STANDARD OPERATING PROCEDURE- SOP

INDIAN SOCIETY FOR TECHNICAL EDUCATION

ISTE CHAPTER

JULY-2022

SHRI MADHWA VADIRAJA INSTITUTE OF TECHNOLOGY & MANAGEMENT

Vishwothama Nagar, Bantakal – 574 115

TABLE OF CONTENT

1. ABOUT ISTE

The Indian Society for Technical Education (ISTE) is the leading National Professional non-profit making Society for the Technical Education System in our country with the motto of Career Development of Teachers and Personality Development of Students and overall development of our Technical Education System. The major objective of the ISTE is to provide quality training programs to teachers and administrators of technical institutions to update their knowledge and skills in their fields of activity and to assist and contribute in the production and development of top quality professional engineers and technicians needed by the industry and other organisations.

SMVITM has been certified by ISTE, New Delhi as the Institutional Member (IM: 2248) in the year 2013. To extend the services from ISTE, an ISTE Student Chapter (KA-114) and ISTE Faculty Chapter (KA-118) has been formed to motivate faculty and student members in the institute to contribute their technical skills. All the teaching faculty in the institute are Life Members of ISTE and all students are also enrolled as ISTE Student Members during their period of engineering education in the institute. ISTE Chapters in SMVITM has organized several technical programs like National Conference, Seminars, Workshop, Faculty Development Program, technical competitions etc.

OBJECTIVES
- To apply curriculum and educational processes to changing conditions.
- To develop excellent teachers and educational administrators.
- To improve teaching methods and practices and administrative usages.
- To enhance Professional ideals and standards to improve academics.
- To make an effective linkage between technical institutions, industry and society.

Refer the link for detailed ISTE info: http://www.isteonline.in/

2. COMPOSITION OF NEW ISTE FACULTY CHAPTER

OFFICE BEARERS

The ISTE Faculty Chapter office bearers include the following positions;

1. Chairperson –   Principal
2. ISTE Institute Coordinator -   1 Faculty
3. ISTE Secretary cum Treasurer -   1 Faculty
4. ISTE Department Coordinators-   5 Faculty (One faculty from each department)

Elected ISTE Faculty Chapter office bearers will continue serving ISTE for two years. If for any valid reason, there can be a change in the list by replacing another member in their position. This list can be prepared by taking opinion and suggestion from the Heads of each department (HOD).

Note: Refer Template <1> Faculty Chapter office bearers list

3. COMPOSITION OF NEW ISTE STUDENT CHAPTER OFFICE BEARERS

The ISTE Student Chapter office bearers include the following positions;

1. Student Chapter Chairperson –   1 Student from final year
2. Student Chapter Secretary   -   1 Student from final year
3. Student Chapter Joint Secretary -   2 Students from final year
4. Active Members–   4 Students from pre-final year

Four final year (one student from each department) and pre-final year students (one student from each department) will be identified by the department coordinators with the consent from HOD. Among 4 final year students, one student will be selected as chairperson and selection criteria for chairperson are as follows:

- He /She should be an active person and exhibits able leadership qualities.
- He /She should be studying in final year only and secured good CGPA with no backlogs.
- He /She should be a good communicator.

Elected ISTE Student Chapter office bearers need to serve ISTE for one year compulsorily. Student from pre-final year will continue to serve ISTE for one more year. In the next academic year pre final year students will be continued and among them one person will be nominated as chairperson. If any student from pre final year found to be inactive, then they will be removed without their consent for the next academic year.

Students from final year will take leading decisions with the support from student chairperson and pre final year students will abide and execute that.

Note: ISTE student office bearers should not be working as coordinator or member in other committee/cell during that academic year.

Note: Refer Template <2> Student Chapter office bearers list

4. CODE OF CONDUCT

FOR ISTE MEMBERS

- Members should at all times preserve the dignity and interest of the profession and of the Society by maintaining a high standard of professional and personal conduct;
- They should work in the best interest of the Society;
- They should neither engage in personal advertisement, nor canvas for an appointment, nor take any action which is detrimental to sister Institutions;
- They should at all times endeavor to establish and maintain the best possible conditions of service for their colleagues and other staff;
- When a Member represents the Society, he should as far as possible state the policy of the Society. If he has any disagreement with a policy of the Society, he may so inform the Society. The Executive Council will then decide the further course of action (including the question of the Society's representation) that is to be taken.
- Where, having regard to this Code of Conduct a Member wishes to make a complaint against another Member of the Society, he should do so in writing to the Executive Council. If the Executive Council is of the opinion that prima-facie case of infringement of the Code of Conduct has been established it will appoint a Committee for investigation. On the basis of the report of the Committee, the Executive Council will take a final decision on the matter.

