
	Akhil Bharatiya Maratha Shikshan Parishad's Anantrao Pawar College of Engineering & Research		
	Record No.: ADM/D/036B Revision: 00	DoI: 02/01/2023	
Internal Correspondence For Department			

REF. N. APCOER/OFFICE/363/2024-25

Standard Operating Procedure (SOP) for ISTE

The Standard Operating Procedure (SOP) for the International Society for Technical Education (ISTE) in an institute is designed to ensure the smooth operation, effective management, and consistent delivery of educational and professional development activities. This SOP outlines the structure, processes, and guidelines for the ISTE chapter within an educational institution.

Organizational Structure: The ISTE chapter at an institute comprises an *Executive Committee* and various *Sub-Committees*. The *Executive Committee* includes a *Faculty Advisor*, a *President*, a *Vice President*, a *Secretary*, a *Treasurer*, and several *Committee Members*, all of whom are students. The *Sub-Committees* focus on specific areas such as *Membership*, *Events* and *Workshops*, *Publications*, *Research and Development*, and *Public Relations*, each with dedicated student members to manage respective tasks.

Membership: The ISTE chapter offers memberships for students, faculty, and alumni. The membership application process involves submitting a form, which is then verified by the *Membership Committee*. Upon approval, a membership ID is issued. Membership renewal is an annual process, facilitated through online reminders and the ISTE portal, where renewal fees are processed efficiently.

Meetings: The ISTE chapter conducts various types of meetings to ensure proper governance and planning. *Chapter Meetings* are held monthly to update members on activities and discuss upcoming events. *Executive Committee Meetings* occur bi-monthly to review the chapter's performance and plan strategic initiatives. *Sub-Committee Meetings* are convened as needed to focus on specific tasks related to their areas of responsibility.

Events and Workshops: Planning and executing events and workshops are critical functions of the ISTE chapter. An organizing team is formed for each event, responsible for setting dates, selecting venues, budgeting, and obtaining necessary approvals. Events are promoted within the institute, and the registration process is managed to ensure maximum participation. Post-event activities include collecting feedback, financial reconciliation, and comprehensive reporting to document outcomes and lessons learned.



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Publications: The ISTE chapter engages in various publication activities, including newsletters and magazines. An editorial team is responsible for collecting articles, editing, designing, and publishing the content. Digital content management includes regular updates to the ISTE chapter webpage and active engagement on social media platforms, ensuring continuous communication with members and the broader community.

Education and Training: The ISTE chapter organizes technical workshops and seminars to enhance the skills and knowledge of its members. These activities involve identifying relevant topics, inviting expert speakers, and managing participant registration. Certification programs are also developed in collaboration with industry experts, providing members with valuable credentials upon completion.

Research and Development: The ISTE chapter encourages student projects and participation in competitions by announcing opportunities and forming research groups. Faculty members provide mentorship and guidance to these groups. Collaboration with industry partners is pursued to establish joint research initiatives, internships, and other practical learning opportunities for members.

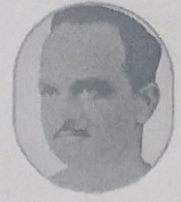
Financial Management: The financial operations of the ISTE chapter are meticulously managed. An annual budget is prepared and approved by the Faculty Advisor and Executive Committee. Regular financial reporting includes monthly and annual statements, ensuring transparency and accountability. Internal audits are conducted to maintain compliance with financial regulations.

Contact Information: The ISTE chapter provides clear contact details, including email addresses and phone numbers for the Executive Committee members. The chapter's website and social media links are also made available to facilitate communication and engagement with members and stakeholders.

This SOP serves as a comprehensive guide for the ISTE chapter in an institute, ensuring structured and efficient operations that align with the goals of promoting technical education and professional development.



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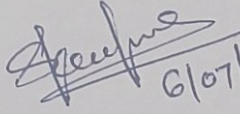
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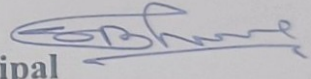
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Sr. No.	Activities
1	Formation of ISTE Executive Board with Principal approval
2	Approval from principal to form ISTE Executive committee
3	HOD meeting for planning activities
4	Appointment of departmental coordinators
5	Notify students for committee formation
6	Actual interviews process conduction with HOD's and departmental ISTE coordinators
7	Committee finalization
SPARKTECH Annual Event	
1	Prepare proposal for event
2	Formulate team for different activities and schemes
3	Submit the Budget requirement of event
4	Communicate event/scheme details to students.
5	Monitor effective participation & involvement of students through campaigning
6	Publish news in local newspapers after completion of event.
7	Submit details of expenditure to admin office.
8	Submit the report of activity to Principal office.


6/07/2024
ISTE Coordinator


Principal