Government J. Buana College

GUIDELINES ON ORGANISING EVENTS

Policy No. 4 of 2022

GOVERNMENT J. BUANA COLLEGE
GUIDELINES FOR ORGANISING EVENTS
PREPARED BY THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

      In an effort to raise the standards of all academic, co-curricular and extra-curricular activities, and in order to standardise the methods of organising and reporting said events, the Internal Quality Assurance Cell (IQAC) hereby establishes the following guidelines. These guidelines are to be followed by all Departments, Committees, Cells, Boards and Clubs to the best of their abilities.

1. CONCEPTUALISATION

(a) Organisers should ensure, as far as practicable, that every event they organise conforms to the requirements of the criteria for Assessment & Accreditation by the *National Assessment and Accreditation Council (NAAC)*.

(b) The organisers should, therefore, consult the *"Manual for Self-Study Report (SSR) for Affiliated/ Constituent UG & PG Colleges"* from time to time.

(c) A tentative programme of the event along with a budget (if required) should be drafted.

2. SCHEDULING

(a) Organisers should contact the IQAC to ensure that there are no other events planned on the same date.

(b) If there is a scheduling conflict with another predetermined event, organisers should consider changing the date or discuss it with the IQAC.

(c) Organisers should take care not to schedule events during examinations, public holidays and college events.

3. PERMISSION

(a) Organisers should seek authorisation from the principal **in writing**. Organisers can refer to the sample letter attached as **Annexure I**.

(b) After permission has been obtained from the principal, the organisers shall put up notifications (to be printed on their letterhead, duly signed and dated by the authority concerned) on the college noticeboard. A sample notification is attached as **Annexure II**. They should ensure that copies are forwarded to relevant persons/bodies, such as the IQAC (who will coordinate the scheduling of all college related events), the ICT Committee (who will upload it on the ERP "College Notice" section, the college website, etc).

Principal
Govt. J. Buana College
Lunglei : Mizoram

4. PREPARATION

(a) The organising body should take care when organising an event and ensure that adequate preparations are undertaken beforehand.

(b) The schedule of the programme (programme sheet) should be finalised.

(c) Invitations to guests/resource persons/invitees should have been sent out with adequate time before the main event.

(d) Contingency plans should be available for unanticipated events or emergencies such as when a guest or resource person is unavailable at the last minute, or if the power supply is down during the middle of an event, etc.

(e) A banner for the event should be prepared. This can either be a flex printed banner or one projected on the background using a projector. Considering the aim of paperless e-governance within the college, the latter should be preferred as far as practicable.

(f) Organisers are also encouraged to create flyers to be uploaded to the college's various social media accounts.

(g) It is important that the target audience are well-informed of the event prior to its commencement. Therefore, organisers should put up notifications on the college notice boards, ERP system as well as the college's various social media accounts. Flyers/posters may also be posted.

(h) **A self-record attendance sheet for students should be printed out from the ERP system by consulting members of the ICT Committee.**

(i) Some events may be time-constrained. For example, an event may be organised during the college's third period i.e., a duration of one hour. In such instances, care should be taken so as to conclude the event within the allotted time slot.

(j) A detailed budget, if required, should be prepared at the time of conception. However, care should be taken to not incur unnecessary expenses.

(k) If the services of external business entities such as catering, lights, sound, video and still photography, etc. are to be utilised, such persons or companies should be booked well in advance of the event.

(l) If payments are to be made, organisers should always obtain receipts. For persons/business entities that do not issue receipts, blank expense vouchers (attached as **Annexure III**) are to be printed out. These expense vouchers should then be filled up and signed by the person/business entity whose services have been rendered.

(m) Responsibilities should be allocated among members of the organising body. It is important to distribute tasks among the team members not only at the preparation stage, but also during the event. For example, one member of the team is responsible for the registration, another member for greeting the speakers, a different member for the equipment, for catering, communication with the press, etc. Every person needs to have his or her responsibility, which he or she should be responsible for throughout the entire duration of the event.

(n) A self-record attendance sheet for faculty members (attached as **Annexure IV**) should be printed out.

(o) If the event is to be open to the public, a press release should be drafted and made ready before the event. This press release can be edited and finalised on the day of the event and is to be distributed to members of the press latest by 2:00 PM even if the event has not yet concluded.

