



St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad – 500014

PHOTOGRAPHY COMMITTEE

PERSPECTIVE PLAN

S. No.	Date of the event	Department/ Committee	Plan (Name of the Event)	SoP (Standard Operating Procedure)
1	20-10-2014	Photography Committee	1.Seminars 2.Sports 3.Cultural Activities 4.Uploading of Photos	1.Taking photos at Programs, Seminars, and special events. 2.Emailing the photos to the Newsletter incharge for publishing in the Newspapers. 3.Coordinating with the other photographer(s) to ensure coverage of the events. 4.Arranging a volunteer if no other photographers are available to cover an event.


CONVENER

Cc to: 1) The Principal- For kind information

2) All HODs-For kind information