



# St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad

Academic Year: 2019-2020

## Perspective Plan

Department of MBA

S. No.	Date of the Event	Plan (Name of the event)	SOP (Standard operating procedure)	Budget for the event	Name of the staff Responsible	Target Beneficiary
1	6/6/2019	Publish Textbook on "Learning Business fundamentals"	Annexure-XIV	NA	Mr.Balaji	Faculty
2	10/06/2019	Proposals for Research project on "Financial Management"	Annexure-IX	5000	Mr.Balaji	Faculty
3	11/6/2019	Activities for promotion of universal values, national values, human values, national integration, communal harmony and social cohesion	Annexure -XXVII	NA	Mr.Narasimha Raju	Students – II& IV Sem
4	18/6/2019	A Research project on "Supply and market Equilibrium"	Annexure-X	10,000	Dr.Balaji	Faculty
5	1/7/2019	Activities for promotion of universal values, national values, human	Annexure -XXVII	NA	Mr.Narasimha Raju	Students – II& IV Sem

		values, national integration, communal harmony and social cohesion				
6	13/7/2019	Publish Textbook on “Business books for Entrepreneur”	Annexure-XIV	NA	Mr.Balaji	Faculty
7	15/07/19	Yoga	Annexure - II	3,000	Ms.Priyanka	Students – I & III Sem
8	16/07/19	Group Discussion on “Women empowerment”	NA	NA	Mrs.Priyanka varma	Students – I& III Sem
9	17/7/19	Innovation & Incubation: Women in Entrepreneurship Event	Annexure-XI	NA	Ms.E.Pranavi	Students – I& III Sem
10	18/07/19	Meditation	Annexure - II	3,000	Ms.Priyanka	Students – I & III Sem
11	19/07/19	Swimming	Annexure - II	3,000	Ms.Priyanka	Students – I & III Sem
12	20/7/2019	Mentor-Mentee Interaction	Annexure-XX	NA	Ms.E.Pranavi	Students – I& III Sem
13	22/7/19	Brain storming sessions for slow learners	Annexure-V&VI	NA	Mrs.Priyanka varma	Students – I& III Sem
14	27/7/2019	Mentor-Mentee Interaction	Annexure-XX	NA	Ms.E.Pranavi	Students – I& III Sem
15	29/7/2019	FDP on “Research Methodology” By Prof Jyothi HCU	Annexure -XXII	50,000	Ms.E.Pranavi	Faculty

16	30/7/2019	Workshop on “Entrepreneurship Orientation Program” By Mr. Vikram Misra	Annexure -VII	15,000	Ms.Sarada	Students – I & III Sem
17	1/08/19	Research Proposals for project on “Financial management”	Annexure-IX	5,000	Dr.Ramesh	Faculty
18	3/8/2019	Mentor-Mentee Interaction	Annexure-XX	NA	Ms.E.Pranavi	Students – I& III Sem
19	5/8/2019	Remedial Classes for slow learners	Annexure-V&VI	NA	Ms.E.Pranavi	Students – I & III Sem
20	6/8/19	Innovation & Incubation: Rural Development Event	Annexure-XI	NA	Ms.E.Pranavi	Students – I& III Sem
21	7/8/19	Slip Test for weak students	NA	NA	Ms.E.Pranavi	Students – I & III Sem
22	8/8/19	Workshop on “Business development skills”	Annexure -VII	15,000	Ms.Sarada	Students – I & III Sem
23	10/8/2019	Mentor-Mentee Interaction	Annexure-XX	NA	Ms.E.Pranavi	Students – I& III Sem
24	12/08/2019	Sports and cultural activities:Freshers day	Annexure-XXI	NA	Mr.Venkat Reddy	Students – II& IV Sem
25	13/8/19	Brain storming sessions for slow learners	Annexure -V&VI	NA	Mrs.Priyanka varma	Students – II& III Sem
26	14/8/19	Slip Test for weak students	NA	NA	Ms.E.Pranavi	Students – I & III Sem

27	17/8/2019	Mentor-Mentee Interaction	Annexure-XX	NA	Ms.E.Pranavi	Students – I& III Sem
28	19/8/19	Remedial Classes for slow learners	Annexure-V&VI	NA	Ms.E.Pranavi	Students – I & III Sem
29	20/08/2019	Advance learners: Participation of Students in professional bodies in Mallareddy group of institutions	Annexure-V&VI	NA	NA	Students – I & III Sem
30	21/8/19	Slip Test for weak students	NA	NA	Ms.E.Pranavi	Students – I & III Sem
31	27/8/2019	Seminar on HR Practices In Service Sector	Annexure--VII	10,000	Mr.Narashima Raju	Students – I & III Sem
32	28/8/19	Slip Test for weak students	NA	NA	Ms.E.Pranavi	Students – I & III Sem
33	31/8/2019	Mentor-Mentee Interaction	Annexure-XX	NA	Ms.E.Pranavi	Students – I& III Sem
34	3/09/19	Innovation and Incubation Women in entrepreneurship event	Annexure-XI	NA	Ms.Sarada	Students – I & III Sem
35	4/09/19	Innovation and Incubation Women in entrepreneurship event	Annexure-XI	NA	Ms.Sarada	Students – I & III Sem
36	5/9/19	Seminar on “Business Development Skills”	Annexure-VII	10,000	Ms.Sarada	Students – I & III Sem
37	6/9/19	Remedial Classes for slow learners	Annexure-V&VI	NA	Ms.Sarada	Students – I & III Sem

38	7/9/2019	Orientation Day – Spoothi	Annexure-XXI	NA	Mr.Sravani	Students – I & III Sem
39	9/9/19	Brain storming sessions for slow learners	Annexure-V&VI	NA	Mrs.Priyanka varma	Students – I& III Sem
40	11/9/19	Slip Test for weak students	NA	NA	Ms.E.Pranavi	Students – I & III Sem
41	14/9/2019	Mentor-Mentee Interaction	Annexure-XX	NA	Ms.E.Pranavi	Students – I& III Sem
42	16/09/19	Group Discussion on “Beti Bacho Beti Padhao”	NA	NA	Mrs.Priyanka varma	Students – I& III Sem
43	19/9/19	Industrial visit to Parle - G	Annexure –III	2000	Mr.Sravani	Students – I & III Sem
44	18/9/19	Slip Test for weak students	NA	NA	Ms.E.Pranavi	Students – I & III Sem
45	20/9/2019	Remedial Classes for slow learners	Annexure-V&VI	NA	Ms.Sarada	Students – I & III Sem
46	21/9/2019	Mentor-Mentee Interaction	Annexure-XX	NA	Ms.E.Pranavi	Students – I& III Sem

47	23/9/2019	Industrial visit to Coca – Cola	Annexure-III	2000	Ms.Priyanka	Students –I &III Sem
48	24/09/2019	No. of initiatives taken to contribute to local community: Fruits distribution to orphanage people	Annexure-XXVI	NA	Ms.Sravanthi	Students – II& IV Sem
49	25/9/19	Slip Test for weak students	NA	NA	Ms.E.Pranavi	Students – I & III Sem
50	26/9/2019	Soft skill on English grammar	Annexure - II	NA	Ms.Priyanka	Students – I & III Sem
51	28/9/2019	Mentor-Mentee Interaction	Annexure-XX	NA	Ms.E.Pranavi	Students – I& III Sem
52	30/9/2019	Guest Lecture – Bridging gap between Industry and Academy	ANNEXURE –VII	10,000	Mr.Venkat Reddy	Students – I & III Sem
53	1/10/19	Remedial Classes for slow learners	Annexure-V&VI	NA	Mr.Shiva Prasad Goud	Students – I & III Sem

54	3/10/19	Guidance for competitive Exams	Annexure - II	NA	----	-----
55	4/10/19	Bridge Course on SAP	Annexure - II	NA	<b>Mr.Shiva Prasad Goud</b>	<b>Students – I &amp; III Sem</b>
56	5/10/19	Bridge Course on SAP	Annexure - II	NA	<b>Mr.Shiva Prasad Goud</b>	<b>Students – I &amp; III Sem</b>
57	14/10/19	Brain storming sessions for slow learners	Annexure-V&VI	NA	<b>Mrs.Priyanka varma</b>	<b>Students – I&amp; IIISem</b>
58	15/10/19	Innovation & Incubation: Financial Accounting Event	Annexure –XI	NA	<b>Ms.E.Pranavi</b>	<b>Students – I&amp; III Sem</b>
59	16/10/19	Slip Test for weak students	NA	NA	<b>Ms.E.Pranavi</b>	<b>Students – I &amp; III Sem</b>
60	18/10/19	Remedial Classes for slow learners	Annexure-V&VI	NA	<b>Mr.Shiva Prasad Goud</b>	<b>Students – I &amp; III Sem</b>
61	19/10/2019	Mentor-Mentee Interaction	Annexure-XX	NA	<b>Ms.E.Pranavi</b>	<b>Students – I&amp; III Sem</b>
62	21/10/19	Language Labs	Annexure - II	NA	<b>Mr.Shiva Prasad Goud</b>	<b>Students – I &amp; III Sem</b>
63	23/10/19	Slip Test for weak students	NA	NA	<b>Ms.E.Pranavi</b>	<b>Students – I &amp; III Sem</b>
64	29/10/2019	Guest Lecture – “Contemporary issues & business strategy” By Mr. Varma	Annexure-VII	<b>10,000</b>	<b>Mr.Shiva Prasad Goud</b>	<b>Students – I &amp; III Sem</b>
65	30/10/19	Slip Test for weak students	NA	NA	<b>Ms.E.Pranavi</b>	<b>Students – I &amp; III</b>

						<b>Sem</b>
66	1/11/19	Innovation & Incubation: Hospitality Management Event	Annexure-XI	NA	<b>Ms.E.Pranavi</b>	<b>Students – I&amp; III Sem</b>
67	2/11/2019	Mentor-Mentee Interaction	Annexure-XX	NA	<b>Ms.E.Pranavi</b>	<b>Students – I&amp; III Sem</b>
68	4/11/19	Brain storming sessions for slow learners	Annexure-V&VI	NA	<b>Mrs.Priyanka varma</b>	<b>Students – I&amp; III Sem</b>
69	5/11/19	Remedial Classes for slow learners	Annexure-V&VI	NA	<b>Mr.Shiva Prasad Goud</b>	<b>Students – I &amp; III Sem</b>
70	6 /11/2019	International Conference - Emerging Trends & Innovation in Business practices / Business Models for Emerging Trends in Modern Economy.	Annexure-XV	<b>3,00000</b>	<b>Dr.B.Ramesh</b>	<b>Faculty &amp; students III Sem</b>
71	9/11/2019	Mentor-Mentee Interaction	Annexure-XX	NA	<b>Ms.E.Pranavi</b>	<b>Students – I&amp; III Sem</b>
72	13/11/19	Slip Test for weak students	NA	NA	<b>Ms.E.Pranavi</b>	<b>Students – I &amp; III Sem</b>
73	15/11/19	MoUs with industry	Annexure-XIX	NA	<b>Dr.B.Ramesh</b>	<b>Students – II&amp; IV Sem</b>
74	16/11/2019	Mentor-Mentee Interaction	Annexure-XX	NA	<b>Ms.E.Pranavi</b>	<b>Students – I&amp; III Sem</b>
75	20/11/19	Slip Test for weak students	NA	NA	<b>Ms.E.Pranavi</b>	<b>Students – I &amp; III Sem</b>
76	23/11/2019	Mentor-Mentee Interaction	Annexure-XX	NA	<b>Ms.E.Pranavi</b>	<b>Students – I&amp; III Sem</b>
77	25/11/2019 To 26/11/2019	Refresher Course on Teaching Learning skills	Annexure-II	10,000	<b>Ms.E.Pranavi</b>	<b>Faculty</b>



78	27/11/19	Slip Test for weak students	NA	NA	Ms.E.Pranavi	Students – I & III Sem
79	28/11/2019	Seminar - Derivatives	Annexure -VII	10,000	Ms.Sravanthi	Students – I & III Sem
80	30/11/2019	Mentor-Mentee Interaction	Annexure-XX	NA	Ms.E.Pranavi	Students – I& III Sem
81	2/12/19	Remedial Classes for slow learners	Annexure-V&VI	NA	Mr.Shiva Prasad Goud	Students – I & III Sem
82	3/12/19	Brain storming sessions for slow learners	Annexure-V&VI	NA	Mrs.Priyanka varma	Students – I& III Sem
83	4/12/19	Slip Test for weak students	NA	NA	Ms.E.Pranavi	Students – I & III Sem
84	5/12/2019 To 9/12/2019	Advance Learner: Soft skill training	Annexure-V	5000	Ms.E.Pranavi	Students – I & III Sem
85	10/12/19	Innovation & Incubation: Food and Agricultural Management Event	Annexure-XI	NA	Ms.E.Pranavi	Students – I& III Sem
86	11/12/19	Slip Test for weak students	NA	NA	Ms.E.Pranavi	Students – II & IV Sem
87	12/12/19	national Conference – “Trends in the Marketing”	Annexure-XV	25,000	Mr.Narashima Raju	Students – II& IV Sem
88	14/12/2019	Mentor-Mentee Interaction	Annexure-XX	NA	Ms.E.Pranavi	Students – II& IV Sem
89	16/12/19	Innovation & Incubation: Supply Chain management	Annexure-XI	NA	Ms.E.Pranavi	Students – II& IV Sem
90	17/12/19	Workshop on “Stock Exchange”	Annexure -VII	10,000	Mr.Balaji	Students – II & IV Sem

91	19/12/2019 To 20/12/2019	Short Term course on DBMS	Annexure-II	10,000	CH.Siva Prasad	Faculty
92	21/12/2019	Certificate Program- NCFM	Annexure-I	<b>15,000</b>	<b>Mr.Siva Prasad</b>	<b>Students – II&amp; IV Sem</b>
93	23/12/2019	Feedback from stack holder	Annexure-VIII	<b>NA</b>	<b>Mr.Venkat Reddy</b>	<b>Students – II&amp; IV Sem</b>
94	24/12/2019	Research Paper Publishing in International/National- Journal/Conference	Annexure-XIII	20,000	All the faculty will publish 2 research papers per faculty	Faculty
95	28/12/2019 to 2/01/2020	Internships	Request letter to Principal and Approval of Principal	NA	NA	Students
96	3/01/2020	Soft skill on communication skills,	Annexure - II	<b>5,000</b>	<b>Mrs.Priyanka varma</b>	<b>Students – II&amp; IV Sem</b>
97	4/01/2020	Bridge Course on Team building activities	Annexure - II	<b>NA</b>	<b>NA</b>	<b>Students – II&amp; IV Sem</b>
98	6/01/2020	Bridge Course Course on Team building activities	Annexure - II	<b>NA</b>	<b>Students – II&amp; IV Sem</b>	<b>Students – II&amp; IV Sem</b>
99	7/01/20	Language Labs on communication	Annexure - II	<b>NA</b>	<b>Mrs.Priyanka varma</b>	<b>Students – II&amp; IV Sem</b>
100	8/1/20	Slip Test for weak students	NA	<b>NA</b>	<b>Ms.E.Pranavi</b>	<b>Students – II &amp;</b>

						<b>IV Sem</b>
101	9/01/20	Group Discussion on “social media impact on human behaviour”	NA	NA	<b>Mrs.Priyanka varma</b>	<b>Students – II&amp; IV Sem</b>
102	10/1/20	Brain storming sessions for slow learners	Annexure-V&VI	NA	<b>Mrs.Priyanka varma</b>	<b>Students – II&amp;VI Sem</b>
103	11/1/2020	Workshop on “Goal planning”	Annexure-VII	<b>10,000</b>	<b>Mr.Balaji</b>	<b>Students – II &amp; IV Sem</b>
104	17/1/20	Industrial visit to Deccan Chronical	Annexure –III	<b>2000</b>	<b>Ms.Sravanthi</b>	<b>Students – II&amp; IV Sem</b>
	18/1/20	Remedial Classes for slow learners	Annexure-V&VI	NA	<b>Mr.Shiva Prasad Goud</b>	<b>Students – II&amp; IV Sem</b>
105	20/01/20	No. of initiatives taken to contribute to local community:Fruits distribution to orphanage people	Annexure-XXVI	NA	<b>Ms.Sravanthi</b>	<b>Students – II&amp; IV Sem</b>
106	21/01/2020	Innovation & Incubation: Public Policy	Annexure-XI	NA	<b>Ms.E.Pranavi</b>	<b>Students – I&amp; III Sem</b>
107	22/1/20	Slip Test for weak students	NA	NA	<b>Ms.E.Pranavi</b>	<b>Students – II &amp; IV Sem</b>
108	25/01/20	Proposals for Research project on “Financial Accounting”	Annexure-IX	<b>5,000</b>	<b>Mr.Balaji</b>	<b>Faculty</b>

109	29/1/20	Slip Test for weak students	NA	NA	Ms.E.Pranavi	Students – II & IV Sem
110	1/2/2020	Seminor on Stress Management”	Annexure-VII	10,000	Mr.Balaji	Students – II & IV Sem
111	6/02/20	Funds /Grants received	Annexure -XXIV	NA	NA	NA
112	7/2/20	Brain storming sessions for slow learners	Annexure-V&VI	NA	Mrs.Priyanka varma	Students – II&VI Sem
113	8/2/20	Remedial Classes for slow learners	Annexure-V&VI	NA	Mr.Shiva Prasad Goud	Students – II & IV Sem
114	10/2/2020	Innovation & Incubation: Hospitality and Health care	Annexure-XI	NA	Ms.E.Pranavi	Students – I& III Sem
115	11/2/20	Soft skills training by Priya varma	Annexure - II	5,000	Mrs.Priyanka varma	Students – II& IV Sem
116	12/2/20	Soft skills training by Priya varma	Annexure - II	5,000	Mrs.Priyanka varma	Students – II& IV Sem
117	13/2/20	Slip Test for weak students	NA	NA	Ms.E.Pranavi	Students – II & IV Sem
118	14/2/20	Extension and Outreach Programs:AIDS Awareness	Annexure-XVI,XVII,XVIII	NA	Mrs.Pranavi	Students – II& IV Sem
119	15/2/20	Extension and Outreach Programs:Swachh Bharath	Annexure-XVI,XVII&XVIII	NA	Mrs.Pranavi	Students – II& IV Sem
120	17/2/20	Extension Activities: Street Cleaning	Annexure-XVI&XVII	NA	Mrs.Pranavi	Students – II& IV Sem

