

**ST. MARTIN'S ENGINEERING COLLEGE**  
**DEPARTMENT OF MECHANICAL ENGINEERING**  
**PERSPECTIVE PLAN – ACADEMIC YEAR 2019-20**

<b>S. No.</b>	<b>Date(s) of the Event</b>	<b>Plan (Name of the Event)</b>	<b>SOP (Standard Operating Procedure)</b>	<b>Budget for the Event(Rupees)</b>	<b>Name of the Staff Responsible</b>	<b>Target Beneficiary</b>
1	20/05/2019 to 30/06/2019	Internships	Annexure IV	NA	NA	Students
2	01/07/2019 to 06/07/2019	One Week FDP on “Material Testing and Non-Destructive Testing”	Annexure XXII	Rs.50,000/-	Advertising and gathering students will be taken care by Ch Nagaraju Food and transport facility will be taken care by Ch Nagaraju	Teaching Staff
3	13/07/2019	Research proposal on "Blade vibration monitoring during bladed disk rotation"	Annexure IX	NA	Dr Piyush Kumar Soni	College level Research
4	15/07/2019	Lab to land: Utilization of waste Plastic in Manufacturing of Plastic bricks	Annexure XII	NA	Dr. Anoop Kumar	Faculty
5	16/07/2019 To 17/07/2019	Communication Skills Lab	Annexure II	NA	Mr. Balaji Tandle	All Mech Students
6	18/07/2019	Yoga Session	Annexure II	NA	Ms. P Rajamani	Students & Faculty

7	19/07/2019	Mentor-Mentee Interaction	Annexure XX	NA	Concerned mentor will interact with mentees to list out academic problems	II, III & IV Year Students
8	20/07/2019	Brain Storming session for the slow learners	Annexure V	NA	Concerned course coordinator will conduct Brain Storming session	II, III & IV Year Students
9	22/07/2019	Remedial Classes for slow learners	Annexure V	NA	Concerned course coordinator will conduct Remedial classes	All Mech students
10	23/07/2019 to 25/07/2019	Bridge Course on Electric Vehicles	Annexure II	NA	Mr. Bheemaraju	IV Year Students
11	26/07/2019 To 27/07/2019	International Conference ICMCE-2019	Annexure XV	Rs 1,50,000/-	. Organizing committee	Students & Faculty
12	26/07/2019	Mentor-Mentee Interaction	Annexure XX	NA	Concerned mentor will interact with mentees to list out academic problems	II, III & IV Year Students
13	27/07/2019	Slip test for slow learners	Annexure V	NA	Concerned course coordinator will conduct slip test	II Year Students
14	31/07/2019	Innovation & Incubation: Startup Crawl Event	Annexure XI	NA	Advertising and gathering students will be taken care by Ch Nagaraju Food and transport facility will be taken care by Ch Nagaraju	II, III & IV Year Students

15	31/07/2019	Remedial Classes for slow learners	Annexure V	NA	Concerned course coordinator will conduct Remedial classes	All Mech students
16	29/07/19 to 03/08/2019	Certification Program on "ANSYS"	Annexure I	Rs.40,000/-	Advertising and gathering students will be taken care by Mr. T Paramesh Food and transport facility will be taken care by Mr. Amith Kumar	Students and faculty
17	02/08/2019	Mentor-Mentee Interaction	Annexure XX	NA	Concerned mentor will interact with mentees to list out academic problems	II, III & IV Year Students
18	02/08/2019	Extension Activities: Street Cause	Annexure XVI	NA	Students will take up a social cause and work for them	Students
19	03/08/2019	Slip test for slow learners	Annexure V	NA	Concerned course coordinator will conduct slip test	III Year Students
20	05/08/2019	Meditation	Annexure II	Rs. 4,000/-	Mr. Ananth Reddy	Students & Faculty
21	06/08/2019	Slip test for slow learners	Annexure V	NA	Concerned course coordinator will conduct slip test	II Year Students
22	07/08/2019	Remedial Classes for slow learners	Annexure V	NA	Concerned course coordinator will conduct Remedial classes	All Mech students
23	08/08/2019	Swachh Bharath	Annexure XXVI	NA	NSS Volunteers will visit the rural areas and will do the household and surrounding cleaning	All Mech NSS Volunteer

24	09/08/2019	Mentor-Mentee Interaction	Annexure XX	NA	Concerned mentor will interact with mentees to list out academic problems	II, III & IV Year Students
25	10/08/2019	Group discussion for the slow learners	Annexure V	NA	Concerned course coordinator will conduct Group discussion	II, III & IV Year Students
26	12/08/2019	Innovation & Incubation: Women in Entrepreneurship Event	Annexure XI	NA	Advertising and gathering students will be taken care by Ch Nagaraju Food and transport facility will be taken care by Ch Nagaraju	II, III & IV Year Students
27	13/08/2019 to 14/08/2019	Workshop on "CNC Machining"	Annexure VII	Rs.20,000/-	Advertising and gathering students will be taken care by Mr. T Balaji Food and transport facility will be taken care by Mr. T Balaji	II, III & IV Year Students
28	14/08/2019	Remedial Classes for slow learners	Annexure V	NA	Concerned course coordinator will conduct Remedial classes	All Mech students
29	16/08/2019	Slip test for slow learners	Annexure V	NA	Concerned course coordinator will conduct slip test	II Year Students
30	16/08/2019	Mentor-Mentee Interaction	Annexure XX	NA	Concerned mentor will interact with mentees to list out academic problems	II, III & IV Year Students
31	17/08/2019	Brain Storming session for the slow learners	Annexure V	NA	Concerned course coordinator will conduct	II, III & IV Year Students

					Brain Storming session	
32	19/08/2019	Student Exchange Program	Annexure I to XXVI	NA	Concerned Faculty is responsible for the student exchange program	All Mech Students
33	20/08/2019	Guest Lecture on "Metrology"	Annexure VII	Rs.10,000/-	Advertising and gathering students will be taken care by Mrs. K Gayatri Food and transport facility will be taken care by Mrs. K Gayatri	III Year Students
34	21/08/2019	Remedial Classes for slow learners	Annexure V	NA	Concerned course coordinator will conduct Remedial classes	All Mech students
35	21/08/2019 to 23/08/2019	Abstract Presentation for mini project	Annexure I to XXVI	NA	Concerned class In charges as well as respective guides of students	IV Year Students
36	22/08/2019	Guest Lecture on "Mechanics of Solids"	Annexure VII	Rs.10,000/-	Advertising and gathering students will be taken care by Mrs. K. Sunitha Food and transport facility will be taken care by Mrs. K. Sunitha	II Year Students
37	23/08/2019	Mentor-Mentee Interaction	Annexure XX	NA	Concerned mentor will interact with mentees to list out academic problems	II, III & IV Year Students
38	23/08/2019	Advance learners: Participation of Students in SAE Activity	Annexure V	NA	Advance learners are encouraged to participate in SAE activities	II, III & IV Year Students

39	26/08/2019	Sports and Cultural Activity	Annexure XXI	NA	Advertising and gathering students will be taken care by Mr. Bheemaraju Food and transport facility will be taken care by Mr. Bheemaraju	All Mech Students
40	27/08/2019	Guest Lecture on “Advanced CAD/CAM”	Annexure VII	Rs.10,000/-	Advertising and gathering students will be taken care by Mr. Bheemaraju Food and transport facility will be taken care by Mr. Bheemaraju	IV Year Students
41	28/08/2019	Remedial Classes for slow learners	Annexure V	NA	Concerned course coordinator will conduct Remedial classes	All Mech students
42	28/08/2019	Seminar on “initiative measures to become a Entrepreneur” (EDC Activities)	Annexure VII	Rs.10,000/-	Advertising and gathering students will be taken care by Ms. P Rajamani. Food and transport facility will be taken care by Ms. P Rajamani	IV Year Students
43	30/08/2019	Mentor-Mentee Interaction	Annexure XX	NA	Concerned mentor will interact with mentees to list out academic problems	II, III & IV Year Students
44	31/08/2019	Slip test for slow learners	Annexure V	NA	Concerned course coordinator will conduct slip test	IV Year Students

45	03/09/2019	Local Community Initiative: Free Distribution of books to the students of ZPH schools in dundigal village	Annexure XXVI	NA	Concerned NSS coordinator should look after the distribution of books in the village	All Mech students
46	04/09/2019 To 06/09/2019	Workshop on “CFD”	Annexure VII	Rs.20,000/-	Advertising and gathering students will be taken care by Mr. Chandrasekhar Yadav Food and transport facility will be taken care by Mr. Chandrasekhar Yadav	II, III & IV Year Students
47	04/09/2019	Remedial Classes for slow learners	Annexure V	NA	Concerned course coordinator will conduct Remedial classes	All Mech students
48	05/09/2019	MOU with Industry	Annexure XIX	NA	HOD will sign the MOU with Industry	Faculty & Students
49	06/09/2019	Mentor-Mentee Interaction	Annexure XX	NA	Concerned mentor will interact with mentees to list out academic problems	II, III & IV Year Students
50	07/09/2019	Slip test for slow learners	Annexure V	NA	Concerned course coordinator will conduct slip test	II Year Students
51	09/09/2019	Extension Activities: Blood Donation camp	Annexure XVI	NA	NSS/NCC Students will conduct blood donation camp in the campus	Students
52	09/09/2019	Slip test for slow learners	Annexure V	NA	Concerned course coordinator will conduct slip test	III Year Students
53	11/09/2019	Remedial Classes for slow learners	Annexure V	NA	Concerned course coordinator will conduct Remedial classes	All Mech students

54	12/09/2019	Guest Lecture on “Production Technology”	Annexure VII	Rs.10,000/-	Advertising and gathering students will be taken care by Mr. Suvarna Babu Food and transport facility will be taken care by Mr. Suvarna Babu	II Year Students
55	13/09/2019	Mentor-Mentee Interaction	Annexure XX	NA	Concerned mentor will interact with mentees to list out academic problems	II, III & IV Year Students
56	14/09/2019	META Inauguration	Annexure I to XXVI	Rs.10,000/-	Advertising and gathering students will be taken care by Mrs. M Suneetha Food and transport facility will be taken care by Mrs. M Suneetha	Students & Faculty
57	16/09/2019	Innovation & Incubation: How to start and scale a startup	Annexure XI	NA	Advertising and gathering students will be taken care by Ch Nagaraju Food and transport facility will be taken care by Ch Nagaraju	II, III & IV Year Students
58	17/09/2019	Activity for human values: Tree An Awareness Street Play on “Save Girl Child”	Annexure I to XXVI	NA	Advertising and gathering students will be taken care by Mr. M B Naik Food and transport facility will be taken care by Mr. M B Naik	Faculty & Students
59	18/09/2019	Remedial Classes for slow learners	Annexure V	NA	Concerned course coordinator will conduct	All Mech students



					Remedial classes	
60	19/09/2019	Research project on “Analysis of High Temperature Formability of Titanium Alloy under Optimize Tribological Condition at Elevated Temperature for Aeronautical Product Application”	Annexure X	Rs. 30,000/-	Dr. Anoop Kumar	Under Progress- College level Research
61	20/09/2019	Guest Lecture on “Advances in Thermal Science”	Annexure VII	Rs.10,000/-	Advertising and gathering students will be taken care by Mr. N Tulasiram Food and transport facility will be taken care by Mr. N Tulasiram	III Year Students
62	20/09/2019	Mentor-Mentee Interaction	Annexure XX	NA	Concerned mentor will interact with mentees to list out academic problems	II, III & IV Year Students
63	21/09/2019	Brain Storming session for the slow learners	Annexure V	NA	Concerned course coordinator will conduct Brain Storming session	II, III & IV Year Students
64	23/09/2019	Swimming	Annexure II		Mr. Sreenuraju M	Students
65	26/09/2019 To 28/09/2019	First review presentation for Mini Project	Annexure I to XXVI	NA	Concerned class In charges as well as respective guides of students	IV Year Students
66	25/09/2019	Remedial Classes for slow learners	Annexure V	NA	Concerned course coordinator will conduct Remedial classes	All Mech students

67	27/09/2019	Mentor-Mentee Interaction	Annexure XX	NA	Concerned mentor will interact with mentees to list out academic problems	II, III & IV Year Students
68	28/09/2019	TAM Event	Annexure VII	NA	Concerned faculty will handle the event	Students
69	30/9/2019	Seminar on "Design & Development of Laila Robot in SMEC Placement"(IPR Activities)	Annexure VII	Rs. 10,000/-	Mr. Ch Rangarao	II, III & IV Year Students
70	28/09/2019	Slip test for slow learners	Annexure V	NA	Concerned course coordinator will conduct sliptest	III Year Students
71	01/10/2019	Research proposal on "Experimental investigation of the material characteristics of Ti-6Al-4V alloy machined by abrasive jet machining "	Annexure IX	NA	Dr D V Srikanth	College level Research
72	03/10/2020	Student Exchange Program	Annexure I to XXVI	NA	Concerned Faculty is responsible for the student exchange program	All Mech Students
73	04/10/2019	Mentor-Mentee Interaction	Annexure XX	NA	Concerned mentor will interact with mentees to list out academic problems	II, III & IV Year Students
74	05/10/2019	Slip test for slow learners	Annexure V	NA	Concerned course coordinator will conduct sliptest	IV Year Students
75	07/10/2019	Sports and Cultural Activity	Annexure XXI	NA	Advertising and gathering students will be taken care by Mr. Bheemaraju	All Mech Students

					Food and transport facility will be taken care by Mr. Bheemaraju	
76	09/10/2019	Remedial Classes for slow learners	Annexure V	NA	Concerned course coordinator will conduct Remedial classes	All Mech students
77	10/10/2019	Group discussion for the slow learners	Annexure V	NA	Concerned course coordinator will conduct Group discussion	II, III & IV Year Students
78	11/10/2019	Student's Feedback	Annexure VIII	NA	Concerned class teacher will conduct students feedback	Faculty
79	11/10/2019	Mentor-Mentee Interaction	Annexure XX	NA	Concerned mentor will interact with mentees to list out academic problems	II, III & IV Year Students
80	12/10/2019	Innovation & Incubation: Entrepreneurship Fundamentals and Beyond Event	Annexure XI	NA	Advertising and gathering students will be taken care by Ch Nagaraju Food and transport facility will be taken care by Ch Nagaraju	II, III & IV Year Students
81	14/10/2019 To 15/10/2019	National Conference on recent trends in mechanical engineering (NCRTME-2019)	Annexure XV	Rs 1,00,000/-	Organizing committee	Students & Faculty
82	15/10/2019	Guest Lecture on "Metal Castings"	Annexure VII	Rs.10,000/-	Advertising and gathering students will be taken care by Mr. R Hanuma Naik Food and transport facility will be taken care by Mr. R Hanuma Naik	II Year Students

