St. Martin's Engineering College

Dhulapally, Secunderabad

WOMEN EMPOWERMENT COMMITTEE

PERSPECTIVE PLAN

A.Y:2014-15

S. No.	Date of the event	Department/ Committee	Plan (Name of the Event)	SOP (Standard Operating Procedure)	Budget for the event	Details
1		Women Empowerment Committee	Committee Meeting	➢ Proposal to conduct seminars and workshops on skill and entrepreneur development Programs	-	-
2	18/08/2014	Women Empowerment Committee	**Workshop on Ethics and Social Circumstances**	➢ Committee circular & MOM ➢ Request letter to principal ➢ Office circular ➢ Post event report & photos	Rs.6000	-
3	25/08/2014	Women Empowerment Committee	**Raising the Finance for the Business Seminar**	➢ Committee circular & MOM ➢ Request letter to principal ➢ Budget proposal ➢ Principal invitation to guest ➢ Office circular ➢ Budget Expenditure Report ➢ Post event report & photos	Rs.5000	-
4	22/10/2014	Women Empowerment Committee	**Empowering Women in Personal financial Management**	➢ Committee circular & MOM ➢ Request letter to principal ➢ Budget proposal ➢ Principal invitation to guest ➢ Office circular	Rs.1500	-

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				➢ Budget Expenditure Report Post event report & photos		
5	10/11/2014	Women Empowerment Committee	**Zero Tolerance for Sexual Harasment Seminar**	➢ Committee circular & MOM ➢ Request letter to principal ➢ Office circular ➢ Post event report & photos	Rs.800	-
6	09/03/2015	Women Empowerment Committee	**Seminar Self confidence & POSH**	➢ Committee circular & MOM ➢ Request letter to principal ➢ Office circular ➢ Post event report & photos	Rs.6000	-
7	28/04/2015	Women Empowerment Committee	**Career Counselling Session on Enlightening the Bewildered**	➢ Committee circular & MOM ➢ Request letter to principal ➢ Budget proposal ➢ Principal invitation to guest ➢ Office circular ➢ Budget Expenditure Report Post event report & photos	-	-

Ms.S.Girija (Convener)
Women Empowerment Committee

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Copy to:

1. Principal for kind information
2. The Management for kind information
3. All HODs, IQAC