FOR ENGINEERING TEACHERS DEALING WITH STUDENTS

- Deal justly and impartially with students regardless of their social, economic, regional and religious background.
- Recognize the differences among students and seek to meet their individual needs.
- Encourage students to work for higher individual goals. Aid students to develop an understanding and appreciation not only of opportunities and benefits but also responsibilities.
- Inculcate in students respect for teachers, love towards fellow students and loyalty to institution and the country.
- Acquaint students with civic responsibilities and environmental protection.
- Never use students to solve his/her personal problems.
- Accept no remuneration for tutoring except in accordance with approved policies of Government / Institutions..

DEALING WITH SOCIETY

- Adhere to any reasonable pattern of behavior accepted by the Society for professional persons.
- Respect the community in which employed and be loyal to the institute system and the country.
- Render possible assistance to the development of the Society and use your knowledge and skill for enhancement of human welfare.

DEALING WITH EMPLOYER

- Strive to fulfill one's obligation to the Institute for maintaining a high level of professional service.
- Maintain the dignity and interest of the profession by maintaining high standard of professional and personal conduct.
- Co-operate in the development and implementation of institutional policies and programmes.
- Conduct professional business through proper channel.
- Refrain from discussing confidential and official information with unauthorised persons.
- Accept no compensation from equipment suppliers and other agencies. Never engage in any gainful employment outside the institution where the employment affects adversely the professional status or standing with students, associates and society.

GENERAL BEHAVIOUR

- Seek to make professional growth continuous by such procedures as study, research, and attending conferences, professional meetings and continuing education programmes.
- Make the teaching profession so attractive in ideals and practices that sincere and able young men / women want to enter it.
- Be punctual and regular in teaching work, correspondence with others and keeping appointments with other persons.
- Encourage one's fellow teachers to adhere to proper ethical behaviour.
- Speak constructively of other teachers but report honestly to responsible persons in matters involving the welfare of students, institution system and the profession.
- Maintain active membership in professional organisation and through participation, strive to attain the objectives that justify such organisations.
- Never engage in personal advertisement of canvass for an appointment.
- Never seek self-enhancement through expressing evaluations or comparisons damaging to other professional workers.

5. STUDENT OFFICE BEARERS ROLES & RESPONSIBILITY

ROLE OF ISTE STUDENT CHAIRPERSON

1. Coordinating the ISTE student office bearers and supporting them during the ISTE activity.
2. Collecting the information from the team, finalizing the decision and sharing with faculty chapter.
3. Providing constructive feedback to the ISTE for effective conduction of the events.

ROLE OF ISTE STUDENT OFFICE BEARERS

1. Understand the ISTE Motto, Objectives and Code of Conduct. Login to below link to know more *:https://sode-edu.in/associations/iste/*
2. Attend the ISTE meetings without fail.
3. Adhering to the decisions taken by the ISTE team.
4. Actively organizing/participating in the ISTE activity.
5. Communicating the ISTE information to your department CRs and ensure it is reached to all students of that department. [Create whats app group including CRs and ISTE Dept. coordinator]
6. Encouraging your department students to participate in the ISTE activity.
7. Taking responsibility in the institutional activity conducted by ISTE team.
8. Supporting in the documentation of the events.

6. ISTE MEETING

INSTITUTIONAL LEVEL MEETINGS:

- Convene the inaugural ISTE meeting (in the beginning of odd semester) soon after the formation of Faculty chapter and Student chapter. In the beginning of meeting motivate the new team and then propose the perspective plan for that year and take the approval from the IQAC.

- Convene the 2nd meeting (in the beginning of even semester), discuss the observations of odd sem ISTE activity, verify the perspective plan and then propose the even sem planned activities to execute.

- Convene the annual meeting (in the end of even semester), read the ISTE annual report of that academic year and appreciate the ISTE team for conducting the events. Propose and implement new changes for the next academic year, if required.

DEPARTMENTAL LEVEL MEETINGS:

- Convene the meeting every month's first week of Thursday except during examination and vacation.

Note:
*. The Meeting is preferred to be kept during the lunch break 1:20PM onwards.
*. Meeting attendance will be recorded with their signature
*. Soon after the meeting prepare minutes of meeting and get the signature from the principal and share it to the concerned.
*. Institutional level meeting will be held in the presence of Principal, Vice principal, HODs, and ISTE office bearers.
*. Departmental level meeting will be held in the presence of ISTE office bearers only.
*. Refer Template <3> Perspective Plan
*. Refer Template <4> for attendance sheet

7. ISTE FACULTY MEMBERSHIP APPLICATION

- **<u>Newly joined faculties (if already an ISTE Life Member)</u>**

Get their ISTE Membership certificate through e-mail to istefc@sode-edu.in and update the ISTE members' repository.

