



St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad - 500100

NBA & NAAC A⁺ Accredited

DEPARTMENT OF CIVIL ENGINEERING PERSPECTIVE PLAN – ACADEMIC YEAR: 2019 -2020

S. No.	Date(s) of the Event	Plan (Name of the Event)	SOP (Standard Operating Procedure)	Budget for the Event(rupee)	Name of the Staff Responsible	Target Beneficiary
1	20/05/2019 To 26/05/2019	Internship program	Annexure - IV	NA	NA	II-Year (A) Students
2	27/05/2019 To 02/06/2019	Internship program	Annexure-IV	NA	NA	II-Year (B) Students
3	03/06/2019 To 09/06/2019	Internship program	Annexure -IV	NA	NA	III-Year (A) Students
4	10/06/2019 To 16/06/2019	Internship program	Annexure -IV	NA	NA	III-Year (B) Students
5	17/06/2019 To 23/06/2019	Internship program	Annexure -IV	NA	NA	IV-Year (A) Students
6	24/06/2019 To 30/06/2019	Internship program	Annexure -IV	NA	NA	IV-Year (B) Students
7	24/06/2019	Faculty Orientation program	Annexure -II	NA	J V V Prasad	faculty

8	25/06/2019 To 27/06/2019	Refreshers Course for faculty	Annexure -II	NA	J V V Prasad	faculty
9	01/07/2019 To 06/07/2019	Bridge Course on Pre-stressed concrete Structures	Annexure -II	Rs.5000/-	K. Gayatri	III-Year (A & B) IV-Year (A & B) Students
10	03/07/2019	MOU with My Homes Construction	Annexure XIX	NA	V.Rajesh	II-Year (A & B) III-Year (A & B) IV-Year (A & B) Students and faculty
11	05/07/2019	Internal Academic audit for course files	Annexure XXIII	NA	Department AAC members will Take care Verify all the Course files Dr. Shivamant	II-Year (A & B) III-Year (A & B) IV-Year (A & B) Course files of faculty
12	08/07/2019 To 12/07/2019	Five Day FDP on “Recent Trends & Research Opportunities in Civil Engineering” (RTROCE)	Annexure – XXII	Rs.1,00,000/-	Advertising and gathering students will be taken care by Ms.J.K.Sandhya Kiran Food and transport facility will be taken care by Ms.Sandhya Rekha	Teaching Staff
13	13/07/2019	Funds/Grants received (GHMC)	Annexure-1	NA	M VenuGopal & V Rajesh	

14	..\Desktop\PERSPECTIVE PLAN DATES.xlsx	Remedial Classes	Annexure V	NA	Concerned class coordinator will conduct	II-Year (A & B) III-Year (A & B) IV-Year (A & B) Students
15	..\Desktop\PERSPECTIVE PLAN DATES.xlsx	Mentor mentee system	Annexure -XX	NA	Concerned class coordinator will conduct	II-Year (A & B) III-Year (A & B) IV-Year (A & B) Students
16	15/07/2019	Lab to land Utilization of waste Plastic in Manufacturing of interlocking brick	Annexure XII	NA	2. Dr.G. Venkata Ramana	Faculty
17	16/07/2019 to 18/07/2019	Soft Skills Training on Leadership Qualities	Annexure – II	NA	Pradeep Kumar	II-Year (A & B) III-Year (A & B) IV-Year (A & B) Students
18	20/07/2019	Brain Storming session for the slow learners	Annexure – V & VI	NA	Concerned course coordinator will conduct Brain Storming session	II-Year (A & B) III-Year (A & B) IV-Year (A & B) Students
19	22/07/2019	Language Labs	Annexure-VI	Rs.5000/-	K. Snehalata	II-Year (A & B) III-Year (A & B) IV-Year (A & B) Students

20	24/07/2019	Innovation & Incubation on Startup Ideas	Annexure XI	NA	J K Sandhya Kiran & V Rajesh	II-Year (A & B) III-Year (A & B) IV-Year (A & B) Students
21	25/07/2019	Extension and Outreach Program- Swatch Bharath	Annexure XVI	NA	Pradeep Kumar	II-Year (A & B) III-Year (A & B) IV-Year (A & B) Students & Faculty
22	27/07/2019	Slip test for slow learners	Annexure V	NA	Concerned course coordinator will conduct slip test	II-A STUDENT S II-B STUDENT S
23	29/07/19 to 03/08/2019	Certification Program on Rivet Structures	Annexure-I	Rs.40,000/-	Advertising and gathering students will be taken care by Mr. V. Hemasekhar Food and transport facility will be taken care by Mr. P.Guruswamy	Students and faculty
24	05/08/2019	Slip test for slow learners	Annexure V	NA	Concerned course coordinator will conduct sliptest	III-A STUDENT S III-B STUDENT S
25	5/8/2019	Yoga Class for life skill	Annexure II	Rs. 5000/-	Under the guidance of Physical education director	II-Year (A & B) III-Year (A & B) IV-Year (A & B)

						Students
26	6/8/2019	Industrial Visit to Nizam Sagar Dam	Annexure III	NA	Advertising and gathering students will be taken care by M.Rajasekhar Food and transport facility will be taken care by Pradeep	II-Year (A) Students
27	07/08/2019	Participation in Technical Events in Malla Reddy Group of Institutions	Annexure XV	NA	Concerned class coordinator	students
28	08/08/2019 to 09/08/2019	Workshop on “Study on Intelligence surveying methods & Instruments”	Annexure – VII (B)	Rs.50,000/-	Advertising and gathering students will be taken care by Mr.G.S.Vignan Food and transport facility will be taken care by Mr.K.Prabhakar	II-Year (A & B) Students
29	10/08/2019	Group discussion for the slow learners	Annexure V	NA	Concerned course coordinator will conduct Group discussion	II-Year (A & B) III-Year (A & B) IV-Year (A & B) Students
30	12/8/2019	Industrial Visit to Nizam Sagar Dam	Annexure III	NA	Advertising and gathering students will be taken care by M.Rajasekhar Food and transport facility will be	II-Year (B) Students

					taken care by Pradeep	
31	13/08/2019 to 14/08/2019	Workshop on “Building Information Modeling & Critical Path Method”	Annexure – VII (B)	Rs.60,000/-	Advertising and gathering students will be taken care by Mr.G.S.Vignan Food and transport facility will be taken care by Mr.K.Prabhakar	IV-Year (A & B) Students
32	16/08/2019	Innovation & Incubation on Startup Ideas	Annexure XI	NA	J K Sandhya Kiran & V Rajesh	II-Year (A & B) III-Year (A & B) IV-Year (A & B) Students
33	17/08/2019	Brain Storming session for the slow learners	Annexure V	NA	Concerned course coordinator will conduct Brain Storming session	II-Year (A & B) III-Year (A & B) IV-Year (A & B) Students
34	19/8/2019	English Teaching and Learning	Annexure VI	Rs.10,000/-	Dr. Shivamanth will take care	II-Year (A & B) Students
35	20/08/2019	Guest Lecture on ”Emerging trends in Civil Engineering”	Annexure-1	Rs.7,000/-	Advertising and gathering students will be taken care by Ms.J.K.Sandhya Kiran Food and transport facility will be taken care by Ms.Sandhya Rekha	III-Year (A & B) Students
36	21/08/2019	Proposal for Research Project “validation & inspection of existing water distribution network	Annexure X	NA	Dr. G. Venkata Ramana	

		through EPANET in S R Nagar division, Hyderabad, Telangana,India”				
37	22/08/2019	Guest Lecture on ”Theories of Elastic Failure”	Annexure-1	Rs.5,000/-	Advertising and gathering students will be taken care by Ms.J.K.Sandhya Kiran Food and transport facility will be taken care by Ms.Sandhya Rekha	II-Year (A & B) Students
38	23/08/2019 to 24/08/2019	National Conference	Annexure XV	Rs.5,00,000/-	Dr. G. Venkata Ramana	Students and faculty
39	26/08/2019	Initiatives taken to contribute to local community Cleaning of Fox Sagar Lake	Annexure XXVI	NA	M Venu Gopal	II-Year (A & B) III-Year (A & B) IV-Year (A & B) Students
40	27/08/2019	Guest Lecture on “Quantity surveying”	Annexure-1	Rs.10,000/-	Advertising and gathering students will be taken care by Ms.J.K.Sandhya Kiran Food and transport facility will be taken care by Ms.Sandhya Rekha	IV-Year (A & B) Students
41	28/08/2019	Seminar on initiative measures to become a Entrepreneur (EDC Activities)	Annexure-1	Rs.10,000/-	Advertising and gathering students will be taken care by Ms.J.K.Sandhya Kiran. Food and transport facility will be taken care by Ms.Sandhya Rekha	IV-Year (A & B) Students

42	30/08/2019	Innovation & Incubation on Startup Ideas	Annexure XI	NA	J K Sandhya Kiran & V Rajesh	II-Year (A & B) III-Year (A & B) IV-Year (A & B) Students
43	31/08/2019	Slip test for slow learners	Annexure V	NA	Concerned course coordinator will conduct slip test	IV-A Students IV-B Students
44	04/09/2019 To 06/09/2019	Workshop on “Net Zero Energy Building”	Annexure – VII (B)	Rs.50,000/-	Advertising and gathering students will be taken care by Mr.G.S.Vignan Food and transport facility will be taken care by Mr.K.Prabhakar	II-Year (A & B) III-Year (A & B) IV-Year (A & B) students
45	07/09/2019	Slip test for slow learners	Annexure V	NA	Concerned course coordinator will conduct slip test	II-A STUDENT S II-B STUDENT S
46	12/09/2019	Guest Lecture on “Building Materials used in Civil Engineering”	Annexure-1	Rs.7,000/-	Advertising and gathering students will be taken care by Ms.J.K.Sandhya Kiran Food and transport facility will be taken care by Ms.Sandhya Rekha	II-Year (A & B) Students
47	14/09/2019	STAC Inauguration	Annexure XXII	Rs.10,000/-	Advertising and gathering students will be taken care by Ms.J.K.Sandhya Kiran Food and transport facility will be	Students & Faculty

					taken care by Mr. J.V.V Prasad	
48	16/09/2019	Seminar on “Recent Trends in Highway Engineering”	Annexure-1	Rs.20,000/-	Advertising and gathering students will be taken care by Mr.D.Naresh Kumar Food and transport facility will be taken care by Mr.V.Amarnadh Reddy	II-Year (A & B) III-Year (A & B) IV-Year (A & B) students
49	17/9/2019	English Teaching and Learning	Annexure-1	Rs.10,000/-	Dr. Shivamanth will take care	III-Year (A & B) Students
50	19/09/2019	Research project on “hydraulic simulation of existing water distribution network through EPANET in S.R Nagar division, Hyderabad, India.	Annexure X	NA	Dr. G. Venkata Ramana	
51	20/09/2019	Guest Lecture on “Advances in Concrete Technology”	Annexure-1	Rs.10,000/-	Advertising and gathering students will be taken care by Ms.J.K.Sandhya Kiran Food and transport facility will be taken care by Ms.Sandhya Rekha	III-Year (A & B) Students
52	21/09/2019	Brain Storming session for the slow learners	Annexure V	NA	Concerned course coordinator will conduct Brain Storming session	II-Year (A & B) III-Year (A & B) IV-Year (A & B) Students

53	23/09/2019	Cultural Day	Annexure XXI	NA	Ms.J.K.Sandhya Kiran	II-Year (A & B) III-Year (A & B) IV-Year (A & B) Students
54	24/09/2019	Sports Day	Annexure XXI	NA	Physical Director	II-Year (A & B) III-Year (A & B) IV-Year (A & B) Students
55	26/09/2019 to 27/09/2019	Extension Activities - NCC	Annexure XVI	NA	Physical Director	I-Year (A & B) III-Year (A & B) IV-Year (A & B) Students
56	27/09/2019	Innovation & Incubation on Startup Ideas	Annexure XI	NA	J K Sandhya Kiran & V Rajesh	II-Year (A & B) III-Year (A & B) IV-Year (A & B) Students
57	28/09/2019	Slip test for slow learners	Annexure V	NA	Concerned course coordinator will conduct sliptest	III-A STUDENT S III-B STUDENT S
58	30/9/2019	Seminar on “Assessment of suitable Structures for rooftop Rainwater harvesting in SMEC campus”(IPR Activities)	Annexure-1	Rs. 15,000/-	Dr. G. Venkata Ramana	II-Year (A & B) III-Year (A & B) IV-Year (A & B) Students

59	04/10/2019	National Conference	Annexure XV	Rs.3,00,000/-	Dr. G. Venkata Ramana	Students and faculty
60	05/10/2019	Slip test for slow learners	Annexure V	NA	Concerned course coordinator will conduct slip test	IV-A STUDENTS IV-B STUDENTS
61	10/10/2019	Group discussion for the slow learners	Annexure V	NA	Concerned course coordinator will conduct Group discussion	II-Year (A & B) III-Year (A & B) IV-Year (A & B) Students
62	11/10/2019	Guest Lecture on “Applications of Computational Fluid Dynamics”	Annexure-1	Rs.7,000/-	Advertising and gathering students will be taken care by Ms.J.K.Sandhya Kiran Food and transport facility will be taken care by Ms.Sandhya Rekha	II-Year (A & B) Students
63	13/10/2019	Activities for promotion of universal values, national values, human values, national integration, communal harmony and social cohesion	Annexure XXV	NA	J V V Prasad	Students & Faculty
64	15/10/2019	Guest Lecture on “Concepts of Hydrology & River Engineering”	Annexure-1	Rs.10,000/-	Advertising and gathering students will be taken care by Ms.J.K.Sandhya Kiran Food and transport facility will be taken care by Ms.Sandhya Rekha	II-Year (A & B) Students

