SRMAP/QAR/SDG-Cell/03/2024-25 01-08-2025

Minutes of the SDG Cell Meeting

Minutes of the QAR, SDG Cell Coordinators Meeting held on 01/08/2025 at 03:30 PM to 05:00 PM in Boardroom- Homi J Bhabha Block – A - 102, SRM University-AP.

Agenda

1. Explanation of annexures shared with departments.
2. Guidance on data filling process.
3. Discussion on upcoming Faculty Development Program (FDP).
4. SDG Event Documentation and Communication.
5. Clarifications regarding SDG mapping process.

Members Present

Sl. No.	Name of the Faculty	Designation	Department	Role
1	Dr. Prateek Gupta	Assistant Professor	Biological Sciences	Chairperson
2	Dr. Karthik Rajendran	Associate Dean	Office of the Dean-Quality Assurance and Rankings	Member
3	Dr. Ashok Kumar Pradhan	Associate Professor	Computer Science and Engineering	Member
4	Dr. Shaiju Panchikkil	Assistant Professor	Computer Science and Engineering	Member
5	Dr. Dimpal Janu	Assistant Professor	Electronics and Communication Engineering	Member
6	Dr. Ramanjaneya Reddy	Assistant Professor	Electrical and Electronics Engineering	Member
7	Dr. Surfarazhussain S. Halkarni	Assistant Professor	Mechanical Engineering	Member
8	Dr. Siddhant Dash	Assistant Professor	Civil Engineering	Member
9	Dr. Narayanamoorthy Bhuvendran	Assistant Professor	Environmental Science and Engineering	Member
10	Dr. Dipesh Dattu Jadhav	Assistant Professor	Biological Sciences	Member

11	Dr. Sonali Mondal	Assistant Professor	Mathematics	Member
12	Dr. Krishna Prasad Maity	Assistant Professor	Physics	Member
13	Dr. Prajukta Tripathy	Assistant Professor	Economics	Member
14	Dr. Maanvender Singh	Assistant Professor	History	Member
15	Dr. Ritika Verma	Assistant Professor	Literature and Languages	Member
16	Prof. Ravindran Kesavan	Professor	Psychology	Member
17	Dr. Manasi Sinha	Assistant Professor	Political Sciences	Member
18	Dr. Nagalakshi	Assistant Professor	Management (PSB)	Member

List of Absentees

Sl. No.	Name of the Faculty	Designation	Department	Role
1	Dr. Ravva Mahesh Kumar	Associate Professor and Assistant Dean	Chemistry	Member
2	Dr. Ugen Bhutia	Assistant Professor	Media Studies	Member
3	Prof. Vandana Swami	Professor	Sociology and Anthropology	Member

Discussion Points

1. Introduction and Clarification on Annexures

A meeting of the SDG Cell was held with all faculty coordinators from various departments to discuss the data collection process through annexures and to introduce the upcoming Faculty Development Program (FDP). The meeting was initiated by Dr. Prateek Gupta, who explained the structure of the annexure shared with each department. He particularly emphasized that Section E must include data only related to B. Tech and M. Tech students, and not Ph.D. students.

During the discussion, Dr. Ritika Verma asked whether the mapping of courses to SDGs should be done course-wise. Dr. Karthik Rajendran confirmed that it must be done that way and instructed that if any changes occur in the future, the data should be updated, and the SDG Cell must be informed. Dr. Prateek also presented a summary showing which departments had submitted the data and which had not. Dr. Surfarazhussain S. Halkarni commented that, as this is the first time such data is being collected, it may not be comprehensive, but from the next semester, they will ensure better data maintenance. Dr. Prateek Gupta continued the session by highlighting the SDGs most frequently aligned with existing courses, namely SDG 3 (Good Health and Well-being), SDG 4 (Quality Education), and SDG 9 (Industry, Innovation and Infrastructure). He also discussed the type and quantity of data submitted by each department.