83	16/10/2019	Remedial Classes for slow learners	Annexure V	NA	Concerned course coordinator will conduct Remedial classes	All Mech students
84	17/10/2019	Research project on “Redrawing of Ti-6Al-4V at elevated temperatures”	Annexure X	Rs. 35,000/-	Dr. Anoop Kumar	Under Progress-College level Research
85	18/10/2019	Slip test for slow learners	Annexure V	NA	Concerned course coordinator will conduct slip test	III Year Students
86	18/10/2019	Mentor-Mentee Interaction	Annexure XX	NA	Concerned mentor will interact with mentees to list out academic problems	II, III & IV Year Students
87	19/10/2019	Brain Storming session for the slow learners	Annexure V	NA	Concerned course coordinator will conduct Brain Storming session	II, III & IV Year Students
88	21/10/2019 To 23/10/2019	Industrial Visit to HMT, Hyderabad	Annexure III	NA	Advertising and gathering students will be taken care by Mr. Ch Rangarao Food and transport facility will be taken care by Mr. Ch Rangarao	I, II, III & IV Year Students
89	23/10/2019	Remedial Classes for slow learners	Annexure V	NA	Concerned course coordinator will conduct Remedial classes	All Mech students
90	25/10/2019	Mentor-Mentee Interaction	Annexure XX	NA	Concerned mentor will interact with mentees to list out academic problems	II, III & IV Year Students
91	25/10/2019	Slip test for slow learners	Annexure V	NA	Concerned course coordinator will conduct	II Year Students

					slip test	
92	29/10/2019 To 31/10/2019	Second review presentation for Mini Project	Annexure I to XXVI	NA	Concerned class In charges as well as respective guides of students	IV Year Students
93	30/10/2019	Remedial Classes for slow learners	Annexure V	NA	Concerned course coordinator will conduct Remedial classes	All Mech students
94	01/11/2019	Mentor-Mentee Interaction	Annexure XX	NA	Concerned mentor will interact with mentees to list out academic problems	II, III & IV Year Students
95	02/11/2019	Seminar on “Advances in Heating, Ventilation and Air conditioning (HVAC) ”	Annexure VII	Rs.10,000/-	Advertising and gathering students will be taken care by Mr. M B Naik Food and transport facility will be taken care by Mr. M B Naik	II, III & IV Year Students
96	04/11/2019	Parents-Teacher Meeting	Annexure I to XXVI	NA	Concerned Class In charges	II, III & IV Year Students
97	05/11/2019	Activity for human values: Traffic safety Program	Annexure I to XXVI	NA	Advertising and gathering students will be taken care by Mr. M B Naik Food and transport facility will be taken care by Mr. M B Naik	Faculty & Students
98	06/11/2019	Remedial Classes for slow learners	Annexure V	NA	Concerned course coordinator will conduct Remedial classes	All Mech students

99	07/11/2019 To 09/11/2019	Final review presentation for Mini Project	Annexure I to XXVI	NA	Concerned class In charges as well as respective guides of students	IV Year Students
100	08/11/2019	Mentor-Mentee Interaction	Annexure XX	NA	Concerned mentor will interact with mentees to list out academic problems	II, III & IV Year Students
101	09/11/2019	Brain Storming session for the slow learners	Annexure V	NA	Concerned course coordinator will conduct Brain Storming session	II, III & IV Year Students
102	11/11/2019	Innovation & Incubation: Startup idea pitch event	Annexure XI	NA	Advertising and gathering students will be taken care by Ch Nagaraju Food and transport facility will be taken care by Ch Nagaraju	II, III & IV Year Students
103	09/12/2019	Career guidance for competitive exams	Annexure II	NA	All final year students will be given career guidance on various aspects	IV Year Students
104	09/12/2019	Research Paper Publishing in International/National-Journal/Conference	Annexure XIII	NA	All the faculty will publish 2 research papers per faculty	Faculty
105	10/12/2019 To 12/12/2019	Soft Skills Training	Annexure II	NA	All third year students will be given soft skills training to improve the skills in them	III Year Students
106	13/12/2019 To 14/12/2019	Workshop on “Automobile Prototyping”	Annexure VII	Rs.20,000/-	Advertising and gathering students will be taken care by Mr. Suvarna Babu Food and transport	III & IV Year Students

					facility will be taken care by Mr. Suvarna Babu	
107	14/12/2019	Funds/Grants received	Annexure X	NA	Dean R&D	Faculty
108	16/12/2019 To 18/12/2019	Short Term course on Application of MATLAB in Science and Technology (AMST)	Annexure XXII	Rs.20,000/-	Advertising and gathering students will be taken care by Mr. Ananth Reddy Food and transport facility will be taken care by Mr. Ananth Reddy	Faculty
109	17/12/2019	Extension Activities: Free health Check up	Annexure XVI	NA	NSS/NCC Students will conduct Free health Check up in the campus	Students & Faculty
110	16/12/2019 To 21/12/2019	Advance Learner: Soft skill training	Annexure V	NA	Advance learners are encouraged to get the soft skill training	II, III & IV Year Students
111	18/12/2019 To 20/12/2019	Workshop on "IC Engines"	Annexure VII	Rs.10,000/-	Advertising and gathering students will be taken care by Mr. Suvarna Babu Food and transport facility will be taken care by Mr. Suvarna Babu	II Year Students
112	21/12/2019	Seminar on "Usage of Solar Powered LED's in SMEC Campus "(IPR Activities)	Annexure XI	NA	Mr. Bheemaraju	II, III & IV Year Students
113	23/12/2019	Seminar on Role of an entrepreneur in the Economic development of country (EDC Activities)	Annexure XI	Rs.10,000/-	Advertising and gathering students will be taken care by Mrs. K Gayatri Food and transport	IV Year Students

					facility will be taken care by Mrs. K Gayatri	
114	26/12/2019	Remedial Classes for slow learners	Annexure V	NA	Concerned course coordinator will conduct Remedial classes	All Mech students
115	26/12/2019	Slip test for slow learners	Annexure V	NA	Concerned course coordinator will conduct slip test	II Year Students
116	26/12/2019 To 27/12/2019	Faculty Orientation Programme	Annexure XXII	Rs. 15,000/-	Advertising and gathering students will be taken care by Mrs. K Hemalatha Food and transport facility will be taken care by Mrs. K Hemalatha	Faculty
117	28/12/2019	Brain Storming session for the slow learners	Annexure V	NA	Concerned course coordinator will conduct Brain Storming session	II, III & IV Year Students
118	28/12/2019	Mentor-Mentee Interaction	Annexure XX	NA	Concerned mentor will interact with mentees to list out academic problems	II, III & IV Year Students
119	30/12/2019	Guest Lecture on "Refrigeration and Air Conditioning"	Annexure VII	Rs.10,000/-	Advertising and gathering students will be taken care by Mrs. K Hemalatha Food and transport facility will be taken care by Mrs. K Hemalatha	III Year Students
120	31/12/2019	Free Medical camps in rural areas	Annexure XXVI	NA	NSS volunteer will take up the job of conducting the free Medical camp in rural areas	All Mech NSS Volunteer



121	02/01/2020	Slip test for slow learners	Annexure V	NA	Concerned course coordinator will conduct slip test	III Year Students
122	02/01/2020	Innovation & Incubation: Startup Boot camp event	Annexure XI	NA	Advertising and gathering students will be taken care by Ch Nagaraju Food and transport facility will be taken care by Ch Nagaraju	II, III & IV Year Students
123	03/01/2020	Mentor-Mentee Interaction	Annexure XX	NA	Concerned mentor will interact with mentees to list out academic problems	II, III & IV Year Students
124	02/01/2020 To 04/01/20120	Abstract Presentation for major project	Annexure I to XXVI	NA	Concerned class In charges as well as respective guides of students	IV Year Students
125	06/01/2020 To 07/01/2020	Refresher Course on Teaching Learning skills	Annexure XXII	Rs. 10,000/-	Advertising and gathering students will be taken care by Mr. Chandrasekhar Yadav Food and transport facility will be taken care by Mr. Chandrasekhar Yadav	Faculty
126	07/01/2020	Guest Lecture on "Hydraulic Machines"	Annexure VII	Rs.10,000/-	Advertising and gathering students will be taken care by Mr. R Hanuma Naik Food and transport facility will be taken care by Mr. R Hanuma Naik	II Year Students

127	08/01/2020	Slip test for slow learners	Annexure V	NA	Concerned course coordinator will conduct slip test	II Year Students
128	08/01/2020	Remedial Classes for slow learners	Annexure V	NA	Concerned course coordinator will conduct Remedial classes	All Mech students
129	02/01/2020 To 11/01/2020	Bridge Course on Hybrid Electric vehicles	Annexure II	NA	Mrs. K Gayatri	III Year Students
130	10/01/2020	Mentor-Mentee Interaction	Annexure XX	NA	Concerned mentor will interact with mentees to list out academic problems	II, III & IV Year Students
131	17/01/2020	Mentor-Mentee Interaction	Annexure XX	NA	Concerned mentor will interact with mentees to list out academic problems	II, III & IV Year Students
132	18/01/2020	Guest Lecture on “Production Planning”	Annexure VII	Rs.10,000/-	Advertising and gathering students will be taken care by Ms. K Sunitha Food and transport facility will be taken care by Ms. K Sunitha	IV Year Students
133	18/01/2020	Slip test for slow learners	Annexure V	NA	Concerned course coordinator will conduct slip test	III Year Students
134	20/01/2020	Group discussion for the slow learners	Annexure V	NA	Concerned course coordinator will conduct Group discussion	II, III & IV Year Students
135	20/01/2020	Research project on “Anisotropic Behaviour of Ti-6Al-4V alloy”	Annexure X	Rs. 35,000/-	Dr. Anoop Kumar	Under Progress- College level

						Research
136	21/01/2020	Brain Storming session for the slow learners	Annexure V	NA	Concerned course coordinator will conduct Brain Storming session	II, III & IV Year Students
137	22/01/2020	Remedial Classes for slow learners	Annexure V	NA	Concerned course coordinator will conduct Remedial classes	All Mech students
138	23/01/2020	Mentor-Mentee Interaction	Annexure XX	NA	Concerned mentor will interact with mentees to list out academic problems	II, III & IV Year Students
139	24/01/2020 To 25/01/2020	International Conference on Material characterization (ICMC-2020)	Annexure XV	Rs 1,00,000/-	Organizing committee	Students & Faculty
140	27/01/2020	Innovation & Incubation: Innovation Meetup	Annexure XI	NA	Advertising and gathering students will be taken care by Ch Nagaraju Food and transport facility will be taken care by Ch Nagaraju	II, III & IV Year Students
141	28/01/2020	Job Training	Annexure I to XXVI	NA	Concerned faculty will provide assistance in job training	IV Year Students
142	29/01/2020	Remedial Classes for slow learners	Annexure V	NA	Concerned course coordinator will conduct Remedial classes	All Mech students
143	30/01/2020	Slip test for slow learners	Annexure V	NA	Concerned course coordinator will conduct slip test	II Year Students
144	31/01/2020	Mentor-Mentee Interaction	Annexure XX	NA	Concerned mentor will interact with mentees to list out academic	II, III & IV Year Students

					problems	
145	01/02/2020	Slip test for slow learners	Annexure V	NA	Concerned course coordinator will conduct slip test	III Year Students
146	03/02/2020	Innovation & Incubation: How to Pitch your idea event	Annexure XI	NA	Advertising and gathering students will be taken care by Ch Nagaraju Food and transport facility will be taken care by Ch Nagaraju	II, III & IV Year Students
147	04/02/2020	Guest Lecture on “Fluid Mechanics”	Annexure VII	Rs.10,000/-	Advertising and gathering students will be taken care by Mr. Chandrasekhar Yadav Food and transport facility will be taken care by Mr. Chandrasekhar Yadav	II Year Students
148	04/02/2020	Lab to land: Design and manufacturing of Plastic shredder	Annexure XII	NA	Dr. Anoop Kumar	Faculty
149	05/02/2020	Brain Storming session for the slow learners	Annexure V	NA	Concerned course coordinator will conduct Brain Storming session	II, III & IV Year Students
150	05/02/2020	Remedial Classes for slow learners	Annexure V	NA	Concerned course coordinator will conduct Remedial classes	All Mech students
151	06/02/2020	Awareness program on Menstrual Hygiene	Annexure XXVI	NA	NSS volunteers are responsible for the awareness program on women menstrual hygiene	All Mech NSS Volunteer

152	07/02/2020	Mentor-Mentee Interaction	Annexure XX	NA	Concerned mentor will interact with mentees to list out academic problems	II, III & IV Year Students
153	08/02/2020	Seminar on “Agile Manufacturing”	Annexure VII	Rs.10,000/-	Advertising and gathering students will be taken care by Mr. Chandrasekhar Yadav Food and transport facility will be taken care by Mr. Chandrasekhar Yadav	II, III & IV Year Students
154	08/02/2020	Slip test for slow learners	Annexure V	NA	Concerned course coordinator will conduct slip test	II Year Students
155	10/02/2020	Group discussion for the slow learners	Annexure V	NA	Concerned course coordinator will conduct Group discussion	II, III & IV Year Students
156	10/02/2020	Publish Textbook on “Sheet Metal Forming”	Annexure XIV	NA	Dr. Anoop Kumar	Faculty
157	11/02/2020	Funds/Grants received	Annexure X	NA	Dean R&D	Faculty
158	12/02/2020	Remedial Classes for slow learners	Annexure V	NA	Concerned course coordinator will conduct Remedial classes	All Mech students
159	13/02/2020	Guest Lecture on “Heat Transfer”	Annexure VII	Rs.10,000/-	Advertising and gathering students will be taken care by Mr. Ashok Kumar Food and transport facility will be taken care by Mr. Ashok Kumar	IV Year Students

160	14/02/2020	Slip test for slow learners	Annexure V	NA	Concerned course coordinator will conduct slip test	II Year Students
161	14/02/2020	Mentor-Mentee Interaction	Annexure XX	NA	Concerned mentor will interact with mentees to list out academic problems	II, III & IV Year Students
162	15/02/2020	Gender Equity Promotion program: Women's Leadership Development	Annexure XXV	Rs.10,000/-	Advertising and gathering students will be taken care by Mr. B Ashok Kumar Food and transport facility will be taken care by Mr. B Ashok Kumar	Lady Students & Faculty
163	17/02/2020	Innovation & Incubation: Innovation Pitch Event	Annexure XI	NA	Advertising and gathering students will be taken care by Ch Nagaraju Food and transport facility will be taken care by Ch Nagaraju	II, III & IV Year Students
164	18/02/2020	Research proposal on "Advanced 1D models for fluid-structure interaction"	Annexure IX	NA	Dr Piyush Kumar Soni	College level Research
165	19/02/2020	Remedial Classes for slow learners	Annexure V	NA	Concerned course coordinator will conduct Remedial classes	All Mech students
166	20/02/2020	Research proposal on "micro structural evaluation of Tungsten carbide GT30 Machined by Abrasive Jet Machining"	Annexure IX	NA	Dr D V Srikanth	College level Research
167	22/02/2020	Job Training	Annexure I to XXVI	NA	Concerned faculty will provide assistance in job training	IV Year Students

