



St. MARTIN's ENGINEERING COLLEGE

Dhulapally , Secunderabad-500014

19/12/2013

To,
The Principal,
St Martin's Engineering College,
Dhulapally,
Secunderabad-500014.

Respected Sir,

Sub: Proposal for conducting **Fresher's Day** Program at our college campus – Reg.

It is to intimate that we want to organize **Fresher's Day** at our college Campus. We want to organize this event on **24-12-2013**. So hereby I Request you to kindly accept the Proposal to conduct the Program.

Thanking You Sir,

Yours Sincerely,


Cultural Convener

*Permitted
By Sir*



St. MARTIN's ENGINEERING COLLEGE

Dhulapally , Secunderabad-500014

20/12/2013

To
The Principal,
St Martin's Engineering College,
Dhulapally,
Secunderabad-500014.

Approved
[Signature]
20/12/13

Respected Sir,

Sub: Budget proposal for conducting **Fresher's Day** Program at our college campus – Reg.

It is to intimate that we want to organize **Fresher's Day** at our college Campus. We want to organize this event on **24-12-2013**. So here by I Request you to kindly Sanction the amount to conduct the Program.

Budget

S. No	Name of the Item Expenditure	Count	Amount
1	Arrangements of Venues - Banners, Mikes ,carpets, DJ& Miscellaneous Expenditures		45,000
2	Food	1600	1,00,000
	Total Amount (Rupees ONE Lakh Forty Five Thousand Only)		1,45,000/-

Thank You

Yours Sincerely,

[Signature]
Cultural Convener



St. MARTIN's ENGINEERING COLLEGE

Dhulapally , Secunderabad-500014

Ref: SMEC/Principal's Office/2013-2014/24

Date: 23-12-2013

CIRCULAR

All HODs, Staff & Students are hereby informed to attend the event of "**Fresher's Day**" on 24-12-2013, at College Campus.


Principal

PRINCIPAL
ST. MARTIN'S ENGINEERING COLLEGE
Dhulapally (V), Dundigal-Gandimaisamma
Medchal-Malkajigiri (D), Secunderabad-500014

- Cc to: 1) The Chairman – For kind information
2) The Executive Director - For kind information
3) All HODs

Civil	CSE	ECE	EEE	IT	MECH	MBA	S&H
TPO	AO	Accounts	Librarian	Ex.Br.			



St. MARTIN's ENGINEERING COLLEGE

Dhulapally , Secunderabad-500014

25/12/2013

To
The Principal,
St Martin's Engineering College,
Dhulapally,
Secunderabad-500014.

Respected Sir,

Sub: Expenditure spent on conducting **Fresher's Day** Program at our college campus – Reg.

It is to intimate that we have organized **Fresher's Day** at our college Campus on **24-12-2013**. So hereby I am enclosing the details of expenditure spent to conduct the Program.

Expenditure

S. No	Name of the Item Expenditure	Count	Amount
1	Arrangements of Venues - Banners, Mikes ,carpets, DJ& Miscellaneous Expenditures		45,000
2	Food	1600	1,00,000
	Total Amount (Rupees ONE Lakh Forty Five Thousand Rupees Only)		1,45,000/-

Total Expenditure incurred	-	1,45,000.00	<i>ok-dad</i>
Total amount sanctioned as advance	-	1,45,000.00	<i>Resub</i>
Extra Expenditure	-	NIL	

Thanking You Sir,

Yours Sincerely,


Cultural Convener



St. MARTIN's ENGINEERING COLLEGE

Dhulapally , Secunderabad-500014

POST EVENT REPORT

Date: 26. 12.2013

1. Name of the event: **Fresher's Day**

2. Event Date: **24-12-2013**

3. Brief description about the event:

Fresher's Party Report held on 24-12-2013

On **24-12-2013** the Fresher's day for the students of St. Martin's Engineering College was held. Students of second year Martin's organized the event. The program was started at 10 AM at various departments of CSE, CIVIL, IT, MECHANICAL, EEE, ECE, MBA etc.

Management members and Principal visited all the department and welcomed the Fresher's. On this occasion Principal Sir addressed the Student's that aims of the fresher's party was "Creating a Anti Raging environment among new students".

It was a colorful occasion as fresher's were dressed in their best attire (outfit Apart from performances, there was audience interaction session where the students imitated their respective faculties. Performances from students shook the stage with dance, songs, skits contests were held to identify the best fresher's. The participants for Mr. and Miss. Fresher, were selected by the seniors based on the audition round and were crowned.