65	17/10/2019	Research project on “development of Sub-Surface Profile at Shri Somnath Temple with the use of Strong Ground motion	Annexure X	NA	Dr. Shivamanth	
66	18/10/2019	Industrial Visit to National Geo Physical Research Institute(NGRI)	Annexure III	NA	Advertising and gathering students will be taken care by M.Rajasekhar Food and transport facility will be taken care by Pradeep	III-Year (A) Students
67	19/10/2019	Brain Storming session for the slow learners	Annexure V	NA	Concerned course coordinator will conduct Brain Storming session	II-Year (A & B) III-Year (A & B) IV-Year (A & B) Students
68	21/10/2019	Industrial Visit to National Geo Physical Research Institute(NGRI)	Annexure III	NA	Advertising and gathering students will be taken care by M.Rajasekhar Food and transport facility will be taken care by Pradeep	III-Year (B) Students
69	22/10/2019	Meditation Class for life skill	Annexure II	Rs. 5000/-	Under the guidance of Physical education director	II-Year (A & B) III-Year (A & B) IV-Year (A & B) Students
70	24/10/2019	Guest Lecture on “Design & Drawing of Irrigation Structures”	Annexure-1	Rs.10,000/-	Advertising and gathering students will be taken care by Ms.J.K.Sandhya Kiran Food and transport	IV-Year (A & B) Students

					facility will be taken care by Ms.Sandhya Rekha	
71	25/10/2019	English Teaching and Learning	Annexure-1	Rs.10,000/-	Dr. Shivamant will take care	IV-Year (A & B) Students
72	26/10/2019	Slip test for slow learners	Annexure V	NA	Concerned course coordinator will conduct sliptest	II-A STUDENT S II-B STUDENT S
73	27/10/2019 to 28/10/2019	Industrial Visit to “Nagarjuna Sagar Dam”	Annexure III	NA	Advertising and gathering students will be taken care by M.Rajasekhar Food and transport facility will be taken care by Pradeep	IV-Year (A) Students
74	29/10/2019	Extension Activities – Street Cause	Annexure XVI	NA	P V Rajesh & M Venu Gopal	I-Year (A & B) III-Year (A & B) IV-Year (A & B) Students
75	30/10/2019	Innovation & Incubation on Startup Ideas	Annexure XI	NA	J K Sandhya Kiran & V Rajesh	II-Year (A & B) III-Year (A & B) IV-Year (A & B) Students
76	1/11/2019	Research project proposal on site characterizations at Medchal Region using Geotechnical parameters	Annexure IX	NA	Dr. Shivamant	

77	02/11/2019	Seminar on “Environment and Green Technology for Sustainable Development”	Annexure-1	Rs.30,000/-	Advertising and gathering students will be taken care by Naresh Food and transport facility will be taken care by Amarnadh	II-Year (A & B) III-Year (A & B) IV-Year (A & B) students
78	04/11/2019	Feedback from Stake holders; Parents-Teacher Meeting	Annexure VIII	NA	Concerned Class In charges	II-Year (A & B) III-Year (A & B) IV-Year (A & B) students
79	04/11/2019	Publish of Textbook on WRE-2	Annexure XIV	NA	Dr. G. Venkata Ramana	faculty
80	05/11/2019 to 06/11/2019	Industrial Visit to “Nagarjuna Sagar Dam”	Annexure III	NA	Advertising and gathering students will be taken care by M.Rajasekhar Food and transport facility will be taken care by Pradeep	IV-Year (B) Students
81	11/11/2019	Internal Academic audit for course files	Annexure XXIII	NA	Department AAC members will Take care Verify all the Course files Dr. Shivamant	II-Year (A & B) III-Year (A & B) IV-Year (A & B) Course files of faculty
82	30/11/2019	Internal Academic audit for course files	Annexure XXIII	NA	Department AAC members will Take care Verify all the Course files	II-Year (A & B) III-Year (A & B) IV-Year (A & B)

						Course files of faculty
83	02/12/2019	Extension and Outreach Program- AIDS Awareness	Annexure XVI	NA	Pradeep Kumar	II-Year (A & B) III-Year (A & B) IV-Year (A & B) Students & Faculty
84	03/12/2019	MOU with RAMKY	Annexure XIX	NA	V.Rajesh	II-Year (A & B) III-Year (A & B) IV-Year (A & B) Students and faculty
85	04/12/2019 to 06/12/2019	Short Time Courses for faculty	Annexure I	NA	J V V Prasad	faculty
86	09/12/2019	Funding projects	Annexure X	NA	M VenuGopal & V Rajesh	
87	10/12/2019	Life Skill - Swimming	Annexure II	Rs. 5000/-	Under the guidance of Physical education director	II-Year (A & B) III-Year (A & B) IV-Year (A & B) Students
88	11/12/2019	Brain Storming session for the slow learners	Annexure V	NA	Concerned course coordinator will conduct Brain Storming session	II-Year (A & B) III-Year (A & B) IV-Year (A & B) Students

89	12/12/2019	Innovation & Incubation on Startup Ideas	Annexure XI	NA	J K Sandhya Kiran & V Rajesh	II-Year (A & B) III-Year (A & B) IV-Year (A & B) Students
90	13/12/2019 to 14/12/2019	Workshop on “Applications on E-Tabs Software”	Annexure VII	Rs.50,000/-	Advertising and gathering students will be taken care by Mr.G.S.Vignan Food and transport facility will be taken care by Mr.K.Prabhakar	III-Year (A & B) IV-Year (A & B) Students
91	16/12/2019	Research project on “water Distribution Sysytem Network Analysis using EPANET, vishakapatnam, Andhra Pradesh,India	Annexure X	NA	Dr. G. Venkata Ramana	
92	17/12/2019	Slip test for slow learners	Annexure V	NA	Concerned course coordinator will conduct slip test	II-A STUDENT S II-B STUDENT S
93	18/12/2019 to 20/12/2019	Workshop on “Survey Camp using Total Station”	Annexure-1	Rs.50,000/-	Advertising and gathering students will be taken care by Mr.G.S.Vignan Food and transport facility will be taken care by Mr.K.Prabhakar	II-Year (A & B) Students
94	21/12/2019	Seminar on “Assessment of suitable Structures for rooftop Rainwater harvesting in SMEC campus”(IPR Activities)	Annexure-1	NA	Mr. M. Venugopal	II-Year (A & B) III-Year (A & B) IV-Year (A & B)

						Students
95	23/12/2019	Seminar on Role of an entrepreneur in the Economic development of country (EDC Activities)	Annexure-1	Rs.10,000/-	Advertising and gathering students will be taken care by Ms.J.K.Sandhya Kiran. Food and transport facility will be taken care by Ms.Sandhya Rekha	IV-Year (A & B) Students
96	27/12/2019	Innovation & Incubation on Startup Ideas	Annexure XI	NA	J K Sandhya Kiran & V Rajesh	II-Year (A & B) III-Year (A & B) IV-Year (A & B) Students
97	30/12/2019	Guest Lecture on "Global Trends in sustainable design and construction of long span bridges"	Annexure-1	Rs.10,000/-	Advertising and gathering students will be taken care by Ms.J.K.Sandhya Kiran Food and transport facility will be taken care by Ms.Sandhya Rekha	III-Year (A & B) Students
98	31/12/2019	Slip test for slow learners	Annexure V	NA	Concerned course coordinator will conduct sliptest	III-A STUDENT S III-B STUDENT S
99	02/01/2020 to 03/01/20120	Extension Activities - NSS	Annexure XVI	NA	Physical Director	I-Year (A & B) III-Year (A & B) IV-Year (A & B) Students

100	05/01/2020	Activities for promotion of universal values, national values, human values, national integration, communal harmony and social cohesion	Annexure I to XXVI	NA	J V V Prasad	Students & Faculty
101	06/01/2020	International Conference	Annexure XV	Rs.10,00,000/-	Dr. G. Venkata Ramana	Students and faculty
102	07/01/2020	Guest Lecture on "solid waste disposal"	Annexure-1	Rs.5,000/-	Advertising and gathering students will be taken care by Ms.J.K.Sandhya Kiran Food and transport facility will be taken care by Ms.Sandhya Rekha	II-Year (A & B) Students
103	08/01/2020 To 11/01/2020	Bridge Course on Surveying	Annexure II	Rs.5000/-	K. Gayatri	III-Year (A & B) IV-Year (A & B) Students
104	17/01/2020	Slip test for slow learners	Annexure V	NA	Concerned course coordinator will conduct slip test	IV-A Students IV-B Students
105	18/01/2020	Guest Lecture on "Tunnel Technology"	Annexure-1	Rs.10,000/-	Advertising and gathering students will be taken care by Ms.J.K.Sandhya Kiran Food and transport facility will be taken care by Ms.Sandhya Rekha	IV-Year (A & B) Students
106	20/01/2020 To 24/01/2020	Workshop on "Green Building Technologies"	Annexure-1	Rs.50,000/-	Advertising and gathering students will be taken care by Mr.G.S.Vignan Food and transport	II-Year (A & B) III-Year (A & B) IV-Year (A

					facility will be taken care by Mr.K.Prabhakar	& B) students
107	25/01/2020	Group discussion for the slow learners	Annexure V	NA	Concerned course coordinator will conduct Group discussion	II-Year (A & B) III-Year (A & B) IV-Year (A & B) Students
108	27/01/2020	Innovation & Incubation on entrepreneurship	Annexure XI	NA	J K Sandhya Kiran & V Rajesh	II-Year (A & B) III-Year (A & B) IV-Year (A & B) Students
109	30/01/2020	Slip test for slow learners	Annexure V	NA	Concerned course coordinator will conduct slip test	II-A STUDENT S II-B STUDENT S
110	31/01/2020	Brain Storming session for the slow learners	Annexure V	NA	Concerned course coordinator will conduct Brain Storming session	II-Year (A & B) III-Year (A & B) IV-Year (A & B) Students
111	01/02/2020	Technosome Events-STAC	Annexure VII	NA	Advertising and gathering students will be taken care by Ms.J.K.Sandhya Kiran Food and transport facility will be taken care by Mr. J.V.V Prasad	II-Year (A & B) III-Year (A & B) IV-Year (A & B) Students

112	04/02/2020	Guest Lecture on “Construction Practices and Techniques”	Annexure-1	Rs.7,000/-	Advertising and gathering students will be taken care by Ms.J.K.Sandhya Kiran Food and transport facility will be taken care by Ms.Sandhya Rekha	II-Year (A & B) Students
113	08/02/2020	Seminar on “Application of Lasers in Highway Engineering”	Annexure-1	Rs.20,000/-	Advertising and gathering students will be taken care by Mr.D.Naresh Kumar Food and transport facility will be taken care by Mr.V.Amarnadh Reddy	II-Year (A & B) III-Year (A & B) IV-Year (A & B) students
114	10/02/2020	Industrial Visit to National Institute of Rural Development and Panchayati Raj	Annexure III	NA	Advertising and gathering students will be taken care by M.Rajasekhar Food and transport facility will be taken care by Pradeep	II-Year (A) Students
115	11/02/2020	Industrial Visit to National Institute of Rural Development and Panchayati Raj	Annexure III	NA	Advertising and gathering students will be taken care by M.Rajasekhar Food and transport facility will be taken care by Pradeep	II-Year (B) Students
116	13/02/2020	Slip test for slow learners	Annexure V	NA	Concerned course coordinator will conduct sliptest	III-A students III-B students
117	14/02/2020	Guest Lecture on “Fiber Reinforced Concrete”	Annexure-1	Rs.10,000/-	Advertising and gathering students will be taken care	III-Year (A & B) Students

					by Ms.J.K.Sandhya Kiran Food and transport facility will be taken care by Ms.Sandhya Rekha	
118	17/02/2020 To 19/02/2020	Guidance for competitive exams (GATE,GRE,TOFEL,etc)	Annexure II	Rs.10,000/-	N VijayKumar	IV-Year (A & B) Students
119	22/02/2020	Innovation & Incubation on Startup Ideas	Annexure-1	NA	J K Sandhya Kiran & V Rajesh	II-Year (A & B) III-Year (A & B) IV-Year (A & B) Students
120	25/02/2020	Slip test for slow learners	Annexure V	NA	Concerned course coordinator will conduct sliptest	IV-A STUDENT S IV-B STUDENT S
121	29/02/2020	Brain Storming session for the slow learners	Annexure V	NA	Concerned course coordinator will conduct Brain Storming session	II-Year (A & B) III-Year (A & B) IV-Year (A & B) Students
122	02/03/2020 to 04/03/2020	Various TAM Activities	Annexure XVI	NA	V Amarnadh Reddy	II-Year (A & B) III-Year (A & B) IV-Year (A & B) Students
123	05/03/2020	Guest Lecture on “Functions of Cable Suspension Bridges”	Annexure-1	Rs.7,000/-	Advertising and gathering students will be taken care by Ms.J.K.Sandhya Kiran	II-Year (A & B) Students