- **<u>Newly joined faculties (if not an ISTE Life Member)</u>**

They have to fill the ISTE Membership online form and complete the formalities with the support of ISTE Treasurer.

Form link is as follows:
https://membership.isteonline.in/life-time-membership/registration

Repository link for updation :
https://drive.google.com/drive/folders/1vlw6Pz6iG_g9IMpixJg4pQmKmL7q5Xn-?usp=sharing

8. ISTE STUDENT MEMBERSHIP APPLICATION

Once the first year students & lateral entry admissions are completed for the new academic year, collect the students' information in excel format (with college mail IDs assigned to the new students) from the Main Office. ISTE Treasurer will apply the membership request through online using the following link;

https://membership.isteonline.in/student-membership/registration

The money to be considered for sending to ISTE, New Delhi is only the ISTE Share, the institute share need to be retained with us and deposit in the ISTE Account maintained in Karnataka Bank through Principal and Finance Executive's consent as the money will be transferred from College Account to ISTE account from the Finance department.

The distribution of student membership fee in the following proportion:

Chapter   : 50% of the basic fee
Section   : 20% of the basic fee
H.Q.   : 30% of the basic fee

No deduction of share in admission fee of Rs.50/-

Basic fee after deduction + Admission fee of Rs.50/- is to be sent to ISTE Hqrs. by the concerned student chapter as per the distribution.

STUDENT MEMBERSHIP	BASIC FEE		Rs.50 Admission fee (compulsory)		GST@18% (compulsory)	TOTAL FEE TO BE PAID	CHAPTER SHARE 50% OF BASIC FEE
4 YEARS	Rs. 200	+	50	+	45	=Rs. 295/- (per student)	Rs.100/-
3 YEARS	Rs. 150	+	50	+	36	=Rs. 236/- (per student)	Rs.75/-
2 YEARS	Rs. 100	+	50	+	27	=Rs. 177/- (per student)	Rs.50/-

After deducting the chapter share fee to be paid as follows :

4 YEARS = RS.195/-

3 YEARS = RS.161/-

2 YEARS = RS.127/-

9. ISTE EVENT CONDUCTION FLOW

Propose all the activity at the beginning of the academic year through **perspective plan** and get approved by IQAC

Discuss about the event and resource person at least 15 days before the conduction with HoD and Principal, then **finalize the resource person**. Communicate with the resource person about the event and get his/her consent.

Prepare the **activity request form** [IQAC format] by filling the necessary details of the event and get the approval at least by 1 week prior to the event from the concerned authority.

Submit the activity request form to **ISTE coordinator** and inform when to disburse the amount. Also **book the venue** & inform necessary arrangement information to maintenance department.

Prepare flyer and through op@sode-edu.in /Principal mail ID **circulate** to the concerned

Make necessary arrangement for the event:
- Identify the photographer
- Distribute the event work like MC, Invocation, Welcome address, Guest Intro, & vote of thanks work to identified members. Ensure everything is properly planned.
- Prepare attendance sheet
- Prepare registration Google sheet (for FDP, workshop etc.,)
- Prepare feedback Google sheet (for FDP, workshop etc.,)
- Prepare thanks letter with the support from reception desk
- Claim the amount from ISTE treasurer
- Keep Honorarium/Memento ready
- Put the ISTE banner in the venue
- Keep the stage ready for the event
- Plan refreshment Etc.,

Receive and engage the resource person well within scheduled time and make sure the **event starts on time**.

Manage the event and see to it everything is going as per the plan

After the event, make sure the venue is left with as is condition. Prepare **press release** and send it to the reception with good quality event photos.

Prepare a **report as per IQAC guidelines** (Refer ISTE Documentation flow)

Thank the organizing team for the support

10. ISTE EVENTS DOCUMENTATION FLOW

- **Google Drive→Folder name: ISTE 2021-22 activity→In your dept. folder:**
  - Create a folder in the name of the activity and drop the files in the pdf formats as follows
    1. Invitation/Flyer
    2. Circular
    3. Activity report with photo
    4. Photos   Pic 1:Resource person with background ISTE banner
    **   Pic 2: Resource person with audience**
    5. Attendance
    6. Feedback report
    7. Resource person invite mail & Thanks letter
    8. Activity request form (duly signed by concerned)
    9. Certificate sample (if provided)
    10. Press report & Paper cutting

- Use online platform (I Lovepdf) to merge all the 10 pdf files of an event and upload the file in the Merged folder: Rename the file, Ex: **CV_17022021_Event title**
  - ❖ First two letters reflecting your department, CV for civil, EC for Electronic & communication, ME for Mechanical, CS for Computer science and BS for Basic science
  - ❖ After uploading the merged pdf file in the folder get the URL link and paste it in the IMS sheet.

