




St. Martin's Engineering College

Dhulapally, Secunderabad-500 014

Strategic Perspective Plan for the Year 2015-16

S. No	Month	Tentative Date	Plan	Unit	Strategy	Details
1.	July	06-07-2015	Maintenance	100 Computer Systems	Strategy	To check and rectify the Computers and Network.
2	Aug.	03-08-2015	TASK Programs	100 Computer Systems	Strategy	To be conducted TASK online examination.
3	Sept.	07-09-2015	Placement Online Exams	100 Computer Systems	Strategy	To perform online examination during Campus drive.
4	Oct.	05-10-2015	Aptitude Tests	100 Computer Systems	Strategy	To be conducted aptitude test for students.
5	Nov.	09-11-2015	Student Feedback	100 Computer Systems	Strategy	All students' online feedback to be taken.
6	Dec.	21-12-2015	Maintenance	100 Computer Systems	Strategy	To check and rectify the Computers and Network.
7	Jan.	04-01-2016	Student Activities	100 Computer Systems	Strategy	Students to be executed the programs by implementing their own ideas.
8	Feb.	08-02-2016	Lab Programs	100 Computer Systems	Strategy	Students executed their academic related program
9	March	07-03-2016	Student Feedback	100 Computer Systems	Strategy	All students' online feedback to be taken.
10	April	11-04-2016	Placement Online Exams	100 Computer Systems	Strategy	To perform online examination during Campus drive.
11	May	13-05-2016	Faculty Activities	100 Computer Systems	Strategy	To be conducted Faculty Knowledge Development Program
12	June	10-06-2016	Faculty Activities	100 Computer Systems	Strategy	To be conducted Faculty Knowledge Development Program


Convener



St. Martin's Engineering College


Dhulapally, Secunderabad-500 014

Computer Centre Strategy:

The faculties who are the Computer Centre members give their feedback for effective utilization of Computer Centre. A Committee is constituted with members to address the needs and requirements for solving the problems of Computer Centre.

1. The faculty members and students have to approach Computer Centre Committee to utilize the lab.
2. It has to be approved by the Computer Centre Convener.
3. System to be allotted to staff members and students by concerned Lab In-charge.
4. Students and staff members have to sign in the log book before entry and exit.
5. Computer Centre is used to conduct placement drive related activities.
6. It is used to conduct faculty online feedback.
7. It is used for online NPTEL Courses for the faculty members and student, under Students Faculty Development Program.
8. Students and staff members to use library resources as and when required in the Computer Centre.
9. To conduct Telangana Academy of Skill and Knowledge (TASK) online examination as and when required.

Flow chart of Standard Operation Procedure (SOP) for the above is enclosed:


Convener

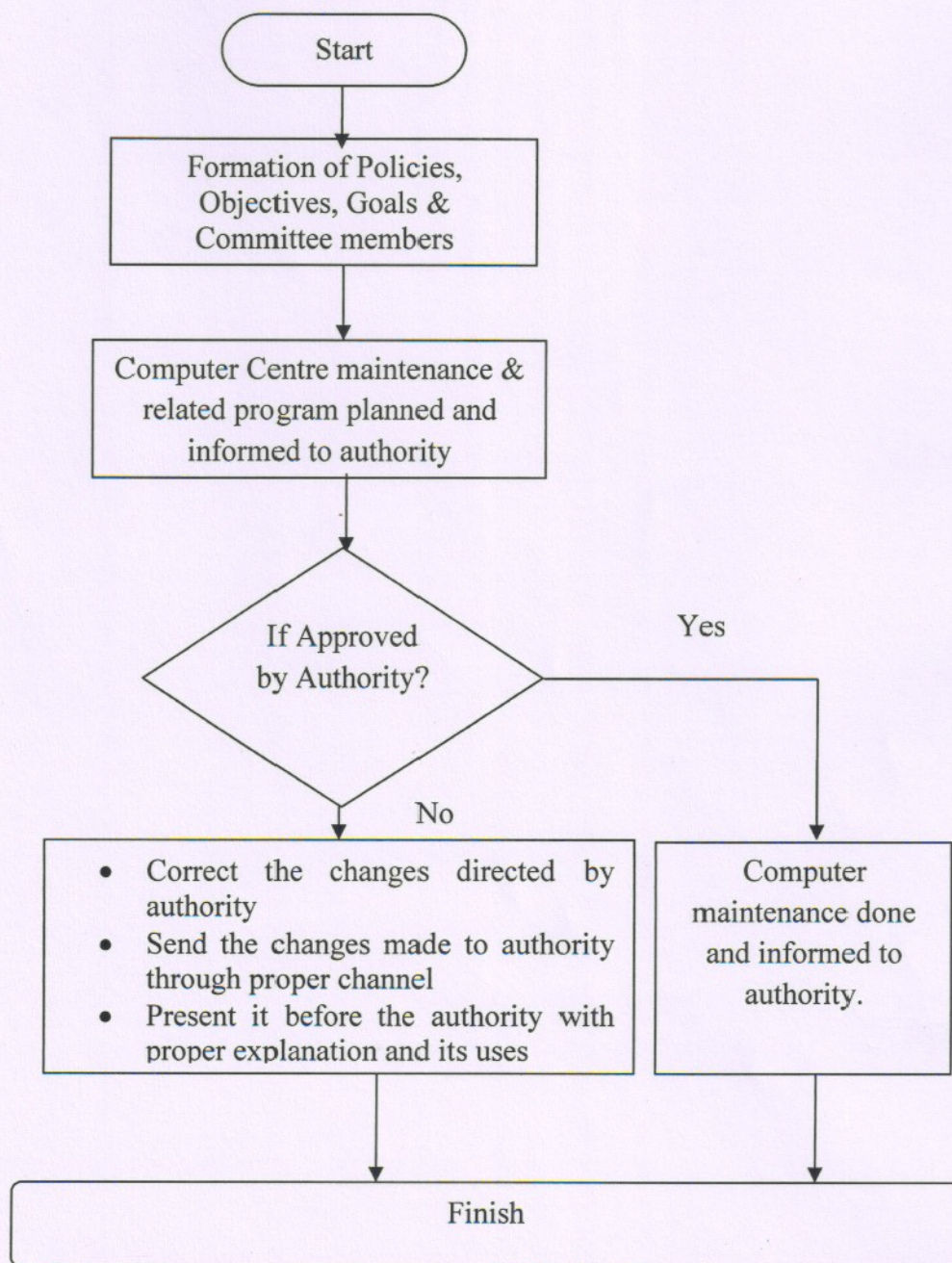


St. Martin's Engineering College

Dhulapally, Secunderabad-500 014

STANDARD OPERATING PROCEDURE (SOP) for

COMPUTER CENTRE




Convener