					Food and transport facility will be taken care by Ms.Sandhya Rekha	
124	06/03/2020	Lab to land Using total Station surveying of land	Annexure XII	NA	Mr. V Rajesh	Faculty
125	07/03/2020	Awareness program on Gender Equity	Annexure XXV	Rs.7,000/-	Ms.J.K.Sandhya Kiran	Faculty & Students
126	09/03/2020	National Conference	Annexure XV	Rs.3,50,000/-	Dr. G. Venkata Ramana	Students and faculty
127	11/03/2020	Guest Lecture on “Benefits of Advanced Irrigation Techniques”	Annexure-1	Rs.10,000/-	Advertising and gathering students will be taken care by Ms.J.K.Sandhya Kiran Food and transport facility will be taken care by Ms.Sandhya Rekha	II-Year (A & B) Students
128	12/03/2020	Slip test for slow learners	Annexure V	NA	Concerned course coordinator will conduct sliptest	II-A STUDENT S II-B STUDENT S
129	13/03/2020	Industrial Visit to Telangana State Engineering Research Laboratories (TSERL)	Annexure III	NA	Advertising and gathering students will be taken care by M.Rajasekhar Food and transport facility will be taken care by Pradeep	III-Year (A) Students
130	14/03/2020	Industrial Visit to Telangana State Engineering Research Laboratories (TSERL)	Annexure III	NA	Advertising and gathering students will be taken care by M.Rajasekhar Food and transport	III-Year (B) Students

					facility will be taken care by Pradeep	
131	16/03/2020	Innovation & Incubation on entrepreneurship	Annexure XI	NA	J K Sandhya Kiran & V Rajesh	II-Year (A & B) III-Year (A & B) IV-Year (A & B) Students
132	17/03/2020 to 18/03/2020	Industrial Visit to "Sewage Water Treatment plant"	Annexure III	NA	Advertising and gathering students will be taken care by M.Rajasekhar Food and transport facility will be taken care by Pradeep	IV-Year (A) Students
133	19/03/2020	Cultural Day	Annexure XXI	NA	Ms.J.K.Sandhya Kiran	II-Year (A & B) III-Year (A & B) IV-Year (A & B) Students
134	20/03/2020	Sports Day	Annexure XXI	NA	Physical Director	II-Year (A & B) III-Year (A & B) IV-Year (A & B) Students
135	23/03/2020	Initiatives taken to contribute to local community Swachh Bharath in Dhulappaly Village	Annexure XXVI	NA	M Venu Gopal	II-Year (A & B) III-Year (A & B) IV-Year (A & B) Students
136	24/03/2020	Guest Lecture on "Modern Trends on Highway Network	Annexure-1	Rs. 10,000/-	Advertising and gathering students will be taken care	IV-Year (A & B) Students

		Management”			by Ms.J.K.Sandhya Kiran Food and transport facility will be taken care by Ms.Sandhya Rekha	
137	25/03/2020	Group discussion for the slow learners	Annexure V	NA	Concerned course coordinator will conduct Group discussion	II-Year (A & B) III-Year (A & B) IV-Year (A & B) Students
138	26/03/2020	Brain Storming session for the slow learners	Annexure V	NA	Concerned course coordinator will conduct Brain Storming session	II-Year (A & B) III-Year (A & B) IV-Year (A & B) Students
139	27/03/2020 to 28/03/2020	Industrial Visit to “Sewage Water Treatment plant”	Annexure III	NA	Advertising and gathering students will be taken care by M.Rajasekhar Food and transport facility will be taken care by Pradeep	IV-Year (B) Students
140	30/03/2020	Slip test for slow learners	Annexure V	NA	Concerned course coordinator will conduct sliptest	II-A STUDENT S II-B STUDENT S
141	31/03/2020	Extension and Outreach Program- Awareness program on sexual harassment	Annexure XVI	NA	Pradeep Kumar	II-Year (A & B) III-Year (A & B) IV-Year (A & B) Students & Faculty

142	03/04/2020	Seminar on “ Nano-Technology by Microscopy Methods”	Annexure-1	Rs.30,000/-	Advertising and gathering students will be taken care by Naresh Food and transport facility will be taken care by Amarnadh	II-Year (A & B) III-Year (A & B) IV-Year (A & B) students
143	04/04/2020	Feedback from Stake holders; Parents-Teacher Meeting	Annexure VIII	NA	Concerned Class In charges	II-Year (A & B) III-Year (A & B) IV-Year (A & B) students
144	06/04/2020	Innovation & Incubation on Startup Ideas	Annexure XI	NA	J K Sandhya Kiran & V Rajesh	II-Year (A & B) III-Year (A & B) IV-Year (A & B) Students
145	11/04/2020	Activities for promotion of universal values, national values, human values, national integration, communal harmony and social cohesion	Annexure I to XXVI	NA	J V V Prasad	Students & Faculty
146	13/04/2019	Internal Academic audit for course files	Annexure XXIII	NA	Department AAC members will Take care Verify all the Course files	II-Year (A & B) III-Year (A & B) IV-Year (A & B) Course files of faculty
147	14/04/2020	Proposal for Research Project “Seismic Hazard Analysis to determine	Annexure-1	NA	Dr. Shivamanth	

		ground for motionfor Gujurat region & site characterization at Somnath temple”				
148	15/04/2020	Publish of Textbook on Geotechnical engineering	Annexure XIV	NA	Dr. Shivamanth	faculty
149	16/04/2020	Research Papers Publications	Annexure XIII	NA	All faculties are going to publish one paper by this date	faculty
150	17/04/2020	Research Papers Publications	Annexure XIII	NA	All faculties are going to publish one paper by this date	faculty
151	04/05/2020 to 09/05/2020	Soft Skill classes	Annexure II	Rs. 5,000/-	Faculty of S&H department	III-Year (A & B) Students
152	..\Desktop\PERSPECTI VE PLAN DATES.xlsx	Linkages	Annexure I to XXVI	NA	NA	NA

LIST OF ANNEXURE

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

ANNEXURE – I

CERTIFICATE COURSE

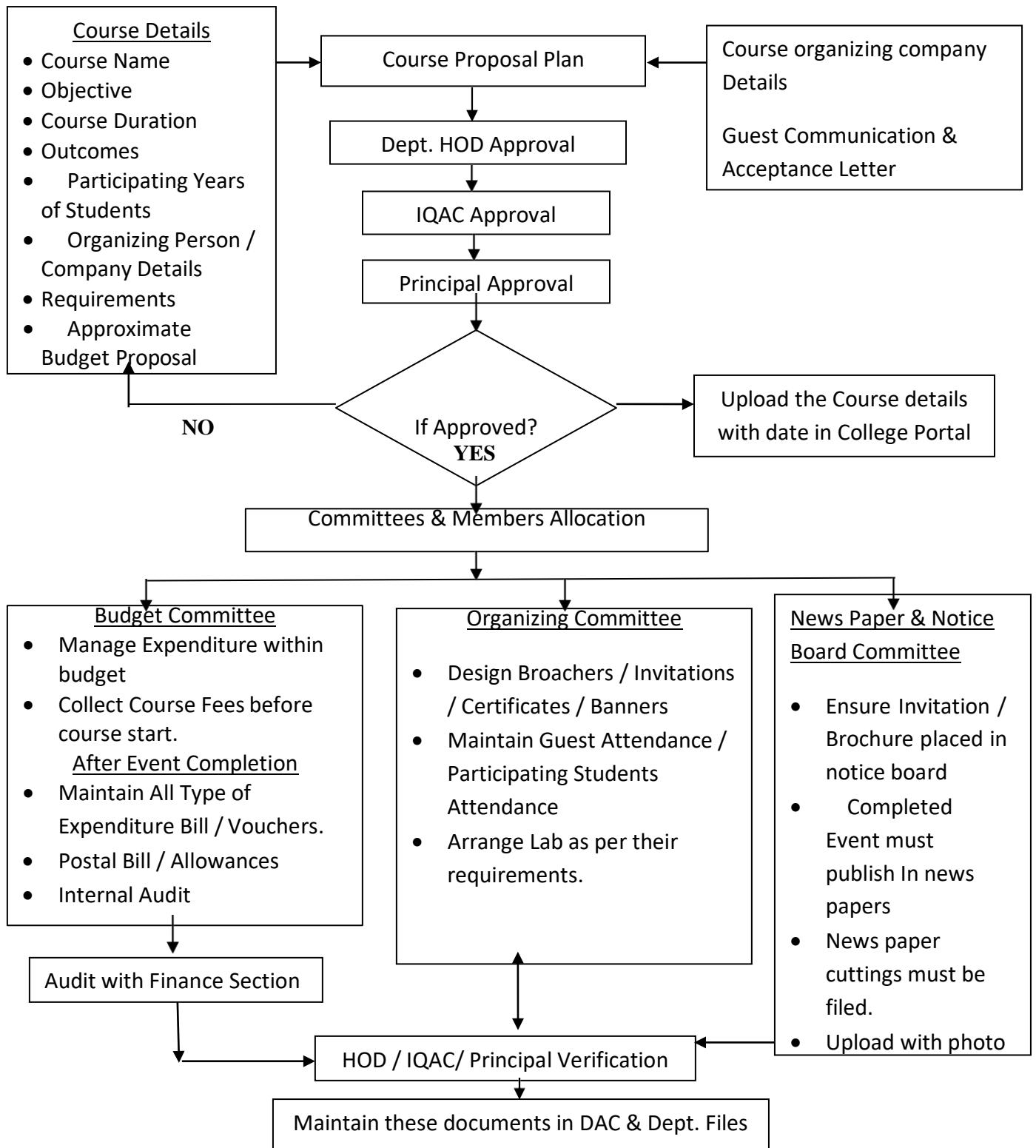
- 1. STANDARD OPERATING PROCEDURE**
- 2. FLOW CHART**
- 3. LIST OF DOCUMENTS AND THEIR TEMPLATES**
 - a. REQUISITION LETTER TO PRINCIPAL**
 - b. SUBMISSION LETTER TO FINACE SECTION**
 - c. NEWS PAPER SUBMISSION**
 - d. BUDGET PROPOSAL**
- 4. POST EVENT REPORT**
 - a. SUMMER LIST OF EVENTS CONDUCTED IN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

STANDARD OPERATING PROCEDURE

(CERTIFICATE COURSE)

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

ANNEXURE – I (CERTIFICATION COURSE)



Requisition Letter

Date:

From,

The Event Incharge / HOD,
Department of Civil 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 Civil Engineering would like to conduct a <Certification Course> for the <IInd Year> Students in the <topic> on <dates>, by <conducting Person/company>. So, kindly sanction the budget amount to conduct the event with all expenses and we need your needful.

Thanking You,

Yours Sincierly,

Date:

From,

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

Thanking You,

Yours Sincierly,

Note:

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

Original copy handover to finance section.

<New Paper>

Title of the Event (Seminar / Guest Lecture)

[Well and good clarity Photos]

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



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Dhulapally, Secunderabad, TS-500100

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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



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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

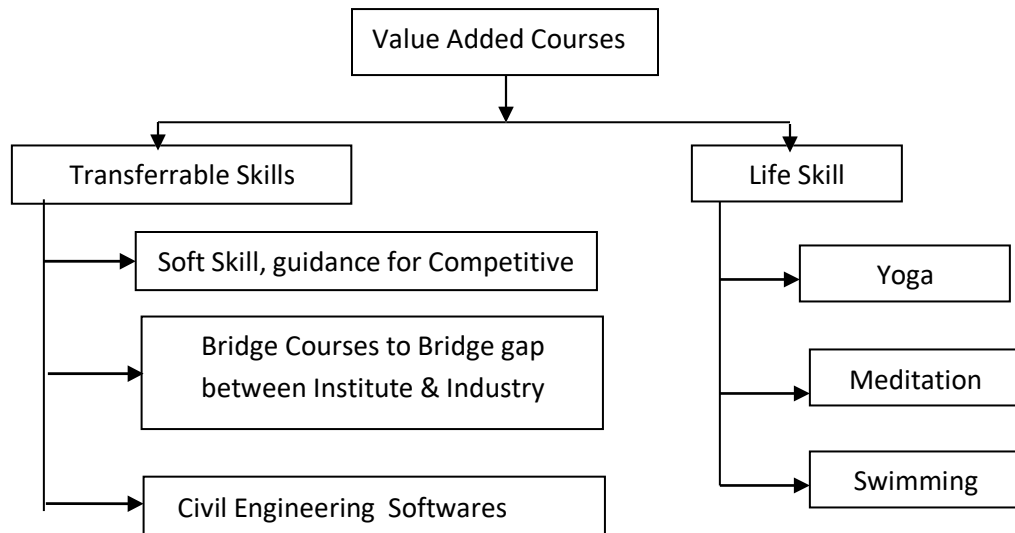
- 1. STANDARD OPERATING PROCEDURE**
- 2. FLOW CHART**
- 3. LIST OF DOCUMENTS AND THEIR TEMPLATES**
 - a. REQUISITION LETTER TO PRINCIPAL**
 - b. SUBMISSION LETTER TO FINANCE SECTION**
 - c. NEWS PAPER SUBMISSION**
 - d. BUDGET PROPOSAL**
- 4. POST EVENT REPORT**
 - a. SUMMER LIST OF EVENTS CONDUCTED 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 Exams, Bridge courses 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 Civil 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 Civil Engineering would like to conduct a <Certification Course> for the <IInd Year> Students in the <topic> on <dates>, by <conducting Person/company>. So, kindly sanction the budget amount to conduct the event with all expenses and we need your needful.

Thanking You,

Yours Sincierly,

Date:

From,

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

Thanking You,

Yours Sincierly,

Note:

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

Original copy handover to finance section.