121	18/2/20	Extension Activities: lake Cleaning	Annexure-XVI&XVII	NA	Mrs.Pranavi	Students – II& IV Sem
122	19/2/20	Slip Test for weak students	NA	NA	Ms.E.Pranavi	Students – II & IV Sem
123	20/2/20	TAM Activities	Annexure - VII	10,000	Mr.Balaji	Students – II& IV Sem
124	22/2/20	Remedial Classes for slow learners	Annexure-V&VI	NA	Mr.Shiva Prasad Goud	Students – II& IV Sem
125	24/2/20	Techno some Events:Sukhan	Annexure - VII	NA	Mr.Shiva Prasad Goud	Students – II& IV Sem
126	26/2/20	Slip Test for weak students	NA	NA	Ms.E.Pranavi	Students – II & IV Sem
127	27/2/2020	Innovation & Incubation: Marketing Management Event	Annexure-XI	NA	Ms.E.Pranavi	Students – I& III Sem
128	29/2/2020	Mentor-Mentee Interaction	Annexure – XX	NA	Ms.E.Pranavi	Students –I I& IV Sem
129	2/03/2020	Sports and cultural activities:AnualDay	Annexure – XXI	NA	Mr.Venkat Reddy	Students – II& IV Sem
130	3/3/20	Brain storming sessions for slow learners	Annexure – V&VI	NA	Mrs.Priyanka varma	Students – II&VI Sem
131	4/03/20	Industrial visit to Zinda-Tilismath	Annexure –III	2000	Mr.Venkat Reddy	Students – II& IV Sem
132	5/3/20	Participation in events of professional bodies	Remedial Classes for slow learners -V&VI	NA	Mrs.Pranavi	Students – II& IV Sem
133	6/03/2020	Feedback from stack holder	Annexure – VIII	NA	Mr.Venkat Reddy	Students – II& IV Sem
134	7/3/20	Remedial Classes for	Annexure – V&VI	NA	Mr.Shiva	Students – II& IV

		slow learners			<b>Prasad Goud</b>	<b>Sem</b>
135	9/03/20	Gender Equity Promotion program on women empowerment	Annexure - XXV	<b>5,000</b>	<b>Mrs.Pranavi</b>	<b>Students – II&amp; IV Sem</b>
136	11/3/20	Slip Test for weak students	NA	NA	<b>Ms.E.Pranavi</b>	<b>Students – II &amp; IV Sem</b>
137	12/03/2020	Proposals for Research project on “Financial Accounting”	Annexure – IX	<b>5,000</b>	<b>DR.B.Ramesh</b>	<b>Faculty</b>
138	14/3/20	Mentor-Mentee Interaction	Annexure – XX	NA	<b>Ms.E.Pranavi</b>	<b>Students –I I&amp; IV Sem</b>
139	16/03/20	Group Discussion on “Banking Scams”	NA	NA	<b>Mrs.Priyanka varma</b>	<b>Students – II&amp; IVSem</b>
140	18/3/20	Slip Test for weak students	NA	NA	<b>Ms.E.Pranavi</b>	<b>Students – II &amp; IV Sem</b>
141	19/03/20	Sports and cultural activities:Sukhan	Annexure – XXI	NA	<b>Mr.Venkat Reddy</b>	<b>Students – II&amp; IV Sem</b>
142	20/03/2020	Guest Lecture-“Financial Management” By Mr.Varma	Annexure –VII	<b>10,000</b>	<b>Ms.Sarada</b>	<b>Students – II&amp; IV Sem</b>
143	21/3/20	Remedial Classes for slow learners	Annexure – V&VI	NA	<b>Mr.Shiva Prasad Goud</b>	<b>Students – I &amp; III Sem</b>
144	26/3/20	Slip Test for weak students	NA	NA	<b>Ms.E.Pranavi</b>	<b>Students – II &amp; IV Sem</b>
145	30/03/2020	Guest Lecture-“Financial Management” By Mr.Varma	Annexure - VII	<b>10,000</b>	<b>Ms.Sarada</b>	<b>Students – II&amp; IV Sem</b>
146	31/3/20	national Conference on –	Annexure - XV	<b>25,000</b>	<b>Mrs.Pranavi</b>	<b>Students – II&amp; IV Sem</b>

		“Stock exchange trends”.				
147	1/4/20	Remedial Classes for slow learners	Annexure – V&VI	NA	<b>Mr.Shiva Prasad Goud</b>	<b>Students – I &amp; III Sem</b>
148	3/04/20	Funds /Grants received	XXIV	NA	NA	NA
149	4/4/20	A Research project on “Demand forecasting”	Annexure – X	10,000	<b>Dr.B.Ramesh</b>	<b>Faculty</b>
150	6/4/20	Remedial classes for slow learners	Annexure – V&VI	NA	<b>Mr.Narashima Raju</b>	<b>Students – II&amp; IV Sem</b>
151	7/4/20	Slip Tests for slow learners	NA	NA	<b>Mr.Narashima Raju</b>	<b>Students – II&amp; IV Sem</b>
152	8/04/20	Activities for promotion of universal values, national values, human values, national integration, communal harmony and social cohesion	Annexure -XXVII	NA	<b>Mr.Narasimha Raju</b>	<b>Students – II&amp; IV Sem</b>
153	9/4/2020	MoUs with industry	Annexure – XIX	NA	<b>Dr.B.Ramesh</b>	<b>Students – II&amp; IV Sem</b>
154	11/04/20	Sports and cultural activities:samanvay	Annexure –XXI	NA	<b>Mr.Venkat Reddy</b>	<b>Students – II&amp; IV Sem</b>
155	15/04/2020	Guidance for competitive Exams	Annexure - II	NA	<b>Mrs.Priyanka varma</b>	<b>Students – II&amp; IV Sem</b>

156	20/04/20	Department Internal Audit	Annexure – XXIII	NA	Mr.Balaji	Faculty
157	30/4/20	Lab to Land	Annexure – XII	NA	Mr.Shiva Prasad Goud	Faculty



## LIST OF ANNEXURE

S. No	Event Name	Annexure Number
1.	Certificate programs	Annexure I
2.	Value Added Courses	Annexure II
3.	Field Trips	Annexure III
4.	Internships	Annexure IV
5.	Slow Learners& Advance Learners	Annexure V&VI
6.	Student Centric Methods of TLP	Annexure VII
7.	Feed Back from Stake Holder	Annexure VIII
8.	Proposals for Research project	Annexure IX
9.	Research Project	Annexure X
10.	Innovation and Incubation.	Annexure XI
11.	Lab to Land	Annexure XII
12.	Research Papers	Annexure XIII
13.	No of Books	Annexure XIV
14.	Conferences	Annexure XV
15.	Extension Activities	Annexure XVI
16.	Extension and Outreach Programs	Annexure XVI
17.	MoUs	Annexure XIX
18.	Mentoring	Annexure XX
19.	Sports and cultural activities	Annexure XXI
20.	Teachers attending Professional development programs	Annexure XXII
21.	Department Internal Audit	Annexure XXIII
22.	Funds /Grants received	Annexure X
23.	Gender Equity Promotion programs	Annexure XXV
24.	No. of initiatives taken to contribute to local community	Annexure XXVI
25.	Activities for promotion of universal values, national values, human values, national integration, communal harmony and social cohesion	Annexure I to XXVI

# **ANNEXURE – I**

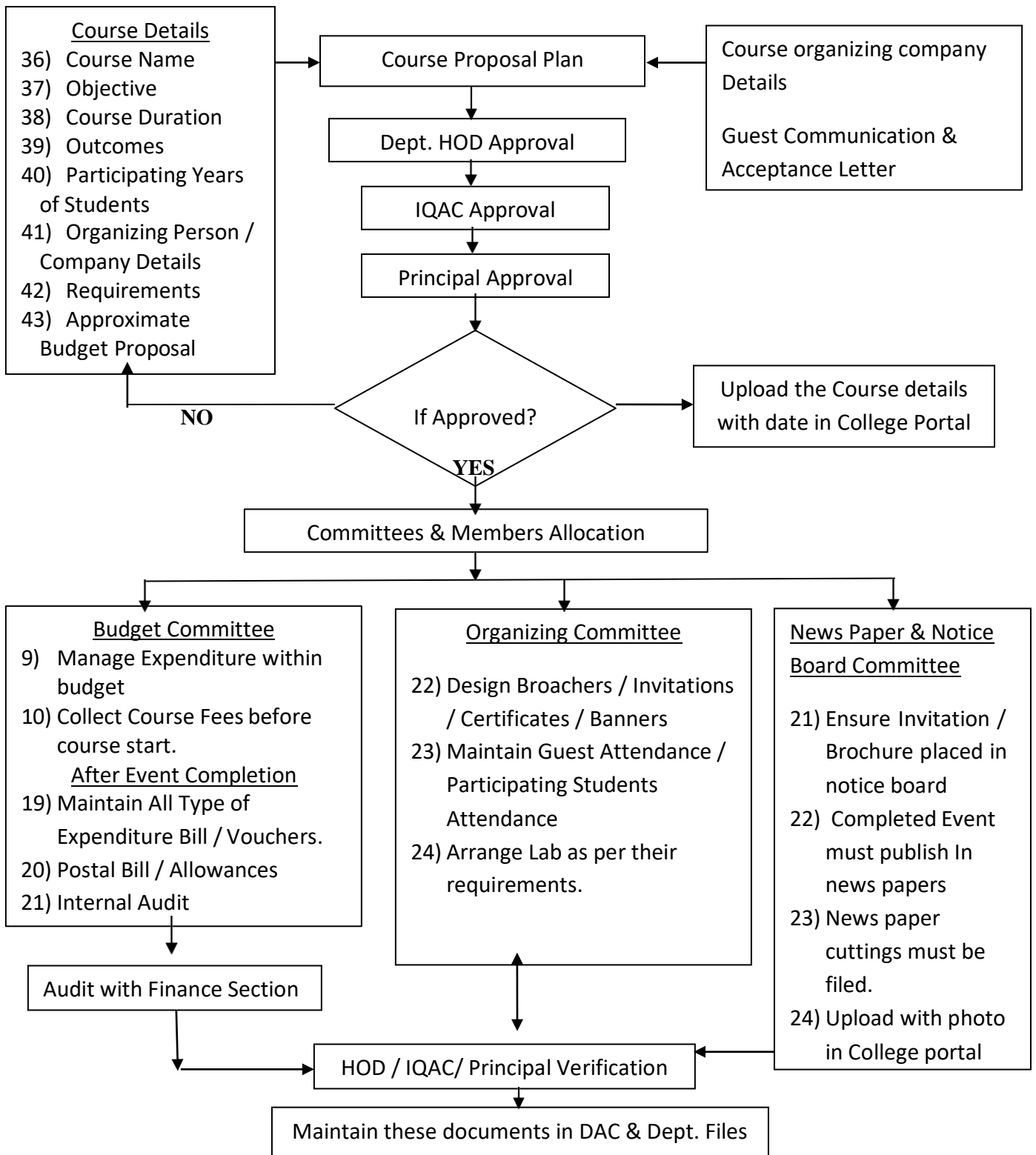
## **CERTIFICATE COURSE**

- 1. STANDARD OPERATING PROCEDURE**
- 2. FLOW CHART**
- 3. LIST OF DOCUMENTS AND THEIR TEMPLATES**
  - a. REQUISITION LETTER TO PRINCIPAL**
  - b. SUBMISSION LETTER TO FINACE SECTION**
  - c. NEWS PAPER SUBMISSION**
  - d. BUDGET PROPOSAL**
- 4. POST EVENT REPORT**
  - a. SUMMER LIST OF EVENTS CONDUCTED IN A.Y**

**STANDARD OPERATING PROCEDURE**  
**(CERTIFICATE COURSE)**

1. Frame a Course Proposal plan which includes the details of Course name, objective of the course, duration of the course, outcomes, participating students year, organizing person / company details, approximate budget and requirements, with organizing members profile and acceptance letter.
2. Requisition Letter to conduct the course with proper channel (HOD/IQAC) to the principal.
3. If not approved repeat step – 1 as per the modification required.
4. If approved upload the details in the college portal upcoming events.
5. If approved HOD have to form committees and allocate members for those (Budget, Purchase, Organizing, Registration, Reception, Refreshment, Decoration, Disciplinary, News paper & notice board display).
6. Budget Committee members have to manage expenditures within the allocated budget. Collect course fees before it starts. After event completion maintain all types of expenditure bill / vouchers, post bills/ allowances, internal audit with allotted, expenditure and balance. Submit those bills/vouchers /balance in finance section and get signature from concern staff.
7. Organizing committee members have to take care of design Brochures', Certificates, Invitations, Banners and get verified by the authorities (HOD/IQAC/Principal). Maintain Guest Attendance and participating student's attendance. Arrange lab as per their requirements.
8. News Paper & Notice Board Committee Members have to ensure that invitation / Brochure place in notice board, completed event must publish in news papers, after published in news paper that paper cutting must be filed and one copy in notice board, upload those details with photo in college portal and in Facebook.
9. Get verification from approval authorities.
10. Maintain those verified documents in DAC and in Dept. file.

## ANNEXURE – I (CERTIFICATION COURSE)



Requisition Letter

Date:

From,

The Event Incharge / HOD,  
Department of Master of Business Administration,  
St. Martin's Engineering College,  
Secunderabad.

To,

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

Respected Sir,

Sub: Requesting Permission – conduct Certification Course – reg.

The Department of Master of Business Administration would like to conduct a <Certification Course> for the <II<sup>nd</sup> Year> Students in the <topic> on <dates>, by <conducting Person/company>. So, kindly sanction the budget amount to conduct the event with all expenses and we need your needful.

Thanking You,

Yours Sincerely,

Date:

From,

The Event Incharge / HOD,  
Department of Master of Business Administration,  
St. Martin's Engineering College,  
Secunderabad.

To,

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

Respected Sir,

Sub: Submission – Bill / Vouchers - Certification Course – reg.

The Department of Master of Business Administration had conducted a Certification course on <date> for the <II<sup>nd</sup> Year> Students in the <topic> by <conducting Person/company>. We would like to submit the Expenditure Bill/Vouchers for the Event (if balance is there mention). So, kindly verify and receive the bill/vouchers for the event with all expenses and we need your needful.

Thanking You,

Yours Sincierly,

Note:

After verified with received signature and all approval signatures make a xerox copy and file it in department.

Original copy handover to finance section.

<New Paper>

Title of the Event (Seminar / Guest Lecture)

[Well and good clarity Photos]

- 1) With College Name, Chairman Name, Principal Name, Dean Name, Hod Name.
- 2) Title of the event
- 3) Date
- 4) Resource Person name and designation / company details.
- 5) About the event
- 6) Interaction



# St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad, TS-500100

NBA & NAAC A<sup>+</sup> Accredited

DEPARTMENT OF MBA

## CERTIFICATION COURSE PROPOSED BUDGET

S. No	Particulars	Estimated Cost
1.	Honorarium	
2.	Transportation	
3.	Guest Refreshment, Lunch	
4.	Decoration	
5.	New Paper Publication	
6.	Miscellaneous	
7.	* Refreshment to Students	

HOD

IQAC





# St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad, TS-500100

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DEPARTMENT OF MBA

## SUMMARY LIST FOR CERTIFICATION COURSE CONDUCTED

ACADEMIC YEAR: 2019 - 2020

S. No	Title of the Course	Duration of course	Resource Person with Designation	No. of students Attended

HOD

IQAC

PRINCIPAL

# **ANNEXURE – II**

## **VALUE ADDED COURSE**

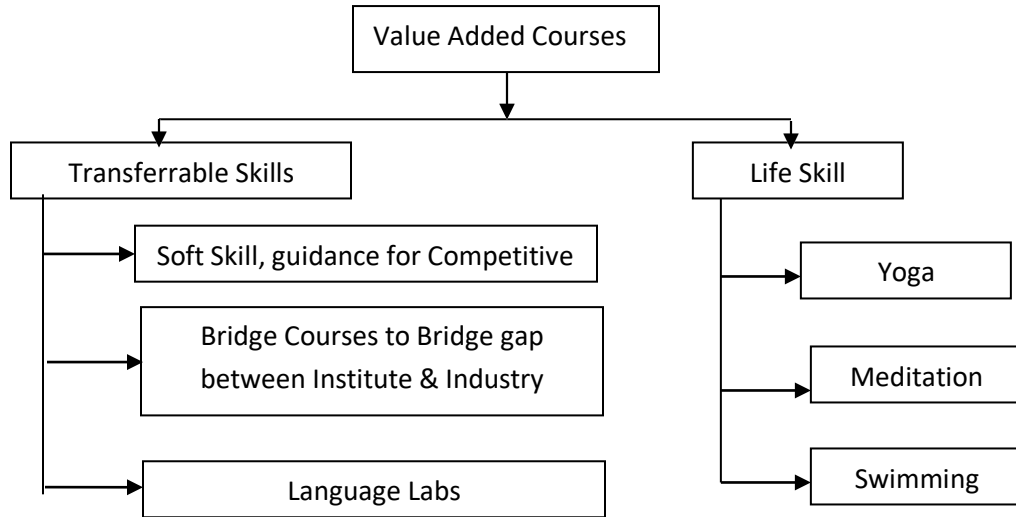
- 1. STANDARD OPERATING PROCEDURE**
- 2. FLOW CHART**
- 3. LIST OF DOCUMENTS AND THEIR TEMPLATES**
  - a. REQUISITION LETTER TO PRINCIPAL**
  - b. SUBMISSION LETTER TO FINANCE SECTION**
  - c. NEWS PAPER SUBMISSION**
  - d. BUDGET PROPOSAL**
- 4. POST EVENT REPORT**
  - a. SUMMER LIST OF EVENTS CONDUCTED IN A.Y**

## **STANDARD OPERATING PROCEDURE**

### **(VALUE ADDED COURSES)**

1. Value added Courses conducting in two ways 1.Transferrable skills 2.Life skills.
2. Soft skills (Technical, Communication, Aptitude, Problem solving etc), guidance for Competitive (Gate, GRE, TOFELS etc), Bridge courses and language labs are under Transferrable skills.
3. Yoga, Meditation and swimming under Life skills.

### ANNEXURE –II VALUE ADDED COURSES



Requisition Letter

Date:

From,

The Event Incharge / HOD,  
Department of Master of Business Administration,  
St. Martin's Engineering College,  
Secunderabad.

To,

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

Respected Sir,

Sub: Requesting Permission – conduct Life Skills – reg.

The Department of Master of Business Administration would like to conduct a <Certification Course> for the <II<sup>nd</sup> Year> Students in the <topic> on <dates>, by <conducting Person/company>. So, kindly sanction the budget amount to conduct the event with all expenses and we need your needful.

Thanking You,

Yours Sincierly,

From,

The Event Incharge / HOD,  
Department of Master of Business Administration,  
St. Martin's Engineering College,  
Secunderabad.

To,

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

Respected Sir,

Sub: Submission – Bill / Vouchers – Life Skills – reg.

The Department of Master of Business Administration had conducted a Life Skills on <date> for the <II<sup>nd</sup> Year> Students in the <topic> by <conducting Person/company>. We would like to submit the Expenditure Bill/Vouchers for the Event (if balance is there mention). So, kindly verify and receive the bill/vouchers for the event with all expenses and we need your needful.

Thanking You,

Yours Sincierly,

Note:

After verified with received signature and all approval signatures make a xerox copy and file it in department.

Original copy handover to finance section.