(p) If video coverage by news channels is desired, the relevant news agencies (ZONET, LPS, Doordarshan, etc.) should be contacted/invited in advance of the event. In certain instances, these news channels can accept video footage from the organisers. Therefore, organisers should communicate clearly with the news channels of their requirements.

(q) In instances where certificates of participation/awards are to be presented to the guests/resource persons/participants, it is required to have these certificates ready to be distributed on the day of the event. Therefore, such certificates should be prepared/printed in advance.

(r) In cases where the activities to be conducted might contain a risk of injury to the participants, a detailed risk assessment should be conducted prior to the event and appropriate preventative measures such as a safety training session should be organised (e.g.: NSS/Youth Adventure Club activities where there is a risk of physical injury). The organisers should also be ready with a first-aid kit in such instances.

(s) Organisers should carry out a final check 24 hours before the event. They should make sure that invitations have been received by all relevant parties, that the participants are informed of how to get to the venue, and that all relevant PowerPoint presentations and printed materials are in order.

(t) Organisers should make sure that everyone understands his or her tasks and responsibilities.

5. DAY OF EVENT – BEFORE THE EVENT

(a) Organisers should make sure that the venue of the event is clean, prepared and made ready for the event at least an hour before the commencement of the event.

(b) The event banner, if available, should be installed on the stage. Otherwise, a projector can be utilised to project a background image in lieu of a physical banner.

(c) Catering, lights, sound, video and still photography, etc should be ready and on standby.

(d) Equipment like speakers, sound mixers, microphones, lights, projectors, laptops, etc. should be installed, tested and ready.

(e) If PowerPoint presentations are to be utilised, the relevant slides should be opened and ready on the laptop/PC.

(f) If the event requires a working wireless internet connection (for example, if an online programme is to be conducted), then the organisers should make sure that redundant internet connectivity is arranged for in advance. For example, if the college Wi-Fi is utilised, one of the organisers should be ready to start a personal hotspot on their phone in case the primary internet connection is disrupted.

(g) If the event is to receive media coverage, news agencies (such as ZONET) may request their microphones/audio recorders to be positioned near/on the podium. In such instances, these microphones/audio recorders are to be clipped near the main microphone on the lectern.

(h) If the event is to be recorded for the purpose uploading to the college YouTube account, organisers should record the audio directly from the sound mixer to ensure a clean and clear audio for video editing.

6. DAY OF EVENT – DURING THE EVENT

(a) Organisers should ensure that only geotagged photographs are taken of the event. In case of events where there is the necessity of documentation, for example, during a cleanliness drive, organisers

should ensure that several geotagged photographs of the students engaging in the clean-up activity be taken. At the end of the programme, a group photograph with the banner should also be taken.

(b) The attendance sheet for students is to be circulated and signed by them.

(c) The faculty members should record their names and signatures on a separate attendance sheet.

7. POST-EVENT

(a) Organisers should ensure that the venue is left clean and tidy, and the banner (if applicable) taken down.

(b) All equipment used during the event must be returned.

(c) Organisers should ensure that there is a dedicated person responsible for writing the report. This person should ensure that all the requisite documentation are available.

(d) If funding has been sanctioned by the principal, then a detailed statement of expenditure should be submitted to the college office. This should be accompanied by the receipts and/or expense vouchers.

8. DOCUMENTATION

The following records of the event are to be maintained by the secretaries of the organisers:

(a) Documentary proof of conceptualisation of the programme. This can be **meeting minutes** detailing an intent to organise the programme. Therefore, all Departments, Committees, Cells, Boards and Clubs must maintain a Minutes Book of Meetings for every academic year.

(b) A signed **letter to the principal** requesting his/her approval to organise said event. The principal would, in turn, write his approval with his signature on the letter.

(c) **Notification** of the event.

(d) **Attendance sheets** for students and faculty members.

(e) If funding has been sanctioned by the principal, a **budget** and a detailed **statement of expenditure** should be prepared and submitted to the college office. **Receipts** should be provided by all the shops, companies or entities whose services were engaged. These include payments to caterers, lights and sound companies, photographers, videographers, etc. **Expense vouchers** should also be printed out and made ready for payments to guests, resource persons or parties who do not usually provide receipts for the goods or services they render. Organisers should also make sure that such persons fill up the vouchers and sign them accordingly.

