Annexure -A

Common SOP for conduction of School Level Events

STAGE-1: Pre-Event

Department/ School	Request by:	Name of the Proposed Event	Date of proposal *(Must be one week before the conduction of the Activity/Event)*
CSA	**Name: Padmavathi R** **E-padmavathi.r@reva.edu.in** **Mobile:8971952081**	**Alumni Talk on "Exploring the Power of Python"**	**28.03.2025**

About the Event: Alumni Talk

Target Audience & Expected number of Audience: I semester MCA 60 Students

Purpose/Objectives: This Event aims to provide platforms where former students (alumni) share their experiences and insights with current students and faculty, fostering connections, providing mentor-ship, and inspiring future generations. Expert talk about how Python can be applied in different fields such as web development, data science, machine learning, automation, and more.

Coordinator Responsibilities: Coordinated by faculty members, ensuring smooth execution of the event. The responsibilities included:

- Coordinating with Resource Person for scheduling the session.
- Ensuring students' participation and engagement throughout the event.
- Collecting feedback and documenting the key takeaways.

Process of Event conduction:

- **Welcome Speech**
- **Formal introduction to the Resource Person**
- **Demonstration of topic & application in the industry.**
- **Interactive Q&A session for students to clarify their doubts.**
- **Concluding remarks and feedback collection.**

Requirement List:

a) **Event related content/Branding requirement: NO**

b) **Guest requirement: 1**

c) **Auditorium and Stage Requirement: NO**

d) **Any other requirement: Welcome Bouquet, Refreshment, Attendance Certificate, Appreciation Letter, Mike**

APPROVAL (SIGNATURE)

Prepared by Event Organizer	Alumni Vertical Head	Alumni President	Reviewed by HOD/ Program Co-ordinator	Reviewed by Director

Date: 26-3-2025

To

The Director
School of CSA
REVA University
Bengaluru.

From

Padmavathi R
Asst.Professor
School of CSA
REVA University
Bengaluru.

Subject: Proposal to conduct a "Alumni Talk"
Respected Sir,

We from School of CSA , planning to conduct an Event called "Alumni Talk" for our students pursuing I semester MCA Students on 28/02/2025. This Event aims to provide platforms where former students (alumni) share their experiences and insights with current students and faculty, fostering connections, providing mentor-ship, and inspiring future generations.

Proposed Details of the Alumni Talk:

- **Date:** 28/03/2025
- **Number of Students:** 60
- **Purpose of the Event:** The main purpose of exploring the power of Python is to understand its capabilities, versatility, and efficiency in solving real-world problems.

We would appreciate confirmation of these dates and any required formalities. Looking forward to your positive response.Thank you for your support and cooperation..I request you to approve the proposal.

Thanking You,

Sincerely,

Faculty Coordinators :
Padmavathi.R & Pooja N G
Assistant Professor,School of CSA,
Reva University

Resource Person Alumni **Alumni President**
Ms.Sukanya N

Assistant Professor, Aditya College of Engineering and Technology, Bangalore.

Alumni Vertical Head **HOD** **Director**

Prof. Pooja N G

REVA UNIVERSITY
Bengaluru, India

School of Computer Science and Applications

Alumni Talk

Event Type:	**Alumni Talk**
Academic Year	2025
Event Date(s):	28/03/2025
Venue:	Smart Class Room 423
Organized by:	School of Computer Science and Applications
Coordinator(s):	Prof. Padmavathi R, Pooja N G
Target Audience:	I semester MCA 'C' Section Students
Number of Participants:	60

---

1. Objective of the Event

The objective of the event to provide platforms where former students (alumni) share their experiences and insights with current students and faculty, fostering connections, providing mentor-ship, and inspiring future generations. Expert talk about how Python can be applied in different fields such as web development, data science, machine learning, automation, and more.