- Please make sure that the activity report should be *error free (grammatically)* and *properly elaborated*.

- After the event, send the event report with photos (at least two) through mail to the followings
  - socialsmvitm@sode-edu.in,
  - Webmaster - SMVITM <webmaster@sode-edu.in>,
  - Institutional Information Co-ordinator <iic@sode-edu.in>,
  - newsletter@sode-edu.in,
  - HOD (your department)
  - principal@sode-edu.in
  - viceprincipal@sode-edu.in
  - op@sode-edu.in

- Claim the amount, through the ISTE treasurer.

- For the major events like FDP/Workshop you are also required to submit budget sheet for claiming the amount. Refer template sheet

11. NOMINATION FOR
ISTE FACULTY CHAPTER AWARD /
BEST STUDENT AWARD

After receiving the notification from ISTE Karnataka Section through mail regarding ISTE Student Convention, revert them a covering letter by recommending one of our student in the ISTE Office bearers list for the "Best Student Award" category. Along with this, send the full list of activities (in brief) held in SMVITM for the duration that they have mentioned in their notification.

Send the hard copy with the covering letter to the Chairman of ISTE Karnataka Section (The name and address of the chairman need to be verified through the following link).

http://www.isteonline.in/Viewtopics.aspx?MenuId=ISTE_Section_Chairmen_19

12. FINANCIAL SUPPORT FOR THE ACTIVITIES

Shri Madhwa Vadiraja Institute of Technology and Management
(A Unit of Shri Sode Vadiraja Mutt Education Trust®, Udupi)
Vishwothama Nagar, Bantakal – 574 115, Udupi District, Karnataka, INDIA

Revised Remuneration for the guest and invited lecture

Following are the types of invited/guest lectures conducted at SMVITM and the revised remuneration to be paid with effect from 01 August 2016.

- Inviting the faculty from other reputed engineering colleges to engage additional classes on the difficult to pass the subjects. The existing remuneration for the faculty is Rs. 850 per hour and the revised remuneration is fixed to Rs.1100 per hour. The remuneration for more than hour is fixed as remuneration per hour multiplied by the number of hours engaged. However the maximum remuneration per day session is fixed to Rs. 6000.

- Guest lecture/invited talk on the research topic, Invited talk on various occasions from the resource persons of reputed college and Industry is revised from Rs. 850 per hour to Rs. 1500 per hour. The remuneration for more than hour is fixed as remuneration per hour multiplied by the number of hours engaged.

In addition to the remuneration to be paid, the resource persons are also eligible to avail the vehicle allowance as per the details given below:

- Actual fuel charges to be reimbursed to the resource persons. However if the resource person is travelling by a taxi/rented vehicle, then the actual taxi fare to be paid.

- No travel allowance for the resource persons, for whom the vehicle service is provided by the college.

Note:
Avoid claiming the amount for the stay or food for the guest/speaker. This amount should be collected as a registration fee from the participants. Only remuneration and TA will be paid to the speaker as per the college norms.

13. ISTE NEWSLETTER & ACTIVITY COMPLETION REPORT

At the end of the academic year prepare the detailed ISTE newsletter which encompasses all the information related to the activity held during that academic year. Also send the soft copy to the college website, ISTE Karnataka section and ISTE Hq.

And at the end of the academic year send the Activity Completion Report to the IQAC as per the format sample given below.

SHRI MADHWA VADIRAJA INSTITUTE OF TECHNOLOGY AND MANAGEMENT

(A Unit of Shri Sode Vadiraja Mutt Education Trust®, Udupi)
Accredited by NAAC with 'A' grade | Affiliated to VTU, Belagavi
Approved by AICTE, New Delhi & Recognized by Govt. of Karnataka
Vishwothama Nagar, Bantakal - 574115, Udupi District, Karnataka.