<New Paper>

Title of the Event (Life Skills)

[Well and good clarity Photos]

- 1) With College Name, Chairman Name, Principal Name, Dean Name, Hod Name.
- 2) Title of the event
- 3) Date
- 4) Resource Person name and designation / company details.
- 5) About the event
- 6) Interaction



# St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad, TS-500100

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DEPARTMENT OF MBA

## LIFE SKILLS PROPOSED BUDGET

S. No	Particulars	Estimated Cost
1.	Honorarium	
2.	Transportation	
3.	Guest Refreshment, Lunch	
4.	Decoration	
5.	New Paper Publication	
6.	Miscellaneous	
7.	* Refreshment to Students	

HOD

IQAC





# St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad, TS-500100

NBA & NAAC A<sup>+</sup> Accredited

DEPARTMENT OF MBA

## SUMMARY LIST FOR LIFE SKILLS CONDUCTED

ACADEMIC YEAR: 2019 - 2020

S. No	Title of the Course	Duration of course	Resource Person with Designation	No. of students Attended

HOD

IQAC

PRINCIPAL

# **ANNEXURE – III**

## **FIELD TRIP**

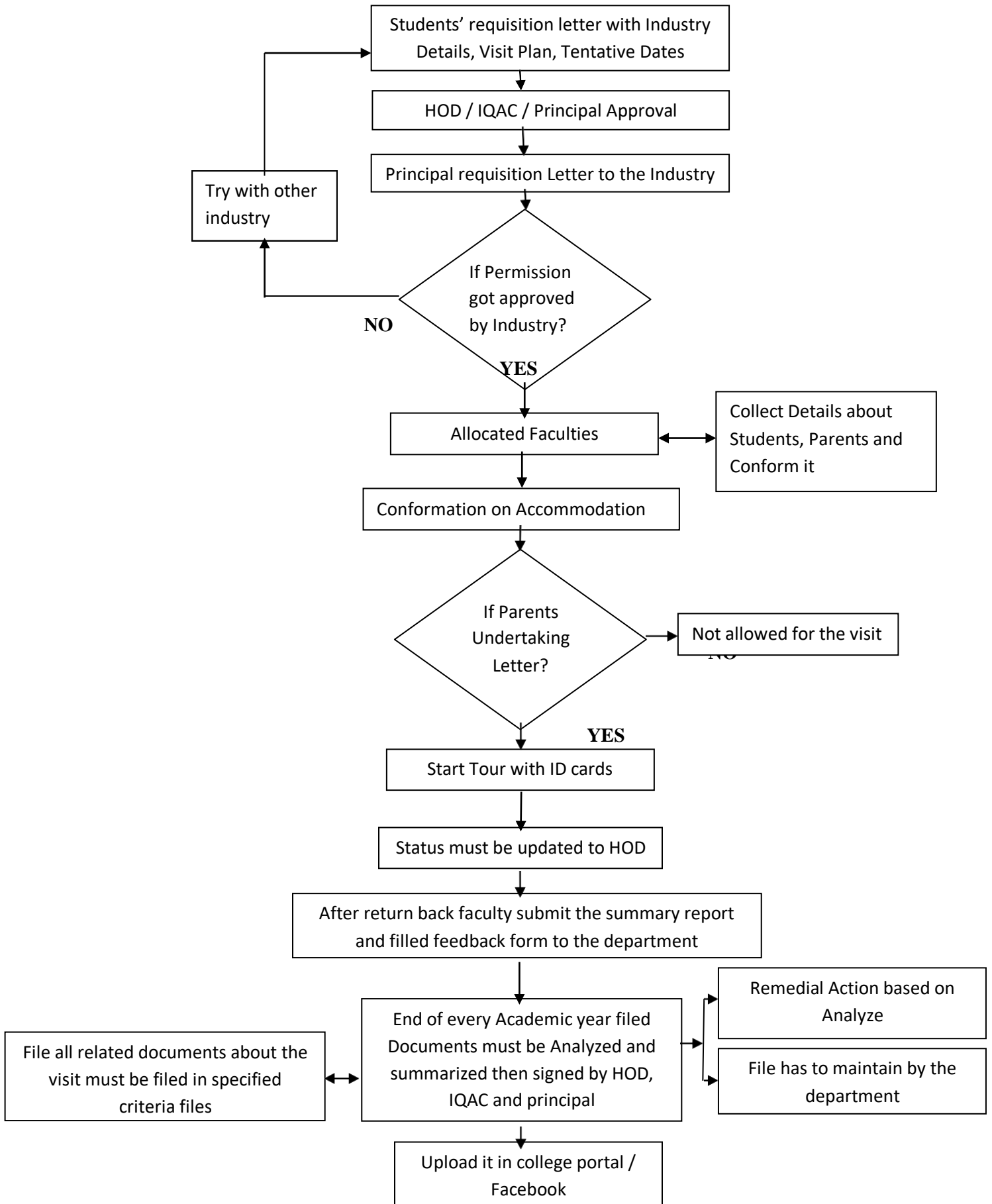
- 1. STANDARD OPERATING PROCEDURE**
- 2. FLOW CHART**
- 3. LIST OF DOCUMENTS AND THEIR TEMPLATES**
  - a. REQUISITION LETTER TO HOD**
  - b. REQUISITION LETTER TO PRINCIPAL**
  - c. PRINCIPAL REQUISITION LETTER TO INDUSTRY**
  - d. SUMMARY REPORT ON VISIT**
  - e. FEEDBACK FORM**
- 4. POST EVENT REPORT**
  - a. SUMMER LIST OF EVENTS CONDUCTED IN A.Y**

## **STANDARD OPERATING PROCEDURE**

### **(INDUSTRIAL VISIT)**

1. Students Requisition Letter to organize an industrial visit through class in-charge to HOD.
2. If approved by HOD, students have to prepare a tentative plan for the visit.
3. Students requisition letter with tentative plan to the principal approval with proper channel(HOD, IQAC Approval)
4. Principal requisition letter to the Industry in college letter head with enclosures.
5. If permission not granted try with another industry and repeat the step-2.
6. If permission granted incharged faculties have to collect contact details of students, parents and conform those details.
7. Faculties and student incharge have to ensure the accommodation details.
8. Faculty incharge have to distribute parents undertaking form to students for parent's signature and filled forms have to be collected.
9. If parents undertaking form is not collected that particular student is not allowed for the visit.
10. If parents undertaking form is collected students can start visit with Institute ID Cards.
11. Faculties have to update the status to HOD.
12. After successful completion of visit, faculties have to submit the summary report and filled feedback form about the visit to the HOD.
13. At the end of every academic year filed documents must be analyzed and summarized then signed by HOD / IQAC /Principal.
15. HOD / IQAC / Principal have to take remedial action based on the feedback analyzed.
16. File all those related documents about the visit in specific criteria file.
17. Upload the visit in college portal and in Facebook.

### Annexure – III Industrial Visit



Requisition Letter to HOD

Date:

From,

< III<sup>rd</sup> Year> Students,  
Department of Master of Business Administration,  
St. Martin's Engineering College,  
Dhulapally, Near Kompally,  
Secunderabad.

To,

The HOD,  
Department of Master of Business Administration,  
St. Martin's Engineering College,  
Dhulapally, Near Kompally,  
Secunderabad.

Respected Sir,

Sub : Requesting Permission – Industrial Visit - reg

We the Students of MBA., <III<sup>rd</sup> Year>, Department of Master of Business Administration in our Institution, as a part of our curriculum please arrange an industrial visit for us. So, we kindly request your needful for the visit.

Thanks You,

Yours obediently,

Requisition Letter to Principal

Date:

From,

< III<sup>rd</sup> Year> Students,  
Department of Master of Business Administration,  
St. Martin's Engineering College,  
Dhulapally, Near Kompally,  
Secunderabad.

To,

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

Respected Sir,

Sub : Requesting Permission – Industrial Visit - reg

We the Students of MBA.,<II<sup>rd</sup> Year>, Department of Master of Business Administration in our Institution, as a part of our curriculum please arrange an industrial visit for us. We had enclosed tentative plan and Name list for the visit and we are in need of a requisition letter to the industry through principal. So, we kindly request your needful for the visit.

Thanks You,

Yours obediently,

\*Tentative Plan Attached

\*Students and Faculty Name list.

Requisition Letter to Industry

Date:

&lt;college letter head&gt;

To,

&lt;Person Name&gt;

&lt;Designation&gt;

&lt;Department&gt;

&lt;Company Name&gt;

&lt;address&gt;

Sir,

Sub: Seeking Permission – Visit your Esteemed – Industry – reg.

The St. Martin's Engineering College, is approved by AICTE New Delhi, affiliated to JNTU, Hyderabad and accredited by National Board of Accreditation (NBA). NAAC A+, and it is an ISO 9001:2008 certified institution in Dhulapally, Secunderabad. Offering education to under graduate program including Management, Engineering program. We seeks permission for our <II year> <Master of Business Administration> students to visit your esteemed organization.

As part of the curriculum of < year> students industrial visit is mandatory. So, as to provide with them the real insight of working procedure of esteemed organization such as yours and to fulfill the curriculum demand, we request you the industrial visit. Kindly accord permission to visit your esteemed organization for a team of <40> (<2 Faculty + 38 students>) either in forenoon or afternoon session as per your convenience as on any date between <23<sup>rd</sup> august to 31<sup>st</sup>>.

Your co-ordination in this regard will not only help the cause of education but will also strengthen the youth of the nation.

Waiting with Anticipation

With Warm Regards

Principal

- Students and Faculties Name List Enclosed

## &lt; College Letter Head&gt;

Seeking Permission for the following <IIIrd year> students and faculties from the Department of Master of Business Administration, St. Martin's Engineering College, Dhulapally, Secunderabad.

## List of Name

S.No	Register Number	Name of the Student
Faculty Names		
S.No	Designation	Name of the Faculty





# St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad, TS-500100

NBA & NAAC A<sup>+</sup> Accredited

DEPARTMENT OF MASTER OF BUSINESS ADMINISTRATION

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## *About the Industrial Visit:*

The Department of Master of Business Administration, St. Martin's Engineering College organized a <three days> industrial visit to <**Company Name, Place**> on <From Date to To Date> for MBA. <II Year> <Master of Business Administration> Students.

The Visit was organized with the prior permission and guidance of Principal Dr. P. Santosh Kumar Patra, Dean Dr. Akella Amarendra Babu and HOD, Dr.Y.V.Rangaiah. Along with the support of faculty members, students of MBA.. Master of Business Administration students have taken hard efforts and initiative which made this visit a grand success.

### *Summary of Experience:*

It was a good experience, which has provided exposure to the <II year> students with industrial life. The students are benefited in terms of technical details that are provided by the company on an important part of recruitment policy by company and various career opportunities in industries.

enjoyed the technical endeavour at this organization a lot. Students and staff members were educated with their tools that they work, students' and staffs' educated with clear understanding.

The company persons also appreciated our students after question answer sessions. Visit seems to be very valuable to students and staff members.

Signature of Faculties with Name

HOD

1)

2)

3)

4)



# St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad, TS-500100

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DEPARTMENT OF MBA

## Industrial Training / Visit Feedback Form

Name of the Student:

Date:

Reg No:

Year/Sem:

1. How was your experience in industrial visit    Very Good     Good     Average
2. Industrial Tour/ Training is as per the expectations     Yes     No     Some What
3. Was the Industrial visit educational     Yes     No
4. Would you like to be a part of such an industrial visit in future    Yes    No

**Valuable Comments:**

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# St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad, TS-500100

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DEPARTMENT OF MBA

## SUMMARY LIST FOR INDUSTRIAL VISITS ORGANIZED BY CSE DEPARTMENT

ACADEMIC YEAR: 2019-2020

S. No.	Date	Organization / Place Visited	Year & Sem	No. of Students

HOD

IQAC

PRINCIPAL

# **ANNEXURE – IV**

## **INTERNSHIP TRAINING**

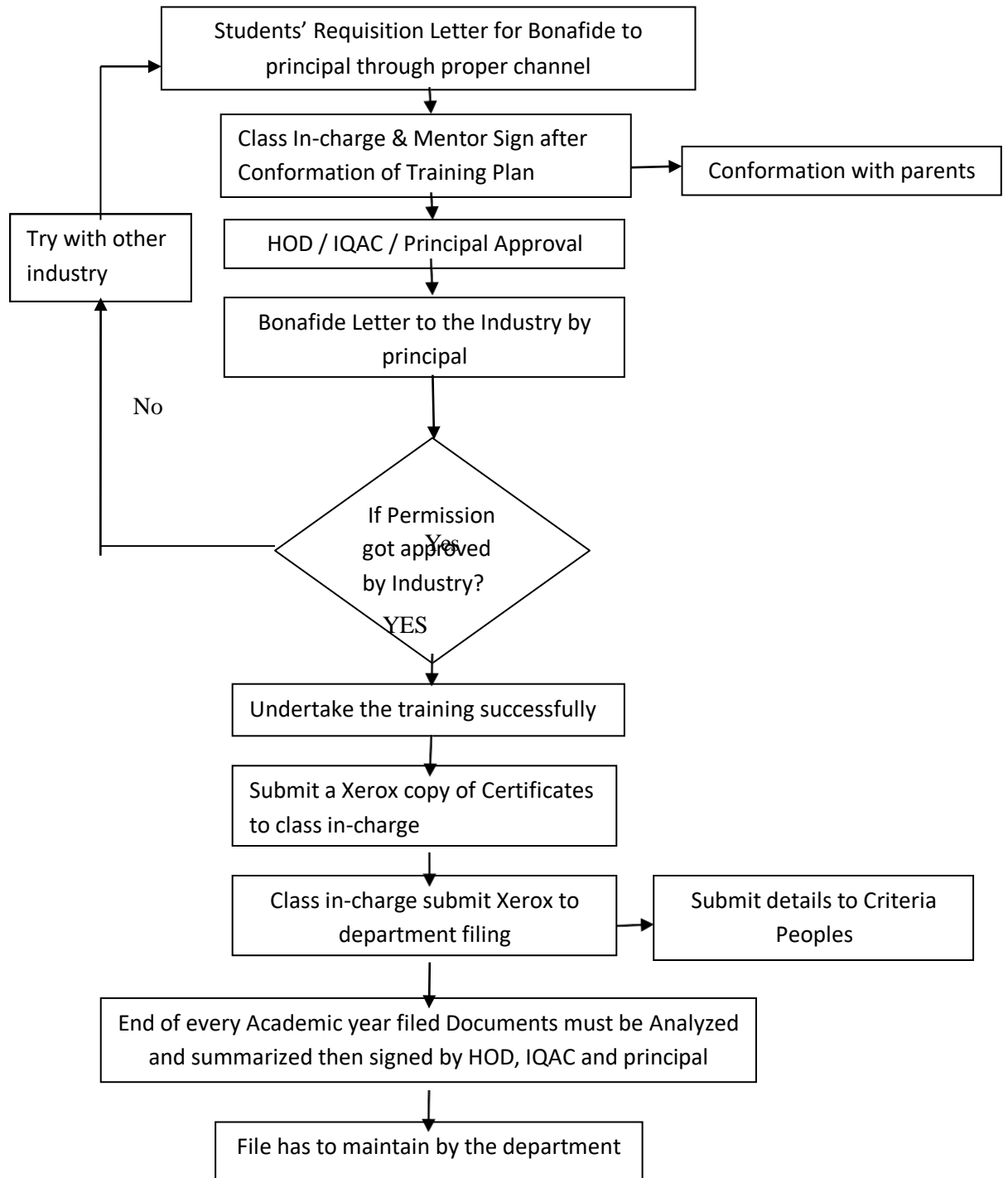
- 1. STANDARD OPERATING PROCEDURE**
- 2. FLOW CHART**
- 3. POST EVENT REPORT**
  - a. SUMMER LIST OF EVENTS CONDUCTED IN A.Y**

## **STANDARD OPERATING PROCEDURE**

### **(INTERNSHIP TRAINING)**

1. Students Requisition Letter for a Bonafide regarding Internship training with industry details, training date, etc., to Principal through HOD.
2. HOD instructs Class Incharge / Mentor have to make conformation with their parents about his training plan, accommodation (in case of outstation) and report.
3. After conformation, Students requisition letter have to be forward to principal approval with proper channel(HOD, IQAC Approval)
4. Bonafide letter have to issue by Principal to the student.
5. If permission not granted try with another industry and repeat the step-1.
6. If permission granted students can undertake training successfully.
7. After return back from training students have to bring with the original and a Xerox copy of certificate and show the same to HOD and submit the Xerox copy to the class-incharge.
8. Class incharge submit the details to the criteria peoples and file that Xerox copy of certificate in department.
9. If parents undertaking form is not collected that particular student is not allowed for the visit.
10. At End of every academic year internship file must be analyzed and summarized then sign by HOD/IQAC/Principal.
11. File has to be maintaining by the department.

## ANNEXURE – IV INTERNSHIP PROGRAM





**St. MARTIN'S ENGINEERING COLLEGE**  
 Dhulapally, Secunderabad, TS-500100  
 NBA & NAAC A<sup>+</sup> Accredited  
**DEPARTMENT OF MASTER OF BUSINESS ADMINISTRATION**

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**SUMMARY LIST FOR INTERNSHIP TRAINING**

**ACADEMIC YEAR: 2019-2020**

S. No.	Date	Organization / Place Visited	Year & Sem	No. of Students

**HOD**

**IQAC**

**PRINCIPAL**

# **ANNEXURE – V & VI**

## **SLOW & ADVANCE LEARNERS**

- 1. STANDARD OPERATING PROCEDURE**
- 2. FLOW CHART**
- 3. POST EVENT REPORT**
  - a. SUMMARY REPORT ON SLOW LEARNERS**
  - b. SUMMARY REPORT ON ADVANCE LEARNERS**

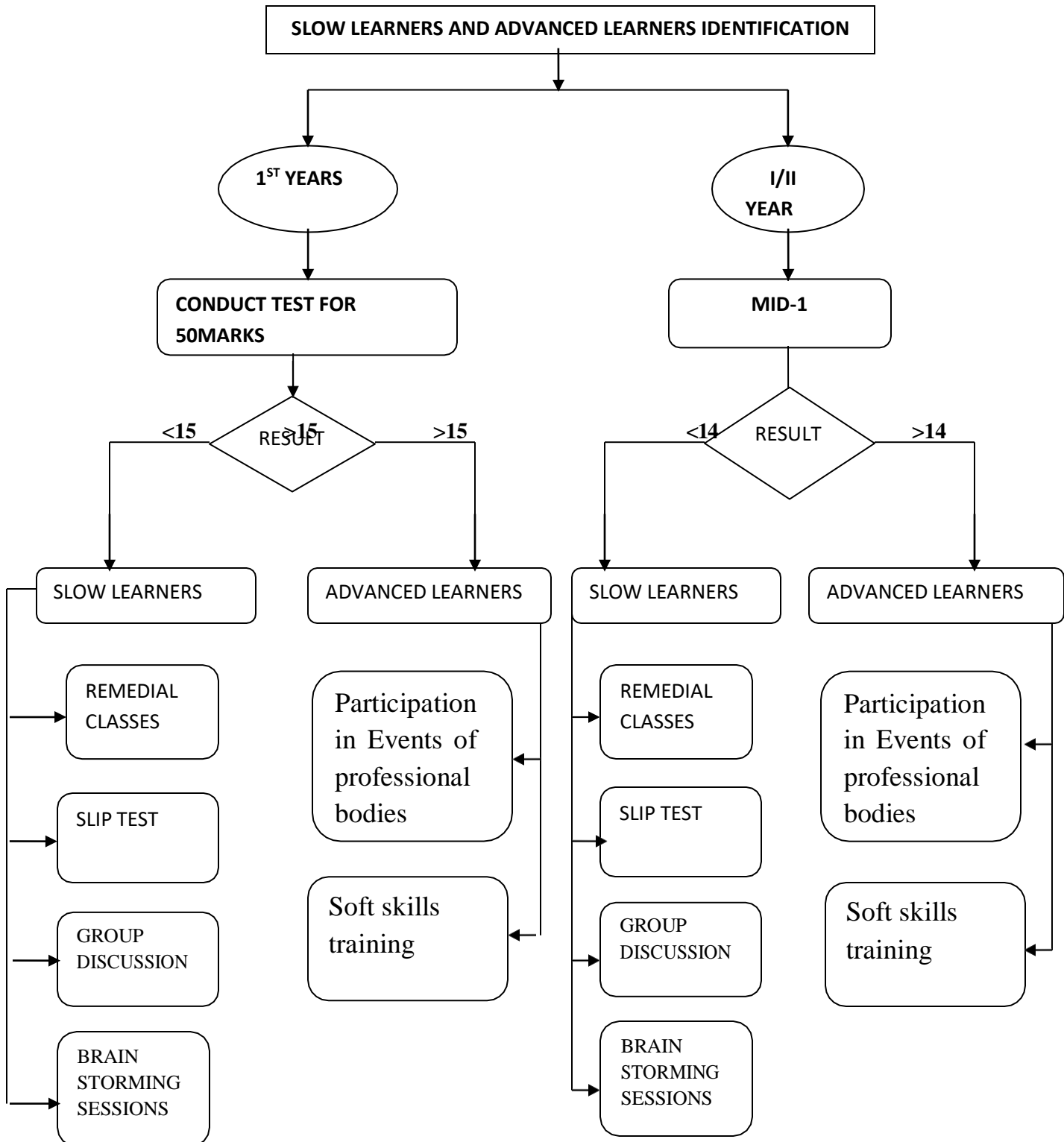


**STANDARD OPERATING PROCEDURE**  
**(SLOW AND ADVANCED LEARNERS)**

1. 1<sup>st</sup> year students there is an exam for 50 marks if students get less than 15 marks then those students consider as slow learners and above 16 scored students consider as advanced learners.
2. II/III/IV Year students who get less than 14 marks in MID-1 consider as slow learners and above 14 marks scored students consider as advanced learners.
3. For slow learners we have to conduct Remedial classes, Slip tests, Group discussion and Brain storming sessions.
4. For Advanced learner we permit us to Participate in Events of professional bodies and Soft skills training.
5. MID-II exams will conduct.
6. From those exams we Compare MID-I and MID-II marks and generate a Summarized report.

