



**STANDARD OPERATING
PROCEDURES**

**ENTREPRENEURSHIP
DEVELOPMENT CELL**

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Dr. N.S.A.M. First Grade College

Bangalore-64

STANDARD OPERATING PROCEDURE

FOR

ENTREPRENEURSHIP DEVELOPMENT CELL

Introduction:

The Entrepreneurship Development Cell (E-Cell) has been set up to foster an interest in entrepreneurship among the students. Entrepreneurship is important as it can improve standards of living and create wealth, both for entrepreneurs as well as for society at large. The student community at Dr. N.S.A.M. First Grade College are largely drawn from local semi urban setting, with agricultural background. It is found to be of utmost importance that the college promotes the spirit of self-employment. E-Cell attempts to redefine their understanding about employment opportunities.

Through the E-Cell, the college hopes that students will appreciate the importance of entrepreneurship and empower them with entrepreneurial skills. Even though the students may not become entrepreneurs, the skill sets learnt as E-Cell members would be extremely helpful to them in professional life later.

Objectives of the E-Cell:

The following are the objectives of the committee:

- To identify and train potential entrepreneurs in the institution
- To impart basic managerial knowledge and understanding
- To develop and strengthen entrepreneurial motivation
- To provide training in entrepreneurial skills and competences

Constitution of the Committee:

The committee would consist of at least nine members. The generic membership details are as follows

| Sl. No. | Designation | Number of members |
|----------------|-------------------------|--------------------------|
| 1. | Chairperson- Principal | 1 |
| 2. | Coordinator -Faculty | 1 |
| 3. | Faculty Members | 2 |
| 4. | Student representatives | 5 |
| | TOTAL | 9 |

The constitution of the committee can be increased if necessary, as per the requirement during the academic year.

Schedule of meetings:

- The committee would formally meet at the start of the academic year to plan for the year's activities, and submit a strategic perspective plan in the format given.
- There would be a meeting at the end of the academic year to review the activities facilitated and the progress of the committee at the end of the academic year.
- The committee would formally and informally meet as many times as required depending on the need or in emergency situations.
- Minutes of informal meetings need not be maintained.
- The committee would meet prior to the start of an event to discuss overall planning as well as individual roles and responsibilities.

Responsibilities of the Coordinator:

- The Coordinator of the committee is expected to convene the meetings and set an agenda for the discussion.
- The Coordinator of the committee is responsible for ensuring that each member has submitted and has maintained the relevant documents.
- To write and circulate the minutes of the meeting.

Working of the Committee:

- Strategic perspective plans need to be submitted by the committee along with estimated budget prior to the commencement of the academic year.
- Details of various events/activities/seminars to be conducted by the E-cell, including decisions on the date of the event/activity/seminar and allotment of work for the same will be decided during the meetings.
- The committee needs to prepare the annual budget/individual event budget, keeping in mind the various events to be held over the course of the academic year.
- The committee is therefore entrusted with the planning and scheduling of events for the academic year. (Tentative dates to be included in the academic calendar of the college.)
- The Coordinator of the committee shall conduct informal meetings at regular intervals to discuss and allocate tasks.
- Circulars for the student members, mentioning the event/activity/seminar, date, time and venue will need to be prepared and displayed in the college premises once approval is given either by the Coordinator or Principal.
- The procedure to organize events is as follows:
 - To obtain formal permission from the College authorities to arrange programs.
 - Motivate students to enroll to the programme
 - To decide the date, time and agenda of the programme.
 - To inform members of staff and students about the events.
 - To prepare notice board displays, invitations, brochures, certificates etc.
 - To arrange the venue and logistics.
 - To invite speaker, resource persons for the programme
 - To arrange mementos for guests and certificates for the participants.
 - To train students in various competencies required for conducting the programme
- The committee would have to submit the bills and invoices for all expenditures involved to the accounts section.
- The committee is responsible for communicating the report for uploading on college website or arranging for press release.

Suggested activities that could be conducted through E-cell

- Entrepreneurship Awareness sessions, Entrepreneurship Development Programmes for students and faculty
- Guest lectures, seminars, for promotion and growth of the spirit of entrepreneurship.
- Guide and assist prospective entrepreneurs on various aspects such as preparing project reports, obtaining project approvals, loans and facilities from agencies of support systems and information on various technologies
- Arrange visits to industries for prospective entrepreneurs
- Conduct skill development training programmes leading to self-employment or placement.
- Register students for online Online trading course “A TO Z of STOCK & COMMODITY”

Documents maintained by the Committee:

- Copy of Strategic Perspective Plans submitted
- File the minutes of meetings for every formal meeting
- Circulars sent by the committee
- Circulars from IQAC/ Principal/ HODs linked to events organized.
- Brochures / Invitation cards
- Annual/individual event budget submitted
- Report on every event/ activity conducted (minimum 500 words)
- Student enrolment in activities/attendance
- Photographs of the event
- Certificate issued (if any)
- Copy/photos of press release or media coverage.



PRINCIPAL

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