---

2. Event Schedule

Time	*Session/Activity*	*Speaker/Facilitator*
10:50am	**Alumni Talk on "Exploring the Power of Python"**	Ms. Sukanya N Asssistant Professor Aditya College of Engineering and Technology

3. Resource Person

Ms. Sukanya N

Asssistant Professor

Aditya College of Engineering and Technology

---

4. Description of the Event

The event began with a warm welcome to the guest, followed by an insightful introduction about the topic Exploring the power of Python. Ms.Sukanya N addressed the students with an inspiring speech, emphasizing the significance of technical proficiency, adaptability, and continuous learning in today's competitive world. She highlighted how staying updated with industry trends and developing domain expertise are crucial for professional success.

Ms.Sukanya N conducted a quiz related Python. And the students were actively participate in the Event. This gesture was highly appreciated by the students and faculty members, making the event even more welcoming and comfortable.

---

5. Outcomes of the Event

- Enhanced understanding of the industry expectations and required skill sets.
- Awareness of the role of software in business operations.
- Motivation and guidance on career preparedness and technical expertise.
- Versatile skill set applicable in various fields, including web development, data analysis, machine learning, and automation.

6. Signature of the Coordinator(s)

Name(s): Padmavathi R, Pooja N G
Designation(s):Asst.Professor
Date: 28/3/2025

Director
(Signature & Seal)

Common SOP for conduction of School Level Events
STAGE-2: Post-Event

Name of the Event Conducted **Date of the Event :28/03/2025**

1. School & Program	**CSA**

2. Type of Program	**ALUMNI TALK ON "EXPLORING THE POWER OF PYTHON"**
3. Brochure and Circular	**Done** **Not Done**
4. Event/Activity report	**Done** **Not Done**
5. Attendance list	**Done** **Not Done**
6. Feedback Analysis	**Done** **Not Done**
7. Action Taken Report	**Done** **Not Done**
8. Activity/Event Photos (Compulsorily Geo Tagged)	**Done** **Not Done**
9. Activity/Event Video (Link to be provided in the Report)	**Done** **Not Done**
10. Activity/ Event complete report -Soft Copy marked to School Group mail, Academic Co-ordinators and Dean/Director of the school	**Done** **Not Done**

Program Objectives:

This Event aims to provide platforms where former students (alumni) share their experiences and insights with current students and faculty, fostering connections, providing mentor-ship, and inspiring future generations. Expert talk about how Python can be applied in different fields such as web development, data science, machine learning, automation, and more.

Program Outcomes:

- Awareness of the role of software in business operations.
- Motivation and guidance on career preparedness and technical expertise.
- Versatile skill set applicable in various fields, including web development, data analysis, machine learning, and automation.

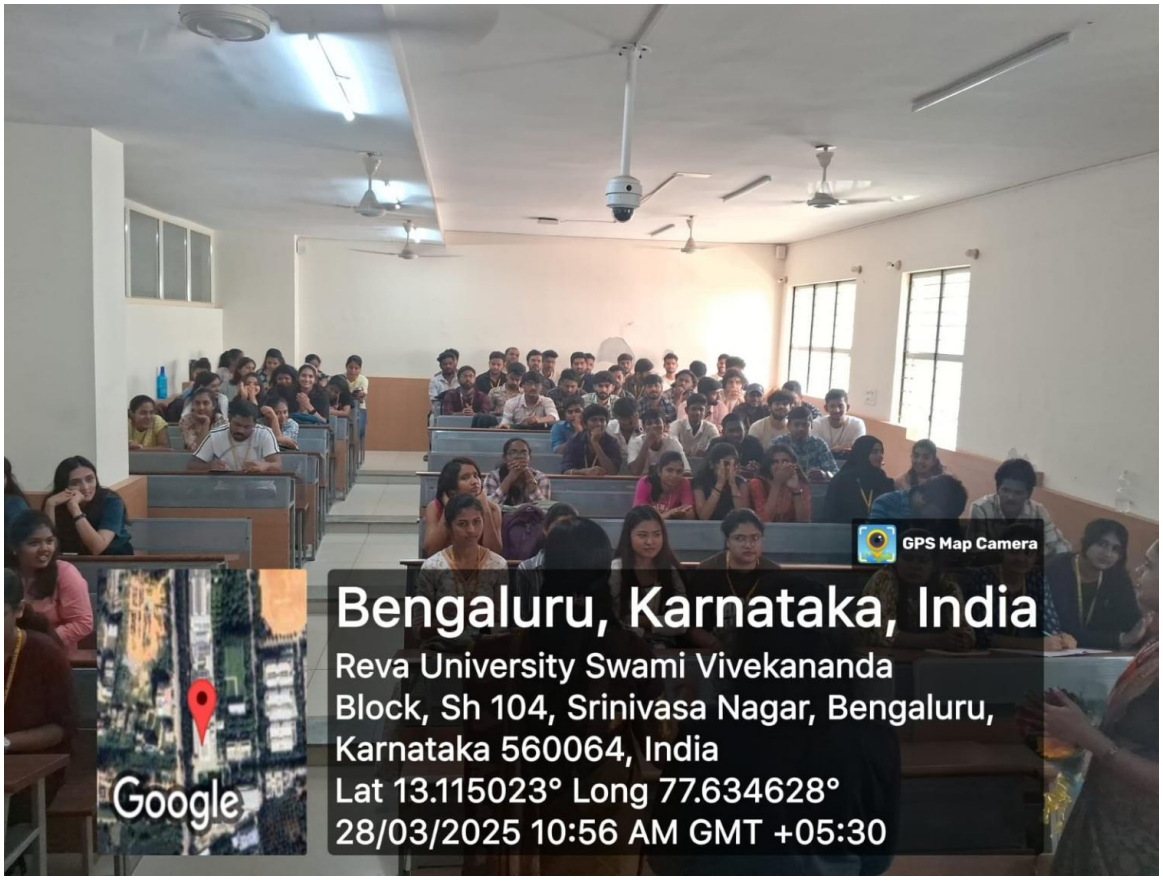
NAAC Criteria:

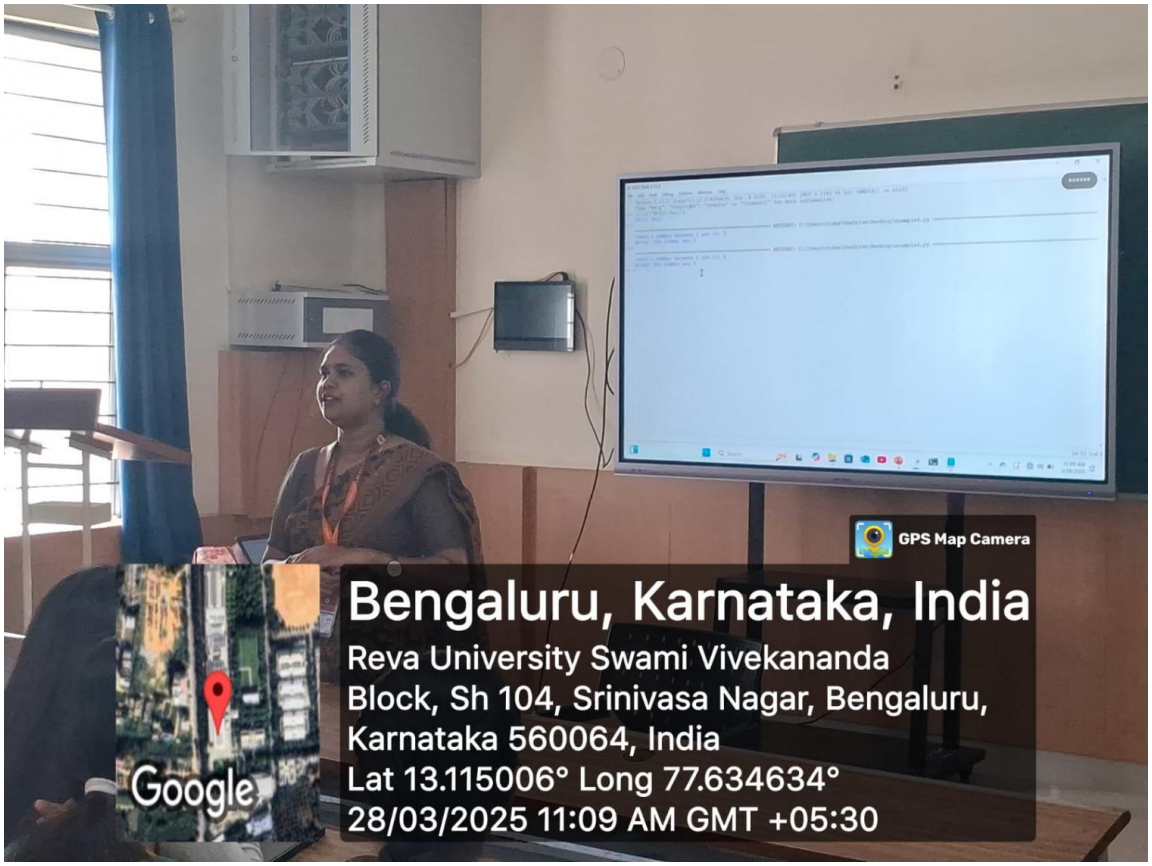
APPROVAL (Signature)