168	26/02/2020 to 28/02/2020	First review presentation for Major Project	Annexure I to XXVI	NA	Concerned class In charges as well as respective guides of students	IV Year Students
169	26/02/2020	Remedial Classes for slow learners	Annexure V	NA	Concerned course coordinator will conduct Remedial classes	All Mech students
170	28/02/2020	Slip test for slow learners	Annexure V	NA	Concerned course coordinator will conduct slip test	II Year Students
171	28/02/2020	Mentor-Mentee Interaction	Annexure XX	NA	Concerned mentor will interact with mentees to list out academic problems	II, III & IV Year Students
172	03/03/2020	Activity for human values: Lecture on women protection	Annexure I to XXVI	NA	Advertising and gathering students will be taken care by Mr. M B Naik Food and transport facility will be taken care by Mr. M B Naik	Faculty & Students
173	04/03/2020	Remedial Classes for slow learners	Annexure V	NA	Concerned course coordinator will conduct Remedial classes	All Mech students
174	05/03/2020	Guest Lecture on "Thermal Engineering"	Annexure VII	Rs.10,000/-	Advertising and gathering students will be taken care by Mr. B Ashok Kumar Food and transport facility will be taken care by Mr. B Ashok Kumar	II Year Students
175	05/03/2020	Slip test for slow learners	Annexure V	NA	Concerned course coordinator will conduct slip test	III Year Students

176	06/03/2020	Mentor-Mentee Interaction	Annexure XX	NA	Concerned mentor will interact with mentees to list out academic problems	II, III & IV Year Students
177	06/03/2020	Innovation & Incubation: Product Development boot camp event	Annexure XI	NA	Advertising and gathering students will be taken care by Ch Nagaraju Food and transport facility will be taken care by Ch Nagaraju	II, III & IV Year Students
178	09/03/2020	Sports and Cultural Activity	Annexure XXI	NA	Advertising and gathering students will be taken care by Mr. Bheemaraju Food and transport facility will be taken care by Mr. Bheemaraju	All Mech Students
179	11/03/2020	Guest Lecture on “Design of Machine Members”	Annexure VII	Rs.10,000/-	Advertising and gathering students will be taken care by Mr. N Tulasiram Food and transport facility will be taken care by Mr. N Tulasiram	III Year Students
180	11/03/2020	Slip test for slow learners	Annexure V	NA	Concerned course coordinator will conduct slip test	III Year Students
181	12/03/2020	Remedial Classes for slow learners	Annexure V	NA	Concerned course coordinator will conduct Remedial classes	All Mech students
182	12/03/2020	Brain Storming session for the slow learners	Annexure V	NA	Concerned course coordinator will conduct Brain Storming session	II, III & IV Year Students



183	13/03/2020	Mentor-Mentee Interaction	Annexure XX	NA	Concerned mentor will interact with mentees to list out academic problems	II, III & IV Year Students
184	14/03/2020	Student Exchange Program	Annexure I to XXVI	NA	Concerned Faculty is responsible for the student exchange program	All Mech Students
185	16/03/2020 To 18/03/2020	Industrial Visit to Railway Diesel Loco Shed, Hyderabad	Annexure III	NA	Advertising and gathering students will be taken care by Ch. Rangarao Food and transport facility will be taken care by Ch Rangarao	I, II, III & IV Year Students
186	19/03/2020	Technosmec Event	Annexure VII	NA	Concerned faculty will conduct the Technosmec event	Students
187	19/03/2020	Remedial Classes for slow learners	Annexure V	NA	Concerned course coordinator will conduct Remedial classes	All Mech students
188	20/03/2020	Mentor-Mentee Interaction	Annexure XX	NA	Concerned mentor will interact with mentees to list out academic problems	II, III & IV Year Students
189	20/03/2020	Publish Textbook on “Manufacturing Processes”	Annexure XIV	NA	Dr. D V Srikanth	Faculty
190	21/03/2020	Innovation & Incubation: Incubate Accelerator- info session	Annexure XI	NA	Advertising and gathering students will be taken care by Ch Nagaraju Food and transport facility will be taken care	II, III & IV Year Students

					by Ch Nagaraju	
191	24/03/2020	Guest Lecture on “Plant Layout”	Annexure VII	Rs. 10,000/-	Advertising and gathering students will be taken care by Mrs. M Sunitha Food and transport facility will be taken care by Mrs. M Sunitha	IV Year Students
192	24/03/2020	Slip test for slow learners	Annexure V	NA	Concerned course coordinator will conduct slip test	II Year Students
193	26/03/2020	Department Internal Audit	Annexure XXIII	NA	Internal Audit members of department will audit the course files, attendance registers etc.	Faculty
194	26/03/2020	MOU with Industry	Annexure XIX	NA	HOD will sign the MOU with Industry	Faculty & Students
195	27/03/2020	Mentor-Mentee Interaction	Annexure XX	NA	Concerned mentor will interact with mentees to list out academic problems	II, III & IV Year Students
196	28/03/2019	Extension Activities: Plantation Program in the campus	Annexure XVI	NA	Students will take up the task of planting in the campus	Students
197	30/01/2020 To 31/01/2020	National Conference on Innovative approaches in Mechanical engineering (NCIAME-2020)	Annexure XV	Rs 1,00,000/-	Organizing committee	Students & Faculty
198	31/03/2020	Second review presentation for Major Project	Annexure I to XXVI	NA	Concerned class In charges as well as respective guides of	IV Year Students

					students	
199	01/04/2020	Remedial Classes for slow learners	Annexure V	NA	Concerned course coordinator will conduct Remedial classes	All Mech students
200	03/04/2020	Seminar on “High-Speed Machining”	Annexure VII	Rs.10,000/-	Advertising and gathering students will be taken care by Mr Ananth Reddy Food and transport facility will be taken care by Mr Ananth Reddy	II, III & IV Year Students
201	03/04/2020	Mentor-Mentee Interaction	Annexure XX	NA	Concerned mentor will interact with mentees to list out academic problems	II, III & IV Year Students
202	04/04/2020	Parents-Teacher Meeting	Annexure I to XXVI	NA	Concerned Class In charges	II, III & IV Year Students
203	06/04/2020	Brain Storming session for the slow learners	Annexure V	NA	Concerned course coordinator will conduct Brain Storming session	II, III & IV Year Students
204	07/04/2020	Student’s Feedback	Annexure VIII	NA	Concerned class teacher will conduct students feedback	Faculty
205	08/04/2020	Remedial Classes for slow learners	Annexure V	NA	Concerned course coordinator will conduct Remedial classes	All Mech students
206	09/04/2020	Research Paper Publishing in International/National-Journal/Conference	Annexure XIII	NA	All the faculty will publish 2 research papers per faculty	Faculty

207	11/04/2020	Sports and Cultural Activity	Annexure XXI	NA	Advertising and gathering students will be taken care by Mr. Bheemaraju Food and transport facility will be taken care by Mr. Bheemaraju	All Mech Students
208	13/04/2020	Local Community Initiative: Establishment of digital classrooms to the students of ZPH schools in dhulapally	Annexure XXVI	NA	Concerned NSS coordinator as well as students will donate the computers which help in starting of digital classroom	All Mech students
209	15/04/2020 to 17/04/2020	Final review presentation for Major Project	Annexure I to XXVI	NA	Concerned class In charges as well as respective guides of students	IV Year Students
210	18/04/2020	Remedial Classes for slow learners	Annexure V	NA	Concerned course coordinator will conduct Remedial classes	All Mech students
211	20/04/2020	Mentor-Mentee Interaction	Annexure XX	NA	Concerned mentor will interact with mentees to list out academic problems	II, III & IV Year Students

## LIST OF ANNEXURE

S. No	Event Name	Annexure Number	Page No.
1.	Certificate programs	Annexure I	2-9
2.	Value Added Courses	Annexure II	10-17
3.	Field Trips	Annexure III	18-28
4.	Internships	Annexure IV	29-31
5.	Slow Learners	Annexure V	33-37
6.	Advance Learners	Annexure V	
7.	Student Centric Methods of TLP	Annexure VII	38-53
8.	Feed Back from Stake Holder	Annexure VIII	54-56
9.	Proposals for Research project	Annexure IX	57-59
10.	Research Project	Annexure X	60-62
11.	Innovation and Incubation.	Annexure XI	63-70
12.	Lab to Land	Annexure XII	71-72
13.	Research Papers	Annexure XIII	73-74
14.	No of Books	Annexure XIV	75-76
15.	Conferences	Annexure XV	77-84
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17.	Extension and Outreach Programs	Annexure XVI	
18.	Linkages	Annexure I to XXVI	91
19.	MoUs	Annexure XIX	92-95
20.	Mentoring	Annexure XX	96-97
21.	Sports and cultural activities	Annexure XXI	98-105
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23.	Department Internal Audit	Annexure XXIII	111-112
24.	Funds /Grants received	Annexure X	113-115
25.	Gender Equity Promotion programs	Annexure XXV	116-123
26.	No. of initiatives taken to contribute to local community	Annexure XXVI	124-131
27.	Activities for promotion of universal values, national values, human values, national integration, communal harmony and social cohesion	Annexure I to XXVI	132

# **ANNEXURE – I**

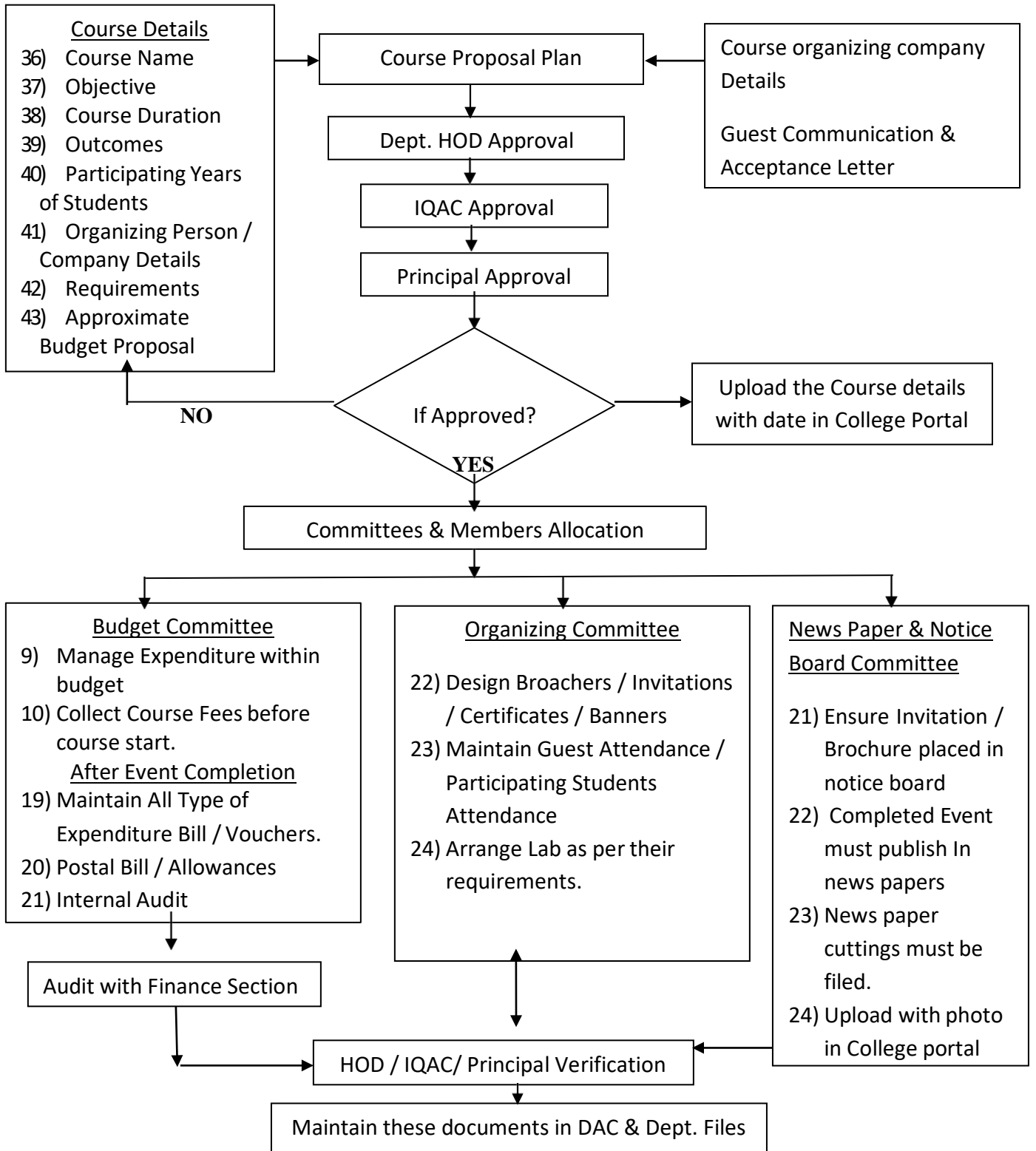
## **CERTIFICATE COURSE**

- 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 Mechanical Engineering,  
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 Mechanical Engineering 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 Mechanical Engineering,  
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 Mechanical Engineering 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 Sincerely,

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 MECHANICAL ENGINEERING

## 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 MECHANICAL ENGINEERING

## 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**

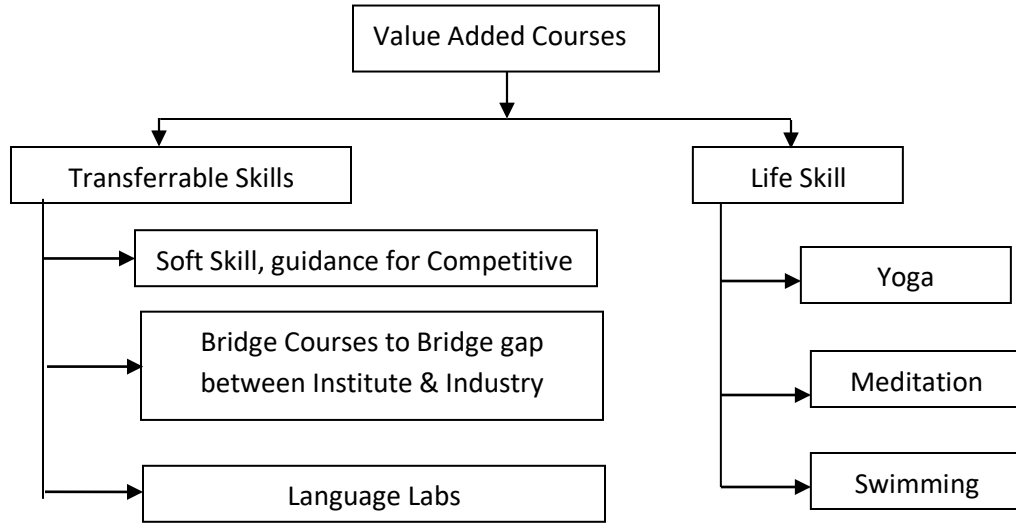
## **VALUE ADDED COURSE**

- 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 (Oracle, .NET etc) and language labs (java, python etc) 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 Mechanical Engineering,  
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 Mechanical Engineering 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,