## ANNEXURE – V &amp; VI

## SLOW LEARNERS AND ADVANCED LEARNERS IDENTIFICATION





## St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad, TS-500100

NBA & NAAC A<sup>+</sup> Accredited

DEPARTMENT OF MBA

Subject Name with Code		
Faculty Name	Year	Academic Year
	II.MBA.	2019-20

### SLOW LEARNERS IN THE CLASS

SUB:	M1
NO. OF STUDENTS APPEARED	
NO. OF STUDENTS ABSENT	
NO. OF STUDENTS QUALIFIES (>35%)	
NO. OF STUDENTS NOT QUALIFIED (<35%)	
STUDENTS UNDER -FAST LEARNERS (>75%)	
STUDENTS UNDER -AVERAGE GRADE (60% TO 75%)	
STUDENTS UNDER -SLOW LEARNERS (35% TO <60%)	

\* M1 – Mid Term Test1.

ROLL NUMBERS	REMEDIAL ACTION FOR MID TERM TEST -1
	Daily one question learning and writing process, spot evaluation.

### Questions given for slow learners in MID – I

Signature of the Faculty

HOD



## St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad, TS-500100

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DEPARTMENT OF MBA

Subject Name with Code		
Faculty Name	Year	Academic Year
	II MBA.	2019-20

### ADVANCED LEARNERS IN THE CLASS

SUB:	M1
NO. OF STUDENTS APPEARED	
NO. OF STUDENTS ABSENT	
NO. OF STUDENTS QUALIFIES (>35%)	
NO. OF STUDENTS NOT QUALIFIED (<35%)	
STUDENTS UNDER - <b>FAST LEARNERS</b> (>75%)	
STUDENTS UNDER - <b>AVERAGE GRADE</b> (60% TO 75%)	
STUDENTS UNDER - <b>SLOW LEARNERS</b> (35% TO <60%)	

\* M1 – Mid Term Test I.

ROLL NUMBERS	REMEDIAL ACTION FOR ASSIGNMENT TEST -1

Signature of the Faculty

HOD

# **ANNEXURE – VII(A)**

## **TLP(SEMINAR / GUEST LECTURE)**

- 1. STANDARD OPERATING PROCEDURE**
- 2. FLOW CHART**
- 3. LIST OF DOCUMENTS AND THEIR TEMPLATES**
  - a. REQUISITION LETTER TO PRINCIPAL**
  - b. SUBMISSION LETTER TO FINANCE SECTION**
  - c. NEWS PAPER FORMAT**
  - d. PROPOSED BUDGET**
- 4. POST EVENT REPORT**
  - a. SUMMER LIST OF EVENTS CONDUCTED IN A.Y**

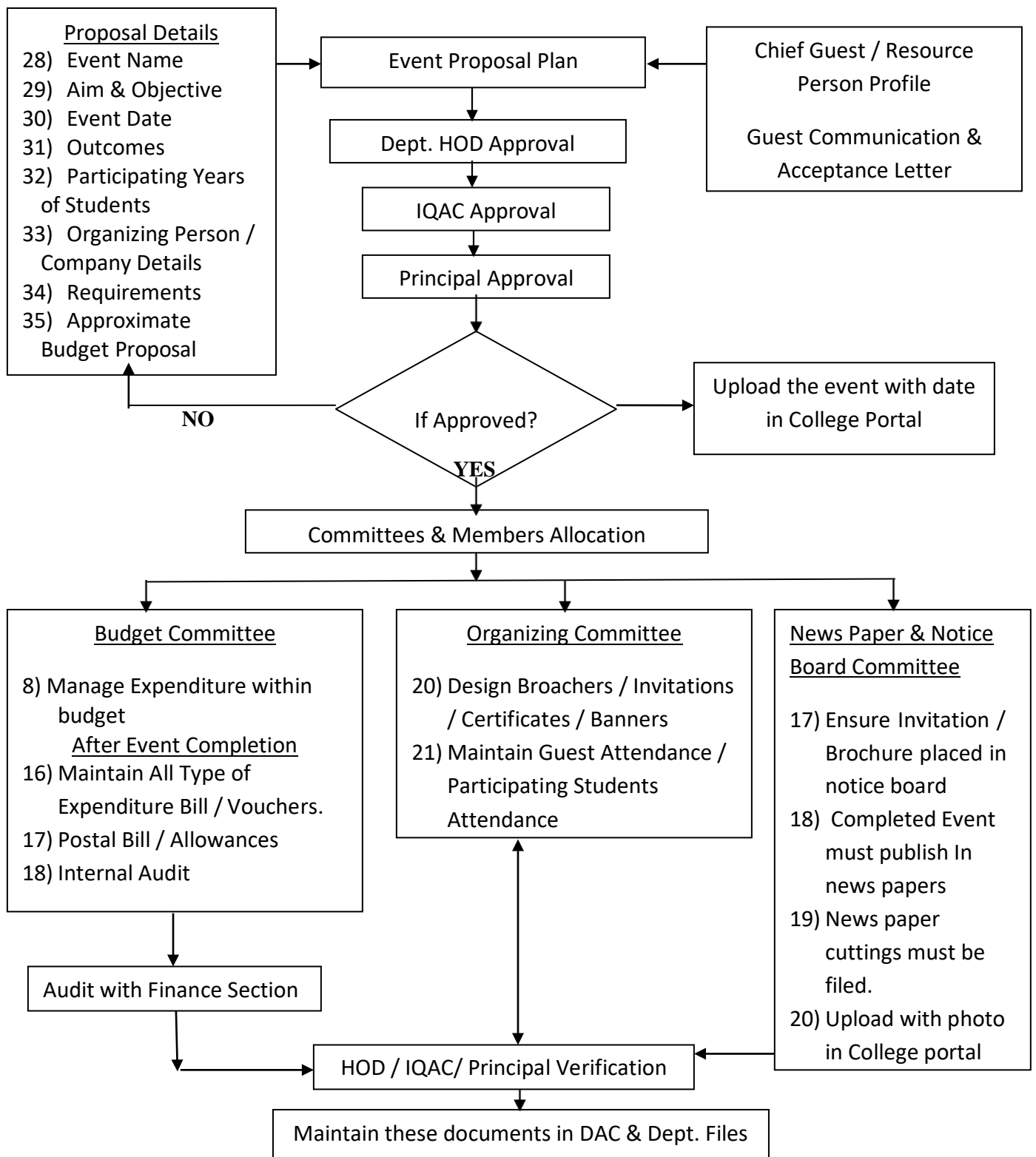
## **STANDARD OPERATING PROCEDURE**

### **(SEMINAR / GUEST LECTURE)**

1. Frame a Event Proposal plan which includes the details of event name, aim & objective of the event, date of the event, outcomes, participating students year, organizing person / company details, approximate budget and requirements, with chief guest profile and acceptance letter.
2. Requisition Letter to conduct the event with proper channel (HOD/IQAC) to the principal.
3. If not approved repeat step – 1 as per the modification required.
4. If approved upload the details in the college portal upcoming events.
5. If approved HOD have to form committees and allocate members for those (Budget, Purchase, Organizing, Registration, Reception, Refreshment, Decoration, Disciplinary, News paper & notice board display).
6. Budget Committee members have to manage expenditures within the allocated budget. After event completion maintain all types of expenditure bill / vouchers, post bills/ allowances, internal audit with allotted, expenditure and balance. Submit those bills/vouchers /balance in finance section and get signature from concern staff.
7. Organizing committee members have to take care of design Brochures', Invitations, Banners and get verified by the authorities (HOD/IQAC/Principal). Maintain Guest Attendance and participating student's attendance.
8. News Paper & Notice Board Committee Members have to ensure that invitation / Brochure place in notice board, completed event must publish in news papers, after published in news paper that paper cutting must be filed and one copy in notice board, upload those details with photo in college portal and in Facebook.
9. Get verification from approval authorities.
10. Maintain those verified documents in DAC and in Dept. file.

## ANNEXURE – VII(A)

## EVENTS' PLAN (SEMINAR / GUEST LECTURE)



Requisition Letter

Date:

From,

The Event Incharge / HOD,  
Department of Master of Business Administration,  
St. Martin's Engineering College,  
Secunderabad.

To,

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

Respected Sir,

Sub: Requesting Permission – conduct Seminar / Guest Lecturing – reg.

The Department of Master of Business Administration would like to conduct a <seminar / guest lecturer> for the <II<sup>nd</sup> Year> Students in the <topic> on <date>, by <conducting Person/company>. So, kindly sanction the budget amount to conduct the event with all expenses and we need your needful.

Thanking You,

Yours Sincierly,



From,

The Event Incharge / HOD,  
Department of Master of Business Administration,  
St. Martin's Engineering College,  
Secunderabad.

To,

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

Respected Sir,

Sub: Submission – Bill / Vouchers - Seminar / Guest Lecturing – reg.

The Department of Master of Business Administration had conducted a seminar / Guest Lecture on <date> for the <II<sup>nd</sup> Year> Students in the <topic> by <conducting Person/company>. We would like to submit the Expenditure Bill/Vouchers for the Event (if balance is there mention). So, kindly verify and receive the bill/vouchers for the event with all expenses and we need your needful.

Thanking You,

Yours Sincierly,

Note:

After verified with received signature and all approval signatures make a xerox copy and file it in department.

Original copy handover to finance section.

<New Paper>

Title of the Event (Seminar / Guest Lecture)

[Well and good clarity Photos]

- 1) With College Name, Chairman Name, Principal Name, Dean Name, Hod Name.
- 2) Title of the event
- 3) Date
- 4) Resource Person name and designation / company details.
- 5) About the event
- 6) Interaction



# St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad, TS-500100

NBA & NAAC A<sup>+</sup> Accredited

DEPARTMENT OF MASTER OF BUSINESS ADMINISTRATION

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## Seminar / Guest Lecture Proposed Budget

S.No	Particulars	Estimated Cost
1.	Honorarium	
2.	Transportation	
3.	Guest Refreshment, Lunch	
4.	Decoration	
5.	New Paper Publication	
6.	Miscellaneous	
7.	* Refreshment to Students	

HOD

IQAC



# St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad, TS-500100

NBA & NAAC A<sup>+</sup> Accredited

DEPARTMENT OF MASTER OF BUSINESS ADMINISTRATION

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## SUMMARY LIST FOR SEMINAR / GUEST LECTURE CONDUCTED

ACADEMIC YEAR: 2019 - 2020

S. No	Title of the Event	Event Type	Date	Resource Person with designation	No. of students Attended	Relevance to POs, PSOs

HOD

IQAC

Principal

## **ANNEXURE – VII(B)**

### **TLP(WORKSHOP / TAM/ TECHNOSMEC)**

- 1. STANDARD OPERATING PROCEDURE**
- 2. FLOW CHART**
- 3. LIST OF DOCUMENTS AND THEIR TEMPLATES**
  - a. REQUISITION LETTER TO PRINCIPAL**
  - b. SUBMISSION LETTER TO FINANCE SECTION**
  - c. NEWS PAPER FORMAT**
  - d. PROPOSED BUDGET**
- 4. POST EVENT REPORT**
  - a. SUMMER LIST OF EVENTS CONDUCTED IN A.Y**

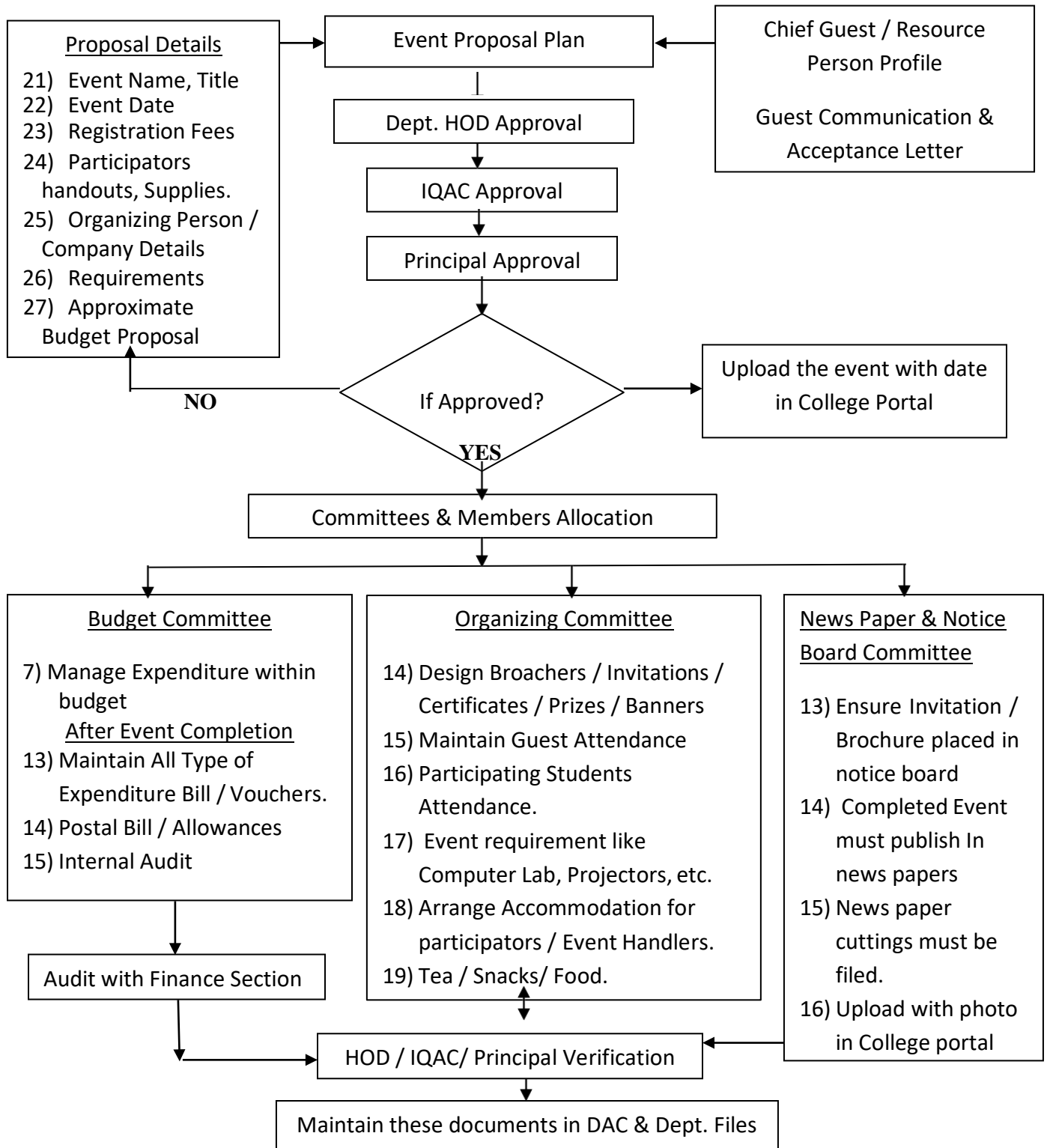
## **STANDARD OPERATING PROCEDURE**

### **(WORKSHOP / TAM/ TECHNOSMEC)**

1. Frame a Event Proposal plan which includes the details of event name and title, date of the event, Registration Fees, 4), Participators handouts, Supplies(Pen/File/Letter pad/Food Token), organizing person / company details, approximate budget and requirements, with chief guest profile and acceptance letter.
2. Requisition Letter to conduct the event with proper channel (HOD/IQAC) to the principal.
3. If not approved repeat step – 1 as per the modification required.
4. If approved upload the details in the college portal upcoming events.
5. If approved HOD have to form committees and allocate members for those (Budget, Purchase, Organizing, Registration, Reception, Refreshment, Decoration, Disciplinary, News paper & notice board display).
6. Budget Committee members have to manage expenditures within the allocated budget. After event completion maintain all types of expenditure bill / vouchers, post bills/ allowances, internal audit with allotted, expenditure and balance. Submit those bills/vouchers /balance in finance section and get signature from concern staff.
7. Organizing committee members have to take care of design Brochures', Invitations, Banners, Prizes, Certificates, Lab Arrangements, Arrange Accommodation for participators (Based on event days), Tea / Snacks/ Food and get verified by the authorities (HOD/IQAC/Principal). Maintain Guest Attendance and participating student's attendance.
8. News Paper & Notice Board Committee Members have to ensure that invitation / Brochure place in notice board, completed event must publish in news papers, after published in news paper that paper cutting must be filed and one copy in notice board, upload those details with photo in college portal and in Facebook.
9. Get verification from approval authorities.
10. Maintain those verified documents in DAC and in Dept. file.

## ANNEXURE – VII(B)

### TLP (WORKSHOP / TAM/ TECHNOSMEC)



Requisition Letter

Date:

From,

The Event Incharge / HOD,  
Department of Master of Business Administration,  
St. Martin's Engineering College,  
Secunderabad.

To,

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

Respected Sir,

Sub: Requesting Permission – conduct Workshop / TAM/ Technosmec – reg.

The Department of Master of Business Administration would like to conduct a < Workshop / TAM/ Technosmec > for Students in the <title> on <dates>, by <conducting Person/company>. So, kindly sanction the budget amount to conduct the event with all expenses and we need your needful.

Thanking You,

Yours Sincierly,



Date:

From,

The Event Incharge / HOD,  
Department of Master of Business Administration,  
St. Martin's Engineering College,  
Secunderabad.

To,

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

Respected Sir,

Sub: Submission – Bill / Vouchers - Workshop / TAM/ Technosmec – reg.

The Department of Master of Business Administration had conducted a Workshop / TAM/ Technosmec on <days> for the Students in the <title> by <conducting Person/company>. We would like to submit the Expenditure Bill/Vouchers/Received amount from participants for the Event (if balance is there mention). So, kindly verify and receive the bill/vouchers for the event with all expenses and we need your needful.

Thanking You,

Yours Sincierly,

Note:

After verified with received signature and all approval signatures make a xerox copy and file it in department.

Original copy handover to finance section.