<New Paper>

Title of the Event (Life Skills)

[Well and good clarity Photos]

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



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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



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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

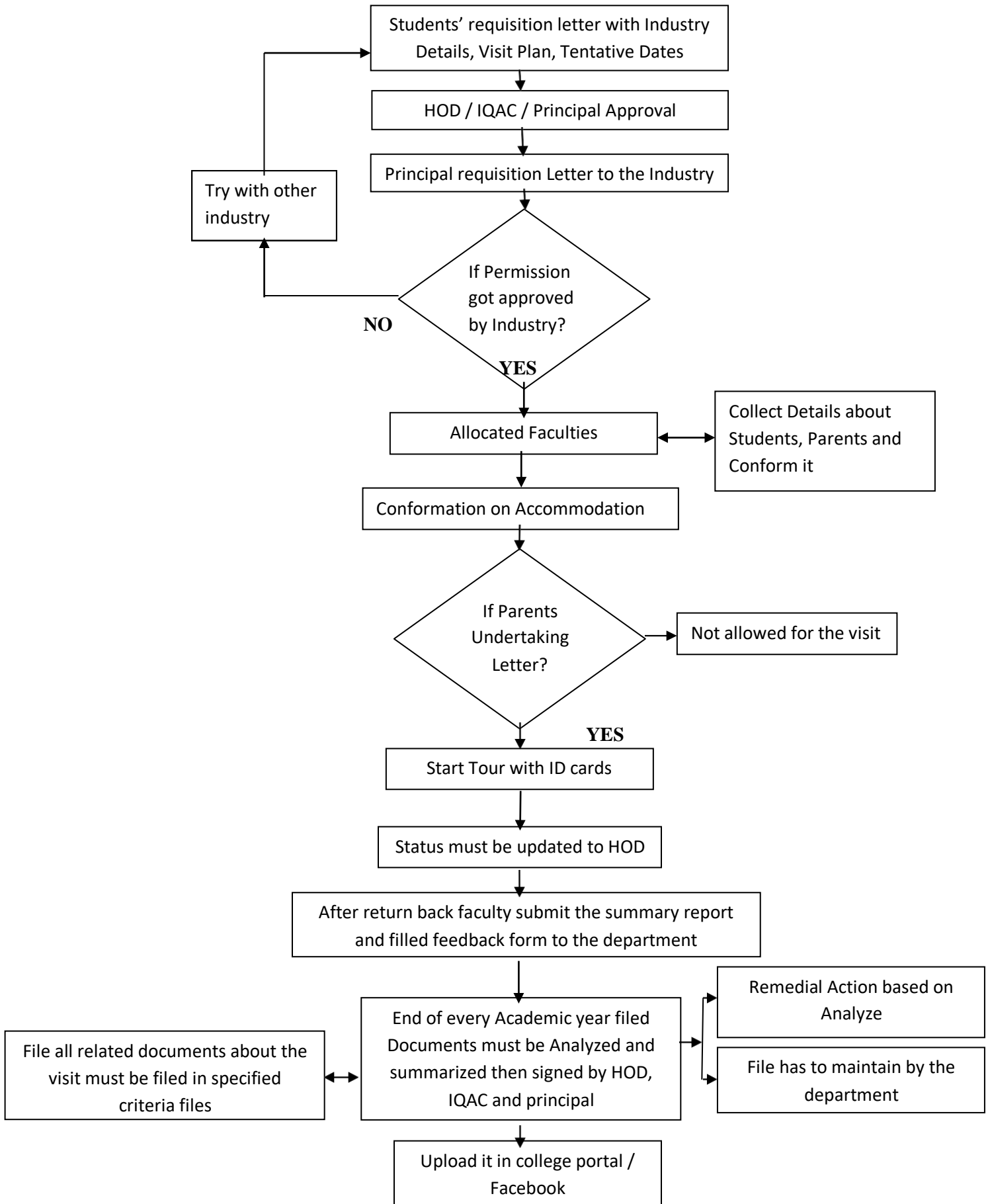
- 1. STANDARD OPERATING PROCEDURE**
- 2. FLOW CHART**
- 3. LIST OF DOCUMENTS AND THEIR TEMPLATES**
 - a. REQUISITION LETTER TO HOD**
 - b. REQUISITION LETTER TO PRINCIPAL**
 - c. PRINCIPAL REQUISITION LETTER TO INDUSTRY**
 - d. SUMMARY REPORT ON VISIT**
 - e. FEEDBACK FORM**
- 4. POST EVENT REPORT**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

< IIIrd Year> Students,
Department of Civil Engineering
St. Martin's Engineering College,
Dhulapally, Near Kompally,
Secunderabad.

To,

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

Respected Sir,

Sub : Requesting Permission – Industrial Visit - reg

We the Students of B.Tech., <IIIrd Year>, Department of Civil 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,

< IIIrd Year> Students,
Department of Civil 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., <IIIrd Year>, Department of Civil 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:

<college letter head>

To,

<Person Name>

<Designation>

<Department>

<Company Name>

<address>

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> <Civil 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 <23rd august to 31st>.

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

< College Letter Head >

Seeking Permission for the following <IIIrd year> students and faculties from the Department of Civil 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



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About the Industrial Visit:

The Department of Civil 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> <Civil 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. G. Venkata Ramana. Along with the support of faculty members, students of B.Tech. Civil Engineering students have taken hard efforts and initiative which made this visit a grand success.

Signature of Faculties with Name

HOD

1)

2)

3)

4)



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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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SUMMARY LIST FOR INDUSTRIAL VISITS ORGANIZED BY CSE DEPARTMENT

ACADEMIC YEAR: 2019-2020

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

HOD

IQAC

PRINCIPAL

ANNEXURE – IV

INTERNSHIP TRAINING

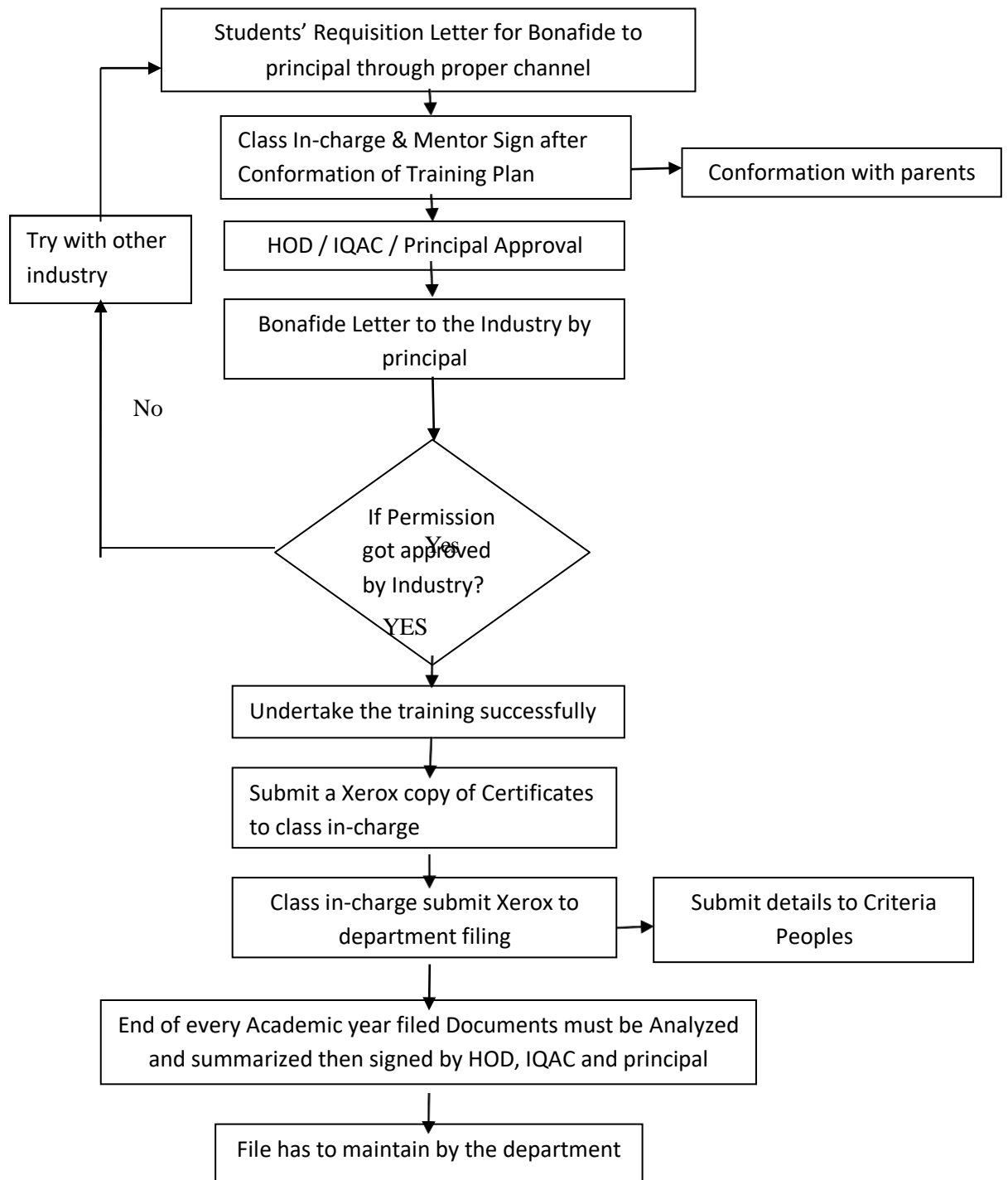
- 1. STANDARD OPERATING PROCEDURE**
- 2. FLOW CHART**
- 3. POST EVENT REPORT**
 - a. SUMMER LIST OF EVENTS CONDUCTED IN A.Y**

STANDARD OPERATING PROCEDURE

(INTERNSHIP TRAINING)

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

ANNEXURE – IV INTERNSHIP PROGRAM





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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

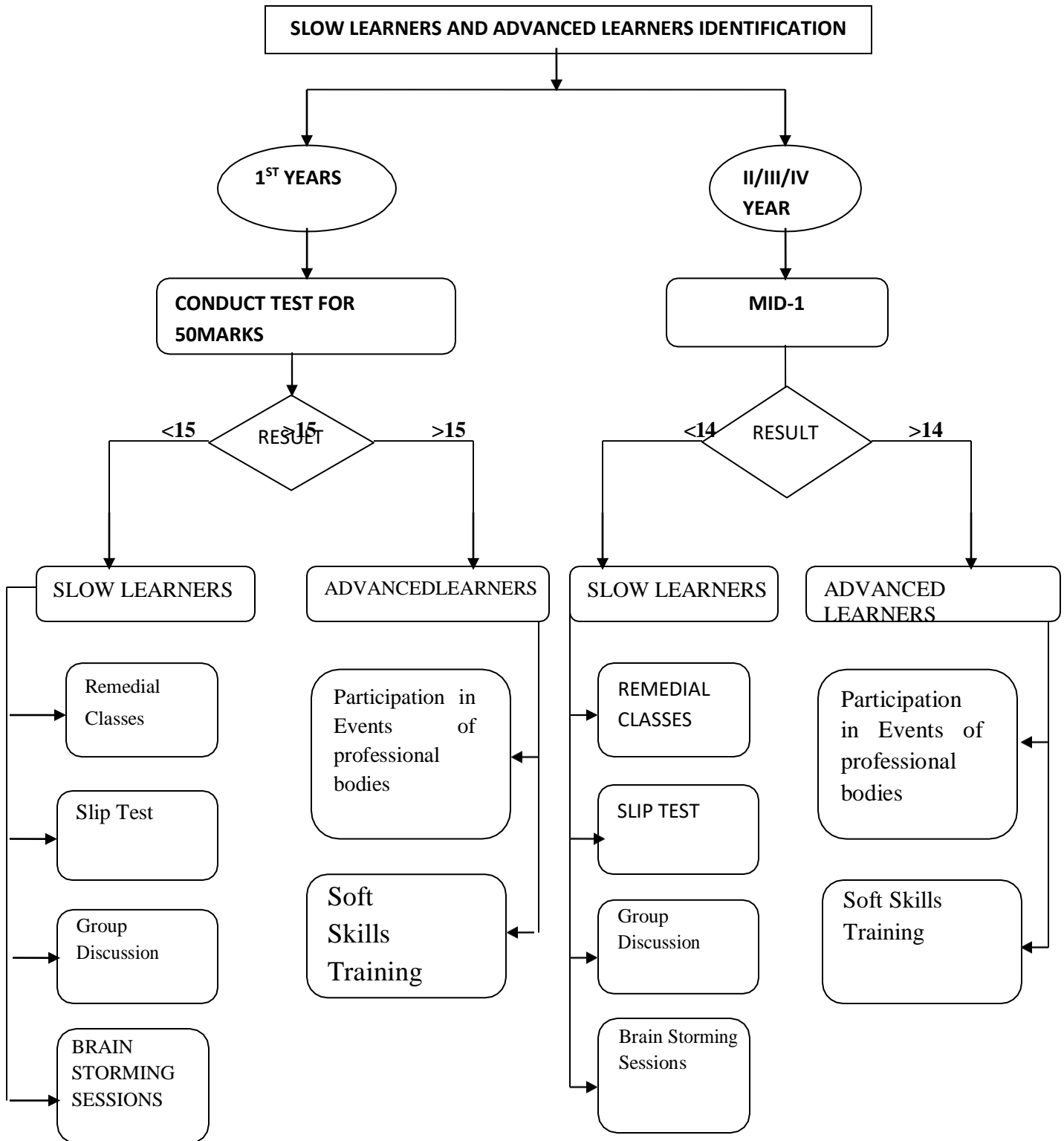
- 1. STANDARD OPERATING PROCEDURE**
- 2. FLOW CHART**
- 3. POST EVENT REPORT**
 - a. SUMMARY REPORT ON SLOW LEARNERS**
 - b. SUMMARY REPORT ON ADVANCE LEARNERS**

STANDARD OPERATING PROCEDURE
(SLOW AND ADVANCED LEARNERS)

1. 1st 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 & VI

SLOW LEARNERS AND ADVANCED LEARNERS IDENTIFICATION





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Subject Name with Code		
Faculty Name	Year / Sem	Academic Year
	III B.Tech CE-A II-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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Subject Name with Code		
Faculty Name	Year / Sem	Academic Year
	III B.Tech CE-A II-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 Test I.