(f) After the conclusion of the programme, the organisers should write a **report** (sample report attached as **Annexure V**) within seven (7) days. The report should contain the signatures of both the Chairman and Secretary. This report must include the following:

(i) Details of the **programme**.
(ii) Number of **students** and **faculty** present.
(iii) **Geotagged photographs**.

(g) A scanned copy of the report is to be submitted to the Secretary, ICT Committee to be uploaded to the ERP system and the college website.

Sample Letter to the Principal

USE DEPARTMENT/COMMITTEE/CELL/CLUB LETTERHEAD

To,   Date: 1st October 2022

The Principal
Government J. Buana College
Lunglei

Subj: Proposal to organise a Career Guidance Programme on 20th October 2022.

Sir,

The Career Guidance & Placement Cell wishes to organise a Career Guidance Programme for V Semester students on the topic: "Career Opportunities in the Banking and Corporate Sectors." It is hoped that this programme will help widen the students' perspectives on their future careers and offer guidance to those wishing to join the banking or corporate worlds.

Mr. John Doe, Regional Manager, State Bank of India and Ms. Jane Smith, Regional Head – Human Resources, Tata Consultancy Services, have been tentatively engaged to speak on the day.

The Cell also proposes to award Rs. 1,000/- (Rupees One Thousand Only) each and certificates of appreciation to the resource persons as a gesture of gratitude for their time. Lunch for the resource persons as well as the organisers is also proposed to be arranged. A detailed budget is enclosed for your perusal.

The tentative schedule of the programme is as follows:

Date: 20th October 2022 (Thursday)
Time: 2:00 PM
Venue: Multipurpose Hall, GJBC

I hope the above proposal is acceptable and request that you grant the Cell permission to organise the programme.

Thanking you.

Yours sincerely,

Encl: Budget.

(LALSANGPUII)
Chairman
Career Guidance & Placement Cell

Sample Notification

No. A/1/2022-2023/CG&PC   Dated Lungei the 3rd of October, 2022

NOTIFICATION

This is to notify all concerned that the Career Guidance & Placement Cell, GJBC is organising a Career Guidance Programme for **V Semester students** on "**Career Opportunities in the Banking and Corporate Sectors**."

The following resource persons will be giving a lecture on their respective fields:

- **Mr. John Doe**, Regional Manager, State Bank of India
- **Ms. Jane Smith**, Regional Head – Human Resources, Tata Consultancy Services

Details of the programme are as follows:

       Date: **20th October 2022 (Thursday)**

       Time: **2:00 PM**

       Venue: Multipurpose Hall, GJBC

Attendance is compulsory for all V Semester students.

This notification is issued with the approval of the Principal dated 1st October 2022.

Sd/-
(LALRINCHHANI)
Secretary
Career Guidance & Placement Cell

Copy to:

1. The Coordinator, Internal Quality Assurance Cell (IQAC)
2. The Secretary, Information & Communications Technology (ICT) Cell
3. Guard File

(LALRINCHHANI)
Secretary
Career Guidance & Placement Cell

EXPENSE VOUCHERS

IF EXPENSE VOUCHERS ARE REQUIRED, PRINT THE TEMPLATE ATTACHED IN THE NEXT PAGE AND CUT IT TO CREATE THREE SEPARATE VOUCHERS PER PRINTED PAGE. PRINT AS MANY COPIES AS MAY BE REQUIRED.

EXPENSE VOUCHER

No. ……………………

Date: …………………

Received with thanks a sum of ₹ ………………………………………………………………………

(……………………………………………………………………………………………) only

From: Govt. J. Buana College **on account of:-**

PARTICULARS	AMOUNT
TOTAL	

NAME: …………………………………………… SIGNATURE: …………………………………

EXPENSE VOUCHER

No. ……………………

Date: …………………

Received with thanks a sum of ₹ ………………………………………………………………………

(……………………………………………………………………………………………) only

From: Govt. J. Buana College **on account of:-**

PARTICULARS	AMOUNT
TOTAL	

NAME: …………………………………………… SIGNATURE: …………………………………

EXPENSE VOUCHER

No. ……………………

Date: …………………

Received with thanks a sum of ₹ ………………………………………………………………………

(……………………………………………………………………………………………) only

From: Govt. J. Buana College **on account of:-**

PARTICULARS	AMOUNT
TOTAL	

NAME: …………………………………………… SIGNATURE: …………………………………

Attendance Sheet for Faculty

Activity / Event: _____

_____

Organised by: _____

_____

Date: _____

Sl. No.	Name of Faculty	Department	Signature

Sample Report

REPORT ON
International Webinar on the Constitutional Status of
the Indigenous Peoples of USA and India in Comparison