SMVITM

Activity Implementation Report

Academic Year: 2020-21

Committee Name: ISTE Cell

Committee coordinator: Chetan R

SL No.	Activity Description	Date on which activity held	Resource person with contact details	Target audience with number of participants	Actual Expenditure	Remarks
1.	Design Of Quad Copter	3-10-2020	Sumanth & Rahul Adiga Alumni, SMVITM	ECE Dept. students, 60	-	
2.	I Am Nothing, But I Can Do Anything	6-10-2020	Mr.Ajay Ramdas pai Alumni, SMVITM	ME Dept. students, 50	-	
3.	Technotronics Quiz Series-1	13/10/2020	SMVITM	ECE Dept. students, 96	-	
4.	Thermal Application In Food Processing &	16/10/2020	Dr.Raja Yateesh Yadav Associate Professor ,SMVITM	SMVITM faculty & external participants, 57	-	

14. ISTE HEAD QUARTERS AND KARNATAKA SECTION CONTACT DETAILS

Head quarters Mail ID	istedhq@isteonline.org,
Karnataka Section Mail ID	istekarsec@gmail.com
Membership Related work	https://membership.isteonline.in/

POSTAL ADDRESS

[KARNATAKA SECTION]

Dr. Suresh D S,
Chairman, ISTE, Karnataka Section,
Director, C.I.T, Group of Institutions,
C/O
Channabasaveshwara Institute of Technology
NH 206 (B.H. Road), Gubbi, Tumkur – 572216.Karnataka.
Ph: 08131-223818, 223133, E-Mail: istekarsec@gmail.com.

[HEAD QUARTERS]

Indian Society for Technical Education
Shaheed Jeet Singh Marg,
Near Katwaria Sarai
Opp. Sanskrit Vidyapeeth
New Delhi - 110 016
Phone : 011-26513542, 26963431
Email : istedhq@isteonline.org
Website : www.isteonline.in

LM & Inst. Membership   : 09718905766
Student Membership   : 09716950226
Self-Financing STTP   : 09540652058
Newsletter & Awards   : 09968296318
Journal   : 09911146329

15. < TEMPLATE 1 >

ISTE FACULTY CHAPTER [KA-118]
2021-22

[w.e.f : dd/mm/yyyy]

SL. NO	NAME	POSITION	DEPARTMENT	EMAIL ID	MOBILE No.
1	PRINCIPAL	Chairperson		principal@sode-edu.in	
2		Institutional Coordinator			
3		Secretary cum Treasurer			
4		Dept. Coordinators	Civil		
5		Dept. Coordinators	Computer Science		
7		Dept. Coordinators	Electronics and Communication		
8		Dept. Coordinators	Mechanical		
9		Dept. Coordinators	Basic Science		

ISTE Coordinator   ISTE Chaiperson

<Template 2 >

ISTE STUDENT CHAPTER [KA-114]
2021-22

SL. NO	NAME	POSITION	DEPARTMENT	EMAIL ID	MOBILE NO
1		Chairperson	Final Year		
2		Secretary	Final Year		
3		Joint Secretary	Final Year		
4		Joint Secretary	Final Year		
5		Active members	3rd Year		
6		Active members	3rd Year		
7		Active members	3rd Year		
8		Active members	3rd Year		

ISTE Coordinator   ISTE Chairperson

<Template 3>
COMMITTEE PERSPECTIVE PLAN

Academic year:

Committee Name: **INDIAN SOCIETY FOR TECHNICAL EDUCATION [ISTE]**

Committee Coordinator:

SL No.	ACTIVITY DESCRIPTION	TENTATIVE DATE	RESOURCE PERSON WITH CONTACT DETAILS	TARGET AUDIENCE	ESTIMATED EXPENDITURE IN RS.
1.	Induction Program	Beginning of 1st Semester	Faculty	1st Year Students	15,000
2.	Training in leadership skill	At the beginning of the semester	Principal/Dean/HOD	Interested students	-
3.	Invited Talk	After 15 Days of the commencement of semester	Industry expert /Premier Institute	2/3/4 Year students	40,000
4.	Peer Learning Session	After 3 Days of the I internals	Final Year Student	1st & 2nd Year students	-
5.	Hands on Workshop	After 3 Days of the II internals	Industry	3rd Year Students	40,000
6.	Motivational Program	During the odd Semester	Student Welfare Officer	Slow learners	-
7.	National Science Day	28/2/2022	Field Expert/ Achiever	Students & Staff	5,000
8.	Faculty Development Program	10 days Before commencement of semester	Industry expert /Premier Institute	Faculty	30,000
9.	World Earth Day	22/04/2022	Field Expert	Students& Staff	5,000
10.	Engineers Day	15/9/2022	Field Achiever/Expert	Students & Staff	5,000
11.	GATE coaching	Even Semester	Faculty	Final Year Students	5,000
12.	Training in Public Speaking	During the even semester	Placement team/ English Faculty	Interested students	-
13.	Project Exhibitions	May	External Juries	Final Year Students	5,000
14.	Technical Competitions	May/June	Student Office Bearers	Interested Students	10,000
15.	Industry Visit	Dec/Jan	-	Final Year Students	20,000