2. FDP Event Details and Attendance Instructions

The FDP will be conducted online from August 18th to 22nd, with daily sessions from 3:00 PM to 4:30 PM. Each day will feature one invited expert speaker, specializing in sustainability and curriculum design. Two speakers have been confirmed, and invitations have been sent to others, with responses pending. These dates are currently tentative, and final confirmation will be provided in the coming week.

Dr. Prateek emphasized that attendance is mandatory for all departmental SDG coordinators. Additionally, each Head of Department is requested to nominate one more faculty member to attend. While the FDP is open to all faculty members, a minimum of two participants per department is expected. After attending the FDP, departments are expected to review and realign their courses properly with the relevant SDGs using the insights gained.

3. Event Branding, Communication, and Reporting

Dr. Prateek Gupta instructed all departmental coordinators to ensure that any SDG-related event must display the appropriate SDG logos, which are essential for the event to be officially recognized as SDG-aligned. Faculty are advised to coordinate with the Communications Department, which already has the approved SDG logos and related materials. Coordinators only need to specify the applicable SDGs, and the communications team will integrate them accordingly. In case of any confusion about which SDG applies to an event, coordinators are asked to consult the SDG Cell for confirmation.

Dr. Karthik Rajendran added that departmental coordinators should serve as a communication bridge between their department and the SDG Cell. Therefore, coordinators

must inform the SDG Cell well in advance about any upcoming departmental activities to ensure appropriate mapping and visibility.

4. Outreach Activities and Proposal Support

During the meeting, Dr. Nagalakshmi asked whether outreach programs have more weight than events conducted on campus. Dr. Prateek Gupta responded, stating that outreach events involve direct community engagement and contribute more significantly to the university's SDG scores. Dr. Karthik Rajendran added that while such activities (e.g., NSS) are currently limited, they hold higher value and should be initiated more frequently.

Dr. Manasi Sinha asked whether SDG coordinators themselves can take the initiative to conduct outreach events. Dr. Karthik Rajendran confirmed this and informed the group that the SDG Cell, which functions under QAR, has an annual budget of ₹15 lakhs to support small-scale SDG initiatives. Faculty are encouraged to submit event proposals, and these will be seriously considered. Dr. Ashok Kumar Pradhan asked if the proposal needs to be routed through the Dean. Dr. Karthik Rajendran clarified that there is no need—proposals can be sent directly to the SDG Cell.

5. Inclusion of Projects, Internships, and Student Engagement

Dr. Surfarazhussain S. Halkarni raised a question regarding whether Capstone Projects refer only to final year projects. Dr. Karthik Rajendran clarified that the term applies to any major project, including those submitted to funding agencies. Dr. Prateek Gupta further explained that instead of classifying projects semester-wise, departments should categorize them as UROP or Capstone, clearly mentioning the faculty supervisor and the SDG aligned with the project.

Later, Dr. Ashok Kumar Pradhan asked whether summer internships can be included in SDG documentation. Dr. Prateek Gupta confirmed that they should be included, as they form part of the curriculum and often involve industrial training, making them valid for SDG alignment.

Dr. Manasi Sinha also asked how community engagement should be conducted and whether students could be involved. Dr. Karthik Rajendran encouraged involving students, stating that it is their responsibility to contribute to the community. Dr. Nagalakshmi asked if student-led programs like awareness campaigns or cleaning drives are suitable. Dr. Karthik agreed and recommended departments to initiate activities relevant to their subject areas. He

also advised that all such activities should have geotagged photos and be mapped to appropriate SDGs, as these significantly contribute to the institutional SDG record.

6. Understanding and Applying SDG 17

There was also a discussion about SDG 17 (Partnerships for the Goals). A question was raised about whether collaborations with other departments or institutions can be reported under SDG 17. Dr. Karthik Rajendran confirmed that such collaborations are valid for SDG 17. However, he clarified that SDG 17 is a complex SDG that is interlinked with all other 16 SDGs, and therefore, any activity mapped to SDG 17 must also be aligned with at least one other SDG to be considered valid and impactful.