<New Paper>

Title of the Event (Workshop / TAM/ Technosmec)

[Well and good clarity Photos]

- 1) With College Name, Chairman Name, Principal Name, Dean Name, Hod Name.
- 2) Title of the event
- 3) Date
- 4) Resource Person name and designation / company details.
- 5) About the event
- 6) Interaction



## St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad, TS-500100

NBA & NAAC A<sup>+</sup> Accredited

**DEPARTMENT OF MASTER OF BUSINESS ADMINISTRATION**

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### WORKSHOP / TAM/ TECHNOSMEC PROPOSED BUDGET

S.No	Particulars	Estimated Cost
1.	Honorarium	
2.	Transportation & Accommodation	
3.	Guest Refreshment, Lunch	
4.	Decoration	
6.	Prize, Certificates	
5.	New Paper Publication	
6.	Miscellaneous	
7.	* Refreshment to Students	
8.	Handouts(Any Printouts, Letter pad, Pen, file)	

**HOD**

**IQAC**



# St. MARTIN'S ENGINEERING COLLEGE

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DEPARTMENT OF MASTER OF BUSINESS ADMINISTRATION

## SUMMARY LIST FOR WORKSHOP / TAM/ TECHNOSMEC CONDUCTED

ACADEMIC YEAR: 2019 - 2020

S. No	Title of the Event	Event Type	Date	Resource Person with designation	No. of students Attended

HOD

IQAC

PRINCIPAL

# **ANNEXURE – VIII**

## **STACK HOLDERS**

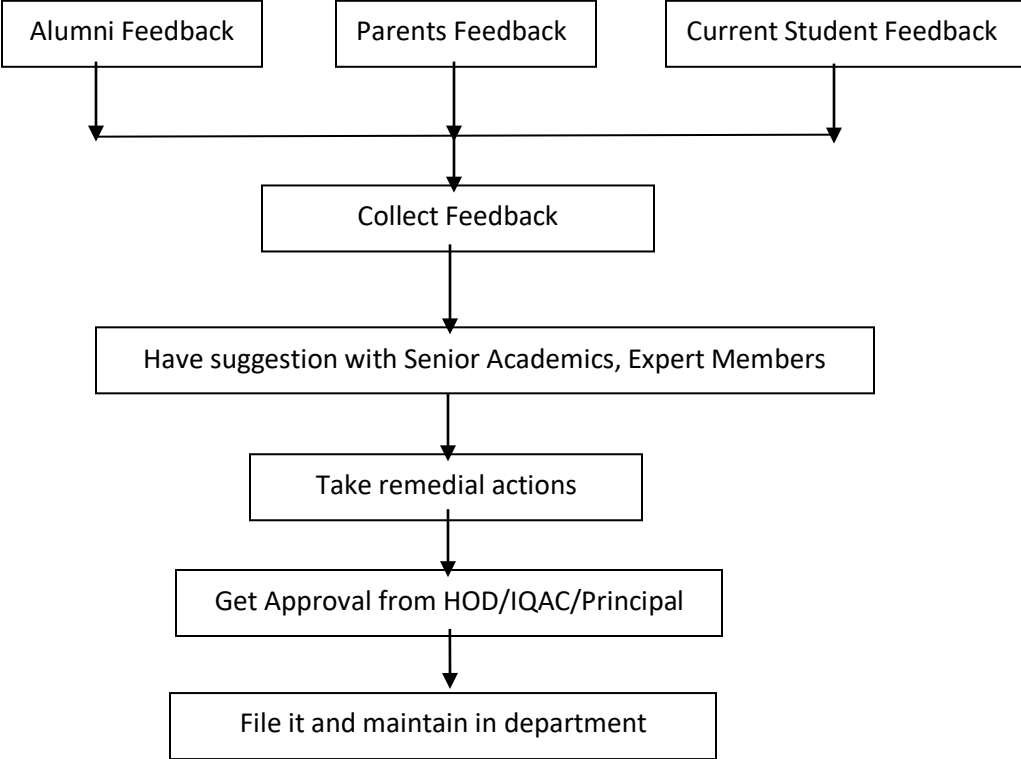
- 1. STANDARD OPERATING PROCEDURE**
- 2. FLOW CHART**

## **STANDARD OPERATING PROCEDURE**

### **(STACK HOLDERS)**

1. Collect Feedback from Alumni, Parents, and Currently studying students one per semester.
2. Based upon feedback have suggestion with senior academics, Expert Members.
3. Take Remedial if required.
4. Get approval from HOD/IQAC/Principal.
5. File it and maintain in department feedback file

**ANNEXURE – VIII STACK HOLDERS**



# **ANNEXURE – IX**

## **RESEARCH PAPERS**

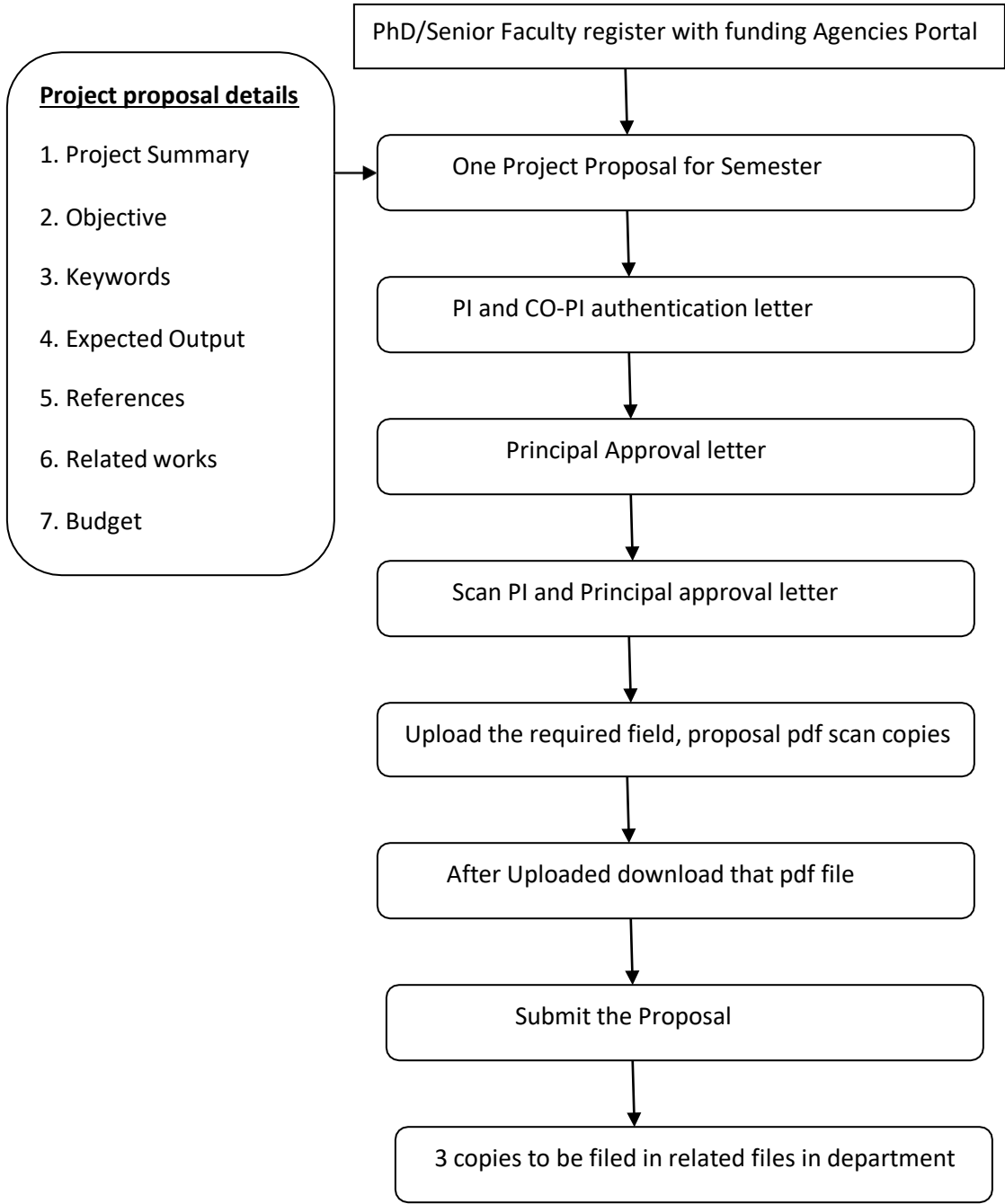
- 1. STANDARD OPERATING PROCEDURE**
- 2. FLOW CHART**



**STANDARD OPERATING PROCEDURE****(RESEARCH PROJECT PHD)**

1. One PhD/ senior faculty register with funding agencies.
2. One PhD/ senior faculty propose one Research Project for one semester.
3. Proposed Project contain details like project summary, objective, keywords, Expected Output, references, related works and budget.
4. Get Authentication letter from PI and CO-PI.
5. If authenticated from PI and CO-PI then go for Principal Approval.
6. Scan copies of PI, CO-PI and Principal Approve letters.
7. Upload required fields and Proposal scanned copies.
8. Download PDF files.
9. Submit proposal.
10. Take three print out copies. To be filed in related department.

## ANNEXURE – IX PHD/SENIOR FACULTY RESEARCH PROJECTS



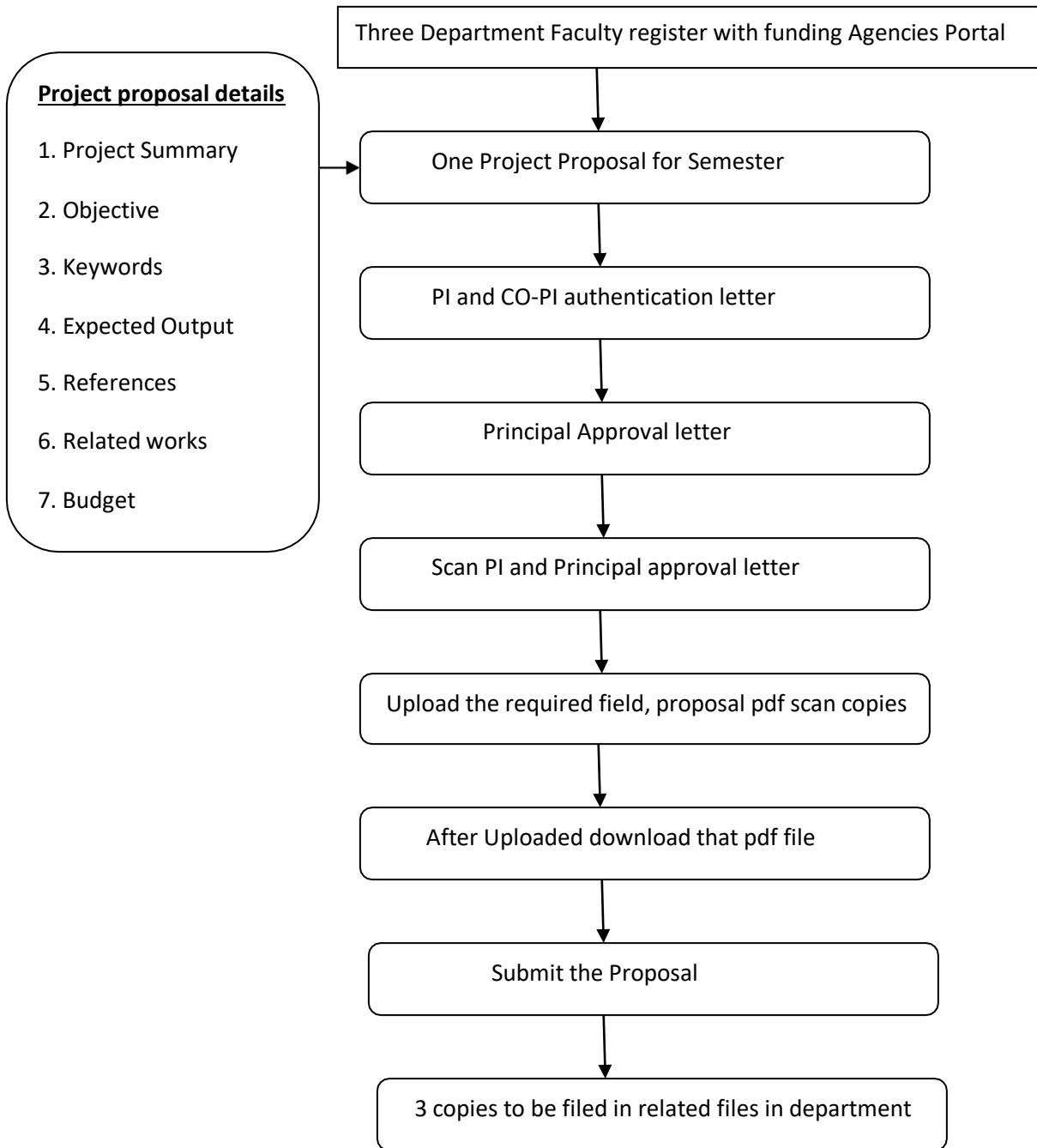
# **ANNEXURE – X**

## **RESEARCH PROJECT**

- 1. STANDARD OPERATING PROCEDURE**
- 2. FLOW CHART**

**STANDARD OPERATING PROCEDURE**  
**(DEPARTMENT RESEARCH PROJECT)**

1. Three Department faculty register with funding agencies.
2. Three Department faculty propose one Research Project for one semester.
3. Proposed Project contain details like project summary, objective, keywords, Expected Output, references, related works and budget.
4. Get Authentication letter from PI and CO-PI.
5. If authenticated from PI and CO-PI then go for Principal Approval.
6. Scan copies of PI, CO-PI and Principal Approve letters.
7. Upload required fields and Proposal scanned copies.
8. Download PDF files.
9. Submit proposal.
10. Print out three copies. To be filed in related department.



# **ANNEXURE – XI**

## **INNOVATION & INCUBATION**

- 1. STANDARD OPERATING PROCEDURE**
- 2. FLOW CHART**
- 3. LIST OF DOCUMENTS AND THEIR TEMPLATES**
  - a. REQUISITION LETTER TO PRINCIPAL**
  - b. SUBMISSION LETTER TO FINANCE SECTION**
  - c. NEWS PAPER FORMAT**
  - d. PROPOSED BUDGET**
- 4. POST EVENT REPORT**
  - a. SUMMER LIST OF EVENTS CONDUCTED IN A.Y**

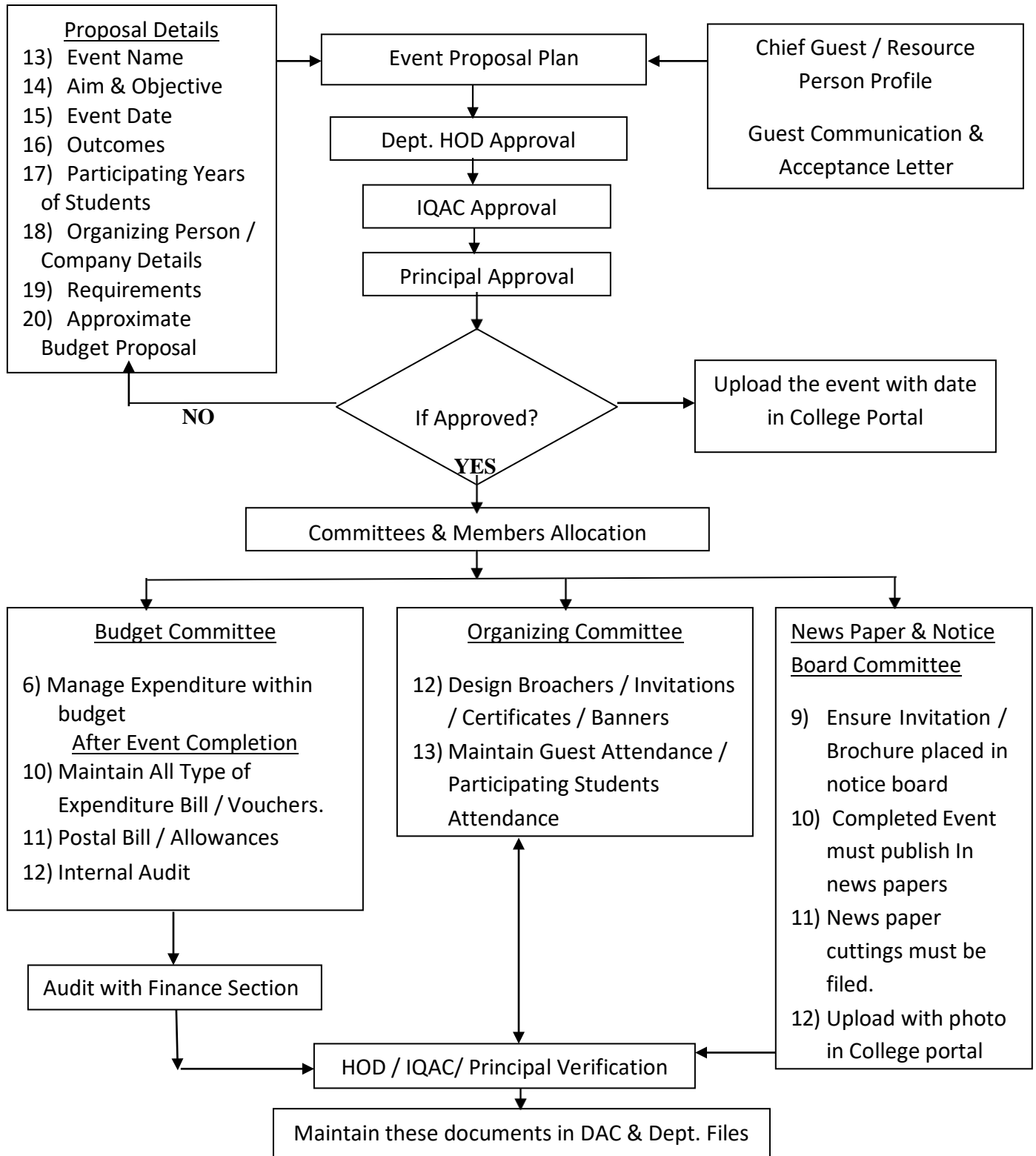
## **STANDARD OPERATING PROCEDURE**

### **(INNOVATION & INCUBATION)**

1. Frame a Event Proposal plan which includes the details of event name, aim & objective of the event, date of the event, outcomes, participating students year, organizing person / company details, approximate budget and requirements, with chief guest profile and acceptance letter.
2. Requisition Letter to conduct the event with proper channel (HOD/IQAC) to the principal.
3. If not approved repeat step – 1 as per the modification required.
4. If approved upload the details in the college portal upcoming events.
5. If approved HOD have to form committees and allocate members for those (Budget, Purchase, Organizing, Registration, Reception, Refreshment, Decoration, Disciplinary, News paper & notice board display).
6. Budget Committee members have to manage expenditures within the allocated budget. After event completion maintain all types of expenditure bill / vouchers, post bills/ allowances, internal audit with allotted, expenditure and balance. Submit those bills/vouchers /balance in finance section and get signature from concern staff.
7. Organizing committee members have to take care of design Brochures', Invitations, Banners and get verified by the authorities (HOD/IQAC/Principal). Maintain Guest Attendance and participating student's attendance.
8. News Paper & Notice Board Committee Members have to ensure that invitation / Brochure place in notice board, completed event must publish in news papers, after published in news paper that paper cutting must be filed and one copy in notice board, upload those details with photo in college portal and in Facebook.
9. Get verification from approval authorities.
10. Maintain those verified documents in DAC and in Dept. file.

## ANNEXURE – XI

### EVENTS' PLAN (INNOVATION & INCUBATION)





Requisition Letter

Date:

From,

The Event Incharge / HOD,  
Department of Master of Business Administration,  
St. Martin's Engineering College,  
Secunderabad.

To,

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

Respected Sir,

Sub: Requesting Permission – conduct Innovation & Incubation – reg.

The Department of Master of Business Administration would like to conduct a < Innovation & Incubation > for the <II<sup>nd</sup> Year> Students in the <topic> on <date>, by <conducting Person/company>. So, kindly sanction the budget amount to conduct the event with all expenses and we need your needful.

Thanking You,

Yours Sincierly,

Date:

From,

The Event Incharge / HOD,  
Department of Master of Business Administration,  
St. Martin's Engineering College,  
Secunderabad.

To,

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

Respected Sir,

Sub: Submission – Bill / Vouchers - Seminar / Guest Lecturing – reg.