From,

The Event Incharge / HOD,  
Department of Mechanical Engineering,  
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 Mechanical Engineering 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 Sincerely,

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

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

DEPARTMENT OF MECHANICAL ENGINEERING

## 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 MECHANICAL ENGINEERING

## 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**

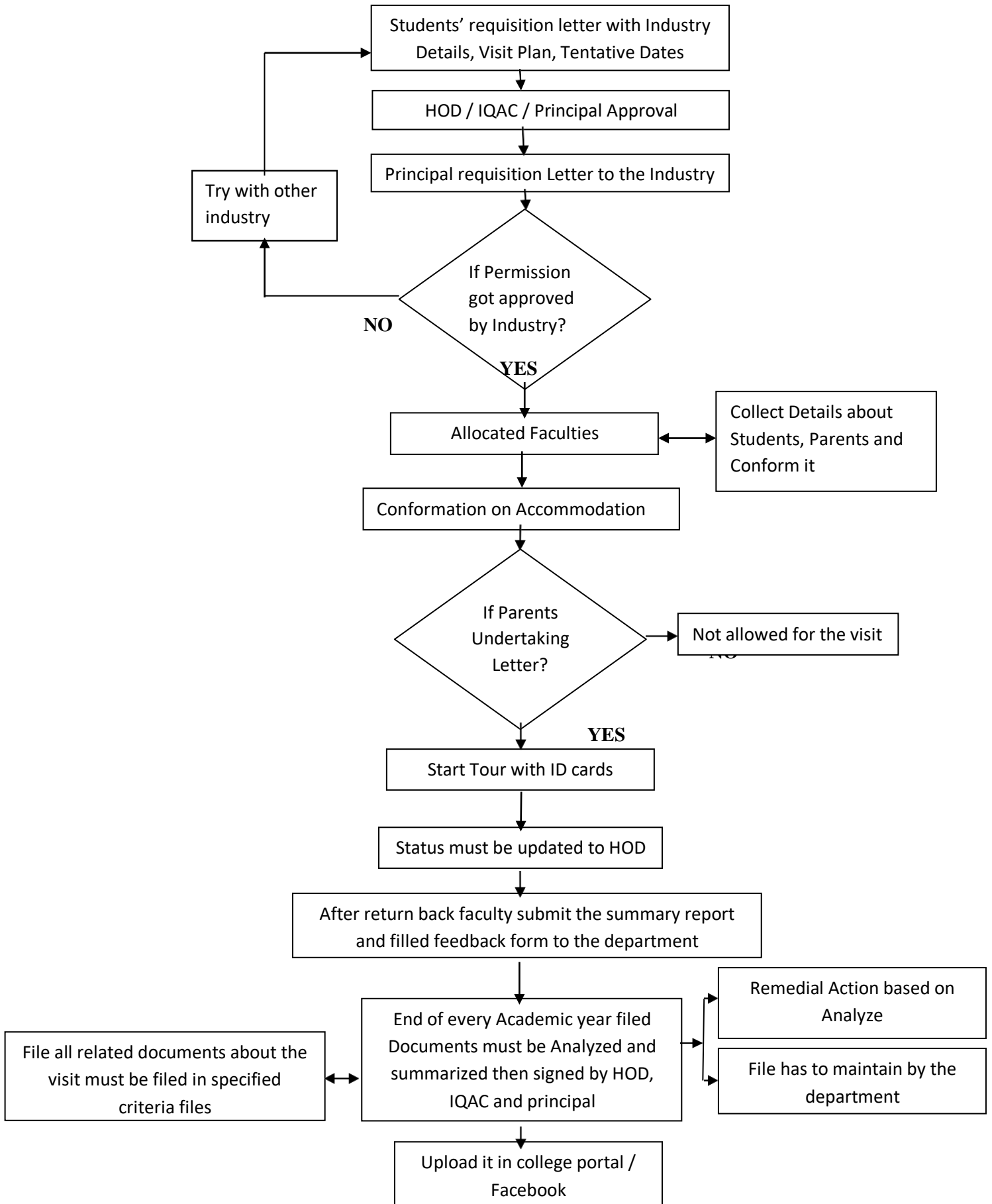
- 1. STANDARD OPERATING PROCEDURE**
- 2. FLOW CHART**
- 3. LIST OF DOCUMENTS AND THEIR TEMPLATES**
  - a. REQUISITION LETTER TO HOD**
  - b. REQUISITION LETTER TO PRINCIPAL**
  - c. PRINCIPAL REQUISITION LETTER TO INDUSTRY**
  - d. SUMMARY REPORT ON VISIT**
  - e. FEEDBACK FORM**
- 4. POST EVENT REPORT**
  - 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 Mechanical Engineering,  
St. Martin's Engineering College,  
Dhulapally, Near Kompally,  
Secunderabad.

To,

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

Respected Sir,

Sub : Requesting Permission – Industrial Visit - reg

We the Students of B.Tech., <III<sup>rd</sup> Year>, Department of Mechanical Engineering 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 Mechanical Engineering,  
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 B.Tech., <III<sup>rd</sup> Year>, Department of Mechanical Engineering 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 <III year> <Computer Science and Engineering> students to visit your esteemed organization.

As part of the curriculum of <third 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 Mechanical Engineering, 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 MECHANICAL ENGINEERING

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### **About the Industrial Visit:**

The Department of Mechanical Engineering, St. Martin's Engineering College organized a <three days> industrial visit to <Company Name, Place> on <From Date to To Date> for B.Tech. <III Year> <Computer Science and Engineering> 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. D V Sreekanth. Along with the support of faculty members, students of B.Tech. Mechanical Engineering students have taken hard efforts and initiative which made this visit a grand success.

### ***About the Company:***

< BHEL was established in 1964 ushering in the indigenous Heavy Electrical Equipment industry in India. Heavy Electricals (India) Limited was merged with BHEL in 1974. In 1991, BHEL was converted into a public limited company. Over time, it developed the capability to produce a variety of electrical, electronic and mechanical equipments for all sectors, including transmission, transportation, oil and gas and other allied industries. However, the bulk of the revenue of the company is derived from sale of equipment for power generation such as turbines, boilers, etc. As of 2017, BHEL supplied equipment contributed to about 55% of the total installed power generation capacity of India. The company has also supplied thousands of Electric Locomotives to Indian Railway,<sup>[2]</sup> as well as defence equipment such as the Super Rapid Gun Mount (SRGM) naval guns manufactured in partnership with the Indian Ordnance Factories<sup>[4]</sup> and Defence Simulators to the Indian Armed Forces. >

### ***Summary of Experience:***

It was a good experience, which has provided exposure to the <third 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.

The students of <third year> computer science and engineering and all the faculty members have 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

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

DEPARTMENT OF MECHANICAL ENGINEERING

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## 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

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

DEPARTMENT OF MECHANICAL ENGINEERING

## SUMMARY LIST FOR INDUSTRIAL VISITS ORGANIZED BY MECH DEPARTMENT

ACADEMIC YEAR: 2019-2020

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

HOD

IQAC

PRINCIPAL



# **ANNEXURE – IV**

## **INTERNSHIP TRAINING**

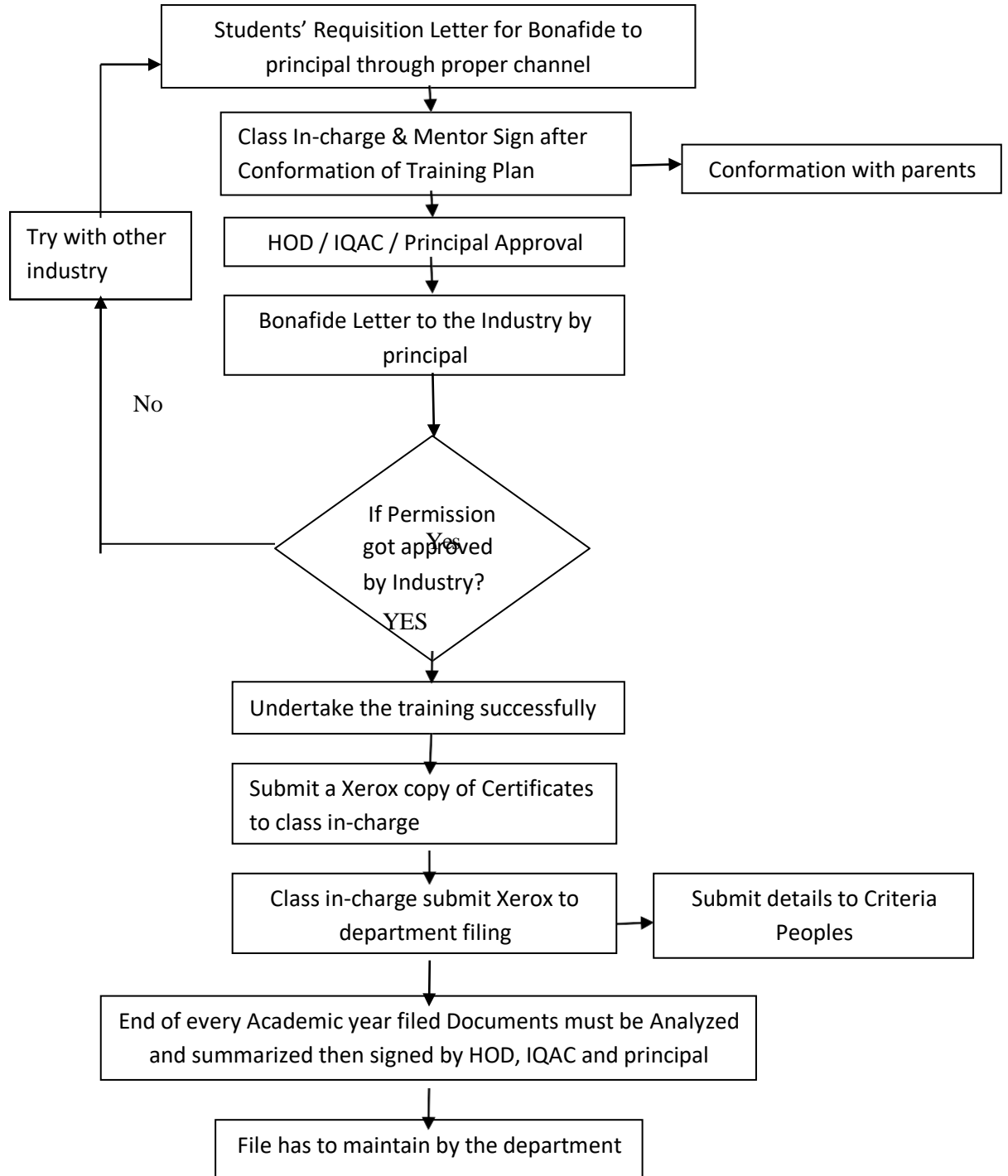
- 1. STANDARD OPERATING PROCEDURE**
- 2. FLOW CHART**
- 3. POST EVENT REPORT**
  - a. SUMMER LIST OF EVENTS CONDUCTED IN A.Y**

## **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 MECHANICAL ENGINEERING**

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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**

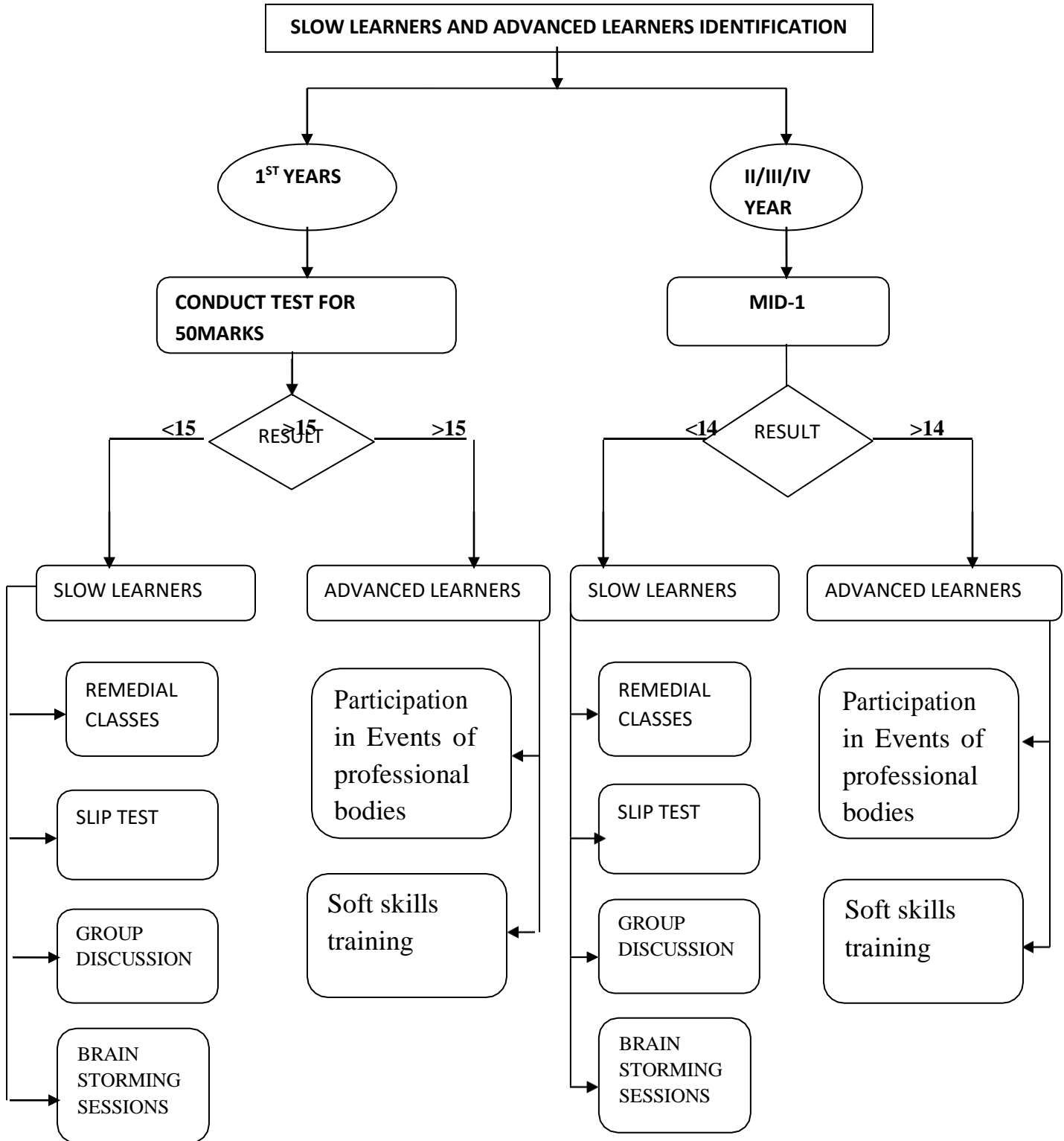
- 1. STANDARD OPERATING PROCEDURE**
- 2. FLOW CHART**
- 3. POST EVENT REPORT**
  - a. SUMMARY REPORT ON SLOW LEARNERS**
  - b. SUMMARY REPORT ON ADVANCE LEARNERS**

