ADITYA PHARMACY COLLEGE

Entrepreneurship Development Cell

Standard Operating Procedure

Introduction

Entrepreneurship has become critical to revitalizing and supporting any nation's and the world's economies. Because young innovative minds, particularly students, are such an important component of establishing an entrepreneurial environment, making the most of their resources is critical. The majority of the students of Aditya College of Engineering and Technology come from semi-urban areas with agricultural backgrounds. The college must foster the spirit of self-employment, according to the findings. Entrepreneurship Development Cell [EDC] is attempting to reframe their perceptions of job options.

Objectives:

The following are the main objectives of EDC

- To create Entrepreneurial culture in the Institution.

- To create a forum for students to interact with entrepreneurs.

- To impart entrepreneurial education/skills amongst students through various trainings, seminars, and workshops etc,.

- To motivate students to develop their own startups.

- To develop business incubators.

Constitution of EDC:

S.No	Designation	Number of members
1.	Chairman – Principal	1
2.	Convener – Professor	1
3.	Coordinator – Faculty	1
4.	Faculty members	6
5.	Student representative	3

If necessary, the committee's composition might be expanded over the academic year to meet the needs of the students.

Schedule of meetings:

• At the start of the academic year, the committee would meet formally to prepare the year's activities.

• At the end of the academic year, a meeting would be held to discuss the events enabled and the committee's progress.

•Depending on the need or in emergency situations, the committee would meet formally and informally as many times as necessary.

• Informal meeting minutes do not need to be kept.

• Prior to the start of each event, the committee would convene to review overall planning as well as individual roles and responsibilities.

Responsibility of the Coordinator:

- The committee's Coordinator is in charge of convening meetings and setting an agenda for discussion before conducting every meeting.
- The committee's Coordinator is also in charge of ensuring that each member has submitted and kept track of all required papers.
- To write and distribute the meeting's minutes.

Working of the committee:

- The committee needs to prepare the planning and scheduling of event 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:
  - o Obtain formal permission from the College authorities to arrange programme.
  - o Motivate students to enroll to the programme.
  - o Decide date, time and agenda of the programme.
  - o Inform members of faculty and students about the event.
  - o Prepare notice board displays/invitations/brochures etc,.
  - o Arrange the venue and logistics.
  - o Invite speaker/resource persons for the event.
  - o Arrange mementos for guests and certificates for the participants.
  - o Collect feedbacks from the participants.

Documents to be maintained by the committee:

- Copy of Strategic Perspective Plans submitted.

ADITYA PHARMACY COLLEGE

- File the minutes of meeting for every formal meeting.
- Circulars sent by the committee.
- Circular from Principal/IQAC/HODs related to the cell.
- Brochures/Invitations, if any.
- Annual/individual event budget submitted.
- Report on every event/activity conducted (minimum 200 to 500 words).
- Student enrolment in activity/attendance.
- Photographs of the event.
- Certificate issued, if any.
- Copy/photos of press release or media coverage, if applicable.