Refreshments were provided by the college. DJ was organized by the college.

Encl: Photographs

Any remark / suggestion:


Sign of Organizing Faculty


Approved by Principal

PRINCIPAL
ST. MARTIN'S ENGINEERING COLLEGE
Dhulapally (V), Dundigal-Gandimaisamma (M)
Medchal-Malkajgiri (D), Secunderabad-500014.







St.MARTIN'S ENGINEERING COLLEGE
DHULAPALLY, SECUNDERABAD - 500014

3/02/2014

To,
The Principal,
St Martin's Engineering College, Dhulapally,
Secunderabad-500014.

Respected Sir,

Sub: Proposal for conducting 'TRADITIONAL DAY' at our college campus — Reg.

It is to intimate that we want to organize TRADITIONAL DAY at our college Campus on ,7/2/2014.
So there by I Request you to kindly accept the Proposal to conduct the Program.

Thanking You Sir,

Yours Sincerely,


Cultural Convener

Permitted
|
Date
8/2/14



St.MARTIN'S ENGINEERING COLLEGE
DHULAPALLY, SECUNDERABAD - 500014

BUDGET PROPOSAL

To
The Principal,
St Martin's Engineering College,
Dhulapally,

4/02/2014.

Approved
[Signature]

SUB: Budget Proposal for conducting TRADITIONAL DAY Program at our college campus —
Reg.

It is to intimate that we want to organize TRADITIONAL DAY at our college Campus on February, 07th 2014. So there by I kindly request you to sanction the amount to conduct the Program.

S NO	NAME OF THE EXPENDITURE	AMOUNT
1	Arrangements of Venue - Banners, Mikes & Miscellaneous	20000/-
2.	Refreshments	10000/-
	Total Amount (Thirty Thousand Rupees Only)	30000/-

Thanking you Sir,

Yours Sincerely,
[Signature]
Cultural Convener



St.MARTIN'S ENGINEERING COLLEGE
DHULAPALLY, SECUNDERABAD - 500014

Ref: SMEC/Principal's Office/2013-14/68

Date: 06-02-2014

CIRCULAR

All HODs, Staff & Students are hereby informed to attend the event of "TRADITIONAL DAY" on 07th February, 2014 in College Campus.

PRINCIPAL

PRINCIPAL
ST. MARTIN'S ENGINEERING COLLEGE
Dhulapally (V), Dundigal-Gandimaisamma (M)
Medchal-Malkajgiri (D), Secunderabad-500014.

- CC: 1) The Chairman — For kind information
2) The Executive Director - for kind information
3) All HODs

CIVIL	CSE	ECE	EEE	IT	MECH	MBA	S&H
TPO	AO	Accounts	Librarian	Ex.Br			



St.MARTIN'S ENGINEERING COLLEGE

DHULAPALLY, SECUNDERABAD - 500014

EXPENDITURE REPORT

To
The Principal,
St Martin's Engineering College,
Dhulapally,
Secunderabad.

09/02/2014

Respected Sir,

Sub: Expenditure spent on conducting TRADITIONAL DAY Program at our college campus— Reg.
It is to intimate that we had organized Traditional day at our college Campus on February, 07th 2014. So
there by I am enclosing the details of Expenditure spent for the event.

S NO	NAME OF THE EXPENDITURE	AMOUNT
1	Arrangements of Venue - Banners, Mikes & Miscellaneous	20000/-
2.	Refreshments	10000/-
	Total Amount (Thirty Thousand Thousand Rupees Only)	30000/-

Total expenditure incurred - 30000/-

Total amount sanctioned - 30000/-

Extra expenditure - NIL

Thanking You Sir,

Yours Sincerely,


Cultural Convener







St. MARTIN's ENGINEERING COLLEGE

Dhulapally , Secunderabad-500014

15/03/2014

To,
The Principal,
St Martin's Engineering College,
Dhulapally,
Secunderabad - 500014.

Respected Sir,

Sub: Proposal for conducting '12th Annual Day' Program at our college campus – Reg.

It is to intimate that we want to organize '12th Annual Day' at our college Campus. We want to organize this event on **04-04-2014**. So here by I Request you to kindly accept the Proposal to conduct the Program.

Thanking You Sir,

Yours Sincerely,


Cultural Convener

Permitted
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St. MARTIN's ENGINEERING COLLEGE

Dhulapally , Secunderabad-500014

17/03/2014

To
The Principal,
St Martin's Engineering College,
Dhulapally,
Secunderabad - 500014.

