



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

20/09/2014

*Permitted*  
*[Signature]*

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

Respected Sir,

Sub: Proposal for conducting 'Bathukamma Festival' at our college campus — Reg.

It is to intimate that we want to organize 'Bathukamma Festival' at our college Campus on 23/09/2014. So there by I request you to kindly accept the Proposal to conduct the Program.

Thanking you Sir,

Yours Sincerely,  
*[Signature]*  
Cultural Convener



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

**BUDGET PROPOSAL**

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

21/09/2014.

*Approved  
By [Signature]*

SUB: Budget Proposal for conducting 'Bathukamma Festival' at our college campus —  
Reg.

It is to intimate that we Want to organize Bathukamma Festival' at our college Campus on 23/09/2014. So thereby 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	15,000/-
2.	Flowers & Miscellaneous	4,000/-
	Total Amount ( Nineteen Thousand Rupees Only)	19,000/-

Thanking You Sir,

Yours Sincerely,  
*[Signature]*  
Cultural Convener



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

Ref: SMEC/Principal's Office/2014-15/42

Date: 12-09-2014

CIRCULAR

All HODs, Staff & Students are hereby informed to attend the event of 'Bathukamma Festival' on 23/09/2014 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.

24/09/2014

Respected Sir,

Sub: Expenditure spent on conducting 'Bathukamma Festival' at our college campus— Reg.  
It is to intimate that we had organized 'Bathukamma Festival' at our college Campus on 23/09/ 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	15000/-
2.	Flowers & Miscellaneous	4000/-
	Total Amount ( Nineteen Thousand Rupees Only)	19000/-

Total expenditure incurred - 19000/-

Total amount sanctioned - 19000/-

Extra expenditure - NIL

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*1*  
*Elings*

Thanking You Sir,

Yours Sincerely,  
*[Signature]*  
Cultural Convener





# St.MARTIN'S ENGINEERING COLLEGE

DHULAPALLY, SECUNDERABAD - 500014

## **POST EVENT REPORT**

(should be submitted within two days)

**Date: 24/9/2014**

1. Name of the event: **Bathukamma**
2. Event Date: **23/9/2014**
3. Brief description about the event:

**Bathukamma** is celebrated for nine days during Durga Navratri. It starts on the day of Mahalaya Amavasya and the 9-day festivities will culminate on "Saddula **Bathukamma**" or "Pedda **Bathukamma**" festival on Ashwayuja Navami, popularly known as Durgashtami which is two days before Dussehra. St. Martin's engineering college celebrated Bathukamma Festival on 23/9/2014.

The program kick-started with the prayer song Dance and singing performances were done by the students and lot of games were also organized. And is also the time when wild flowers bloom in various vibrant colours across the uncultivated and barren plains of the region. The most abundant of these flowers are 'gunuka' (or 'gunugu') and 'tangedu'. There are other flowers like the 'banti', 'chamanti', 'nandi-varadhanam' etc.

**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**

**05/01/2015**

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 **10-01-2015**. So here by I Request you to kindly accept the Proposal to conduct the Program.

**Thanking You Sir,**

**Yours Sincerely,**

  
**Cultural Convener**

*Permitted*  
*[Signature]*





St. MARTIN's ENGINEERING COLLEGE

Dhulapally , Secunderabad-500014

06/01/2015

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

Approved  
H.C.

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 **10-01-2015**. 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		65,000
2	Food	1800	1,60,000
	<b>Total Amount ( Two Lakh Twenty Five Thousand Rupees Only)</b>		<b>2,25,000/-</b>

Thank You

Yours Sincerely,

  
Cultural Convener





**St. MARTIN's ENGINEERING COLLEGE**

**Dhulapally , Secunderabad-500014**

Ref: SMEC/Principal's Office/2014-2015/26

Date: 09-01-2015

**CIRCULAR**

All HODs, Staff & Students are hereby informed to attend the event of "**Fresher's Day**" on 10-01-2015, at College Campus.

**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**

12/01/2015

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 **10-01-2015**. 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		65,000.00
2	Food	1850	1,70,000
	<b>Total Amount (Two lakh thirty five Thousand Rupees Only)</b>		<b>2,35,000/-</b>

<b>Total Expenditure incurred</b>	-	<b>2,35,000.00</b>	<i>Mc-dept</i> <i>Res</i>
<b>Total amount sanctioned as advance</b>	-	<b>2,25,000.00</b>	
<b>Extra Expenditure</b>	-	<b>10,000.00</b>	

So thereby, please sanction the above said amount of Rs.10000/- for the expenses and thanks for providing me this wonderful opportunity.