Signature of the committee coordinator with date

Remarks by IQAC

Signature of IQAC Convener   **Signature of IQAC Chairperson**

DEPARTMENT LEVEL PERSPECTIVE PLANS

FIRST YEAR DEPARTMENT COORDINATOR

SL No.	ACTIVITY DESCRIPTION	TENTATIVE DATE	RESOURCE PERSON WITH CONTACT DETAILS	TARGET AUDIENCE	ESTIMATED EXPENDITURE IN RS.
1.	Induction Program	Beginning of 1st Semester	Faculty	1st Year Students	-
2.	Training in leadership skill	At the beginning of the semester	Principal/Dean/HOD	Interested students	-
3.	National Science Day	28/2/2022	Field Expert/ Achiever	Students & Staff	5000

ENGINEERING DEPARTMENT COORDINATORS

SL No.	ACTIVITY DESCRIPTION	TENTATIVE DATE	RESOURCE PERSON WITH CONTACT DETAILS	TARGET AUDIENCE	ESTIMATED EXPENDITURE IN RS.
1.	Invited Talk	After 15 Days of the commencement of semester	Industry expert /Premier Institute	2/3/4 Year students	20,000
2.	Peer Learning Session	After 3 Days of the I internals	Final Year Student	1st & 2nd Year students	-
3.	Hands on Workshop	After 3 Days of the II internals	Industry	3rd Year Students	20,000
4.	Faculty Development Program	10 days Before commencement of semester	Industry expert /Premier Institute	Faculty	25,000

In association with Co-curricular

5.	GATE coaching	Even Semester	Faculty	Final Year Students	
6.	Project Exhibitions	May	External Juries	Final Year Students	5000

Institutional Activity by ISTE

SL No.	ACTIVITY DESCRIPTION	TENTATIVE DATE	RESOURCE PERSON WITH CONTACT DETAILS	TARGET AUDIENCE	ESTIMATED EXPENDITURE IN RS.
1.	World Earth Day	22/04/2022	Field Expert	Students & Staff	5000
2.	Engineers Day	15/9/2022	Field Achiever/Expert	Students & Staff	5000
3.	Technical Competitions	May/June	Student Office Bearers	Interested Students	10,000

<Template 4>

ATTENDANCE LIST

FACULTY OFFICE BEARERS

Sl No.	Name of Faculty	Designation	Position in the ISTE	Department	Signature
1.		Principal	Chairperson		
2.		Sr. Asst. Professor	Institute Coordinator		
3.		Sr. Asst. Professor	Secretary cum Treasurer		
4.		Sr. Asst. Professor	Dept. Coordinators		
5.		Sr. Asst. Professor	Dept. Coordinators	Electronics and Communication	
6.		Sr. Asst. Professor	Dept. Coordinators	Civil	
7.		Sr. Asst. Professor	Dept. Coordinators	Mechanical	
8.		Sr. Asst. Professor	Dept. Coordinators	Computer Science	
9.		Sr. Asst. Professor	Dept. Coordinators	Basic Science	

STUDENT OFFICE BEARERS

Sl No	Name	Position	Class	Signature
1		Chairperson	4th Year	
2		Secretary	4th Year	
3		Joint Secretary	4th Year	
4		Joint Secretary	4th Year	
5		Active members	3RD Year	
6		Active members	3RD Year	
7		Active members	3RD Year	
8		Active members	3RD Year	

DEPARTMENT HEADS

Sl No.	Name of Faculty	Designation	Department	Signature
1.	Dr. Ganesh Aithal	Vice Principal	Electronics and Communication	
2.		HoD	Electronics and Communication	
3.		HoD	Civil	
4.		HoD	Mechanical	
5.		HoD	Computer Science	
6.		HoD	Mathematics	
7.		HoD	Physics	
8.		HoD	Chemistry	

<u>Activity Request Form</u>

Academic Year	
Department/Section / Committee/Cell	
Name of the Activity	
Target Audience	
Activity Date(s)		Time	
Venue	
Resource Person	

Expected expenditure		
S. No.	Description	Amount
Total		

(Add rows if required)

Source of fund (Sponsorship/Registration fee)		
S. No.	Description	Amount
Total		

(Add rows if required)

Financial support required from the Institute	

Name of the Coordinator   **Signature with date**

Signature of the HoD *(If applicable)*

<u>Remarks by IQAC</u>

Signature

Remarks by Principal
Signature

Instructions

Coordinators are requested to get the approval from the Principal at least one week before the activity.