Approved
[Signature]

Respected Sir,

Sub: Budget proposal for conducting **12th Annual Day'** Program at our college campus– Reg.

It is to intimate that we want to organize , **12th Annual Day'** at our college Campus. We want to organize this event on **04-04-2014**. So here by I Request you to kindly Sanction the amount to conduct the Program.

Budget

S. No	Name of the Item Expenditure	Count	Amount
1	Arrangements of Stage, Banners, Mikes, Carpet, chairs Lighting, Decoration Expenditures other miscellaneous Expenses.		1,00,000
2	Snacks	3000	1,00,000
3	Inviting the guests, Dinner for the Guest and honoring the guest		50,000
4	Choreography, Costumes and other expenses		65,000
5	Video and Photography		85,000
	Total Amount (Rupees Four Lakh eighty five Thousand Rupees Only)		4,00,000/-

Thank You

Yours Sincerely, -

[Signature]
Cultural Convener



St. MARTIN's ENGINEERING COLLEGE

Dhulapally , Secunderabad-500014

Ref: SMEC/Principal's Office/2013-14/070

Date: 19-03-2014

CIRCULAR

All the Staff & Students are hereby informed that '**12th Annual Day**' will be celebrated on **04-04-2014**. In view of the Annual day, interested students should enroll their names with their respective department Coordinators on or before 21th March 2014 for Group dances. Auditions will be held on 24th April 2014.


Principal

PRINCIPAL
ST. MARTIN'S ENGINEERING COLLEGE
Dhulapally (V), Dundigal-Gandimaisamma (M)
Medchal-Malkajgiri (D), Secunderabad-500014.

- Cc to: 1) The Chairman – For kind information
2) The Executive Director - For kind information
3) All HODs

Civil	CSE	ECE	EEE	IT	MECH	MBA	S&H
TPO	AO	Accounts	Librarian	Ex.Br.			



St. MARTIN's ENGINEERING COLLEGE

Dhulapally , Secunderabad-500014

07-04-2014

To
The Principal,
St Martin's Engineering College,
Dhulapally,
Secunderabad -500014.

Respected Sir,

Sub: Expenditure spent on conducting '12th Annual Day' Program at our college campus – Reg.

As we have organized 'Annual Day' at our college Campus on **04-04-2014**. So hereby I am enclosing the details of expenditure spent to conduct the Program.

Expenditure

S. No	Name of the Item Expenditure	Count	Amount
1	Arrangements of Stage, Banners, Mikes, Carpet, chairs Lighting, Decoration Expenditures other miscellaneous Expenses.		1,00,000
2	Snacks	3000	1,00,000
3	Inviting the guests, Dinner for the Guest and honoring the guest		50,000
4	Choreography, Costumes and other expenses		65,000
5	Video and Photography		85,000
	Total Amount (Rupees Four Lakh eighty five Thousand Rupees Only)		4,00,000/-

Total Expenditure incurred	-	4,00,000	Mc dya
Total amount sanctioned as advance	-	4,00,000	
Extra Expenditure	-	NIL	Re.

Thanking You Sir,

Yours Sincerely,

Cultural Convener



St. MARTIN's ENGINEERING COLLEGE

Dhulapally , Secunderabad-500014

POST EVENT REPORT

Date: 07.04.2014

1. Name of the event: '12th Annual Day'

2. Event Date: 04-04-2014

3. Brief description about the event:

Annual Day' Report held on 04-04-2014

A rainbow of colors unfurled on the stage as St. Martin celebrated its 12th Annual day on 04.04.2014.

The occasion was graced by the Chief guest Sri. B. Prasada Rao, IPS, Director General of Police, AP.

The event started with the invocation followed by the traditional lighting of the lamp creating a spiritual environment by the Hon'ble Chief Guest, Chairman Sir, Executive Director and other management members.

Principal Sir Presented the Annual report, sharing the laurels and achievements of the college and its Academic Performances.

The Annual Prize Distribution function was a moment of pride and honour for all the winners and achievers of the College. The students were awarded prizes in the Academic as well as Co-Curricular areas.

The function included fusion of cultural performance by the students.

The program concluded with National Anthem. Refreshments were served to the audience during the program.

Encl: Photographs

Any remark / suggestion:


Sign of Organizing Faculty


Approved by Principal

PRINCIPAL
ST. MARTIN'S ENGINEERING COLLEGE
Dhulapally (V), Dundigal-Gandimaisamma (M)
Medchal-Malkajgiri (D), Secunderabad-500014.