The Department of Master of Business Administration had conducted a Innovation & Incubation on <date> for the <II<sup>nd</sup> Year> Students in the <topic> by <conducting Person/company>. We would like to submit the Expenditure Bill/Vouchers for the Event (if balance is there mention). So, kindly verify and receive the bill/vouchers for the event with all expenses and we need your needful.

Thanking You,

Yours Sincierly,

Note:

After verified with received signature and all approval signatures make a xerox copy and file it in department.

Original copy handover to finance section.

<New Paper>

Title of the Event (Innovation & Incubation)

[Well and good clarity Photos]

- 1) With College Name, Chairman Name, Principal Name, Dean Name, Hod Name.
- 2) Title of the event
- 3) Date
- 4) Resource Person name and designation / company details.
- 5) About the event
- 6) Interaction



## St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad, TS-500100

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DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

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### INNOVATION & INCUBATION PROPOSED BUDGET

S.No	Particulars	Estimated Cost
1.	Honorarium	
2.	Transportation	
3.	Guest Refreshment, Lunch	
4.	Decoration	
5.	New Paper Publication	
6.	Miscellaneous	
7.	* Refreshment to Students	

HOD

IQAC

PRINCIPAL



**St. MARTIN'S ENGINEERING COLLEGE**  
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**DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING**

---

**SUMMARY LIST FOR INNOVATION & INCUBATION CONDUCTED**

**ACADEMIC YEAR: 2019 - 2020**

<b>S. No</b>	<b>Date</b>	<b>Name of the Event</b>	<b>Resource Person with designation</b>	<b>Target Audience</b>

**HOD**

**IQAC**

**Principal**

# **ANNEXURE – XII**

## **LAB TO LAND**

### **1. STANDARD OPERATING PROCEDURE**

## **STANDARD OPERATING PROCEDURE**

### **(LAB TO LAND)**

1. Department faculties have to insist to do some real-time new scenarios
2. Make that product to visibility by all.
3. Publish those scenarios in college portal, facebook and in news papers
4. Document those paper cuttings in department files.

# **ANNEXURE – XIII**

## **RESEARCH PAPER PUBLICATIONS**

### **1. Standard Operating Procedure**



**STANDARD OPERATING PROCEDURE**  
**(RESEARCH PAPER PUBLICATIONS)**

1. All faculties should publish two research paper in Reputed Journals within academic year [ 2019-2020]
2. Additionally Ph.D. faculties have to publish 2 journals in Scopus indexed journals.
3. Preparing faculty has to go for a literature review.
4. Prepare journal as per the existing system what we going to propose to overcome the existing draw backs.
5. From that proposed methodology prepare an evaluation report
6. As per to the publisher template prepare the journal and submit the journal.
7. Published journal copies to be submitted to the department filing purpose.

# **ANNEXURE – XIV**

## **BOOK PUBLICATIONS**

### **1. Standard Operating Procedure**

**STANDARD OPERATING PROCEDURE**  
**(BOOK PUBLICATIONS)**

1. Concern department faculties have to prepare two books per academic year.
2. As per the subject of the title of book prepare contents.
3. Prepare chapters wise contents.
4. Prepare contents as per the publisher requirements.
5. Submit the copy to the publisher.
6. If it is an ISBN publication it will be more advantage.

# **ANNEXURE – XV**

## **NATIONAL / INTERNATIONAL CONFERENCE**

- 1. STANDARD OPERATING PROCEDURE**
- 2. FLOW CHART**
- 3. LIST OF DOCUMENTS AND THEIR TEMPLATES**
  - a. REQUISITION LETTER TO PRINCIPAL**
  - b. SUBMISSION LETTER TO FINACE SECTION**
  - c. NEWS PAPER SUBMISSION**
  - d. BUDGET PROPOSAL**
- 4. POST EVENT REPORT**
  - a. SUMMER LIST OF EVENTS CONDUCTED IN A.Y**

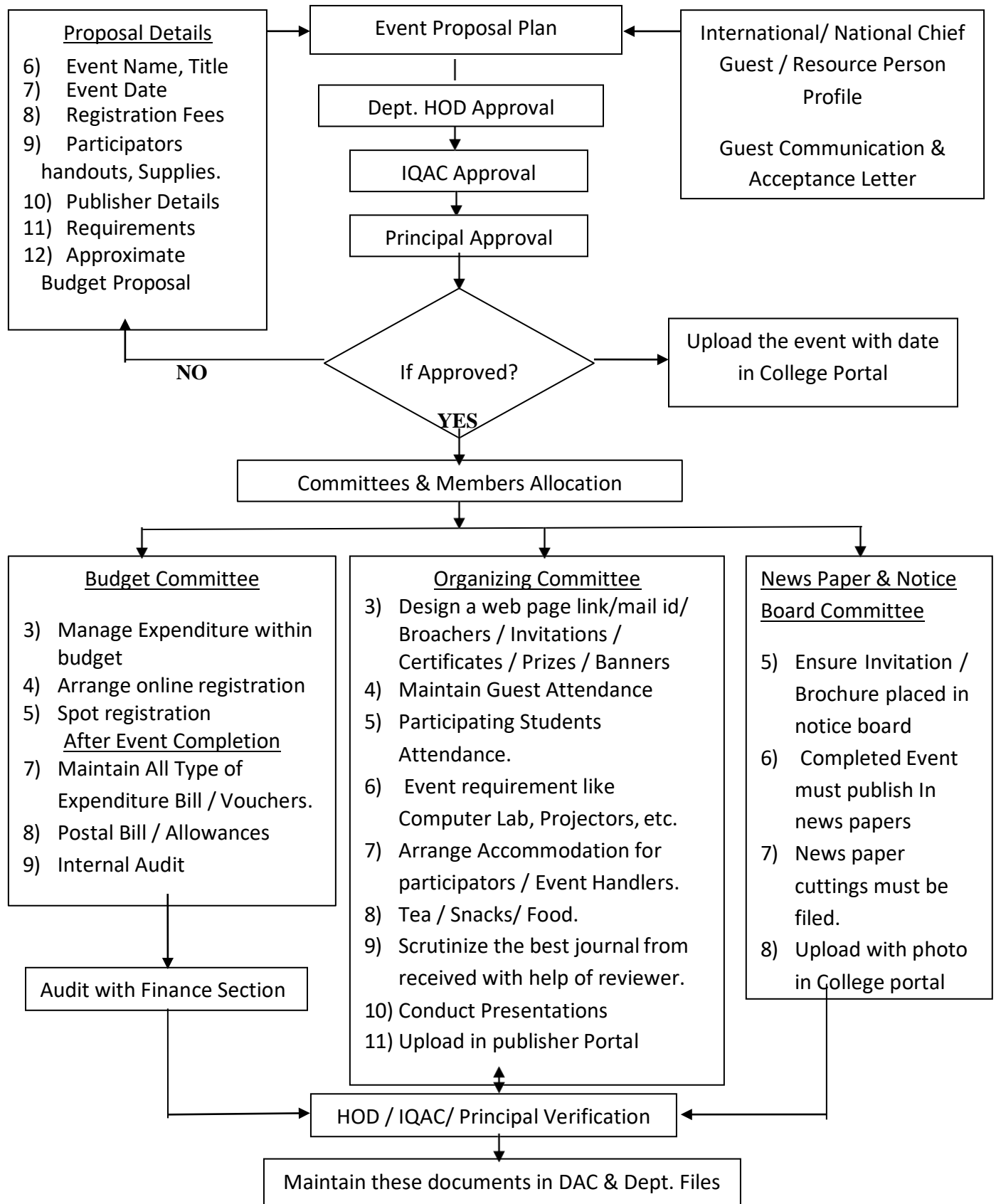
## **STANDARD OPERATING PROCEDURE**

### **(NATIONAL / INTERNATIONAL CONFERENCE)**

1. Frame a Event Proposal plan which includes the details of event name and title, date of the event, Registration Fees, Participators handouts, Supplies(Pen/File/Letter pad/Food Token), Publisher details, approximate budget and requirements, with National / International chief guest profile and acceptance letter.
2. Requisition Letter to conduct the event with proper channel (HOD/IQAC) to the principal.
3. If not approved repeat step – 1 as per the modification required.
4. If approved upload the details in the college portal upcoming events.
5. If approved HOD have to form committees and allocate members for those (Budget, Purchase, Organizing, Registration, Reception, Refreshment, Decoration, Disciplinary, News paper & notice board display).
6. Budget Committee members have to manage expenditures within the allocated budget. After event completion maintain all types of expenditure bill / vouchers, post bills/ allowances, internal audit with allotted, expenditure and balance. Submit those bills/vouchers /balance in finance section and get signature from concern staff.
7. Organizing committee members have to take care of design a web page link, mail id, Brochures', Invitations, Banners, Prizes, Certificates, Lab Arrangements, Arrange Accommodation for participators (Based on event days), Tea / Snacks/ Food, Scrutinize best papers from received papers with the help of reviewers and Conduct Presentation for those papers, recommended papers to be uploaded in publisher postal as per the requirement of publisher and get verified by the authorities (HOD/IQAC/Principal). Maintain Guest Attendance and participating student's attendance.
8. News Paper & Notice Board Committee Members have to ensure that invitation / Brochure place in notice board, completed event must publish in news papers, after published in news paper that paper cutting must be filed and one copy in notice board, upload those details with photo in college portal and in Facebook.
9. Get verification from approval authorities.
10. Maintain those verified documents in DAC and in Dept. file.

## ANNEXURE –XV

## EVENTS' PLAN (NATIONAL / INTERNATIONAL CONFERENCE)



Requisition Letter

Date:

From,

The Event Incharge / HOD,  
Department of Master of Business Administration,  
St. Martin's Engineering College,  
Secunderabad.

To,

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

Respected Sir,

Sub: Requesting Permission – conduct National / International Conference – reg.

The Department of Master of Business Administration would like to conduct a < Workshop / TAM/ Technosmec > for Students in the <title> on <dates>, by <conducting Person/company>. So, kindly sanction the budget amount to conduct the event with all expenses and we need your needful.

Thanking You,

Yours Sincierly,

Date:

From,

The Event Incharge / HOD,  
Department of Master of Business Administration,  
St. Martin's Engineering College,  
Secunderabad.

To,

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

Respected Sir,

Sub: Submission – Bill / Vouchers - National / International Conference – reg.

The Department of Master of Business Administration had conducted a National / International Conference on <days> for the Students in the <title>. We would like to submit the Expenditure Bill/Vouchers/Received amount from participants for the Event (if balance is there mention). So, kindly verify and receive the bill/vouchers for the event with all expenses and we need your needful.

Thanking You,

Yours Sincierly,

Note:

After verified with received signature and all approval signatures make a xerox copy and file it in department.

Original copy handover to finance section.



<New Paper>

Title of the Event (National / International Conference)

[Well and good clarity Photos]

- 1) With College Name, Chairman Name, Principal Name, Dean Name, Hod Name.
- 2) Title of the event
- 3) Date
- 4) Resource Person name and designation / company details.
- 5) About the event
- 6) Interaction



## St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad, TS-500100

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DEPARTMENT OF MASTER OF BUSINESS ADMINISTRATION

### National / International Conference Proposed Budget

S.No	Particulars	Estimated Cost
1.	Honorarium	
2.	Transportation & Accommodation	
3.	Guest Refreshment, Lunch	
4.	Decoration	
6.	Prize, Certificates	
5.	New Paper Publication	
6.	Miscellaneous	
7.	* Refreshment to Students	
8.	Handouts(Any Printouts, Letter pad, Pen, Bag)	

HOD

IQAC



# St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad, TS-500100

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DEPARTMENT OF MASTER OF BUSINESS ADMINISTRATION

## SUMMARY LIST FOR NATIONAL / INTERNATIONAL CONFERENCE CONDUCTED

ACADEMIC YEAR: 2019 - 2020

S. No	Title of the Event	Event Type	Date	Resource Person with designation	No. of Participants

HOD

IQAC

Principal

## **ANNEXURE – XVI XVII&XVIII EXTENSION ACTIVITIES**

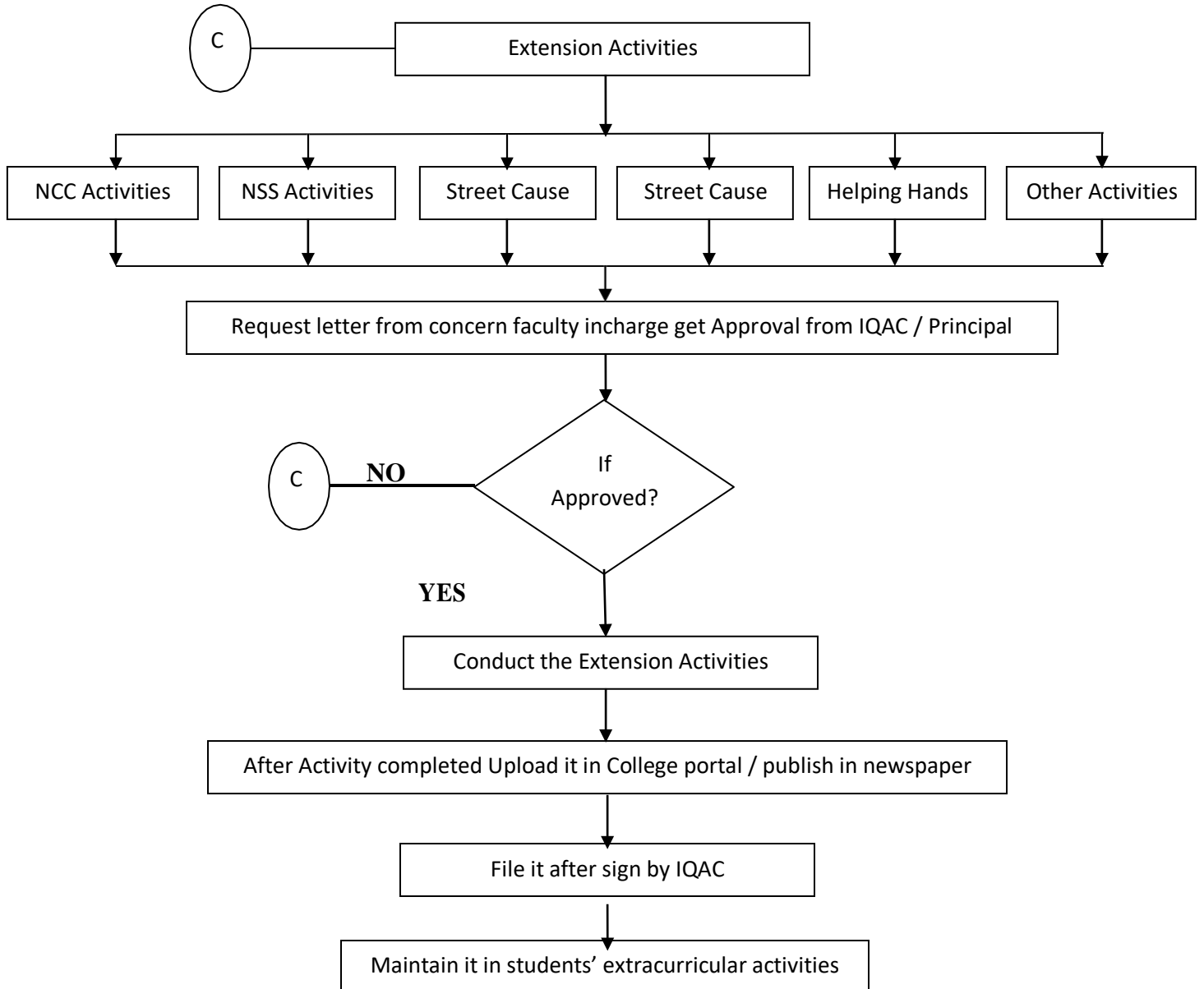
- 1. STANDARD OPERATING PROCEDURE**
- 2. FLOW CHART**
- 3. LIST OF DOCUMENTS AND THEIR TEMPLATES**
  - a. REQUISITION LETTER TO PRINCIPAL**
  - b. NEWS PAPER SUBMISSION**
- 4. POST EVENT REPORT**
  - a. SUMMER LIST OF EVENTS CONDUCTED IN A.Y**

## **STANDARD OPERATING PROCEDURE**

### **(EXTENSION ACTIVITIES)**

1. Extension activities will be conducted for the volunteers' like NCC, NSS, Street Cause, Helping Hands and Other activities.
2. Write a requisition letter to by the faculty incharge for these activities to the principal through proper channel IQAC to organize the activity.
3. If approval is not sanctioned continue step 1
4. If approval got sanctioned conduct the event with required arrangements.
5. After activity got completed please upload with photo in college web portal and publish it in news paper.
6. After signed by IQAC file it.
7. File it in department wise extracurricular activities.

## ANNEXURE – XVI EXTENSION ACTIVITIES



Requisition Letter

Date:

From,

The Event Incharge,  
<Designation>,  
Department of Master of Business Administration,  
St. Martin's Engineering College,  
Secunderabad.

To,

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

Respected Sir,

Sub: Requesting Permission – conduct Extension Activities – reg.

We would like to conduct a <Extension Activities> for the I/II/III/IV year Students on <date>. So, kindly give permission to conduct the event and we need your needful.

Thanking You,

Yours Sincierly,

<New Paper>

Title of the Event (EXTENSION ACTIVITIES)

[Well and good clarity Photos]

- 1) With College Name, Chairman Name, Principal Name, Dean Name, Hod Name.
- 2) Title of the event
- 3) Date
- 4) Resource Person name and designation / company details.
- 5) About the event
- 6) Interaction





## St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad, TS-500100

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---

### SUMMARY LIST FOR EXTENSION ACTIVITIES CONDUCTED

ACADEMIC YEAR: 2019 - 2020

S. No	Title of the Event	Event Type	Date	Resource Person with designation	No. of Participants

HOD

IQAC

Principal

# Linkages

# **ANNEXURE – XIX**

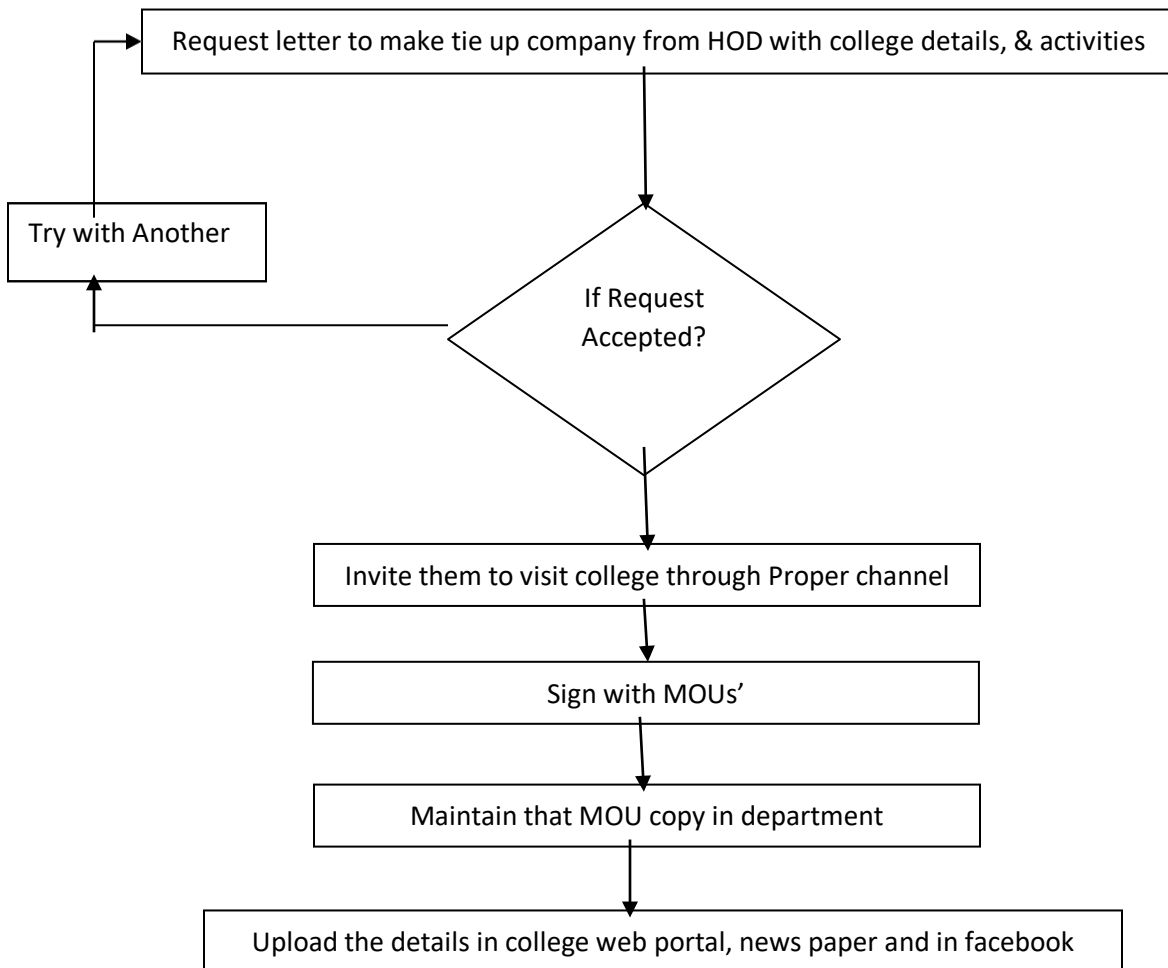
## **MoU's**

- 1. STANDARD OPERATING PROCEDURE**
- 2. FLOW CHART**
- 3. POST EVENT REPORT**
  - a. SUMMER LIST OF EVENTS CONDUCTED IN A.Y**

## **STANDARD OPERATING PROCEDURE**

### **(MOUS')**

1. Write a requisition letter to the company with college details and activates by Head of the department.
2. If approval not sanctioned try with other companies for tie up.
3. If approval sanctioned invite the company to make a tour in institution with permission with proper channel with required arrangements.
4. After satisfaction with mutual concern have a MoU sign by principal.
5. Maintain MoU copy in department file.
6. Upload this MoU details in college web portal, News paper, and in Facebook.