ROLL NUMBERS	REMEDIAL ACTION FOR ASSIGNMENT TEST -1

Signature of the Faculty

HOD

ANNEXURE – VII (A)

TLP(SEMINAR / GUEST LECTURE)

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

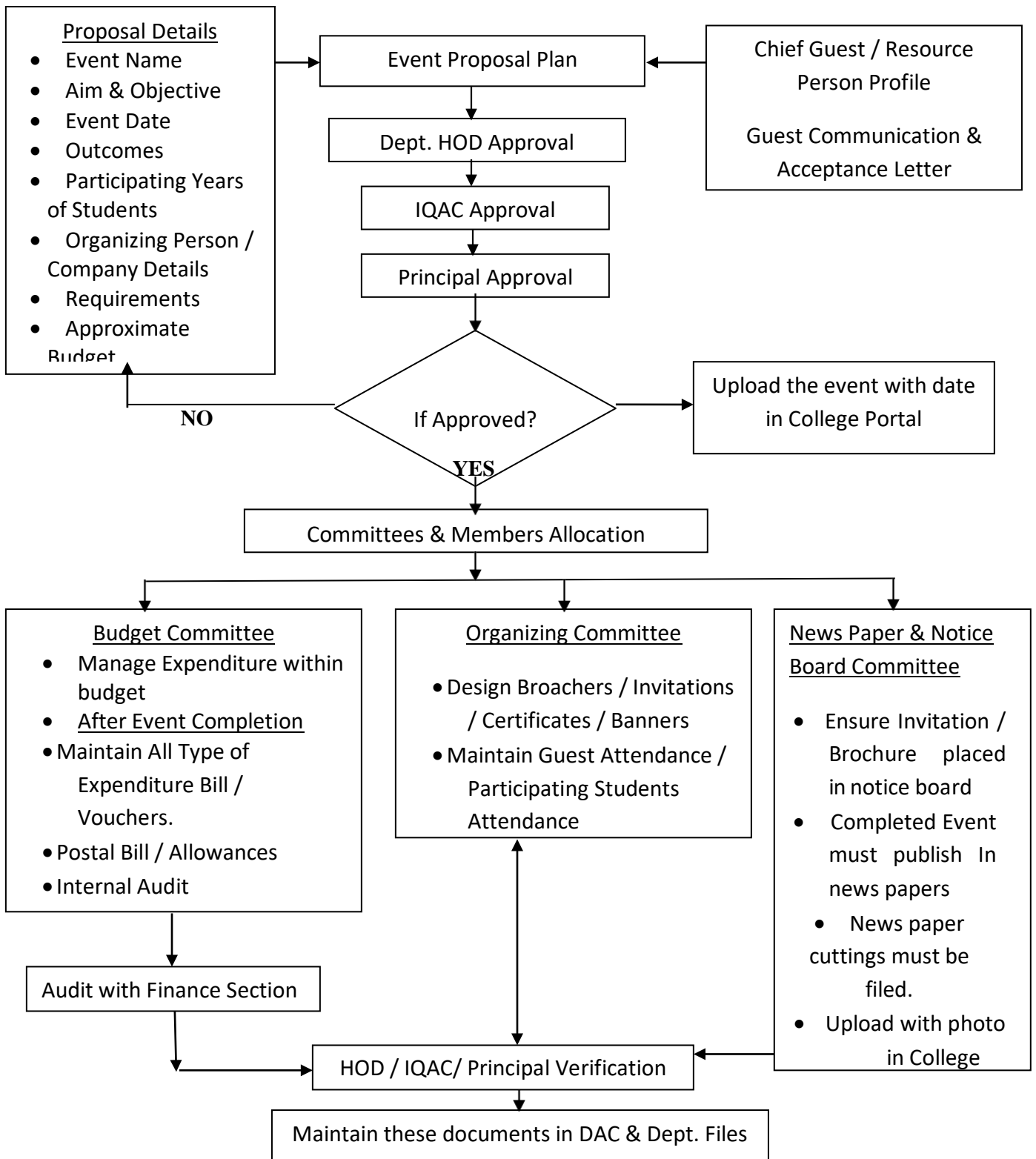
STANDARD OPERATING PROCEDURE

(SEMINAR / GUEST LECTURE)

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

ANNEXURE – VII (A)

EVENTS' PLAN (SEMINAR / GUEST LECTURE)



Requisition Letter

Date:

From,

The Event Incharge / HOD,
Department of Civil 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 Civil Engineering would like to conduct a <seminar / guest lecturer> for the <IInd Year> Students in the <topic> on <date>, by <conducting Person/company>. So, kindly sanction the budget amount to conduct the event with all expenses and we need your needful.

Thanking You,

Yours Sincierly,

Date:

From,

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

Thanking You,

Yours Sincierly,

Note:

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

Original copy handover to finance section.

<New Paper>

Title of the Event (Seminar / Guest Lecture)

[Well and good clarity Photos]

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



St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad, TS-500100

NBA & NAAC A⁺ Accredited

DEPARTMENT OF CIVIL 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

Dhulapally, Secunderabad, TS-500100

NBA & NAAC A⁺ Accredited

DEPARTMENT OF CIVIL 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**

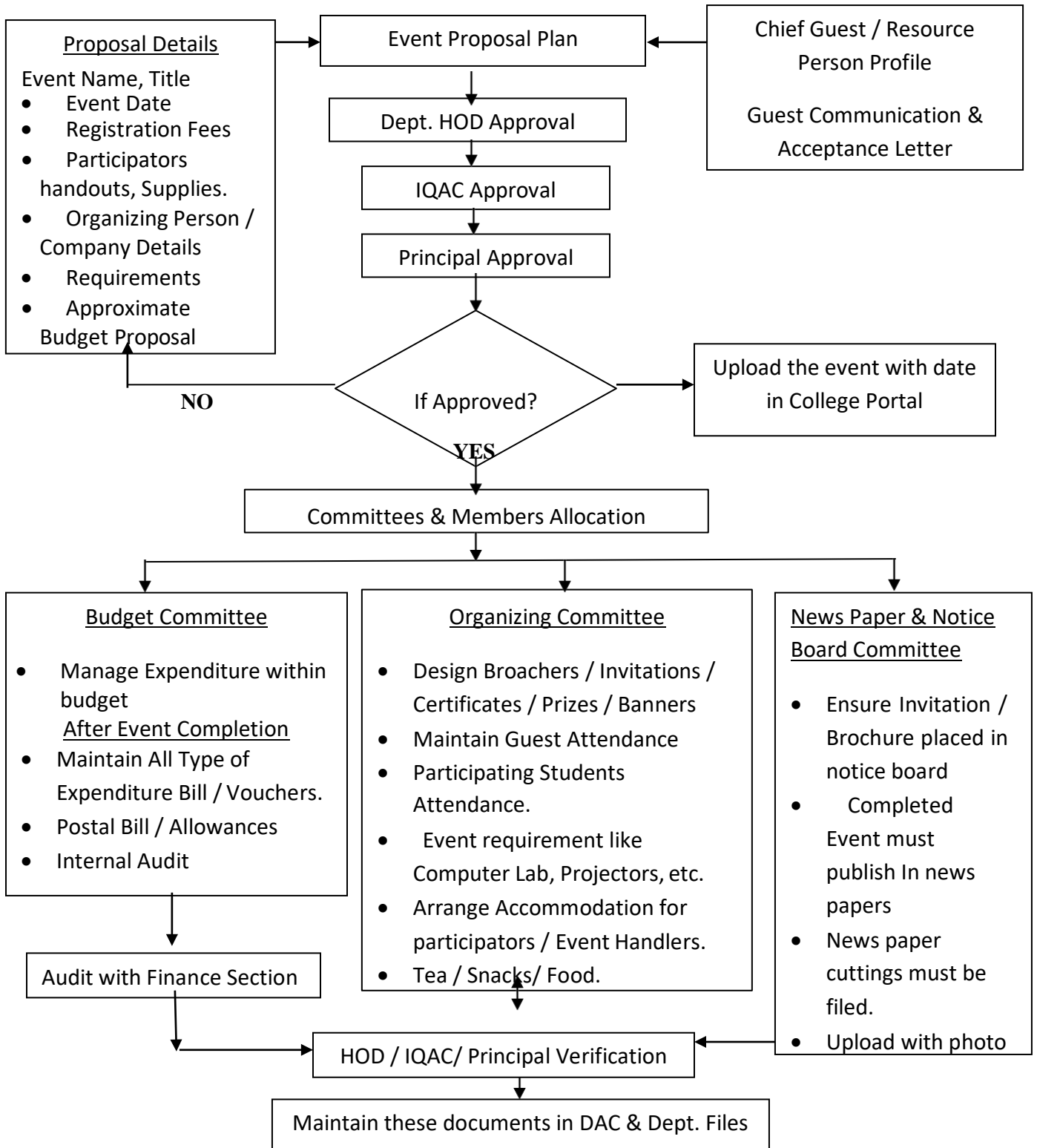
STANDARD OPERATING PROCEDURE

(WORKSHOP / TAM/ TECHNOSMEC)

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

ANNEXURE – VII(B)

TLP (WORKSHOP / TAM/ TECHNOSMEC)



Requisition Letter

Date:

From,

The Event Incharge / HOD,
Department of Civil 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 Civil 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 Sincierly,

Date:

From,

The Event Incharge / HOD,
Department of Civil 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 Civil 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 Sincierly,

Note:

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

Original copy handover to finance section.

<New Paper>

Title of the Event (Workshop / TAM/ Technosmec)

[Well and good clarity Photos]

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



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Dhulapally, Secunderabad, TS-500100

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DEPARTMENT OF CIVIL 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



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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

STAKE HOLDERS

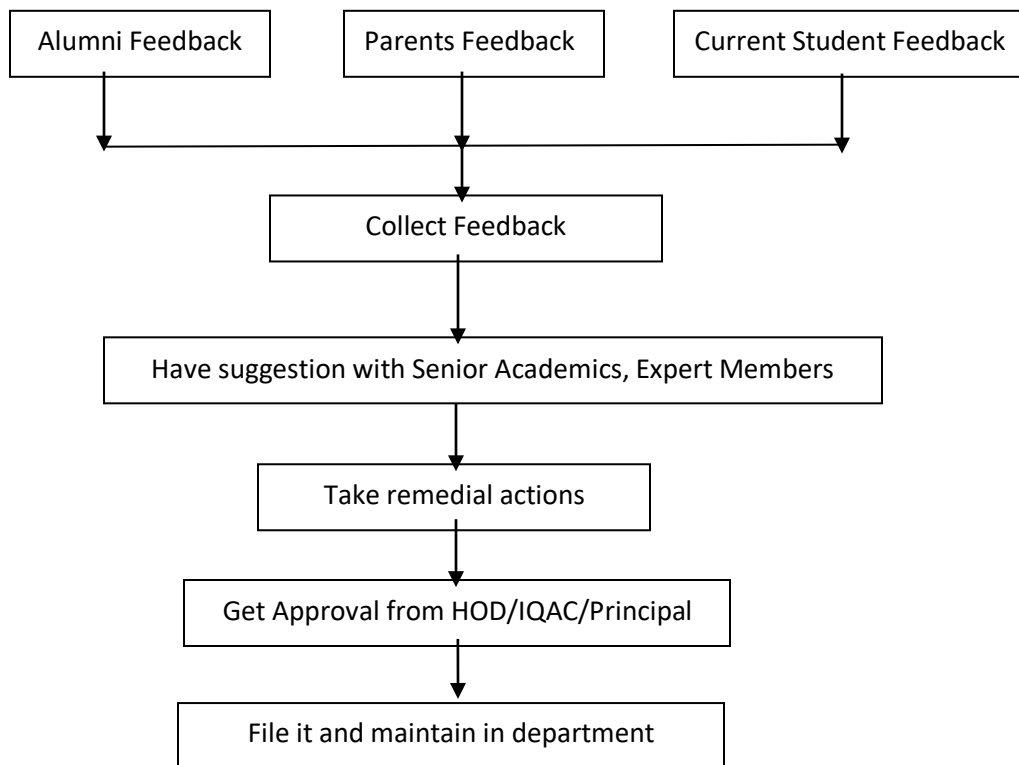
- 1. STANDARD OPERATING PROCEDURE**
- 2. FLOW CHART**