7. Reporting Frequency and Submission Guidelines

Dr. Prateek Gupta shared that the expectation is for each department to conduct at least five SDG-related events every year. Dr. Ramanjaneya Reddy asked whether the number of event days affects eligibility. Dr. Prateek clarified that there is no minimum duration required; even a one-day event is valid, if it is meaningful and relevant.

Dr. Ramanjaneya further inquired whether the event reports should be submitted to both the SDG Cell and the QAR Office. Dr. Karthik clarified that the SDG Cell functions under QAR, so submitting the report to QAR alone is sufficient.

8. Conclusion and Final Instructions

The meeting concluded with a reminder that timely communication, proactive coordination, and accurate SDG alignment are key to the institution's success in sustainability reporting. Faculty were encouraged to make the most of the upcoming FDP and start planning relevant activities for the academic year. Additionally, any change in departmental SDG coordinators or updates to previously submitted data must be immediately communicated to the SDG Cell to maintain transparency and updated records. The active and consistent involvement of each department is essential in reinforcing the University's commitment to the Sustainable Development Goals.

The meeting concluded at 5:00 PM.

Attached: Attendance Sheet

Prateek
05/08/25

Chairperson- SDG Cell

Name of the Meeting: SDG Cell Meeting
Venue : Boardroom – Homi J Bhabha Block – A - 102
Date : 01-08-2025
Time : 03:30 PM to 05:00 PM

SRM UNIVERSITY AP
Andhra Pradesh

OFFICE OF THE QUALITY ASSURANCE & RANKINGS
SETTING STANDARDS IN QUALITY ASSURANCE

Attendance Sheet

Sl. No.	Name of the Attendee	Designation	Department	Signature
1.	Dr. Prateek Gupta	Assistant Professor	Biological Sciences	
2.	Dr. Ashok Kumar Pradhan	Associate Professor	Computer Science and Engineering	
3.	Dr. Shaiju Panchikkil	Assistant Professor	Computer Science and Engineering	
4.	Dr. Dimpal Janu	Assistant Professor	Electronics and Communication Engineering	Dimple
5.	Dr. Ramanjaneya Reddy	Assistant Professor	Electrical and Electronics Engineering	
6.	Dr. Surfarazhussain S. Halkarni	Assistant Professor	Mechanical Engineering	
7.	Dr. Siddhant Dash	Assistant Professor	Civil Engineering	
8.	Dr. Narayanamoorthy Bhuvanendran	Assistant Professor	Environmental Science and Engineering	
9.	Dr. Dipesh Dattu Jadhav	Assistant Professor	Biological Sciences	
10.	Dr. Ravva Mahesh Kumar	Associate Professor and Assistant Dean	Chemistry — X	Absent
11.	Dr. Sonali Mondal	Assistant Professor	Mathematics	
12.	Dr. Krishna Prasad Maity	Assistant Professor	Physics	
13.	Dr. Prajukta Tripathy	Assistant Professor	Economics	01/08/2025
14.	Dr. Maanvendra Singh	Assistant Professor	History	
15.	Dr. Ritika Verma	Assistant Professor	Literature and Languages	
16.	Prof. Ravindran Kesavan	Professor	Psychology	
17.	Dr. Manasi Sinha	Assistant Professor	Political Science	
18.	Dr. Ugen Bhutia	Assistant Professor	Media Studies — X	Absent
19.	Prof. Vandana Swami	Professor	Sociology and Anthropology — X	Absent
20.	Dr. P S Biswa Bhusan Sahoo	Assistant Professor	Management (No longer a member)	
21.	Dr. Karthik Rajendran	Associate Dean	Office of the Dean- Quality Assurance & Rankings	1/8/25
22.	Dr. NAGALAKSHMI	ASSISTANT PROF	MGMT – PSB	1/8/25