**Thanking You Sir,**

**Yours Sincerely,**

*[Signature]*  
**Cultural Convener**



**St. MARTIN's ENGINEERING COLLEGE**

**Dhulapally , Secunderabad-500014**

## **POST EVENT REPORT**

(should be submitted within two days)

Date: 12. 01.2015

1. Name of the event: **Fresher's Day**
2. Event Date: **10.01.2015**
3. Brief description about the event:

### **Fresher's Party Report held on 10.01.2015**

#### **Fresher's Party Report held on 10.01.2015**

"Fresher Party" in any college is an event which every student eagerly awaits from the time of their admissions. The 10<sup>th</sup> January 2015 was marked as a memorable day in the life of every fresher of 2015-16 batch at St. Martin's Engineering .

The Fresher's day is a day that was filled with excitement, joy, music, enthusiasm, laughter and happiness. The dress code for the Fresher's day was 'Dress your Best'

The celebration started sharp at 10.00 am at Various departments with the opening prayer followed by the welcome address by Heads of the Departments. The Fresher's were formally welcomed into the St. Martin's family.

Principal addressed the students with a warm welcome note and highlighted the academic cultural at the institute.

The program kick-started with the prayer song and the lightening of lamp followed with ramp walk by all Fresher's. Every participant was dressed dashing and were leaving fire on the ramp. Dance and singing performances were done by the senior students. lot of games were also organized. Refreshments were provided by the college. DJ was organized by the college.

**Encl:** Photographs

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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**

06/02/2015

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 February, 9<sup>th</sup> 2015. So there by I request you to kindly accept the Proposal to conduct the Program.

Thanking You Sir,

Yours Sincerely,  
  
Cultural Convener

Perms Head  
|  
sub  
GP/115



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

**BUDGET PROPOSAL**

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

07/02/2015.

*Approved*  
*2/2/15*

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,  
9<sup>th</sup> 2015. So thereby 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,

  
Cultural Convener





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

Ref: SMEC/Principal's Office/2014-15/69

Date: 8-02-2015

**CIRCULAR**

All HODs, Staff & Students are hereby informed to attend the event of TRADITIONAL DAY”  
on 9<sup>th</sup> February, 2015 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

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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.

10/02/2015

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, 9<sup>th</sup> 2015. 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 Rupees Only)	30000/-

Total expenditure incurred - 30000/-

Total amount sanctioned - 30000/-

Extra expenditure - NIL

*Mr. Dept  
18/2/15*

Thanking You Sir,

Yours Sincerely,

Cultural Convener









**St. MARTIN's ENGINEERING COLLEGE**

**Dhulapally , Secunderabad-500014**

**16/03/2015**

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

Respected Sir,

**Sub:** Proposal for conducting 'Ugadi Festival' at our college campus – Reg.

It is to intimate that we want to organize **Ugadi Festival'** at our college Campus. We want to organize this event on **20/03/2015**. So hereby I Request you to kindly accept the Proposal to conduct the Program.

**Thanking You Sir,**

**Yours Sincerely,**

  
**Cultural Convener**

*Permitted  
SE*





**St. MARTIN's ENGINEERING COLLEGE**

**Dhulapally , Secunderabad-500014**

**17/03/2015**

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

*Approved*  
*[Signature]*

Respected Sir,

**Sub:** Budget proposal for conducting **Ugadi Festival'** Program at our college campus – Reg.

It is to intimate that we want to organize **Ugadi Festival'** at our college Campus. We want to organize this event on **20-03-2015**. So here by I Request you to kindly Sanction the amount to conduct the Program.

**Budget**

<b>S. No</b>	<b>Name of the Item Expenditure</b>	<b>Count</b>	<b>Amount</b>
1	Arrangements of Venues - Mikes ,carpets		<b>5000</b>
2	Miscellaneous Expenditures		<b>3000</b>
	<b>Total Amount ( Eighth Thousand rupees Only)</b>		<b>8000/-</b>

**Thank You**

**Yours Sincerely,**

*[Signature]*  
**Cultural Convener**

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



**St. MARTIN's ENGINEERING COLLEGE**

**Dhulapally , Secunderabad-500014**

Ref: SMEC/Principal's Office/2014-2015/79

**Date: 19-03-2015**

**CIRCULAR**

All HODs, Staff & Students are hereby informed to attend the event of "Ugadi Festival' " on 20-03-2015, at College Campus.