**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

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DEPARTMENT OF MECHANICAL ENGINEERING

Subject Name with Code		
Faculty Name	Year / Sem	Academic Year
	III.B.Tech MECH-A I-Sem	2019-20

## SLOW LEARNERS IN THE CLASS

SUB: MOBILE COMPUTING - A section	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





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DEPARTMENT OF MECHANICAL ENGINEERING

Subject Name with Code		
Faculty Name	Year / Sem	Academic Year
	III.B.Tech MECH-A I-Sem	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 -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 ASSIGNMENT TEST -1

Signature of the Faculty

HOD

# **ANNEXURE – VII(A)**

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

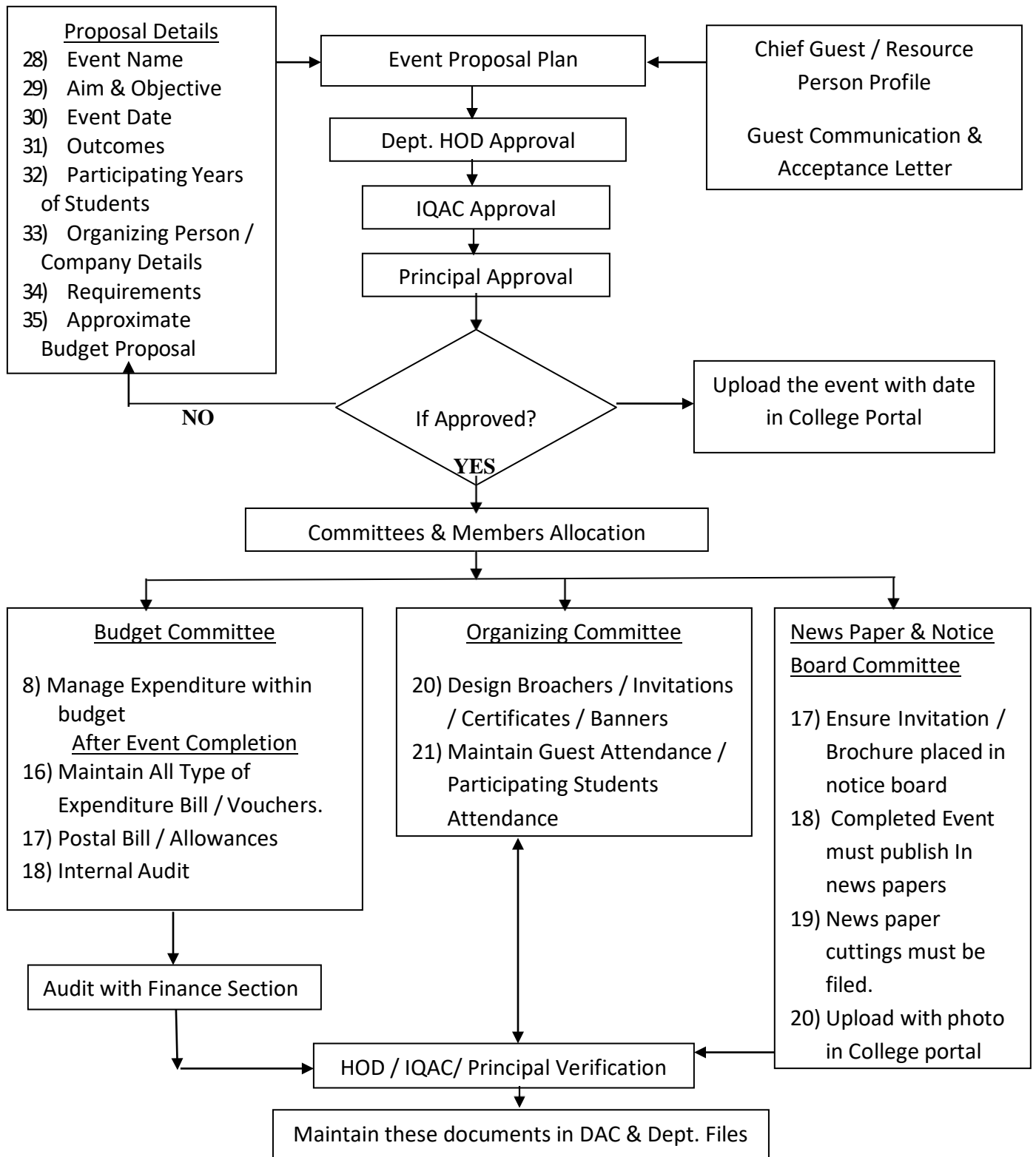
- 1. STANDARD OPERATING PROCEDURE**
- 2. FLOW CHART**
- 3. LIST OF DOCUMENTS AND THEIR TEMPLATES**
  - a. REQUISITION LETTER TO PRINCIPAL**
  - b. SUBMISSION LETTER TO FINANCE SECTION**
  - c. NEWS PAPER FORMAT**
  - d. PROPOSED BUDGET**
- 4. POST EVENT REPORT**
  - a. SUMMER LIST OF EVENTS CONDUCTED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

From,

The Event Incharge / HOD,  
Department of Mechanical Engineering,  
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 Mechanical Engineering 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 Sincerely,

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 MECHANICAL ENGINEERING

## 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

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DEPARTMENT OF MECHANICAL ENGINEERING

## 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**

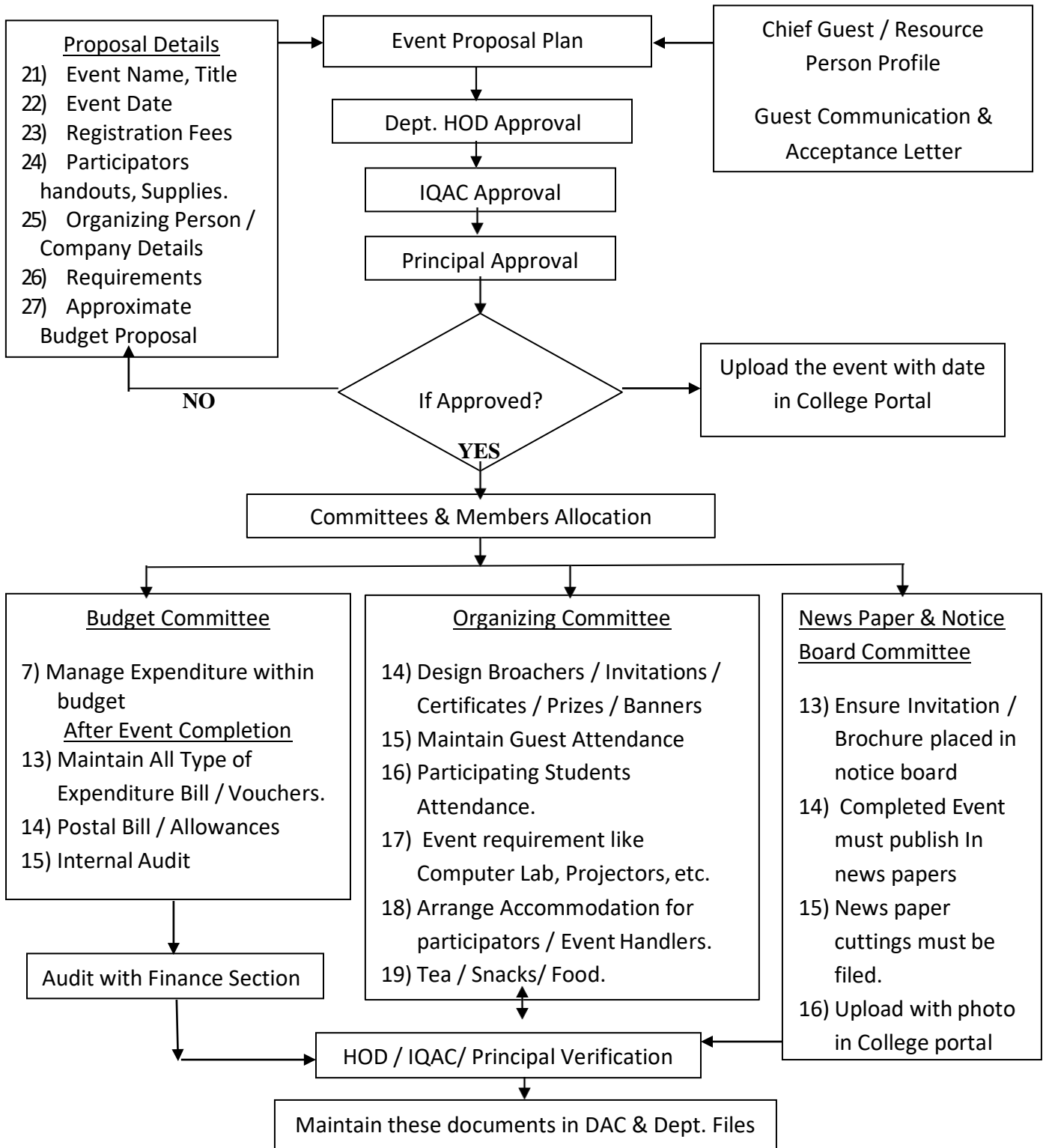
## **STANDARD OPERATING PROCEDURE**

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

1. Frame a Event Proposal plan which includes the details of event name and title, date of the event, Registration Fees, 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 Mechanical Engineering,  
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 Mechanical Engineering 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 Sincerely,

Date:

From,

The Event Incharge / HOD,  
Department of Mechanical Engineering,  
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 Mechanical Engineering 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 Sincerely,

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 MECHANICAL ENGINEERING

## 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

Dhulapally, Secunderabad, TS-500100

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## 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**