STANDARD OPERATING PROCEDURE

(STAKE 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 STAKE HOLDERS



ANNEXURE – IX

RESEARCH PAPERS

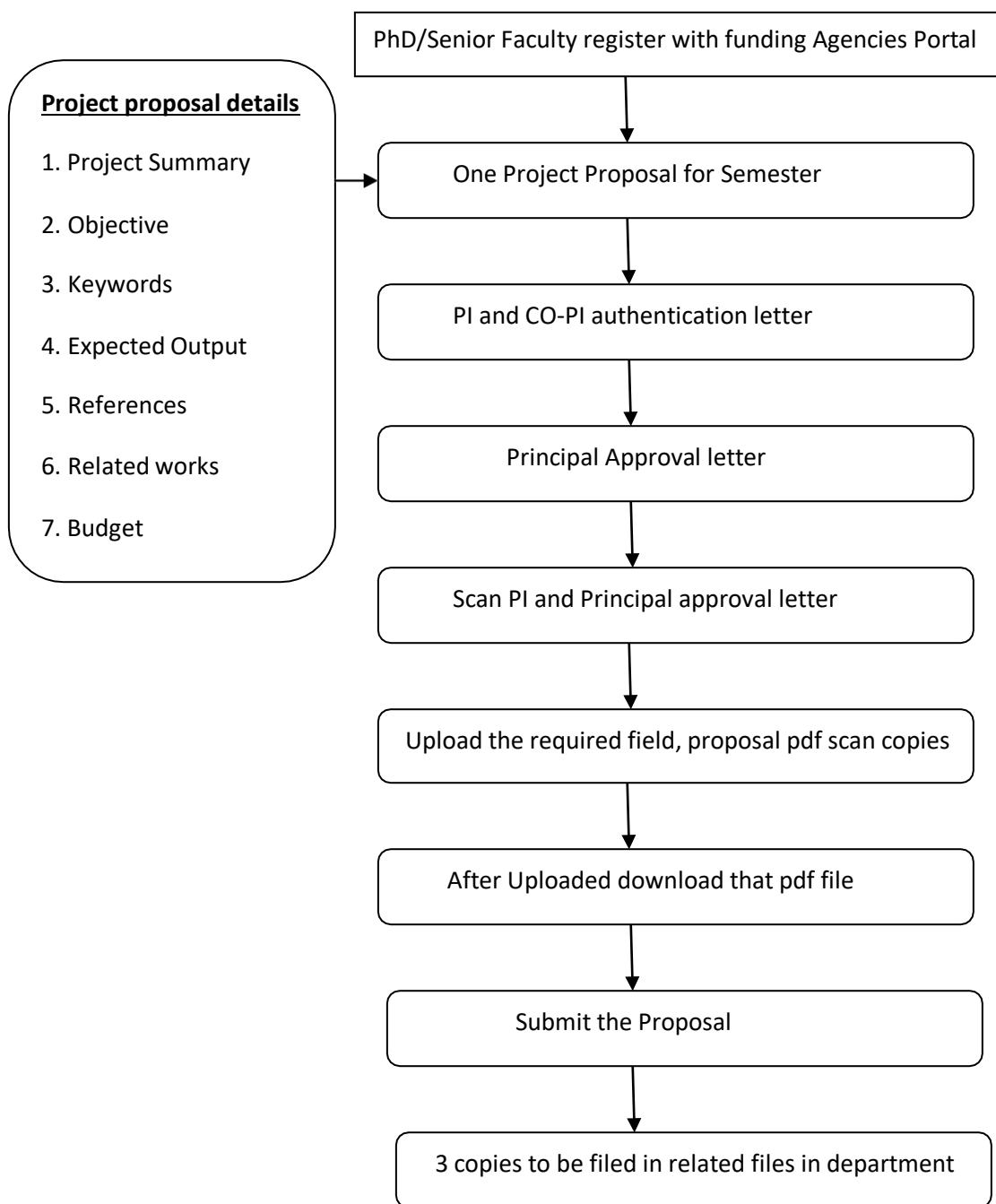
- 1. STANDARD OPERATING PROCEDURE**
- 2. FLOW CHART**

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

Three Department Faculty register with funding Agencies Portal

Project proposal details

1. Project Summary
2. Objective
3. Keywords
4. Expected Output
5. References
6. Related works
7. Budget

One Project Proposal for Semester

PI and CO-PI authentication letter

Principal Approval letter

Scan PI and Principal approval letter

Upload the required field, proposal pdf scan copies

After Uploaded download that pdf file

Submit the Proposal

3 copies to be filed in related files in department

ANNEXURE – XI

INNOVATION & INCUBATION

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

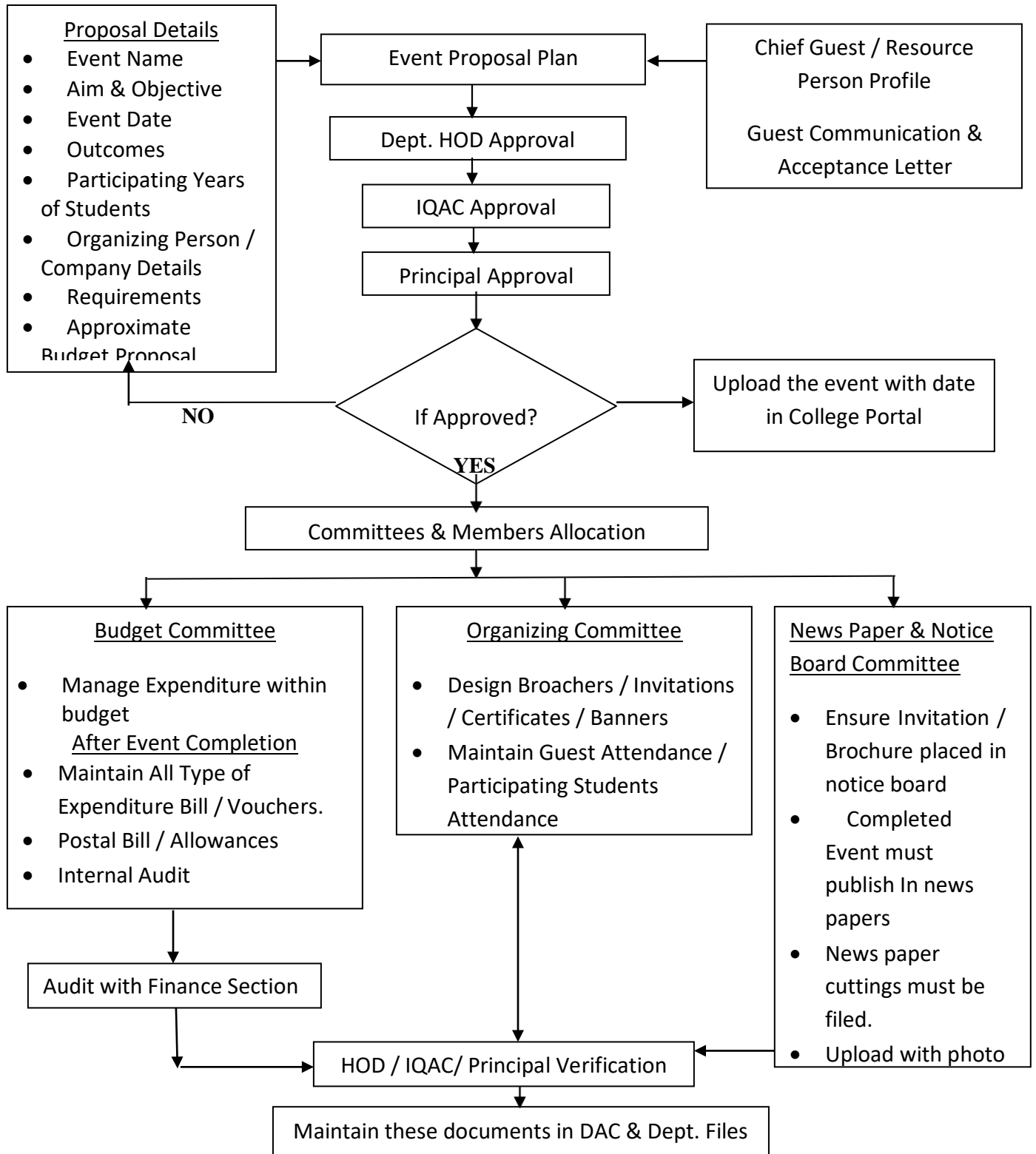
STANDARD OPERATING PROCEDURE

(INNOVATION & INCUBATION)

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

ANNEXURE – XI

EVENTS' PLAN (INNOVATION & INCUBATION)



Requisition Letter

Date:

From,

The Event Incharge / HOD,
Department of Civil 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 Civil Engineering would like to conduct a < Innovation & Incubation > for the <IInd Year> Students in the <topic> on <date>, by <conducting Person/company>. So, kindly sanction the budget amount to conduct the event with all expenses and we need your needful.

Thanking You,

Yours Sincierly,

Date:

From,

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

Thanking You,

Yours Sincierly,

Note:

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

Original copy handover to finance section.

<New Paper>

Title of the Event (Innovation & Incubation)

[Well and good clarity Photos]

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



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Dhulapally, Secunderabad, TS-500100

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DEPARTMENT OF CIVIL 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



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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**

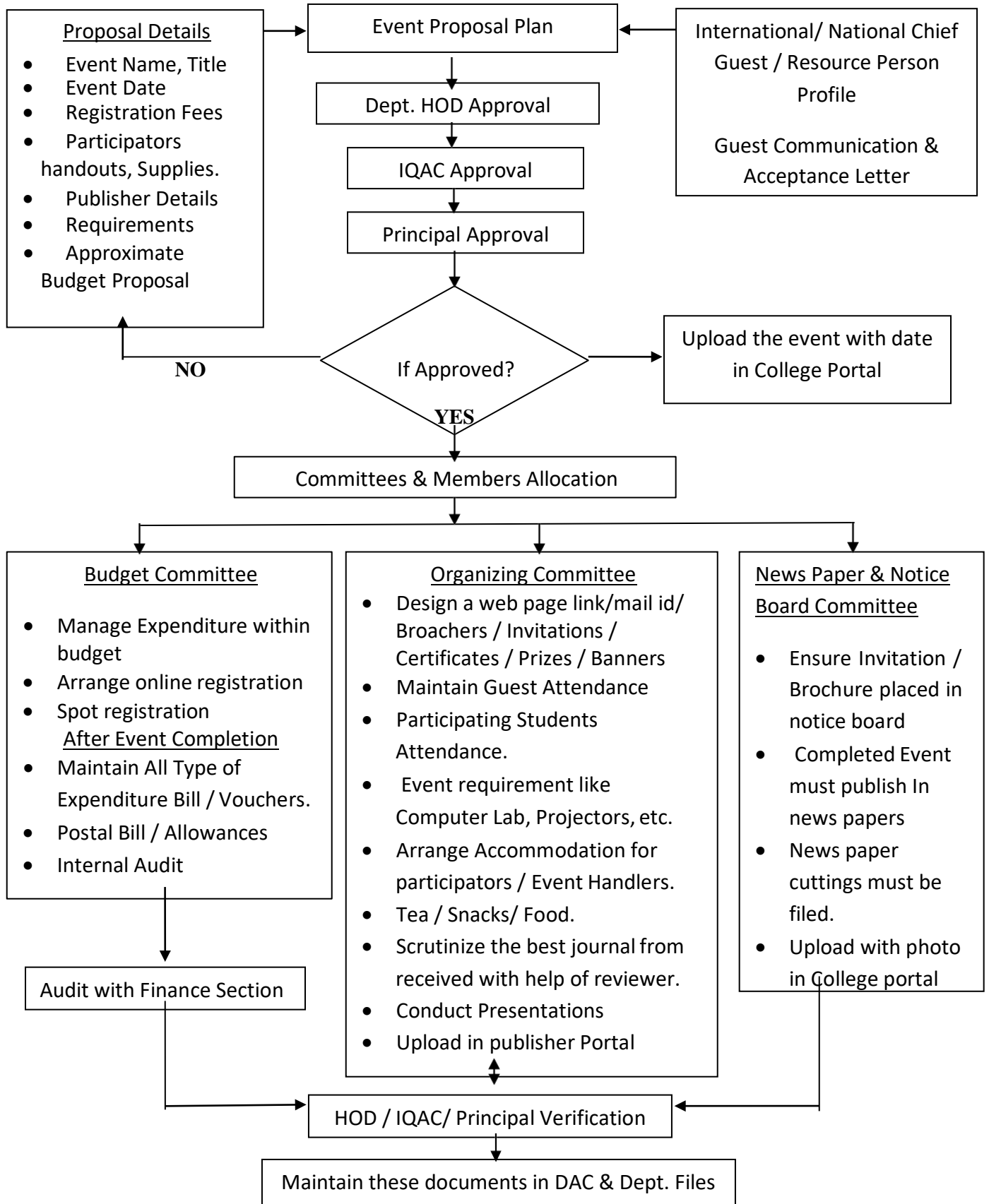
STANDARD OPERATING PROCEDURE

(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 Civil 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 Civil 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 Sincierly,

Date:

From,

The Event Incharge / HOD,
Department of Civil 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 Civil 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 Sincierly,

Note:

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

Original copy handover to finance section.

<New Paper>

Title of the Event (National / International Conference)

[Well and good clarity Photos]

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



St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad, TS-500100

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DEPARTMENT OF CIVIL 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



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Dhulapally, Secunderabad, TS-500100

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DEPARTMENT OF CIVIL 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

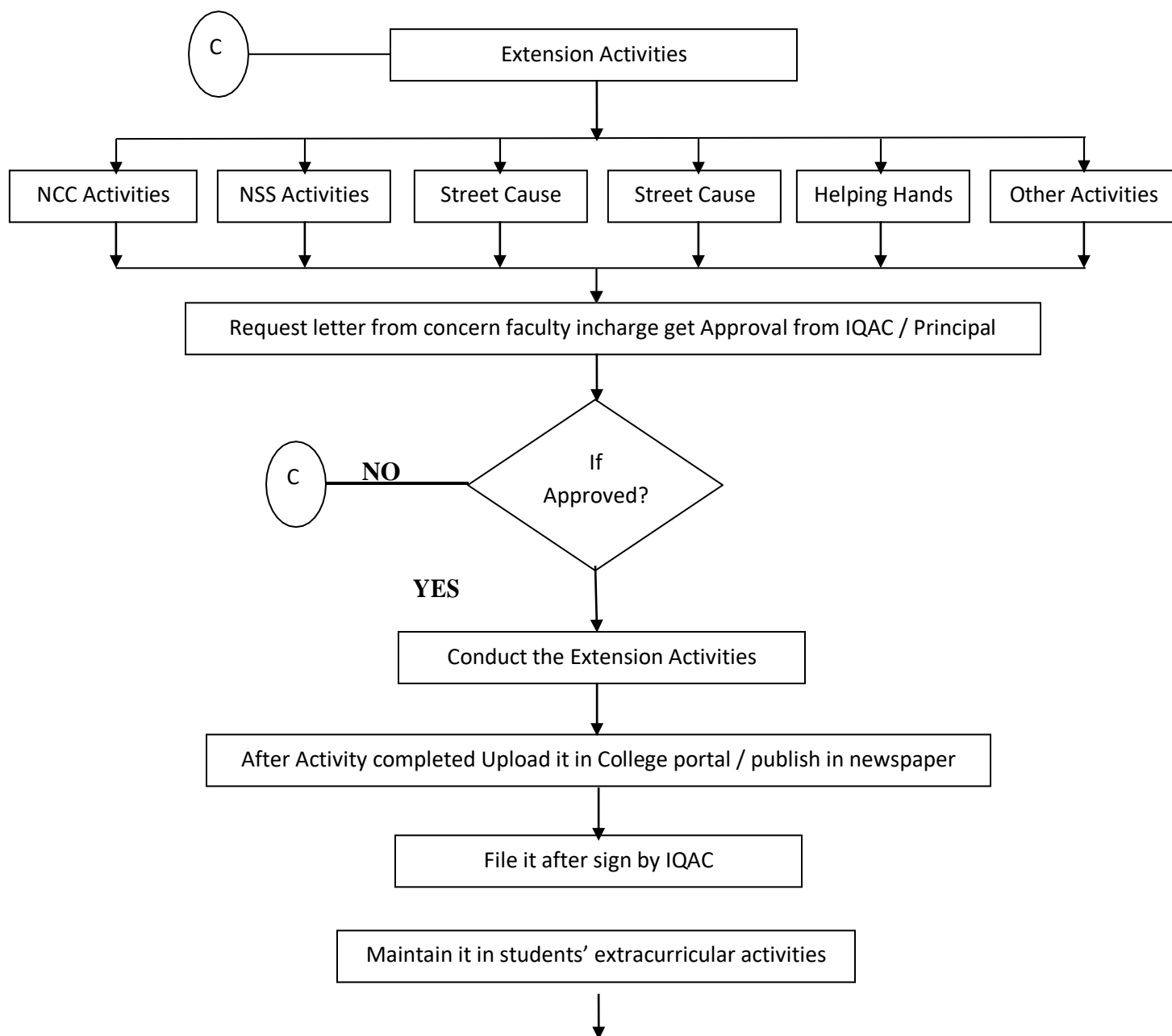
- 1. STANDARD OPERATING PROCEDURE**
- 2. FLOW CHART**
- 3. LIST OF DOCUMENTS AND THEIR TEMPLATES**
 - a. REQUISITION LETTER TO PRINCIPAL**
 - b. NEWS PAPER SUBMISSION**
- 4. POST EVENT REPORT**
 - a. SUMMER LIST OF EVENTS CONDUCTED IN A.Y**