**ANNEXURE – XIX MOU’S**



**St. MARTIN'S ENGINEERING COLLEGE**  
 Dhulapally, Secunderabad, TS-500100  
**NBA & NAAC A<sup>+</sup> Accredited**  
**DEPARTMENT OF MASTER OF BUSINESS ADMINISTRATION**

---

**SUMMARY LIST OF MoUs'**  
**ACADEMIC YEAR: 2019 - 2020**

S. No	DATE	NAME OF THE INDUSTRY	TYPE OF INTERACTION

**HOD**

**IQAC**

**Principal**

# **ANNEXURE – XX**

## **MENTOR AND MENTEE PROCESS**

### **1. STANDARD OPERATING PROCEDURE**

**STANDARD OPERATING PROCEDURE**  
**(MENTOR AND MENTEE PROCESS)**

1. Mentor has to build the Relationship with allotted students.
2. While counseling Mentor has to Exchanging Information and Setting Goals of each students.
3. Mentor has to guide them to work towards their Goals/Deepening the Engagement.
4. Monitor their activities from day by day schedule.
5. Council those allotted students weekly once collect their grievances and try to solve it.
6. Council them for their attendance percentage, marks attainment in exams properly.
7. If mentors want to meet abnormal student parents inform them to come and meet HOD.  
Regarding that previously have a word with HOD and inform their parents.
8. Parents visit also to be mentioned in mentor book with reason and get sign from them.
9. Monthly once get HOD signature with counseled details.
10. At end of the academic year submit the mentor books in the department.



# **ANNEXURE – XXI**

## **SPORTS / CULTURALS**

- 1. STANDARD OPERATING PROCEDURE**
- 2. FLOW CHART**
- 3. LIST OF DOCUMENTS AND THEIR TEMPLATES**
  - a. REQUISITION LETTER TO PRINCIPAL**
  - b. SUBMISSION LETTER TO FINACE SECTION**
  - c. NEWS PAPER SUBMISSION**
  - d. BUDGET PROPOSAL**
- 4. POST EVENT REPORT**
  - a. SUMMER LIST OF EVENTS CONDUCTED IN A.Y**

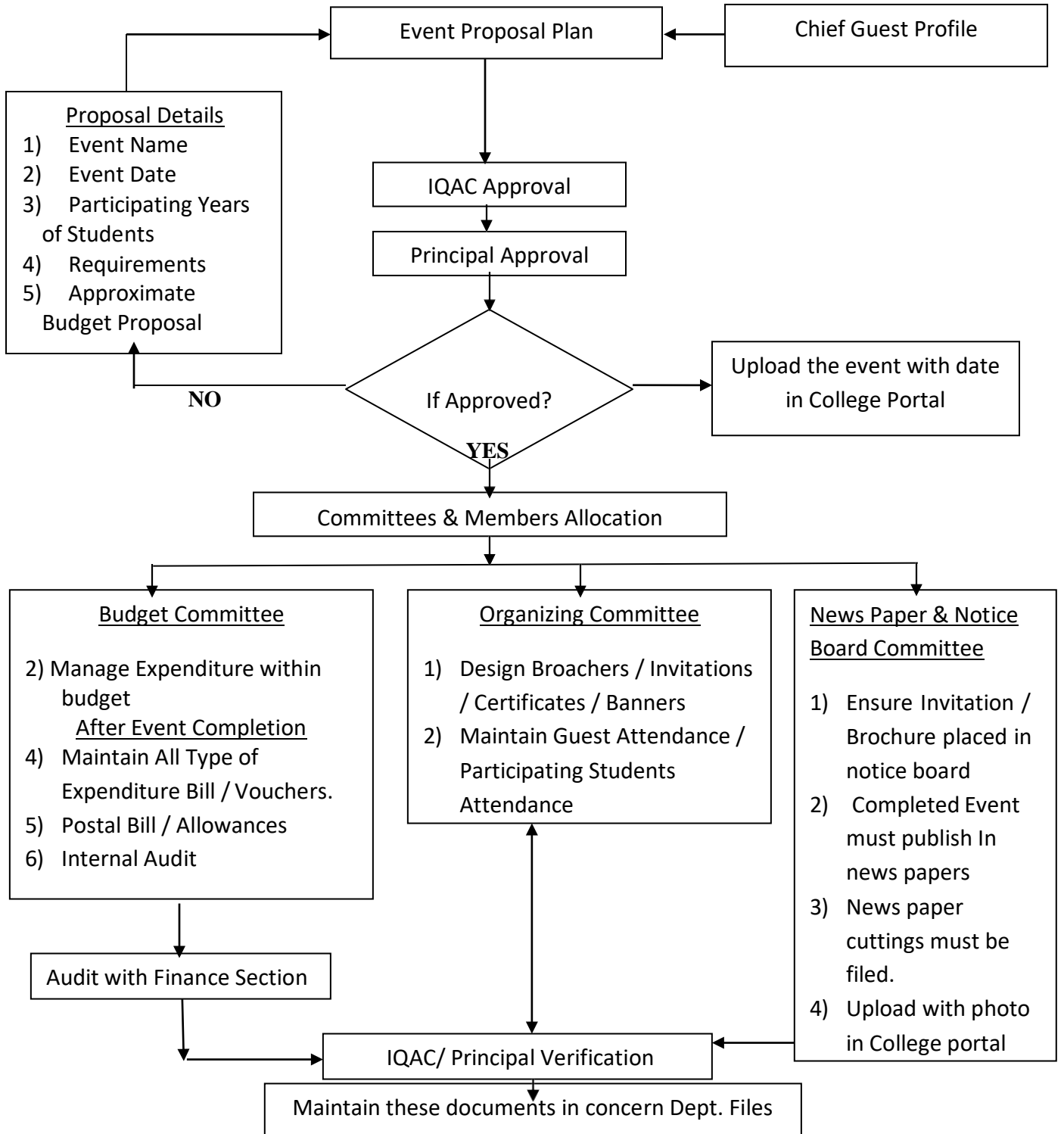
## **STANDARD OPERATING PROCEDURE**

### **(SPORTS / CULTURAL)**

1. Frame a Proposal plan which includes the details of event name, date of the event, participating students' year, approximate budget and requirements, with chief guest profile and acceptance letter.
2. Requisition Letter to conduct the event with proper channel (IQAC) to the principal.
3. If not approved repeat step – 1 as per the modification required.
4. If approved upload the details in the college portal upcoming events.
5. If approved Incharge have to form committees and allocate members for those (Budget, Purchase, Organizing, Registration, Reception, Refreshment, Decoration, Disciplinary, News paper & notice board display).
6. Budget Committee members have to manage expenditures within the allocated budget. After event completion maintain all types of expenditure bill / vouchers, post bills/ allowances, internal audit with allotted, expenditure and balance. Submit those bills/vouchers /balance in finance section and get signature from concern staff.
7. Organizing committee members have to take care of design Brochures', Invitations, Banners and get verified by the authorities (IQAC/Principal). Maintain Guest Attendance.
8. News Paper & Notice Board Committee Members have to ensure that invitation / Brochure place in notice board, completed event must publish in news papers, after published in news paper that paper cutting must be filed and one copy in notice board, upload those details with photo in college portal and in Facebook.
9. Get verification from approval authorities.
10. Maintain those verified documents in respective Dept. file.

**ANNEXURE – XXI**

**EVENTS’ PLAN (SPORTS / CULTURALS)**



Requisition Letter

Date:

From,

The Event Incharge,  
Department of Master of Business Administration,  
St. Martin's Engineering College,  
Secunderabad.

To,

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

Respected Sir,

Sub: Requesting Permission – conduct Sports/Culturals – reg.

We would like to conduct a <sports/culturals> for the <II<sup>nd</sup> Year> Students in the on <date> in our college. So, kindly sanction the budget amount to conduct the event with all expenses and we need your needful.

Thanking You,

Yours Sincierly,

Date:

From,

The Event Incharge,  
Department of Master of Business Administration,  
St. Martin's Engineering College,  
Secunderabad.

To,

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

Respected Sir,

Sub: Submission – Bill / Vouchers – sports/culturals – reg.

We had conducted a sports / culturals on <date> for the <II<sup>nd</sup> Year> Students in our college. We would like to submit the Expenditure Bill/Vouchers for the Event (if balance is there mention). So, kindly verify and receive the bill/vouchers for the event with all expenses and we need your needful.

Thanking You,

Yours Sincierly,

Note:

After verified with received signature and all approval signatures make a xerox copy and file it in department.

Original copy handover to finance section.

<New Paper>

Title of the Event (Seminar / Guest Lecture)

[Well and good clarity Photos]

1. With College Name, Chairman Name, Principal Name, Dean Name, Hod Name.
2. Title of the event
3. Date
4. Resource Person name and designation / company details.
5. About the event
6. Interaction



## St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad, TS-500100

NBA & NAAC A<sup>+</sup> Accredited

**DEPARTMENT OF MASTER OF BUSINESS ADMINISTRATION**

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### SPORTS/ CULTURAL PROPOSED BUDGET

S.No	Particulars	Estimated Cost
1.	Honorarium	
2.	Transportation	
3.	Guest Refreshment, Lunch	
4.	Decoration	
5.	New Paper Publication	
6.	Miscellaneous	
7.	* Refreshment to Students	
8	Prize, certificates	

**Faculty Incharge**

**IQAC**

**Principal**



## St. MARTIN'S ENGINEERING COLLEGE

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### Summary List for Sports / Cultural conducted

Academic Year: 2019 - 2020

S. No	Name of the Event	Year	Date	Student Name	Positioned

Faculty Incharge

IQAC

Principal



# **ANNEXURE – XXII**

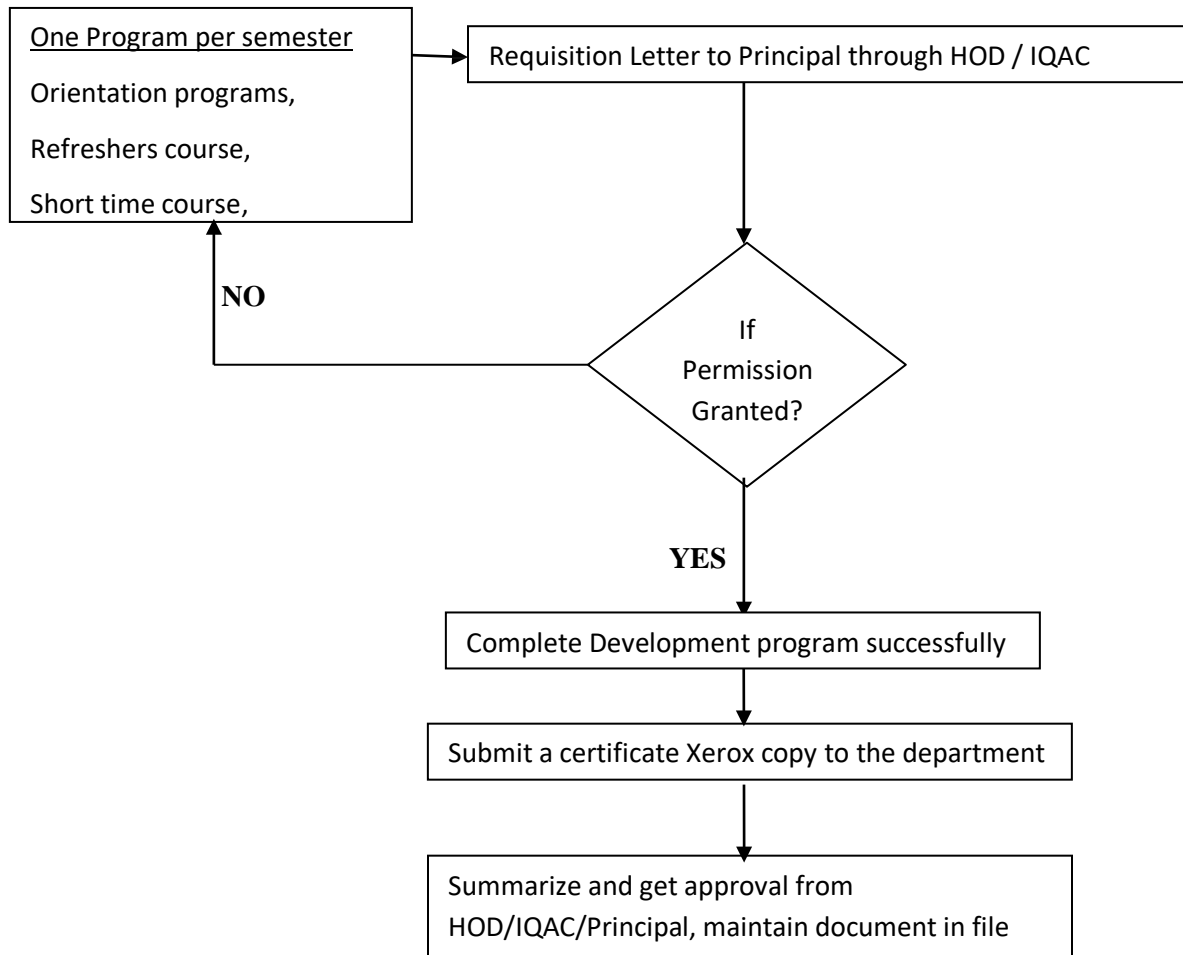
## **PROFESSIONAL DEVELOPMENT PROGRAMS**

- 1. STANDARD OPERATING PROCEDURE**
- 2. FLOW CHART**
- 3. LIST OF DOCUMENTS AND THEIR TEMPLATES**
  - a. REQUISITION LETTER TO PRINCIPAL**
  - b. SUBMISSION LETTER TO FINACE SECTION**
  - c. NEWS PAPER SUBMISSION**
  - d. BUDGET PROPOSAL**
- 4. POST EVENT REPORT**
  - a. SUMMER LIST OF EVENTS CONDUCTED IN A.Y**

**STANDARD OPERATING PROCEDURE**  
**(PROFESSIONAL DEVELOPMENT PROGRAMS FOR FACULTIES)**

1. Faculties from the respective department have to attend professional development program one per semester.
2. Write a requisition letter to attend the development program with program name, duration / days, conducting college. With event filled broucher.
3. Requisition letter have to get permission through HOD / IQAC
4. If permission not granted please apply for new development program.
5. If permission granted attend program successfully.
6. After return from the program to college submit a Xerox copy to the department for filing purpose.
7. Finally corresponding department have to summarize the development program and get approval from HOD/IQAC/Principal file it in department.

## PROFESSIONAL DEVELOPMENT PROGRAMS FOR FACULTIES



Requisition Letter

Date:

From,

&lt;Name of The Faculty&gt;,

&lt;Designation&gt;,

Department of Master of Business Administration,

St. Martin's Engineering College,

Secunderabad.

To,

The Principal,

St. Martin's Engineering College,

Secunderabad.

Respected Sir,

Sub: Requesting Permission – Attend &lt;Development Program Name&gt; – &lt;Days&gt;-reg.

I am working as a (Assistant Professor/Associate Professor/Professor) in the Department of Master of Business Administration would like to Attend a < Orientation programs/ Refreshers course/Short time course/FDP> in the <title> conducting by the <Institute Name> on <dates>. So, kindly permit me to attend the development program for the above mentioned dates and we need your needful.

Thanking You,

Yours Sincierly,



# St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad, TS-500100

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**DEPARTMENT OF MASTER OF BUSINESS ADMINISTRATION**

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## Summary List for Professional Development Programs Attended

**Academic Year: 2019 - 2020**

S. No	Name of the Program	Event Duration	Institute Name

**HOD**

**IQAC**

**PRINCIPAL**

**ANNEXURE – XXIII**  
**DEPARTMENT INTERNAL AUDIT**

**1. STANDARD OPERATING PROCEDURE**

## **STANDARD OPERATING PROCEDURE**

### **(DEPARTMENT INTERNAL AUDIT)**

1. Head of the Department have to Audit course files, Mid papers, Mentor books, Question Papers, Attendance Summary, Internal mark statements, Lab manuals. Each and every semester wise.
2. Calibrate lab equipments and requirements semester wise
3. Check event files and update.
4. IQAC Member have to verify and sign the documents
5. At the end of academic year IQAC member/HOD ensure that all the event files are summarized.
6. After signed by the authorities' box bundle the course files, mid papers year & sem wise, Lab manuals.
7. Check with the budget sanctioned if anything excess handover it in finance section.