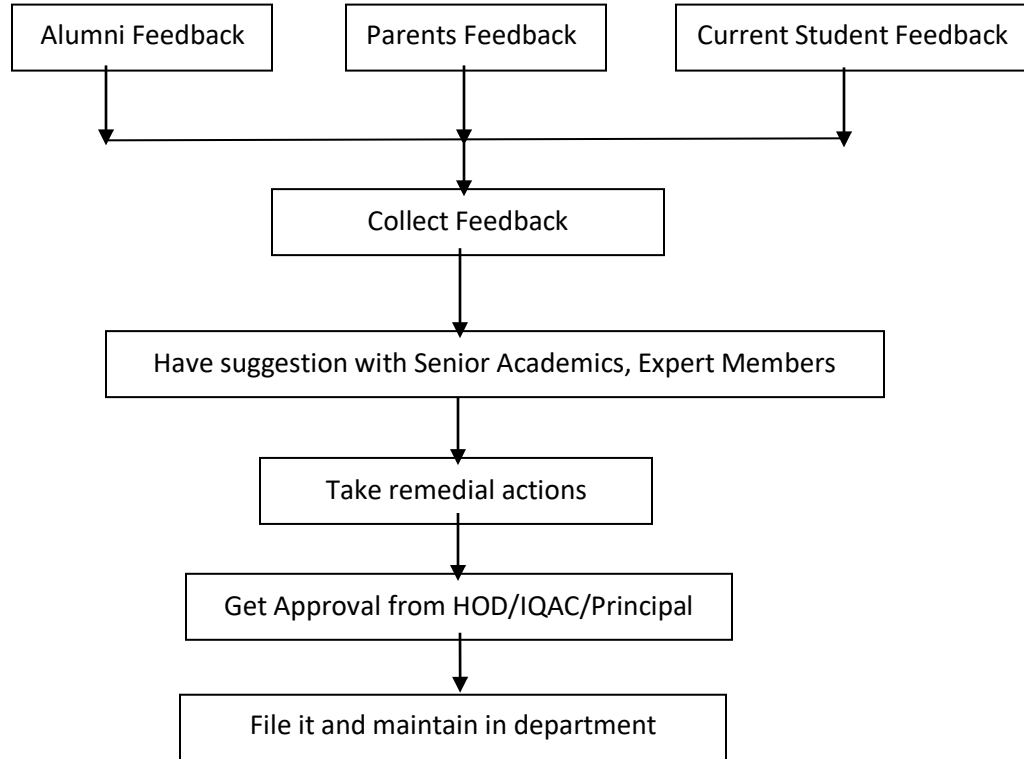
## **STACK HOLDERS**

- 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**

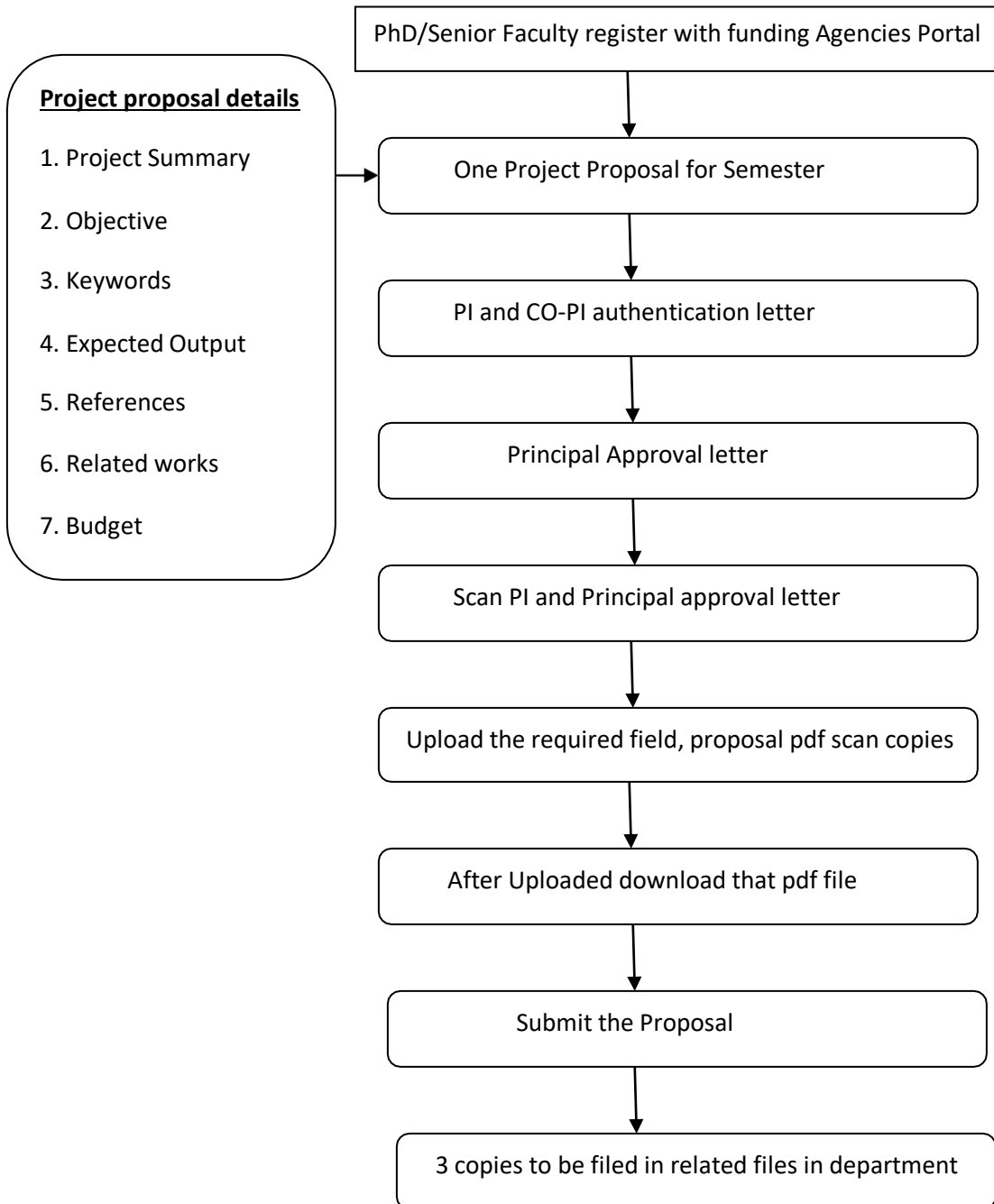
# **ANNEXURE – IX**

## **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**

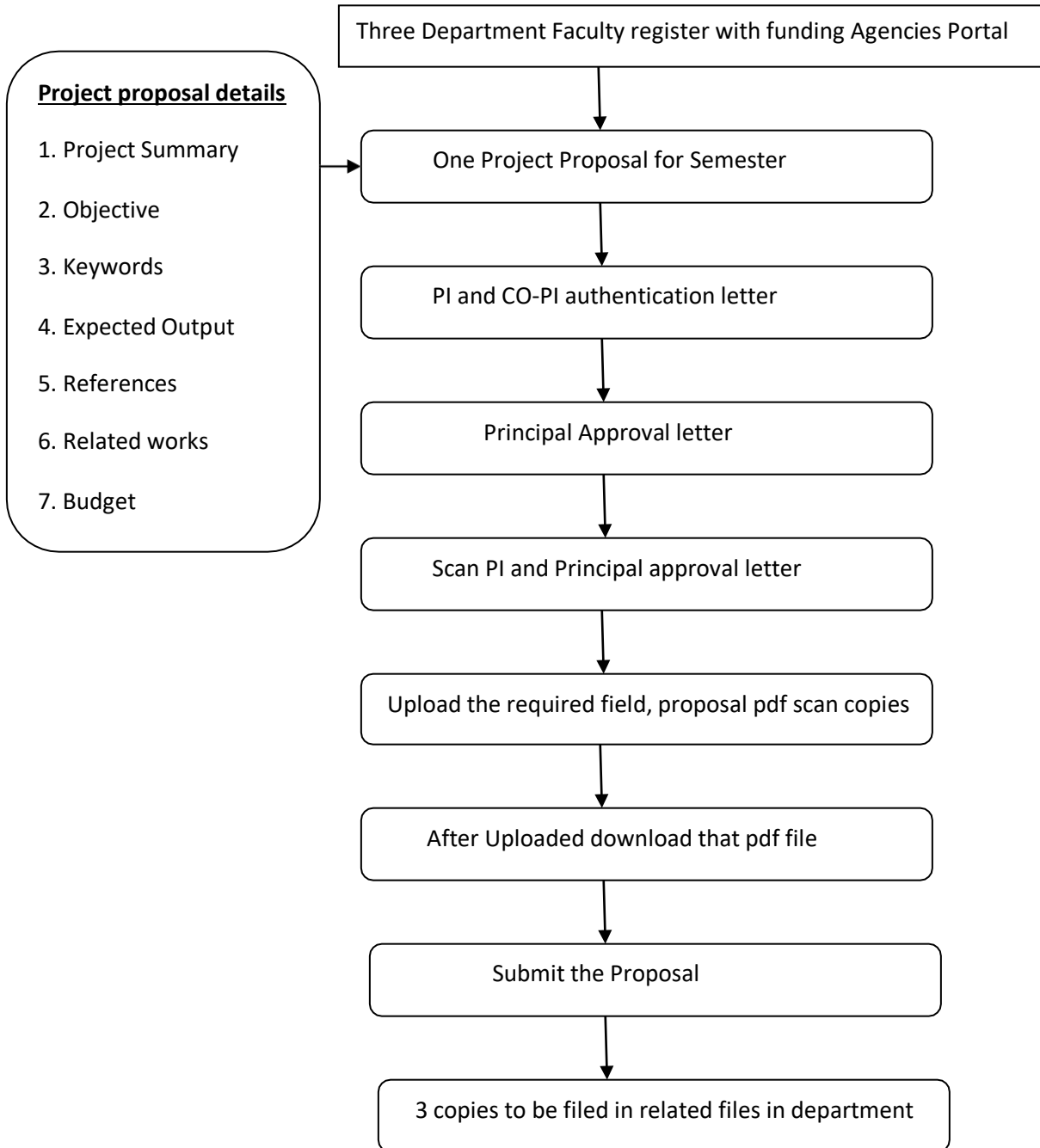
- 1. STANDARD OPERATING PROCEDURE**
- 2. FLOW CHART**



**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 – X DEPARTMENT RESEARCH PROJECT



# **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**

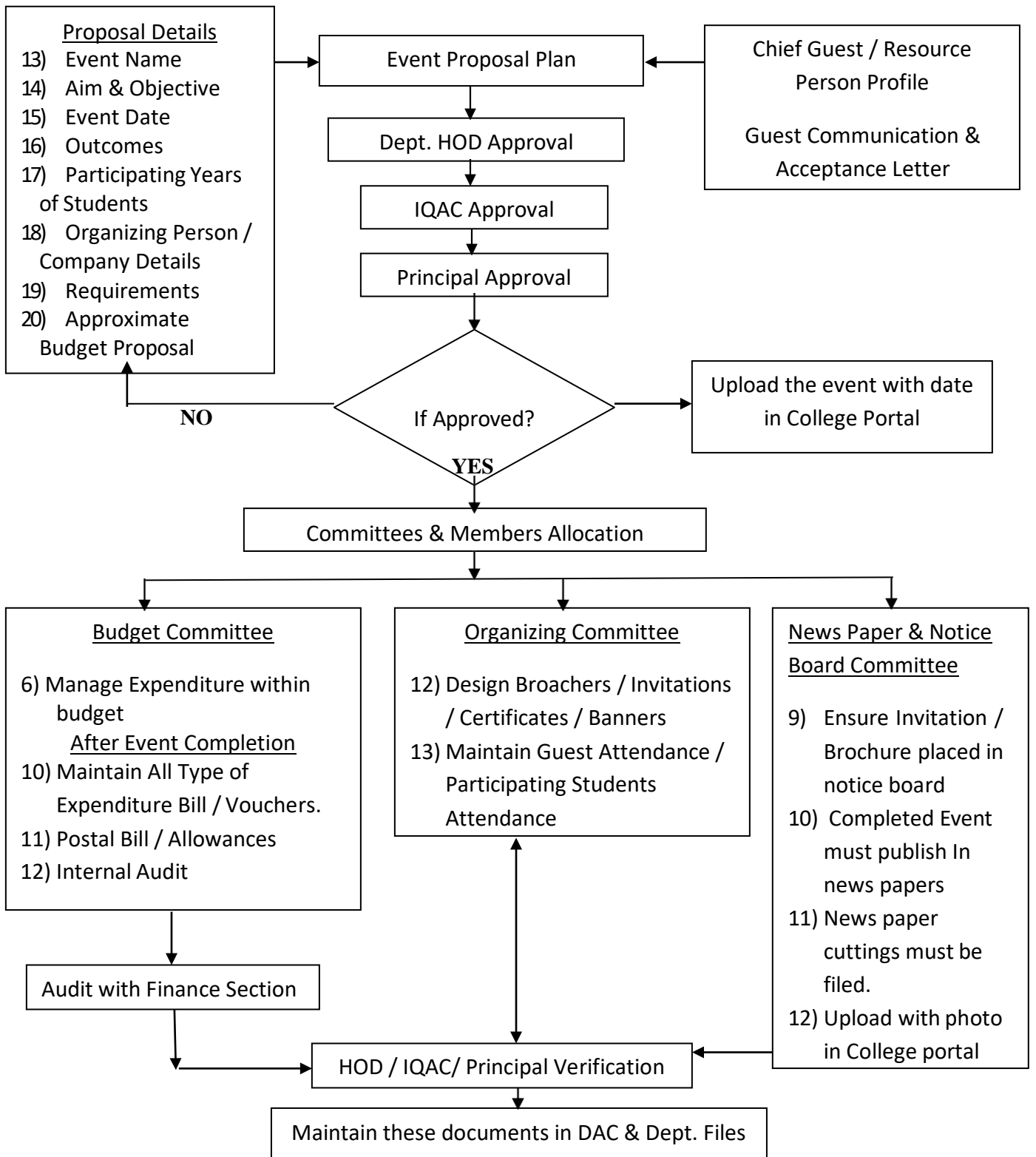
## **STANDARD OPERATING PROCEDURE**

### **(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 &amp; INCUBATION)



Requisition Letter

Date:

From,

The Event Incharge / HOD,  
Department of Mechanical Engineering,  
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 Mechanical Engineering 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 Sincerely,

Date:

From,

The Event Incharge / HOD,  
Department of Mechanical Engineering,  
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 Mechanical Engineering 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 Sincerely,

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 MECHANICAL ENGINEERING

## 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 MECHANICAL ENGINEERING

## SUMMARY LIST FOR INNOVATION & INCUBATION CONDUCTED

ACADEMIC YEAR: 2019 - 2020

S. No	Date	Name of the Event	Resource Person with designation	Target Audience

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 like mobile app development, robot, institute navigation, etc
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**

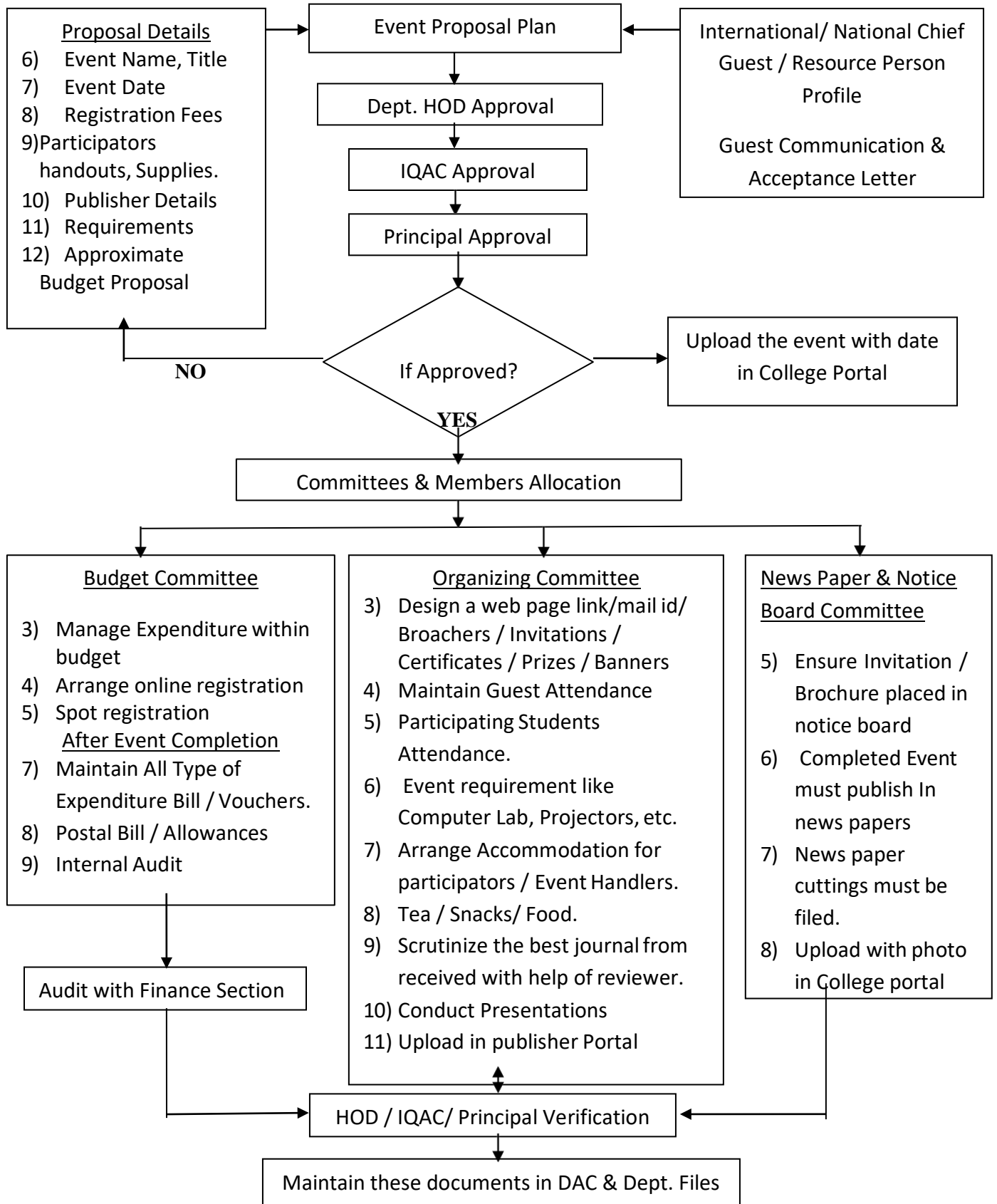
## STANDARD OPERATING PROCEDURE

### (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 Mechanical Engineering,  
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 Mechanical Engineering 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 Sincerely,

Date:

From,

The Event Incharge / HOD,  
Department of Mechanical Engineering,  
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 Mechanical Engineering 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 Sincerely,

