

## **St. Martin's Engineering College**

An Autonomous Institute Dhulapally, Secunderabad – 500100 www.smec.ac.in



Strategic Plan for the Committee

| S.No | Date of the<br>Event    | Department/<br>Committee | Plan(Nature of<br>the<br>Event)               | SOP( Standard Operating Procedure)   | Budget for the Event | Remarks if any |
|------|-------------------------|--------------------------|---|--|----------------------|----------------|
| 1    | 25/8/2020-<br>28/8/2020 | MBA &<br>EDC             | Workshops for<br>Aspiring<br>Entrepreneurship | <ul> <li>Perspective plan for AY</li> <li>Letter to principal for Approval</li> <li>Invitation to other colleges</li> <li>Brouchers</li> <li>Circulars</li> <li>Program Schedule</li> <li>Budget Proposal</li> <li>Expenditure Report</li> <li>Feedback Analysis</li> <li>Post Event Report</li> </ul> | 5000                 | -              |
| 2    | 20/1/2021               | EDC                      | Entrepreneurial<br>Talk                       | <ul> <li>Perspective plan for AY</li> <li>Letter to principal for Approval</li> <li>Invitation to other colleges</li> <li>Brouchers</li> <li>Circulars</li> <li>Program Schedule</li> <li>Budget Proposal</li> <li>Expenditure Report</li> <li>Feedback Analysis</li> <li>Post Event Report</li> </ul> |                      | -              |

| 3 | 5/2/2021  | EDC | Workshop on<br>Entrepreneurship | <ul> <li>Perspective plan for AY</li> <li>Letter to principal for Approval</li> <li>Invitation to other colleges</li> <li>Brouchers</li> <li>Circulars</li> <li>Program Schedule</li> <li>Budget Proposal</li> <li>Expenditure Report</li> <li>Feedback Analysis</li> <li>Post Event Report</li> </ul> |
|---|-----------|-----|---------------------------------|--|
| 4 | 12/3/2021 | EDC | FDP on<br>Entrepreneurship      | <ul> <li>Perspective plan for AY</li> <li>Letter to principal for Approval</li> <li>Invitation to other colleges</li> <li>Brouchers</li> <li>Circulars</li> <li>Program Schedule</li> <li>Budget Proposal</li> <li>Expenditure Report</li> <li>Feedback Analysis</li> <li>Post Event Report</li> </ul> |
| 5 | 2/4/2021  | EDC | Webinar on<br>Entrepreneurship  | <ul> <li>Perspective plan for AY</li> <li>Letter to principal for Approval</li> <li>Invitation to other colleges</li> <li>Brouchers</li> <li>Circulars</li> <li>Program Schedule</li> <li>Budget Proposal</li> <li>Expenditure Report</li> <li>Feedback Analysis</li> <li>Post Event Report</li> </ul> |