7. Include the department level technology based extension activities into the overall plan and follow up closely in implementing the activities
8. Generate innovative ideas that are immediately required for rural development and organize the development of pilot and experiment the working of the same in the neighborhood of SITE.
9. Make use of rich technical and technological expertise available within college to educate the rural Youth.
10. Conduct workshops, seminars and sensitizing programs on community development to increase awareness amongst the student community.
11. Conduct programs to educate under-privileged and women relating to social justice
12. Coordinate with Head of the departments in conducting or participating in outreach programs which are either conducted externally or internally either by making the faculty to act as resource persons for

the programs conducted outside and involving the Industry persons as resource persons for the programs conducted within the College

13. Faculty-In-charge has to maintain the students list, committee, A.Y year calendar and events report in their departments.

14. Faculty-In-charge has to send monthly report to Principal by 25th of every month.

PRINCIPAL

Principal

Sasi Institute of Technology & Engineering,
TADEPALLIGUDEM - 534101
W.G. Dist. (A.P.)

CC To

Mail & Hard copy to: Hon'ble Chairman, SITE

Mail & Hard copy to: Hon'ble Vice-Chairman, SITE

Mail & Hard copy to: PA to Principal

Mail & Hard copy to: Director

Mail & Hard copy to: HoDs.. CE/ME/CSE/IT/CST/ECE/ECT/EEE/AS&H /MS

Mail & Hard copy to: Exam. Section/Automation/Library/IQAC/AO

Mail to: All faculty members

Mail to: All student members

HOD(CE)	HOD(EEE)	HOD(ME)	HOD(ECE)	HOD(ECT)	HOD(CSE)	HOD(CST)
HOD(IT)	HOD(AS&H)	HOD(MS)	Principal polytechnic	AO Office	IQAC office	