  
**Principal**

**PRINCIPAL**  
**ST. MARTIN'S ENGINEERING COLLEGE**  
Dhulapally (V), Dundigal-Gandimaisamma (R)  
Medchal-Malkajgiri (Q), 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**

21/03/2015

It is to intimate that we have organized **Ugadi Festival'** at our college Campus on **20-03-2015**. 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 - Mikes ,carpets		5000/-
2	Miscellaneous Expenditures		3000/-
	<b>Total Amount (Rupees Eight thousand only)</b>		<b>8000/-</b>

<b>Total Expenditure incurred</b>	-	<b>8000/-</b>	<i>sh-dpt</i>
<b>Total amount sanctioned as advance</b>	-	<b>8000/-</b>	<i>1 Re</i>
<b>Extra Expenditure</b>	-	<b>Nil</b>	

**Thanking You Sir,**

**Yours Sincerely, ✓**

*[Signature]*  
**Cultural Convener**









**St. MARTIN's ENGINEERING COLLEGE**

**Dhulapally , Secunderabad-500014**

**20/03/2015**

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

Respected Sir,

**Sub:** Proposal for conducting '13<sup>th</sup> Annual Day' Program at our college campus – Reg.

It is to intimate that we want to organize '13<sup>th</sup> Annual Day' at our college Campus. We want to organize this event on **14-04-2015**. So here by I Request you to kindly accept the Proposal to conduct the Program.

**Thanking You Sir,**

**Yours Sincerely,**

  
**Cultural Convener**

*Permitted*  
*1*  
*20/3/15*



**St. MARTIN's ENGINEERING COLLEGE**

**Dhulapally , Secunderabad-500014**

**21/03/2015**

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

Respected Sir,

**Sub:** Budget proposal for conducting 13<sup>th</sup> Annual Day' Program at our college campus– Reg.

It is to intimate that we want to organize , 13<sup>th</sup> Annual Day' at our college Campus. We want to organize this event on **14-04-2015**. 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 Expensess.		1,00,000
2	Snacks	3000	1,00,000
3	Inviting the guests, Dinner for the Guest and honoring the guest		75,000
4	Choreography, Costumes and other expenses		75,000
5	Video and Photography		85,000
	<b>Total Amount (Rupees Four Lakh eighty five Thousand Rupees Only)</b>		<b>4,35,000/-</b>

Thank You

*Approved*  
*/ sal*  
*21/3/15*

Yours Sincerely,

  
Cultural Convener



**St. MARTIN's ENGINEERING COLLEGE**

**Dhulapally , Secunderabad-500014**

**Date: 28-03-2015**

Ref: SMEC/Principal's Office/2014-15/070

**CIRCULAR**

All the Staff & Students are hereby informed that '**13<sup>th</sup> Annual Day**' will be celebrated on **14-04-2015**. In view of the Annual day, interested students should enroll their names with their respective department Coordinators on or before 02<sup>th</sup> April 2015 for Group dances. Auditions will be held on 04<sup>th</sup> April 2015.

*su*  
**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**

**16-04-2015**

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

Respected Sir,

**Sub:** Expenditure spent on conducting '13<sup>th</sup> Annual Day' Program at our college campus – Reg.

As we have organized 'Annual Day' at our college Campus on **14-04-2015**. 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		75,000
4	Choreography, Costumes and other expenses		75,000
5	Video and Photography		85,000
	<b>Total Amount (Rupees Four Lakh eighty five Thousand Rupees Only)</b>		<b>4,35,000/-</b>

**Total Expenditure incurred** - **4,35,000**

**Total amount sanctioned as advance** - **4,35,000**

**Extra Expenditure** - **NIL**

Thanks for providing me this wonderful opportunity.

Thanking You Sir,

Yours Sincerely,

Cultural Convener



St. MARTIN's ENGINEERING COLLEGE

Dhulapally , Secunderabad-500014

## POST EVENT REPORT

Date: 16.04.2015

1. Name of the event: '13<sup>th</sup> Annual Day'

2. Event Date: 14-04-2015

3. Brief description about the event:

### **Annual Day' Report held on 14-04-2015**

St.Martin's celebrated its 13<sup>th</sup> Annual Day on 14.04.2015.It was an occasion of celebration, felicitation, feast and festivity when students present not only their wonderful performances but also receive honours for their curricular and co-curricular achievements.

#### **The Chief Guest for the event was**

Sri. K.Taraka Rama Rao, Minister for Panchayat Raj and I.T Govt of Telangana.

#### **Guests of Honour.**

- Sri Ch. Malla Reddy garu, Hon'ble Member of Parliament, Malkajgiri, Govt of India.
- Sri, Shambipur Raju garu, Hon'ble MLC, Ranga Reddy Dist.
- Sri. K.P.Vivekanandgaru, Hon'ble MLA, Quthbullapur.

The program commenced with lighting of the lamp by the dignitaries. Principal Sir Presented the Annual report.The Annual Prize Distribution function was a moment of pride and honour for all the winners and achievers of the collage that was presided by the chairman Sir. The students were awarded prizes in the Academic as well as Co-Curricular areas by the dignatories.The hour long Cultural Show held the audience in awe and left them enlightened as the show culminated. One of the important theme of this annual day was The journey of a girl child from an unwanted thing to a celebrity in the society was depicted through a blend of drama and dance. The vote of thanks was proposed by Mr. Bhargav and the function concluded with the rendering of the 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-Maikajgiri (D), Secunderabad-500014.