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

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

DEPARTMENT OF MECHANICAL ENGINEERING

## 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

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

DEPARTMENT OF MECHANICAL ENGINEERING

## 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**

## **EXTENSION ACTIVITIES**

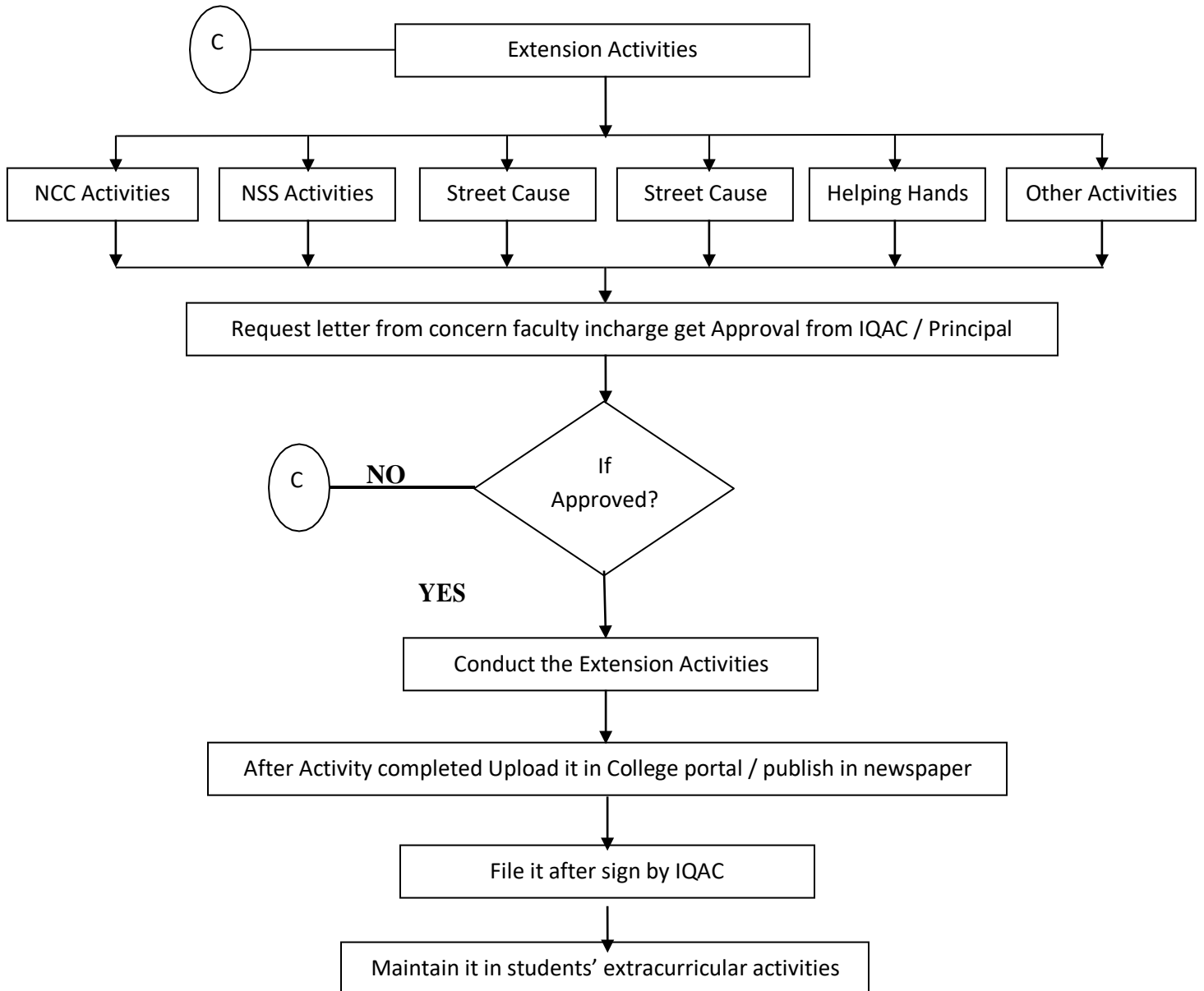
- 1. STANDARD OPERATING PROCEDURE**
- 2. FLOW CHART**
- 3. LIST OF DOCUMENTS AND THEIR TEMPLATES**
  - a. REQUISITION LETTER TO PRINCIPAL**
  - b. NEWS PAPER SUBMISSION**
- 4. POST EVENT REPORT**
  - a. SUMMER LIST OF EVENTS CONDUCTED IN A.Y**

## **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 Mechanical Engineering,  
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 Sincerely,

<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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DEPARTMENT OF MECHANICAL ENGINEERING

## 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

# **ANNEXURE – XVIII**

## **LINKAGES**

**(ALL ANNEXURES WILL BE APPLICABLE)**

# **ANNEXURE – XIX**

## **MoU's**

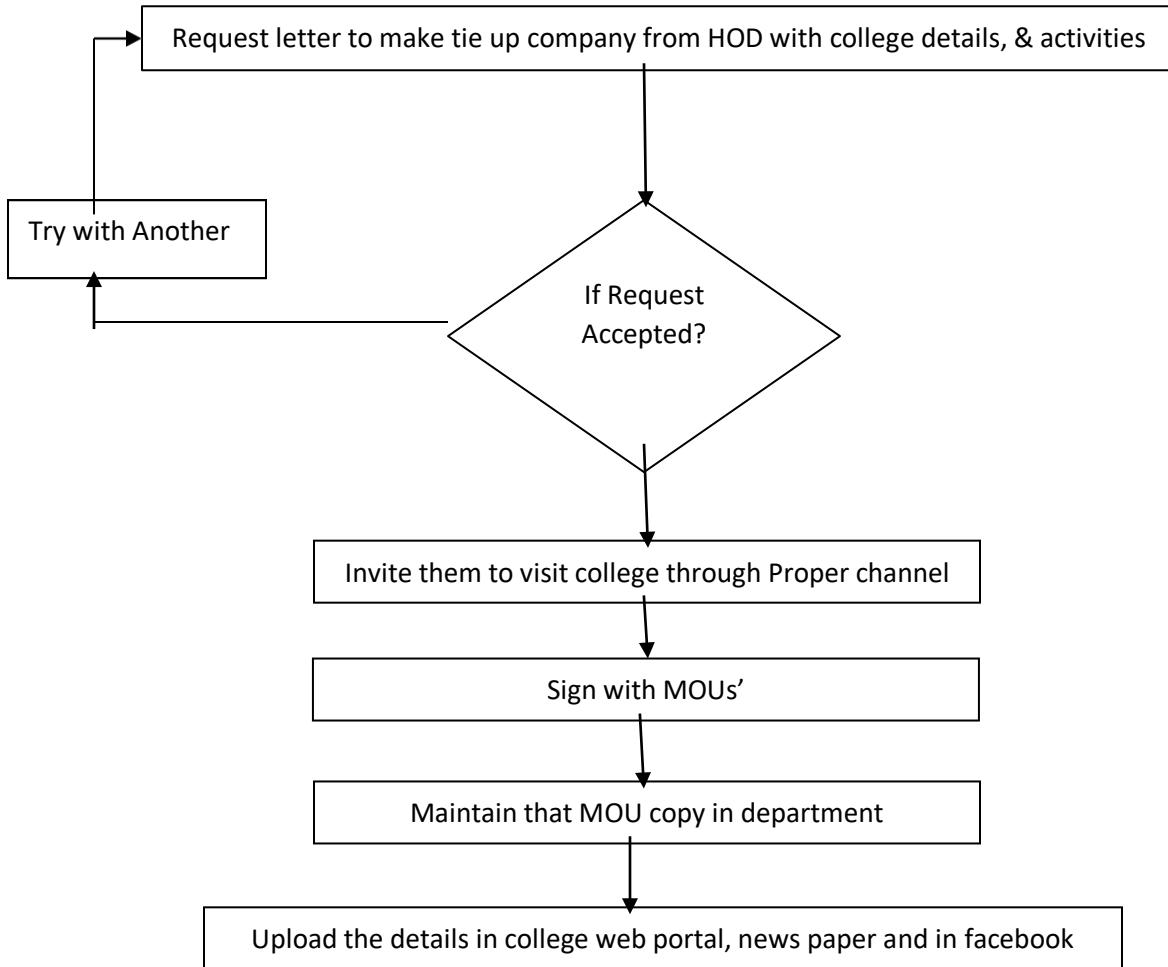
- 1. STANDARD OPERATING PROCEDURE**
- 2. FLOW CHART**
- 3. POST EVENT REPORT**
  - a. SUMMER LIST OF EVENTS CONDUCTED IN A.Y**



## **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 MECHANICAL ENGINEERING

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## 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**

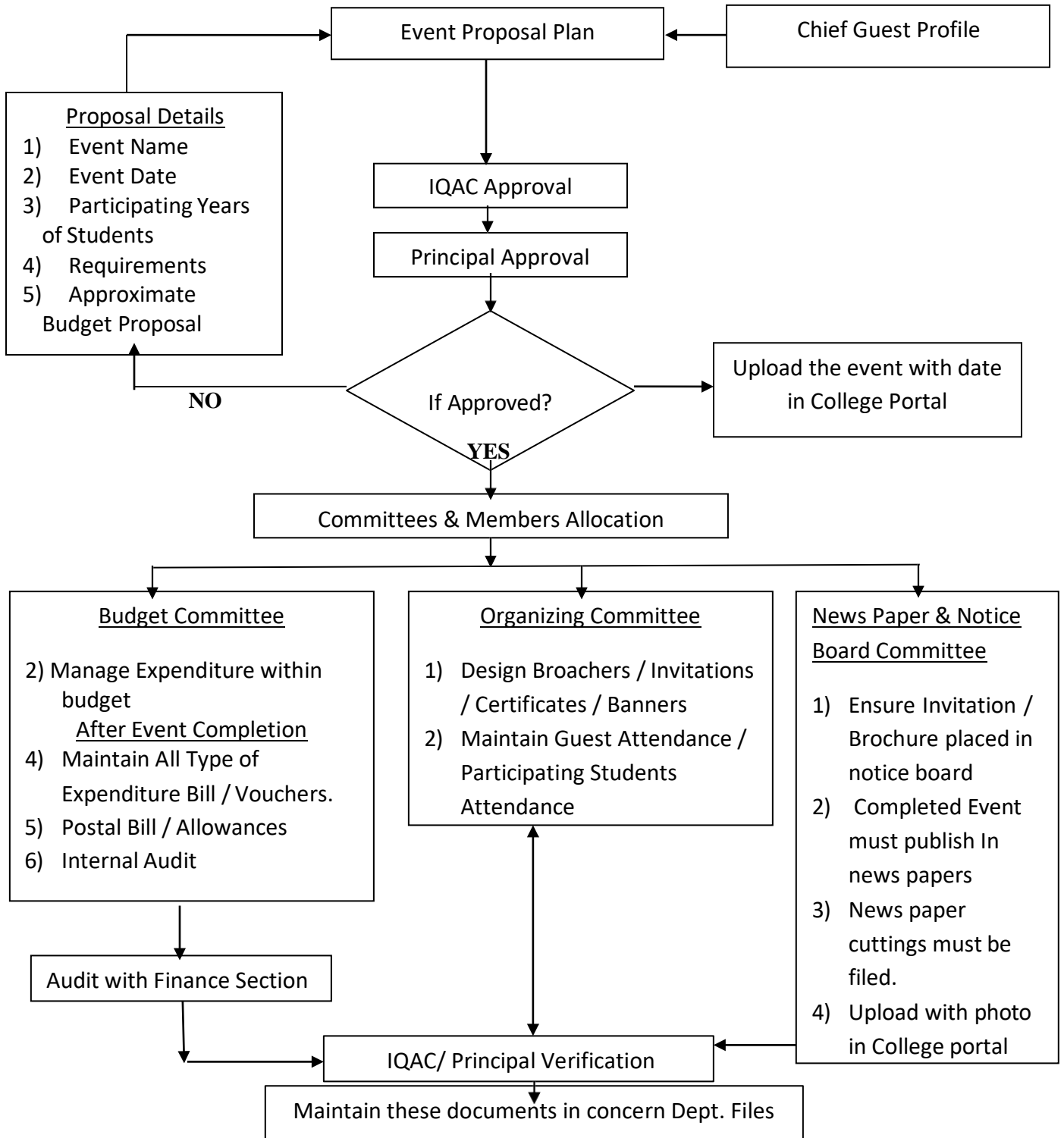
- 1. STANDARD OPERATING PROCEDURE**
- 2. FLOW CHART**
- 3. LIST OF DOCUMENTS AND THEIR TEMPLATES**
  - a. REQUISITION LETTER TO PRINCIPAL**
  - b. SUBMISSION LETTER TO FINACE SECTION**
  - c. NEWS PAPER SUBMISSION**
  - d. BUDGET PROPOSAL**
- 4. POST EVENT REPORT**
  - a. SUMMER LIST OF EVENTS CONDUCTED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

Date:

From,

The Event Incharge,  
Department of Mechanical Engineering,  
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 Sincerely,

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 MECHANICAL ENGINEERING

## 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

Dhulapally, Secunderabad, TS-500100

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

DEPARTMENT OF MECHANICAL ENGINEERING

---

## 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**

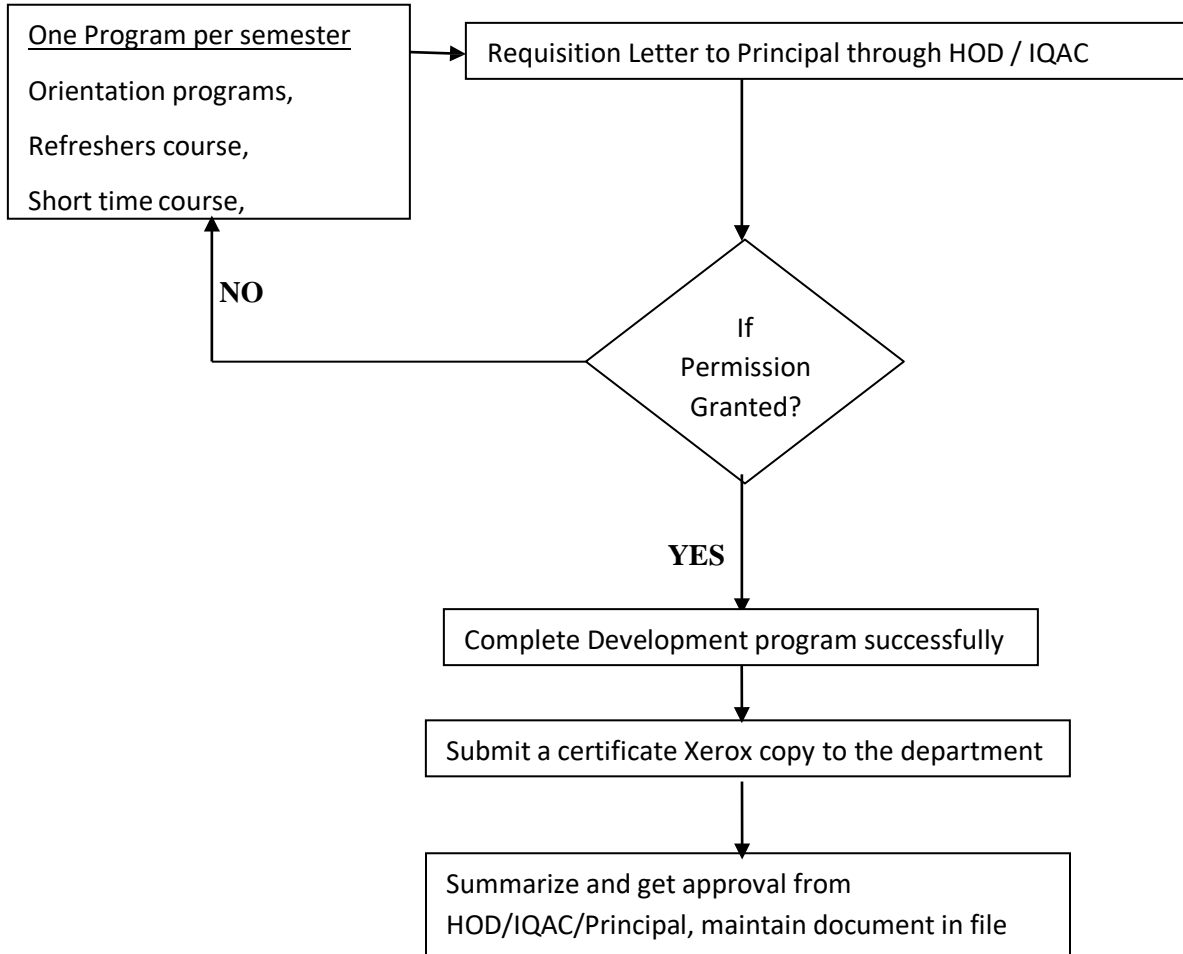
## **PROFESSIONAL DEVELOPMENT PROGRAMS**

- 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,

<Name of The Faculty>,

<Designation>,

Department of Mechanical Engineering,

St. Martin's Engineering College,

Secunderabad.