# **ANNEXURE – XXIV**

## **FUNDS /GRANTS RECEIVED**

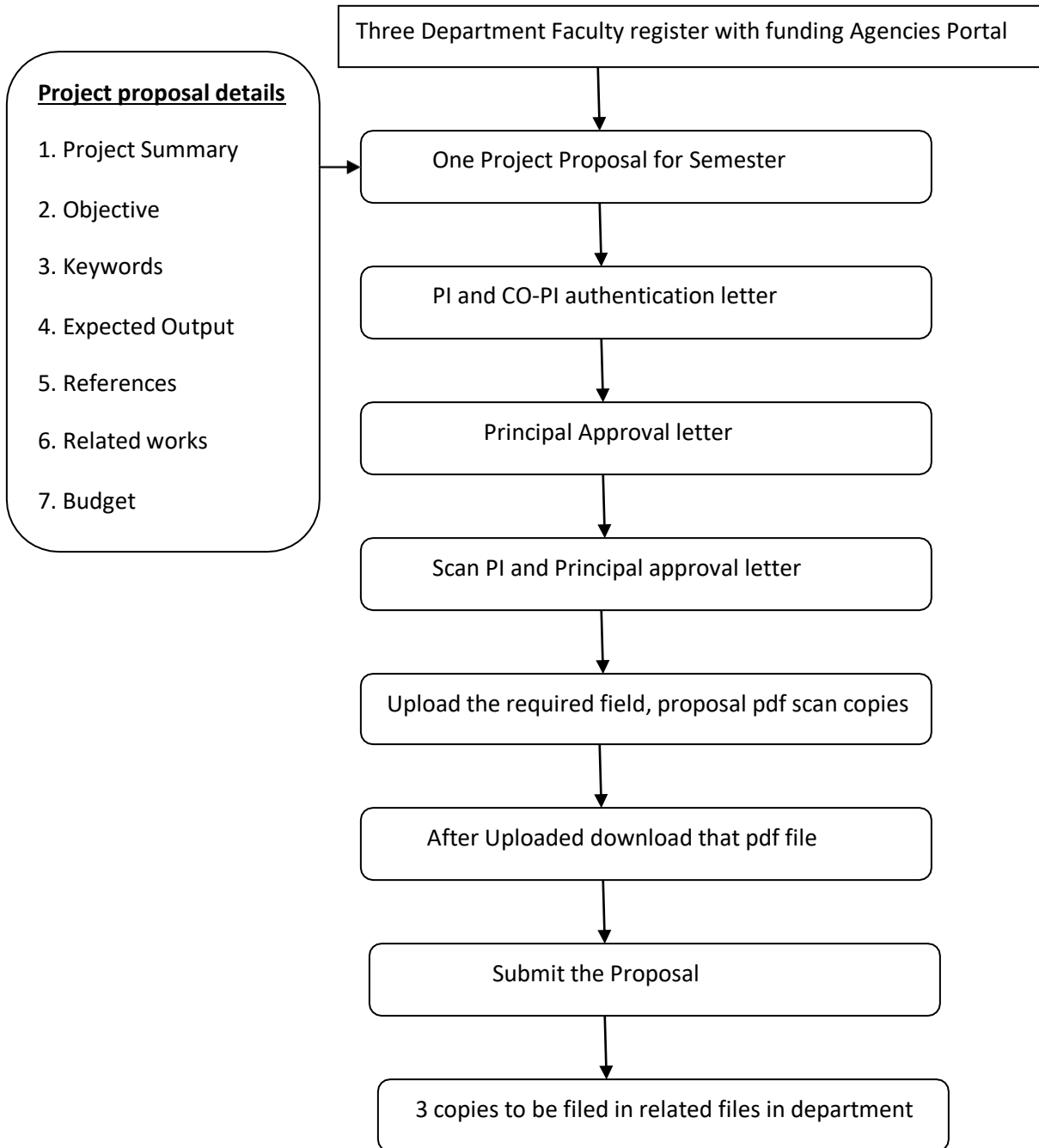
- 1. STANDARD OPERATING PROCEDURE**
- 2. FLOW CHART**



**STANDARD OPERATING PROCEDURE**  
**(FUNDS /GRANTS RECEIVED)**

1. Three Department faculty register with funding agencies.
2. Three Department faculty propose one Research Project for one semester.
3. Proposed Project contain details like project summary, objective, keywords, Expected Output, references, related works and budget.
4. Get Authentication letter from PI and CO-PI.
5. If authenticated from PI and CO-PI then go for Principal Approval.
6. Scan copies of PI, CO-PI and Principal Approve letters.
7. Upload required fields and Proposal scanned copies.
8. Download PDF files.
9. Submit proposal.
10. Print out three copies. To be filed in related department.

**ANNEXURE -XXIV**  
**FUNDS /GRANTS RECEIVED**



# **ANNEXURE – XXV**

## **GENDER EQUITY PROGRAM**

- 1. STANDARD OPERATING PROCEDURE**
- 2. FLOW CHART**
- 3. LIST OF DOCUMENTS AND THEIR TEMPLATES**
  - a. REQUISITION LETTER TO PRINCIPAL**
  - b. SUBMISSION LETTER TO FINANCE SECTION**
  - c. NEWS PAPER FORMAT**
  - d. PROPOSED BUDGET**
- 4. POST EVENT REPORT**
  - a. SUMMER LIST OF EVENTS CONDUCTED IN A.Y**

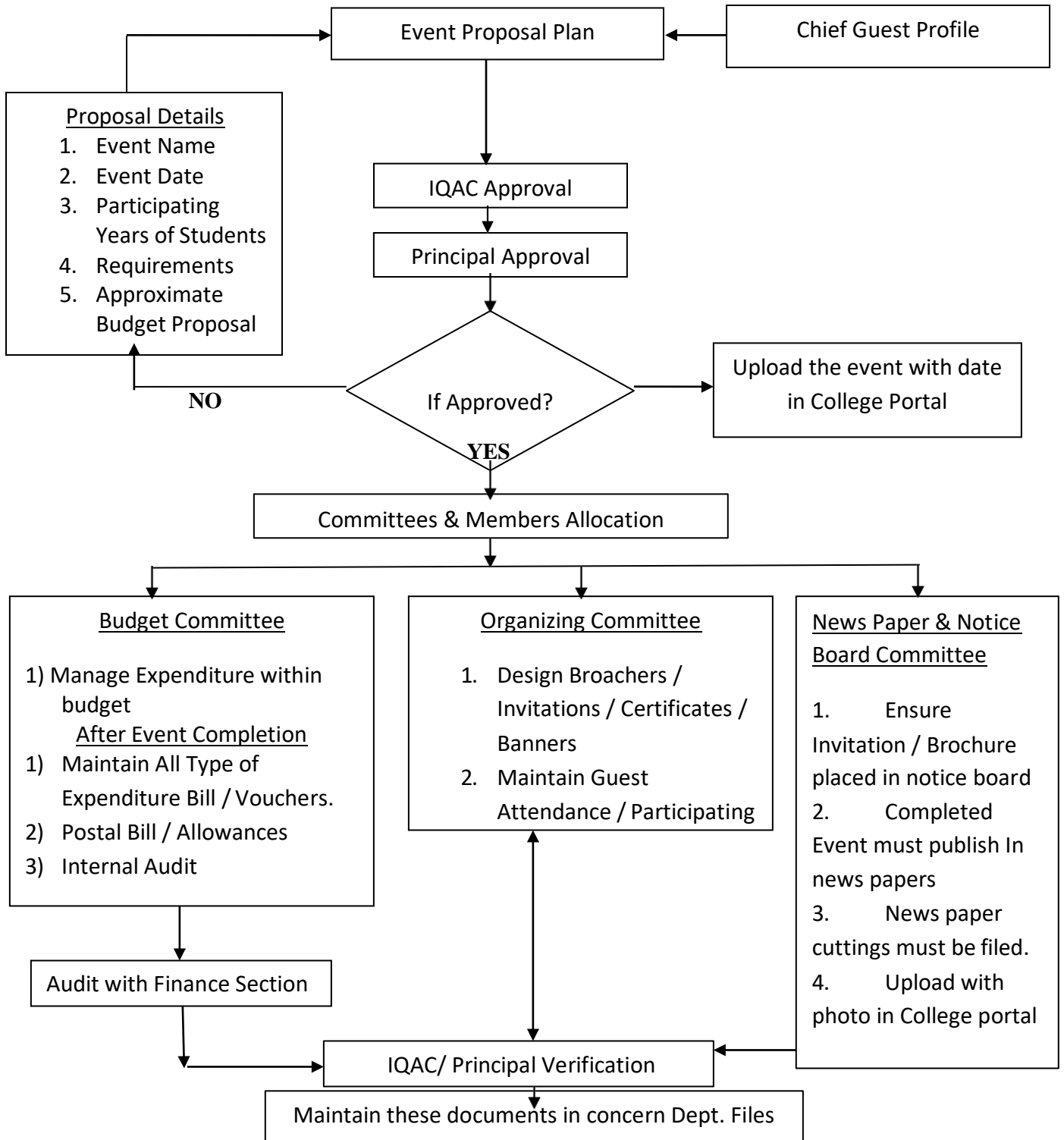
## **STANDARD OPERATING PROCEDURE**

### **(GENDER EQUITY PROGRAM)**

1. Frame a Proposal plan which includes the details of event name, date of the event, participating students' year, approximate budget and requirements, with chief guest profile and acceptance letter.
2. Requisition Letter to conduct the event with proper channel (IQAC) to the principal.
3. If not approved repeat step – 1 as per the modification required.
4. If approved upload the details in the college portal upcoming events.
5. If approved Incharge have to form committees and allocate members for those (Budget, Purchase, Organizing, Registration, Reception, Refreshment, Decoration, Disciplinary, News paper & notice board display).
6. Budget Committee members have to manage expenditures within the allocated budget. After event completion maintain all types of expenditure bill / vouchers, post bills/ allowances, internal audit with allotted, expenditure and balance. Submit those bills/vouchers /balance in finance section and get signature from concern staff.
7. Organizing committee members have to take care of design Brochures', Invitations, Banners and get verified by the authorities (IQAC/Principal). Maintain Guest Attendance.
8. News Paper & Notice Board Committee Members have to ensure that invitation / Brochure place in notice board, completed event must publish in news papers, after published in news paper that paper cutting must be filed and one copy in notice board, upload those details with photo in college portal and in Facebook.
9. Get verification from approval authorities.
10. Maintain those verified documents in respective Dept. file.

**ANNEXURE – XXV**

**EVENTS’ PLAN (GENDER EQUITY PROGRAM)**



Requisition Letter

Date:

From,

The Event Incharge,  
Department of Master of Business Administration,  
St. Martin's Engineering College,  
Secunderabad.

To,

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

Respected Sir,

Sub: Requesting Permission – conduct Gender Equity Program – reg.

We would like to conduct a < Gender Equity Program > for the <II<sup>nd</sup> Year> Students in the on <date> in our college. So, kindly sanction the budget amount to conduct the event with all expenses and we need your needful.

Thanking You,

Yours Sincierly,

Date:

From,

The Event Incharge,  
Department of Master of Business Administration,  
St. Martin's Engineering College,  
Secunderabad.

To,

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

Respected Sir,

Sub: Submission – Bill / Vouchers – Gender Equity Program – reg.

We had conducted a Gender Equity Program on <date> for the <II<sup>nd</sup> Year> Students in our college. We would like to submit the Expenditure Bill/Vouchers for the Event (if balance is there mention). So, kindly verify and receive the bill/vouchers for the event with all expenses and we need your needful.

Thanking You,

Yours Sincierly,

Note:

After verified with received signature and all approval signatures make a xerox copy and file it in department.

Original copy handover to finance section.

<New Paper>

Title of the Event (Gender Equity Program)

[Well and good clarity Photos]

1. With College Name, Chairman Name, Principal Name, Dean Name, Hod Name.
2. Title of the event
3. Date
4. Resource Person name and designation / company details.
5. About the event
6. Interaction





# St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad, TS-500100

NBA & NAAC A<sup>+</sup> Accredited

DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

## Gender Equity Program Proposed Budget

S.No	Particulars	Estimated Cost
1.	Honorarium	
2.	Transportation	
3.	Guest Refreshment, Lunch	
4.	Decoration	
5.	New Paper Publication	
6.	Miscellaneous	
7.	* Refreshment to Students	
8	Prize, certificates	

Faculty Incharge

IQAC

Principal



# St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad, TS-500100

NBA & NAAC A<sup>+</sup> Accredited

**DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING**

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## Summary List for Gender Equity Program conducted

Academic Year: 2019 - 2020

S. No	Name of the Event	Date	Participated Years	Guest Name

Faculty Incharge

IQAC

Principal

# **ANNEXURE – XXVI**

## **LOCAL COMMUNITY**

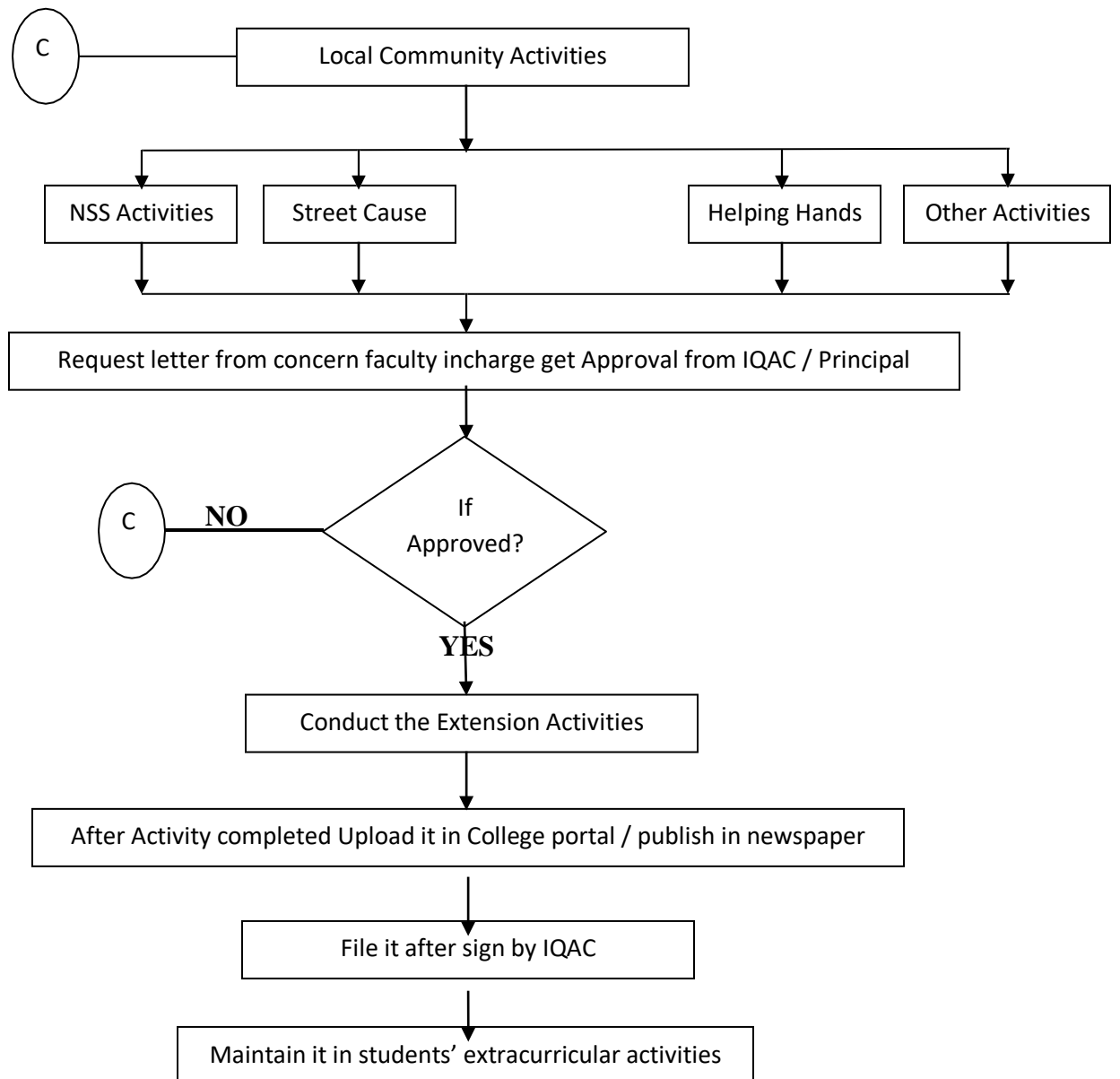
- 1. STANDARD OPERATING PROCEDURE**
- 2. FLOW CHART**
- 3. LIST OF DOCUMENTS AND THEIR TEMPLATES**
  - a. REQUISITION LETTER TO PRINCIPAL**
  - b. SUBMISSION LETTER TO FINANCE SECTION**
  - c. NEWS PAPER FORMAT**
  - d. PROPOSED BUDGET**
- 4. POST EVENT REPORT**
  - a. SUMMER LIST OF EVENTS CONDUCTED IN A.Y**

## **STANDARD OPERATING PROCEDURE**

### **(LOCAL COMMUNITY)**

1. Extension activities will be conducted for the volunteers' like NSS, Street Cause, Helping Hands and Other activities.
2. Write a requisition letter to by the faculty incharge for these activities to the principal through proper channel IQAC to organize the activity.
3. If approval is not sanctioned continue step 1
4. If approval got sanctioned conduct the event with required arrangements.
5. After activity got completed please upload with photo in college web portal and publish it in news paper.
6. After signed by IQAC file it.
7. File it in department wise extracurricular activities.

## Annexure – XXVI Local Community



Requisition Letter

Date:

From,

The Event Incharge,  
<Designation>,  
Department of Master of Business Administration,  
St. Martin's Engineering College,  
Secunderabad.

To,

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

Respected Sir,

Sub: Requesting Permission – conduct Local Community Activities – reg.

We would like to conduct a < Local Community Activities> for the I/II/III/IV year Students on <date>. So, kindly give permission to conduct the event and we need your needful.

Thanking You,

Yours Sincierly,

Date:

From,

The Event Incharge,  
Department of Master of Business Administration,  
St. Martin's Engineering College,  
Secunderabad.

To,

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

Respected Sir,

Sub: Submission – Bill / Vouchers – Local Community Activities – reg.

We had conducted a Local Community Activities on <date> for the <II<sup>nd</sup> Year> Students in our college. We would like to submit the Expenditure Bill/Vouchers for the Event (if balance is there mention). So, kindly verify and receive the bill/vouchers for the event with all expenses and we need your needful.

Thanking You,

Yours Sincierly,

Note:

After verified with received signature and all approval signatures make a xerox copy and file it in department.

Original copy handover to finance section.

<New Paper>

Title of the Event (Local Community Activities)

[Well and good clarity Photos]

1. With College Name, Chairman Name, Principal Name, Dean Name, Hod Name.
2. Title of the event
3. Date
4. Resource Person name and designation / company details.
5. About the event
6. Interaction





## St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad, TS-500100

NBA & NAAC A<sup>+</sup> Accredited

DEPARTMENT OF MASTER OF BUSINESS ADMINISTRATION

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### LOCAL COMMUNITY ACTIVITIES PROPOSED BUDGET

S.No	Particulars	Estimated Cost
1.	Honorarium	
2.	Transportation	
3.	Guest Refreshment, Lunch	
4.	Decoration	
5.	New Paper Publication	
6.	Miscellaneous	
7.	* Refreshment to Students	
8	Prize, certificates	

Faculty Incharge

IQAC

Principal



## St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad, TS-500100

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DEPARTMENT OF MASTER OF BUSINESS ADMINISTRATION

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### Summary List for Local Community Activities conducted

Academic Year: 2019 - 2020

S. No	Name of the Event	Date	Participated Years	Guest Name

Faculty Incharge

IQAC

Principal

## **ANNEXURE – XXVII**

**ACTIVITIES FOR PROMOTION OF UNIVERSAL VALUES, NATIONAL  
VALUES, HUMAN VALUES, NATIONAL INTEGRATION, COMMUNAL  
HARMONY AND SOCIAL COHESION**

**(ALL ANNEXURES WILL BE APPLICABLE BASED ON  
ACTIVITIES)**



## **ANNEXURE – XXVII**

**ACTIVITIES FOR PROMOTION OF UNIVERSAL VALUES, NATIONAL  
VALUES, HUMAN VALUES, NATIONAL INTEGRATION, COMMUNAL  
HARMONY AND SOCIAL COHESION**

**(ALL ANNEXURES WILL BE APPLICABLE BASED ON  
ACTIVITIES)**