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 Civil 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 Sincierly,

<New Paper>

Title of the Event (EXTENSION ACTIVITIES)

[Well and good clarity Photos]

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



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Dhulapally, Secunderabad, TS-500100

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SUMMARY LIST FOR EXTENSION ACTIVITIES CONDUCTED

ACADEMIC YEAR: 2019 - 2020

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

HOD

IQAC

Principal

ANNEXURE – XVIII
LINKAGES

(ALL ANNEXURES WILL BE APPLICABLE)

ANNEXURE – XIX

MoU's

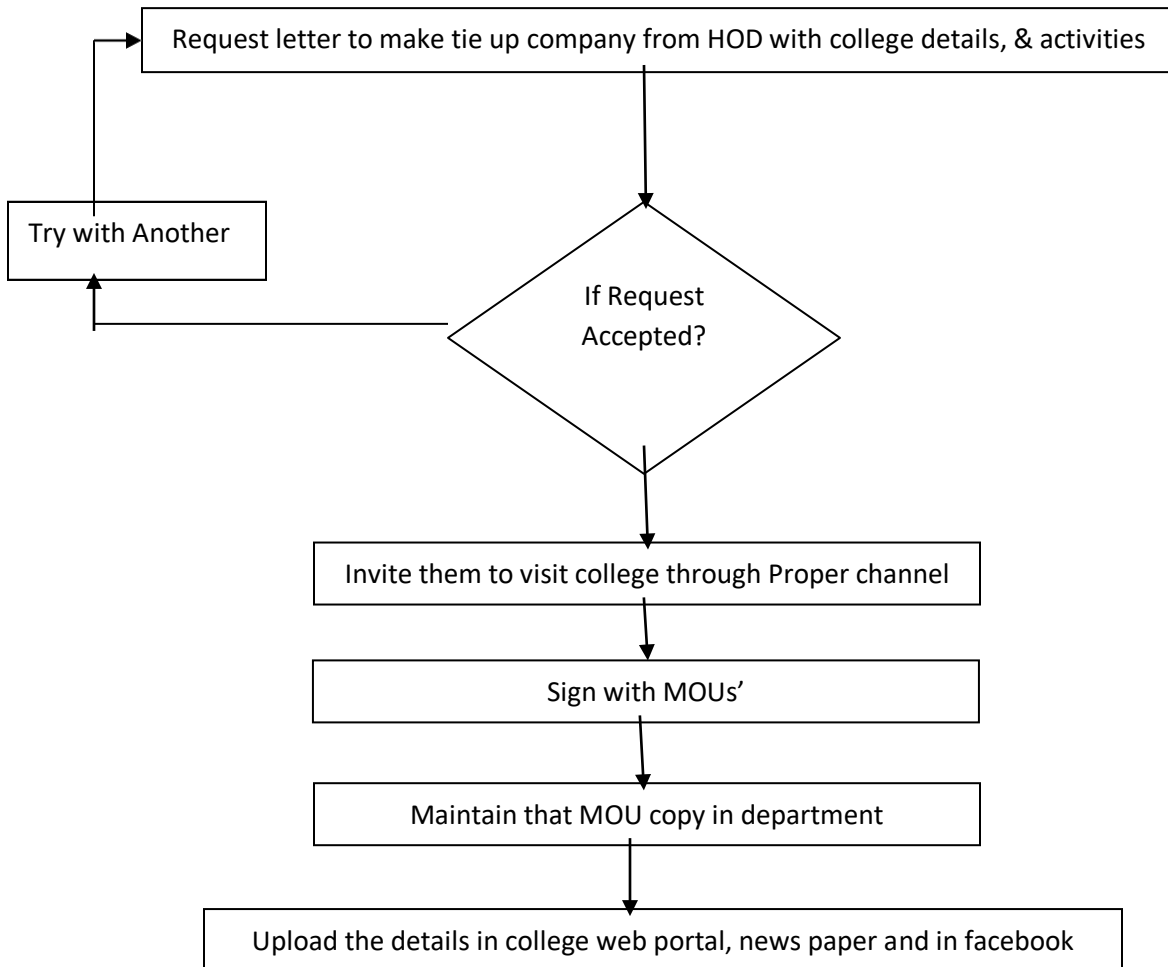
- 1. STANDARD OPERATING PROCEDURE**
- 2. FLOW CHART**
- 3. POST EVENT REPORT**
 - a. SUMMER LIST OF EVENTS CONDUCTED IN A.Y**

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





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DEPARTMENT OF CIVIL ENGINEERING

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**

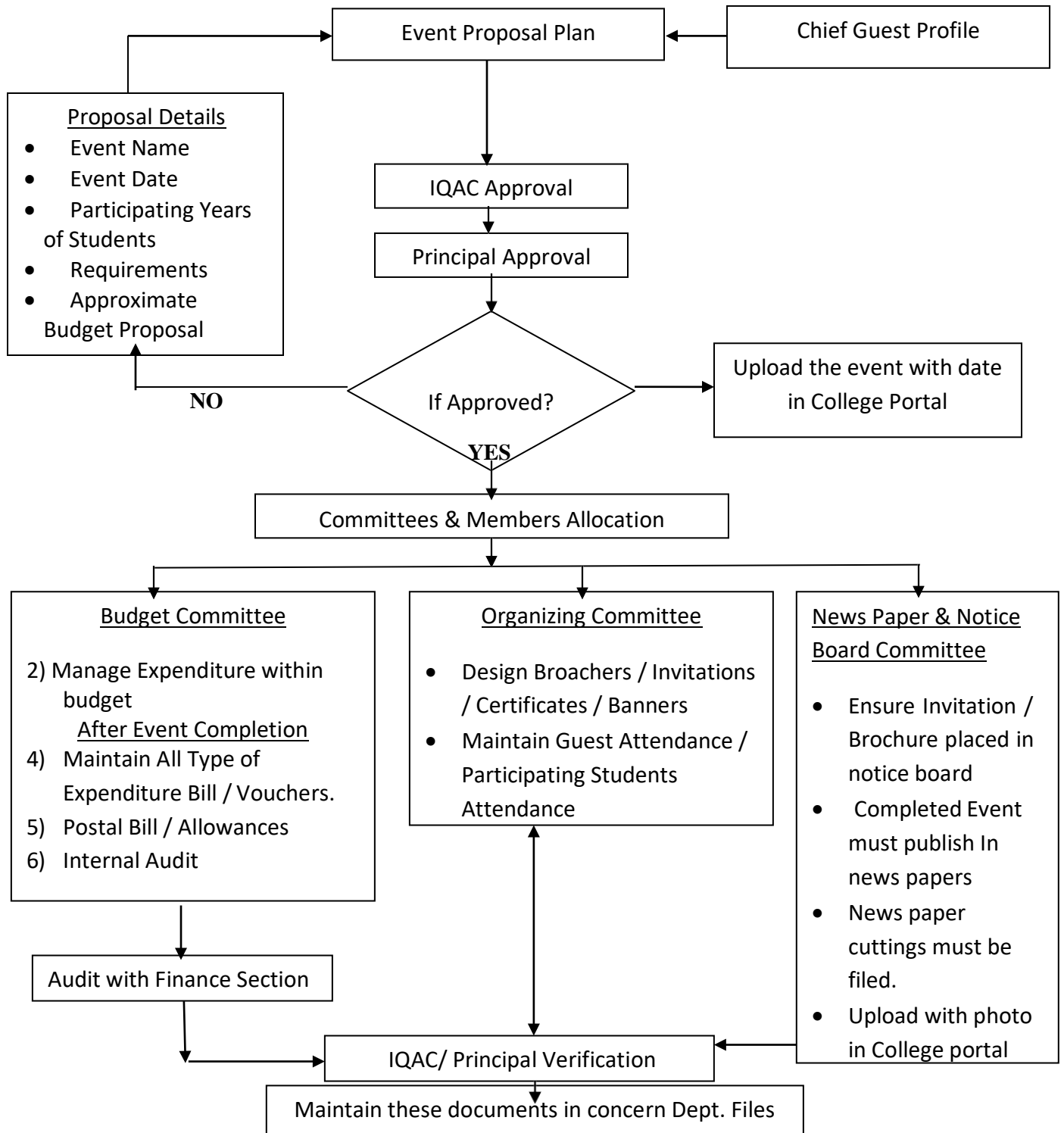
STANDARD OPERATING PROCEDURE

(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 Civil 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 <IInd Year> Students in the on <date> in our college. So, kindly sanction the budget amount to conduct the event with all expenses and we need your needful.

Thanking You,

Yours Sincierly,

Date:

From,

The Event Incharge,
Department of Civil 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 <IInd Year> Students in our college. We would like to submit the Expenditure Bill/Vouchers for the Event (if balance is there mention). So, kindly verify and receive the bill/vouchers for the event with all expenses and we need your needful.

Thanking You,

Yours Sincierly,

Note:

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

Original copy handover to finance section.

<New Paper>

Title of the Event (Seminar / Guest Lecture)

[Well and good clarity Photos]

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



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SPORTS/ CULTURAL PROPOSED BUDGET

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

Faculty In-charge

IQAC

Principal



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DEPARTMENT OF CIVIL ENGINEERING

Summary List for Sports / Cultural conducted

Academic Year: 2019 - 2020

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

Faculty In-charge

IQAC

Principal

ANNEXURE – XXII

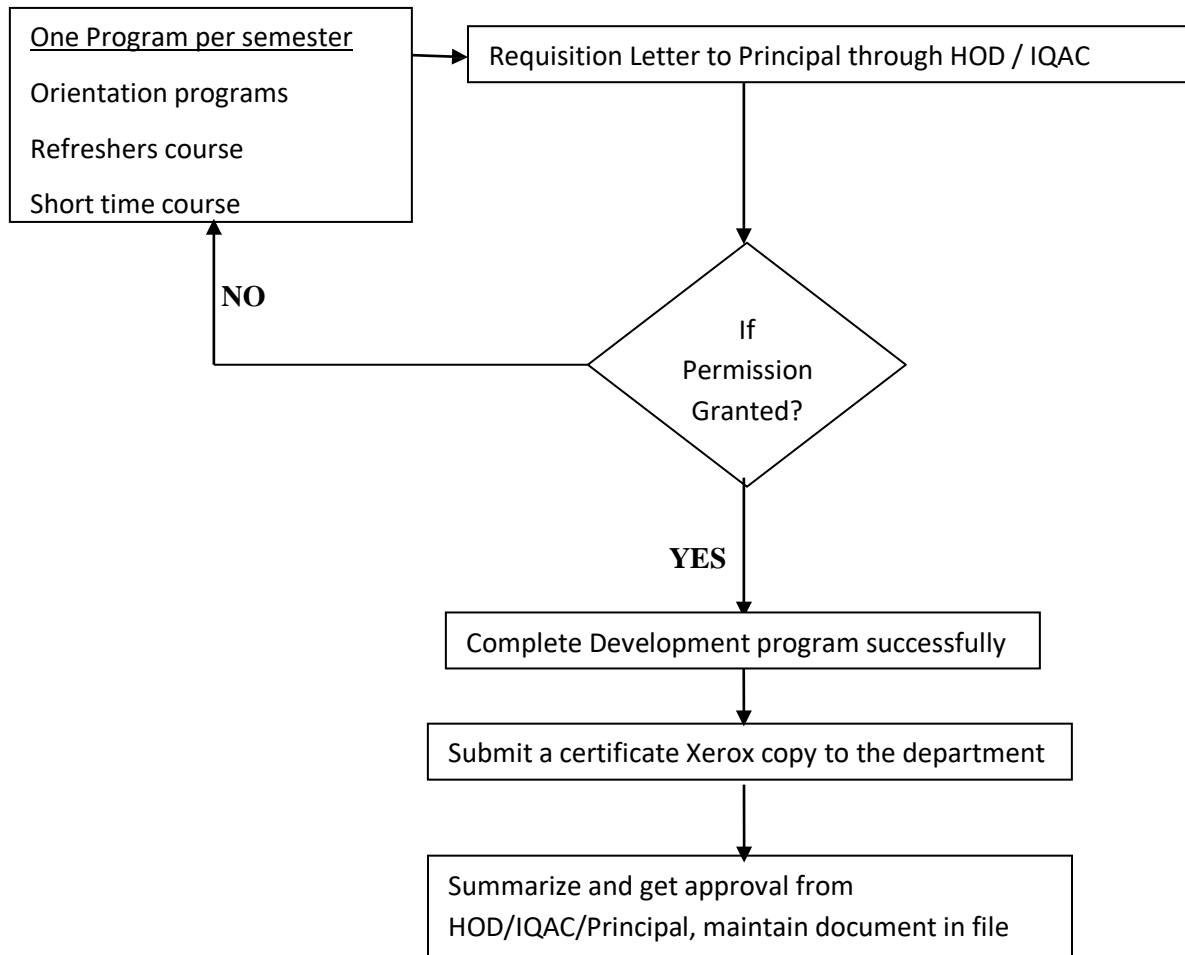
PROFESSIONAL DEVELOPMENT PROGRAMS

- 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 Civil 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 Civil 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 Sincierly,