Name of the activity:
- Invited Talk, Seminar, Workshop, Competitions
- Placement training programs to Students
- Placement drives
- FDP, EDP, Conference, staff development program
- First year Orientation day, Annual Day, Varnotsava, Graduation day, Sports day, games competitions, Avishkar, IIOT, Project Exhibition, Farewell Program
- Inauguration/Valedictory of Cell/Clubs
- Alumni meet, PTA meet
- College promotional activity, career guidance program

Target Audience (with expected number of participants):
    Staff- Teaching or Non-teaching/ department
    Students -   Only registered students/compulsory
-     Student details with class and departments

Resource Person: Name, Designation, Address and contact Number.

Expected expenditure: Includes Honorarium to resource person, TA/DA, Certificates, Food, Banner, Prize money etc.

For the department activity, coordinators are requested to get the approval from the concerned department Heads, and then submit it to IQAC.

IQAC in turn verify the committee perspective plan, activities of the other committees to avoid overlapping of the activities, gives the remarks accordingly and forward the form to the Principal for the approval.

After approval from the Principal, activity shall be conducted.

Activity report with good quality photographs should be sent to the concerned within 2 days of the activity.
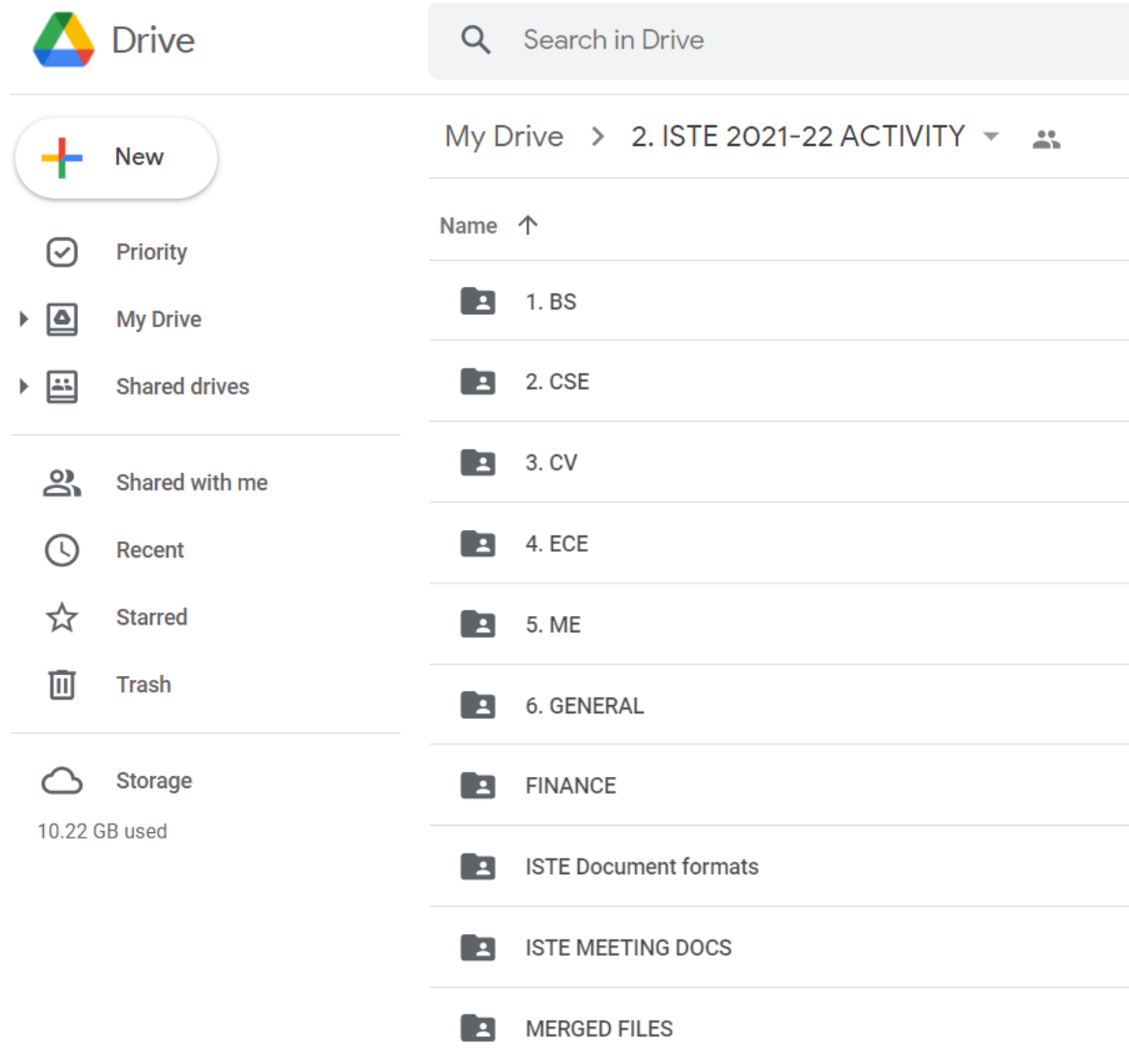
ACTIVITY REPORT