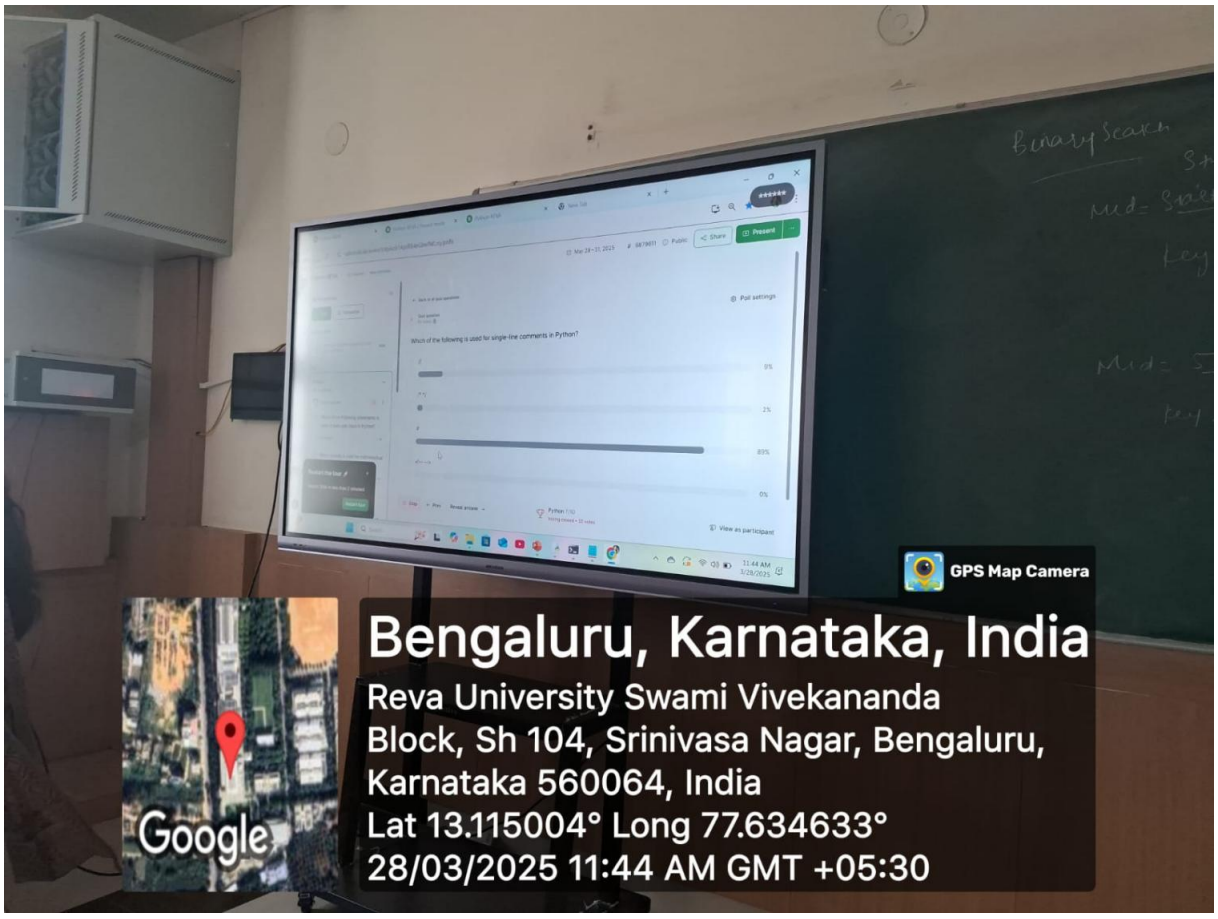
Prepared and Documented by IQAC	Alumni Vertical Head	Alumni President	Reviewed by HOD/ Program Co-ordinator	Approved by Director

