# St. Martin's Engineering College

Dhulapally, Secunderabad-500 014

Strategic Perspective Plan for the Year 2017-18

S. No	Month	Tentative Date	Plan	Unit	Strategy	Details
1.	July	07-07-2017	Maintenance	100 Computer Systems	Strategy	To check and rectify the Computers and Network.
2	Aug.	11-08-2017	TASK Programs	100 Computer Systems	Strategy	To be conducted TASK online examination.
3	Sept.	08-09-2017	Placement Online Exams	100 Computer Systems	Strategy	To perform online examination during Campus drive.
4	Oct.	06-10-2017	Aptitude Tests	100 Computer Systems	Strategy	To conduct aptitude test for students.
5	Nov.	10-11-2017	Student Feedback	100 Computer Systems	Strategy	To be conducted students' online feedback.
6	Dec.	15-12-2017	Maintenance	100 Computer Systems	Strategy	To check and rectify the Computers and Network.
7	Jan.	12-01-2018	Student Activities	100 Computer Systems	Strategy	Students to be executed the programs by implementing their own ideas.
8	Feb.	09-02-2018	Lab Programs	100 Computer Systems	Strategy	Students to be executed their academic related programs.
9	March	09-03-2018	Student Feedback	100 Computer Systems	Strategy	To be conducted students' online feedback.
10	April	13-04-2018	Placement Online Exams	100 Computer Systems	Strategy	To perform online examination during Campus drive.
11	May	12-05-2018	Faculty Activities	100 Computer Systems	Strategy	To be conducted Faculty Knowledge Development Program
12	June	21-05-2018	Faculty Activities	100 Computer Systems	Strategy	To be conducted Faculty Knowledge Development Program

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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:
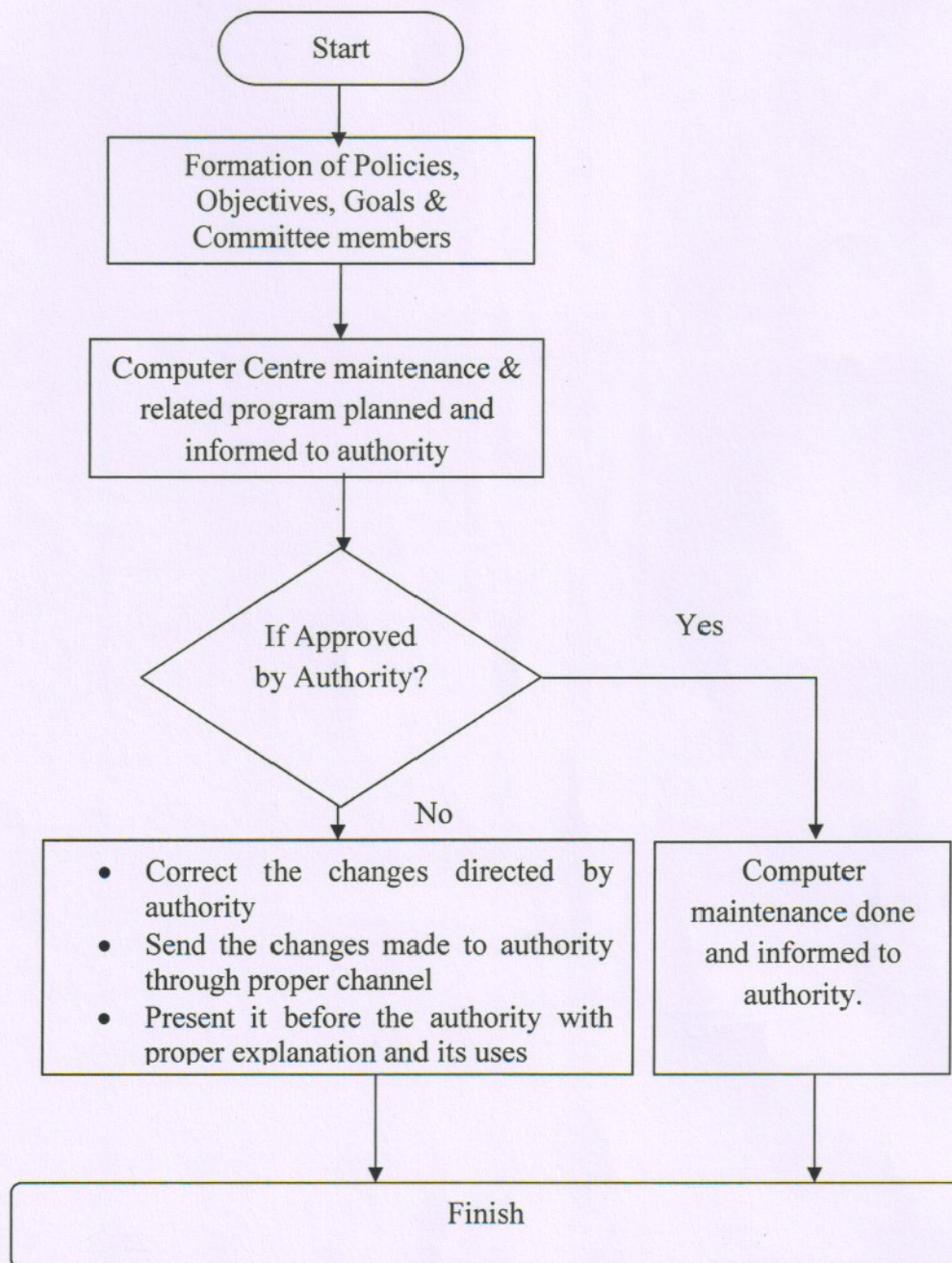
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STANDARD OPERATING PROCEDURE (SOP) for

COMPUTER CENTRE

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                    ┌──────────────┐
                    │    Start     │
                    └──────┬───────┘
                           │
           ┌───────────────▼───────────────┐
           │   Formation of Policies,       │
           │   Objectives, Goals &          │
           │   Committee members            │
           └───────────────┬───────────────┘
                           │
           ┌───────────────▼───────────────┐
           │  Computer Centre maintenance & │
           │  related program planned and   │
           │  informed to authority         │
           └───────────────┬───────────────┘
                           │
                      ◇ If Approved        Yes
                        by Authority? ──────────┐
                           │                    │
                           │ No                 │
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- Correct the changes directed by authority
- Send the changes made to authority through proper channel
- Present it before the authority with proper explanation and its uses

Computer maintenance done and informed to authority.

Finish

Convener