Academic Year	
Name of the Program	
Date	
Target Audience	
Resource Person	
Number of Participants	

Photos

Detailed Report of the Activity

GOOGLE DRIVE DATA COLLECTION FORMAT

Drive

Q Search in Drive

+ New

- ☑ Priority
- ▸ ⬛ My Drive
- ▸ 👥 Shared drives

- 👥 Shared with me
- 🕐 Recent
- ☆ Starred
- 🗑 Trash

- ☁ Storage

10.22 GB used

My Drive > 2. ISTE 2021-22 ACTIVITY ▾ 👥

Name ↑

| 📁 1. BS |
| 📁 2. CSE |
| 📁 3. CV |
| 📁 4. ECE |
| 📁 5. ME |
| 📁 6. GENERAL |
| 📁 FINANCE |
| 📁 ISTE Document formats |
| 📁 ISTE MEETING DOCS |
| 📁 MERGED FILES |

INFORMATION MANAGEMENT SHEET FORMAT

Information Management Sheet(IMS) .XLSX

File Edit View Insert Format Data Tools Help   Last edit was made 10 hours ago by Nisha Reena Nazareth

A1   SL No.

SL No.	Date of the Activity	Activity conducted by the Department	Name of the Activity	MERGED FILE LINK
1	24/09/21 - 25/09/21	CV	VISTAARA-2	https://drive.google.com/file/d/101bMTLsTU0cCLXLXfEKIl6sdS_fba98w/view?usp=sharing
2	4/10/2021	ECE	Adobe Training	https://drive.google.com/file/d/1bgFXB3-6B7BNH4CtiqDOIz9vgXqC_yvk/view?usp=sharing
3	15/09/2021	ISTE	Teachers Day & Engineers Day	https://drive.google.com/file/d/1WD225FoLHqJMSND061HdM82fseNZFf3Y/view?usp=sharing
4	16/09/2021	BS	Ozone Day	https://drive.google.com/file/d/1Pg7y6Ev2qgocL1op_5v0HwdyKaCuMRnW/view?usp=sharing
5	13/11/21	BS	Empowering Leadership skill	https://drive.google.com/file/d/1aQvCBiPB0rERf-jX920tG0z87QsbuNGN/view?usp=sharing
6	13/11/21	ECE	Peer Learning session - Introduction to Main frame technologies	https://drive.google.com/file/d/1AJEQIiXSILG9yNbEhEMK7AHrtZZd-0Pr/view?usp=sharing
7	19/10/21	CV	Software Demonstration on Primavera and CostX Software	https://drive.google.com/file/d/1WVAIyx7gQqtvS5VQchgj6uMiBC8U-eel/view?usp=sharing
8	29/11/21	CV	Project Implentation and Prepardness	https://drive.google.com/file/d/1gs3F9endqKDgF3yN7nATM_AJQ5aWXuUS/view?usp=sharing
9	09/12/2021	CV	Building planning and marking	https://drive.google.com/file/d/1eXQ1IG1nIMsfyrqv7heOfcQxeGec_jIb/view?usp=sharing
10	9/12-11/12/2021	ECE	Three Day PCB Design workshop	https://drive.google.com/file/d/11KqdpbbFCaxwNTIxzkLroQhWYagM1uKn/view?usp=sharing

BUDGET SHEET

Expense				Income		
S.N	Details	Estimated amount	Amount Spent	S.N	Details	Amount
1				1	Registration	
2				2	Sponsorship?	
3						
4						
5						
6						
7						
Estimated Expenditure				**Estimated Income**		
Advance amount sanctioned				**Total Income**		
Total Expenditure				**Balance amount***		

*Balance Amount = Total Expenditure - Advance amount - Total Income
Note: Registration (Income) amount should be directly credited to the ISTE account.

ISTE Co-ordinator   ISTE Chairperson