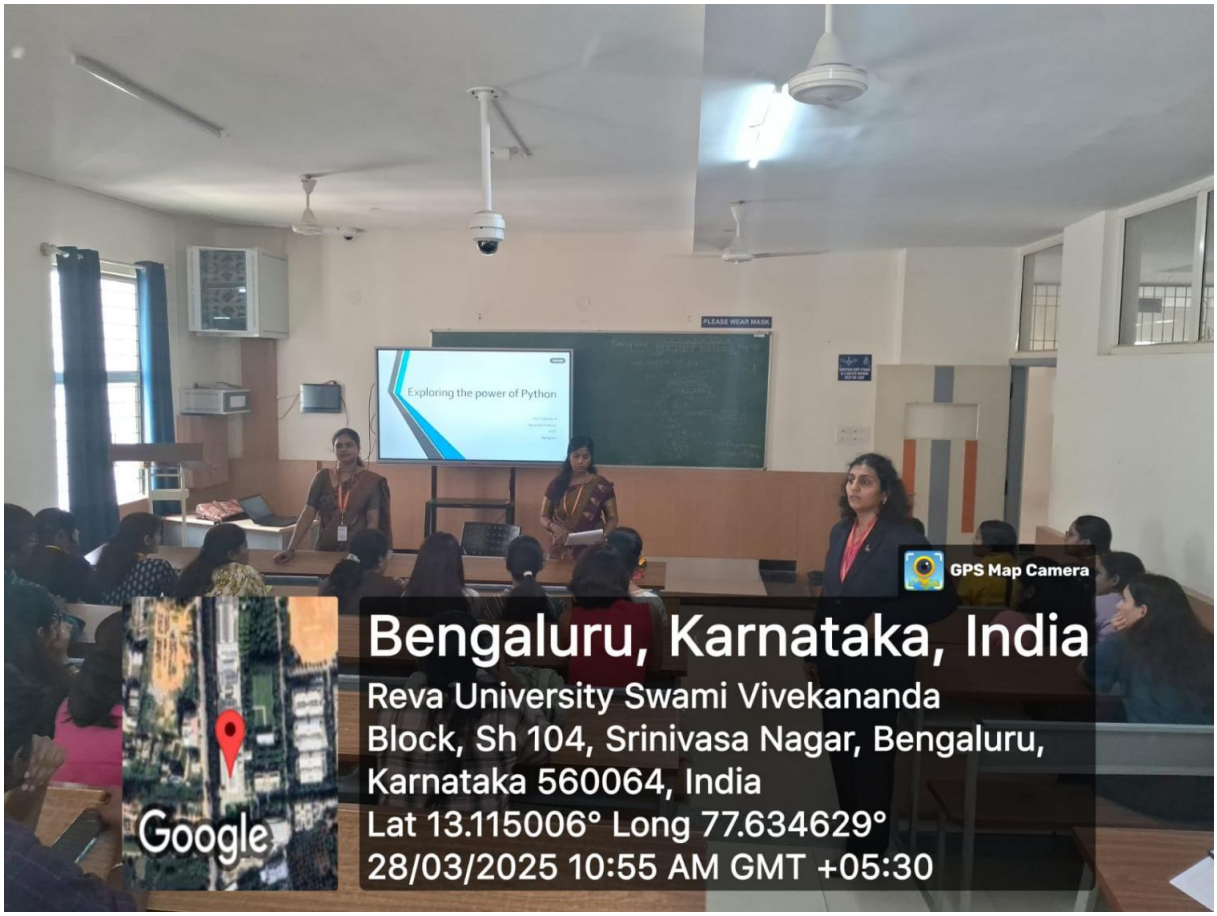
Banner

Photos of the event

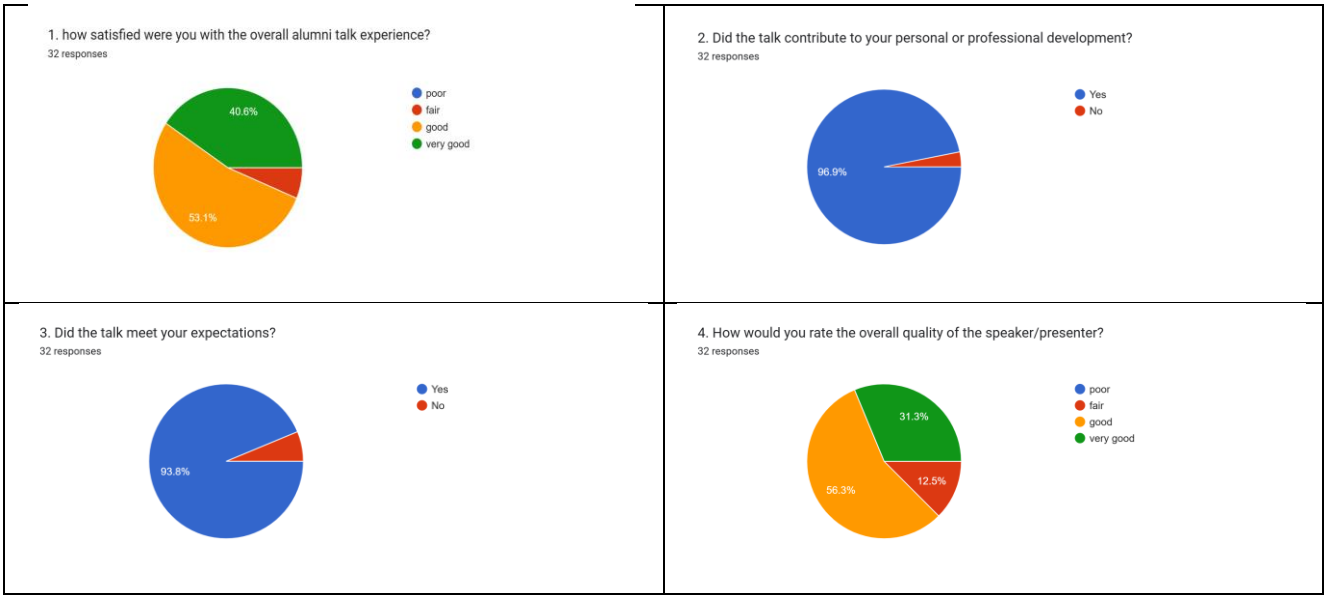



GPS Map Camera
Bengaluru, Karnataka, India
Reva University Swami Vivekananda
Block, Sh 104, Srinivasa Nagar, Bengaluru,
Karnataka 560064, India
Lat 13.115006° Long 77.634634°
28/03/2025 11:09 AM GMT +05:30
Google


GPS Map Camera
Bengaluru, Karnataka, India
Reva University Swami Vivekananda
Block, Sh 104, Srinivasa Nagar, Bengaluru,
Karnataka 560064, India
Lat 13.115004° Long 77.634633°
28/03/2025 11:44 AM GMT +05:30
Google


Exploring the power of Python
GPS Map Camera
Bengaluru, Karnataka, India
Reva University Swami Vivekananda
Block, Sh 104, Srinivasa Nagar, Bengaluru,
Karnataka 560064, India
Lat 13.115006° Long 77.634629°
28/03/2025 10:55 AM GMT +05:30
Google

Feedback


1. how satisfied were you with the overall alumni talk experience?
32 responses
40.6%
53.1%
poor
fair
good
very good
2. Did the talk contribute to your personal or professional development?
32 responses
96.9%
Yes
No
3. Did the talk meet your expectations?
32 responses
93.8%
Yes
No
4. How would you rate the overall quality of the speaker/presenter?
32 responses
31.3%
56.3%
12.5%
poor
fair
good
very good