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Summary List for Professional Development Programs Attended

Academic Year: 2019 - 2020

S. No	Name of the Program	Event Duration	Institute Name

HOD

IQAC

PRINCIPAL

ANNEXURE – XXIII
DEPARTMENT INTERNAL AUDIT

1. STANDARD OPERATING PROCEDURE

STANDARD OPERATING PROCEDURE

(DEPARTMENT INTERNAL AUDIT)

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

ANNEXURE – XXIV

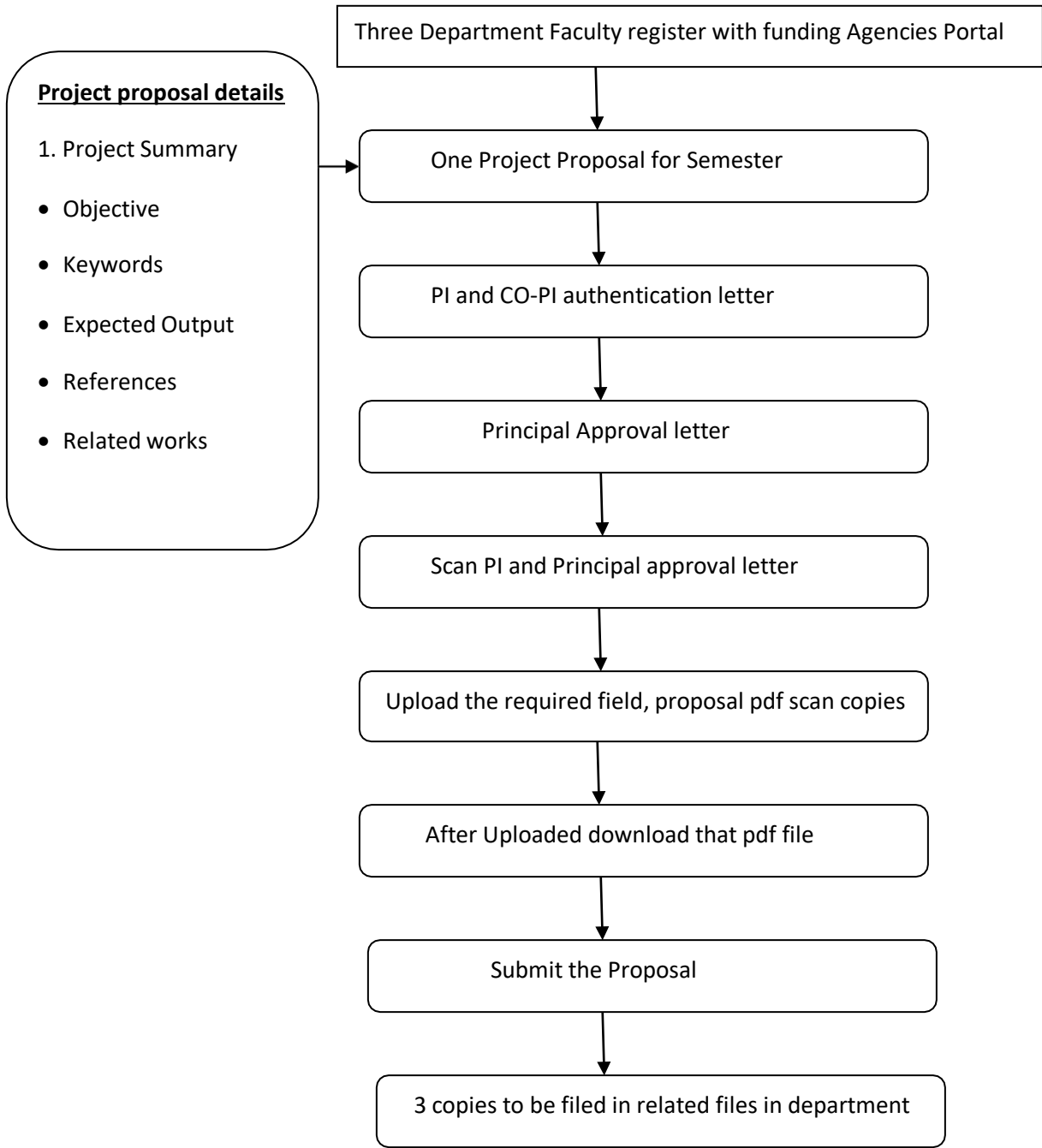
FUNDS /GRANTS RECEIVED

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

STANDARD OPERATING PROCEDURE
(FUNDS /GRANTS RECEIVED)

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

ANNEXURE -XXIV
FUNDS /GRANTS RECEIVED



ANNEXURE – XXV

GENDER EQUITY PROGRAM

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

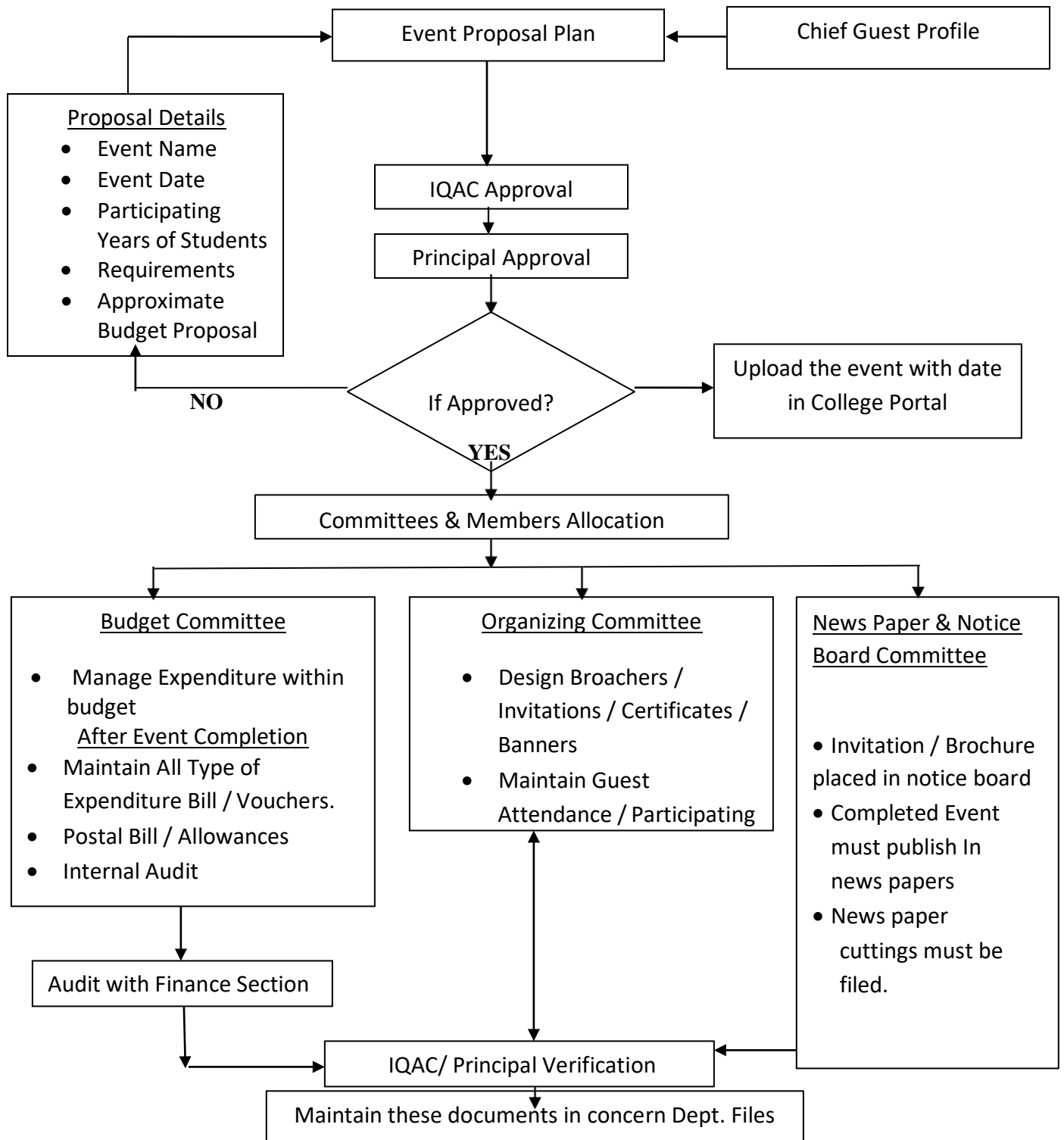
STANDARD OPERATING PROCEDURE

(GENDER EQUITY PROGRAM)

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

ANNEXURE – XXV

EVENTS' PLAN (GENDER EQUITY PROGRAM)



Requisition Letter

Date:

From,

The Event Incharge,
Department of Civil 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 <IInd Year> Students in the on <date> in our college. So, kindly sanction the budget amount to conduct the event with all expenses and we need your needful.

Thanking You,

Yours Sincierly,

Date:

From,

The Event Incharge,
Department of Civil 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 <IInd Year> Students in our college. We would like to submit the Expenditure Bill/Vouchers for the Event (if balance is there mention). So, kindly verify and receive the bill/vouchers for the event with all expenses and we need your needful.

Thanking You,

Yours Sincierly,

Note:

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

Original copy handover to finance section.

<New Paper>

Title of the Event (Gender Equity Program)

[Well and good clarity Photos]

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



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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



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DEPARTMENT OF CIVIL 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**

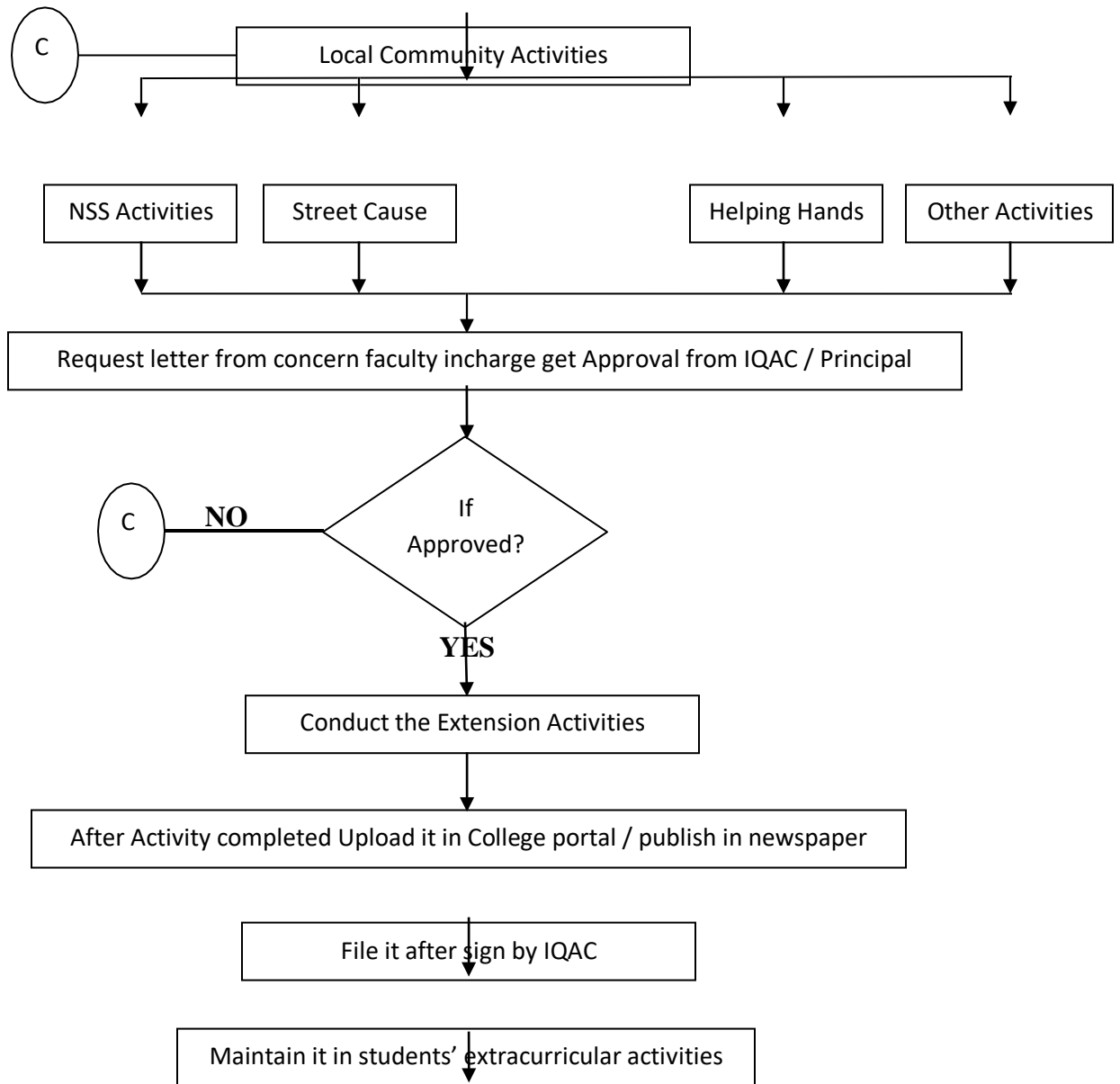
STANDARD OPERATING PROCEDURE

(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 Civil 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 Sincierly,

Date:

From,

The Event Incharge,
Department of Civil 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 <IInd Year> Students in our college. We would like to submit the Expenditure Bill/Vouchers for the Event (if balance is there mention). So, kindly verify and receive the bill/vouchers for the event with all expenses and we need your needful.

Thanking You,

Yours Sincierly,

Note:

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

Original copy handover to finance section.

<New Paper>

Title of the Event (Local Community Activities)

[Well and good clarity Photos]

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



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DEPARTMENT OF CIVIL 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



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DEPARTMENT OF CIVIL 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)**

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)