To,

The Principal,

St. Martin's Engineering College,

Secunderabad.

Respected Sir,

Sub: Requesting Permission – Attend <Development Program Name> – <Days>-reg.

I am working as a (Assistant Professor/Associate Professor/Professor) in the Department of Mechanical Engineering 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 Sincerely,



# St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad, TS-500100

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DEPARTMENT OF MECHANICAL ENGINEERING

---

## 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**

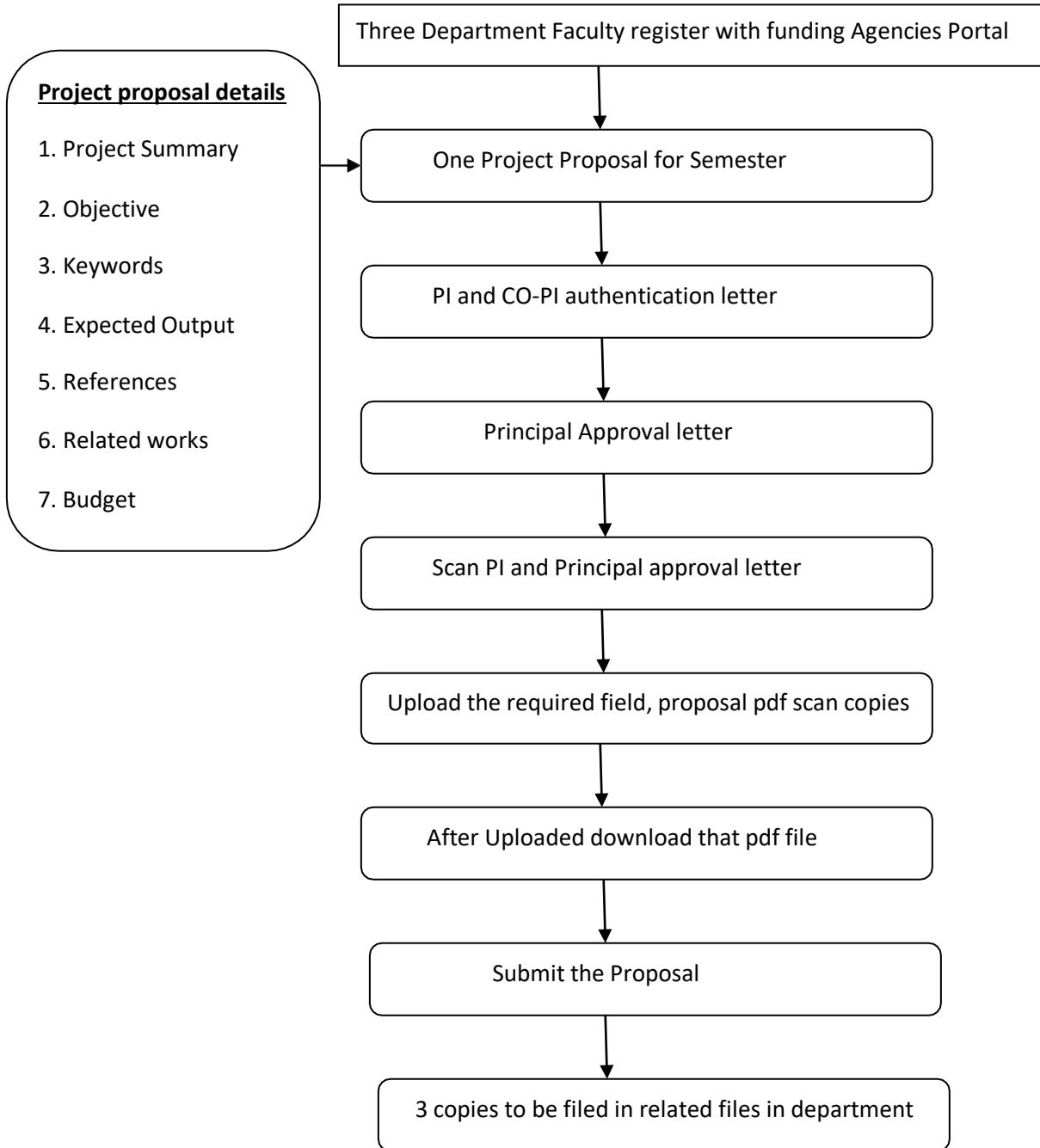
## **FUNDS /GRANTS RECEIVED**

- 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**

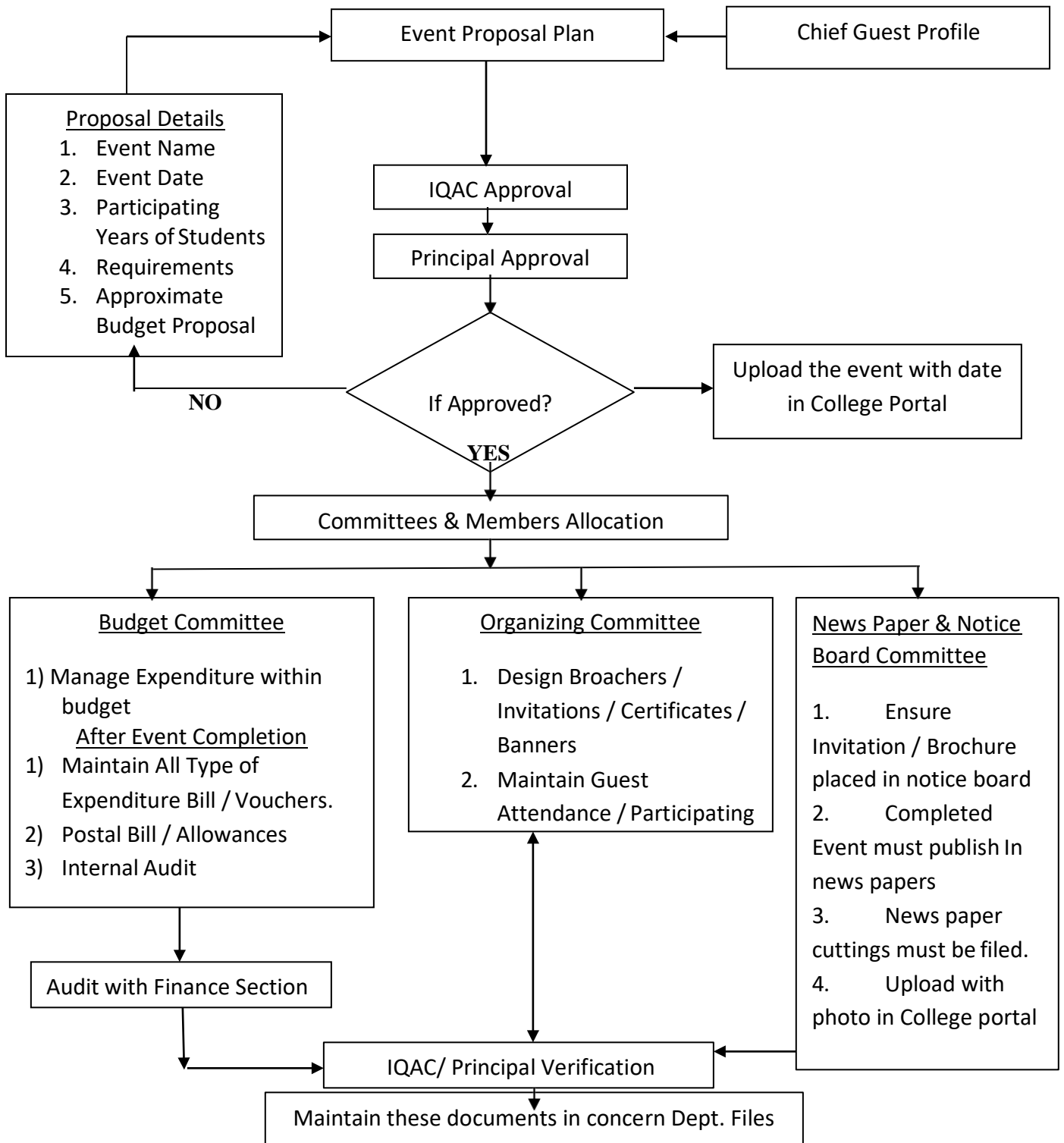


**STANDARD OPERATING PROCEDURE**  
**(GENDER EQUITY PROGRAM)**

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 Mechanical Engineering,  
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 Sincerely,

Date:

From,

The Event Incharge,  
Department of Mechanical Engineering,  
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 Sincerely,

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 MECHANICAL 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 MECHANICAL ENGINEERING

## 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**

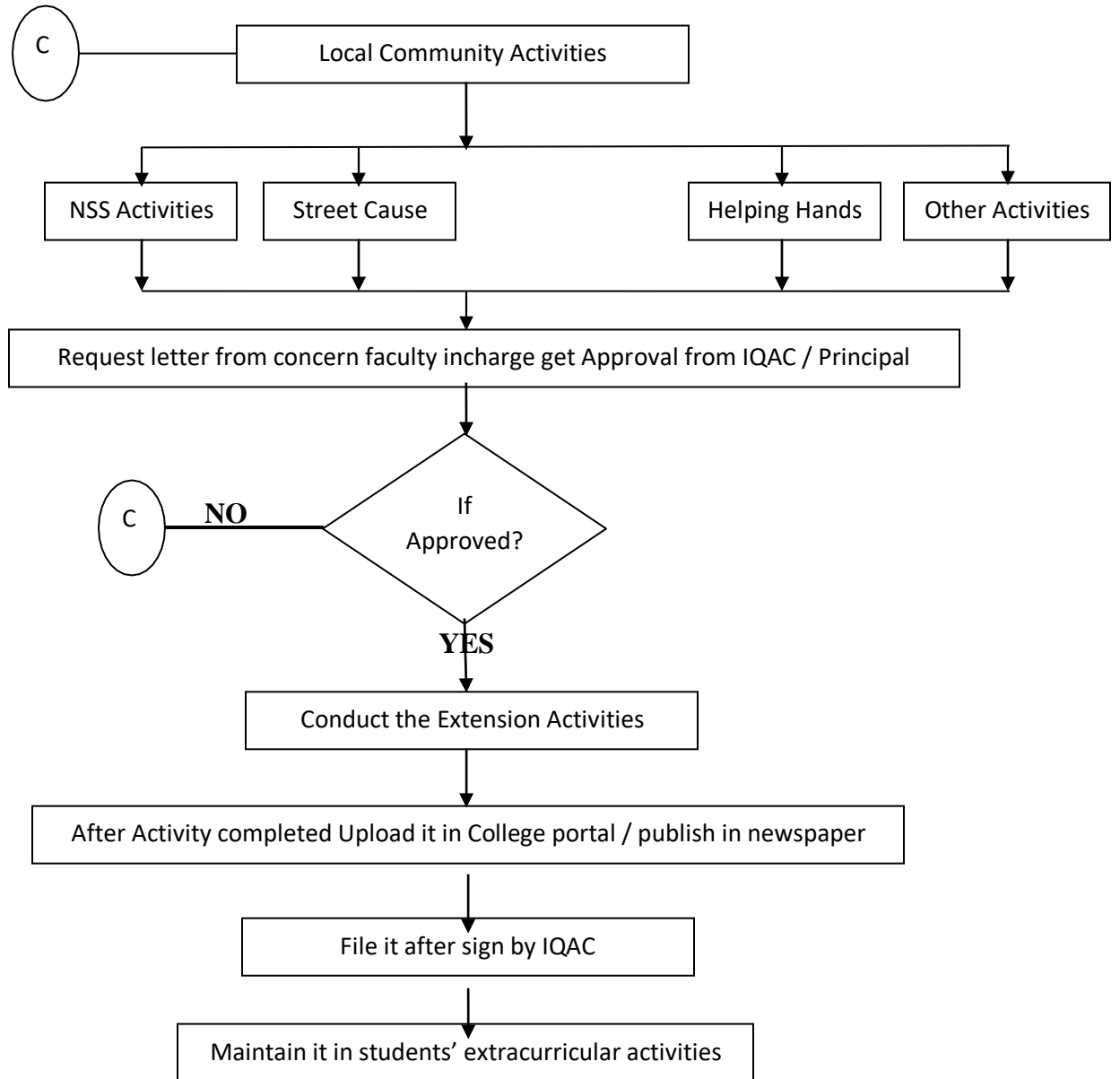


## **STANDARD OPERATING PROCEDURE**

### **(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 Mechanical Engineering,  
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 Sincerely,

Date:

From,

The Event Incharge,  
Department of Mechanical Engineering,  
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 Sincerely,

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 MECHANICAL ENGINEERING

## 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

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

DEPARTMENT OF MECHANICAL ENGINEERING

## 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)**