Vanlalmuana, Organising Secretary
2nd November, 2021

The international webinar (online seminar) jointly organised by the Department of Political Science and Department of Commerce took place on 2nd November, 2021 at 7:00 PM via. Google Meet online video conferencing platform subscribed by the college.

Dr. Lalnundika Hnamte, Organising Chairman and Assistant Professor in the Department of Political Science hosted the webinar and started with a brief welcome address to all participants.

Prof. Jangkhongam Doungel, Fulbright Senior Research Fellow, University of Cincinnati, Ohio State of USA was the Resource Person. He comparatively analyzed the executive, legislative, judicial and financial positions of the Native Americans (Red Indians) under the Constitution of USA and the tribals of Northeast India under the Sixth Schedule to the Constitution of India. He also deliberated on the certain grievances and limitations in the functioning of the tribal nation governments of the native American tribes and the autonomous district councils and other councils of the Northeast tribals.

The lecture was followed by interactive session where participants asked questions to the Resource Person in the chat box.

On invitation of the Host, Prof. J. Zorema, Principal of the college make a short address.

The international webinar concluded with a brief vote of thanks delivered by Mr. Vanlalmuana, Organising Secretary and Head of Department of Commerce.

During the session, 245 participants logged in while 150 members were active throughout. E-certificates for participation are mailed to all participants who filled up the form. The entire session lasted for a little over two hours. It commenced at 7:00 PM and ended at 9:15 PM.

Link for Video of Webinar:

https://www.youtube.com/watch?v=j2CUN3tkjOc

Photo images of the webinar are shown in the next page:

Figure 1: Dr. Lalnundika Hnamte, Organising Chairman & Asst. Professor, Dept. of Political Science, hosted the webinar

Figure 2: Prof. Jangkhongam Doungel, Resource Person delivers lecture

Figure 3: Prof. Jangkhongam Doungel, Fulbright Senior Research Fellow, University of Cincinnati, Ohio, USA

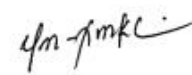*Figure 4: International Webinar flyer and Resource Person on screen*

Figure 5: Prof. J. Zorema, Principal, Govt. J. Buana College

Figure 6: Mr. Vanlalmuana, Organising Secretary, Head of Dept. of Commerce, delivers Vote of Thanks

(Dr. LALNUNDIKA HNAMTE)
Organising Chairman

(VANLALMUANA)
Organising Secretary

Event Flyer:

Detailed Programme:

INTERNATIONAL WEBINAR
The Constitutional Status of the Indigenous Peoples of USA
and India in Comparison

Date: 2nd November, 2021
Time: 7:00 PM – 9:00 PM IST

Host:
Dr. LALNUNDIKA HNAMTE
Assistant Professor
Department of Political Science
Govt. J. Buana College, Lunglei

Welcome Address:
Prof. J. ZOREMA
Principal
Govt. J. Buana College, Lunglei

Resource Person:
Prof. JANGKHONGAM DOUNGEL
Fulbright Senior Research Fellow
Department of Political Science
University of Cincinnati, Ohio, USA

Vote of Thanks:
Mr. VANLALMUANA
Assistant Professor & Head
Department of Commerce
Govt. J. Buana College, Lunglei

CHECKLIST FOR ORGANISING EVENTS

PREPARED BY THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

Please check ☑ whichever boxes are applicable for the event that is being organised.

1. Conceptualisation

☐ The event conforms to the requirements of the criteria for Assessment & Accreditation by NAAC.
☐ A tentative programme has been drafted.
☐ *(If required)* A budget has been prepared.

2. Scheduling

☐ The IQAC has been contacted to ensure no other events are planned on the same date.
☐ The event has not been scheduled during examinations, public holidays or college events.

3. Permission

☐ Authorisation has been obtained from the principal **in writing** (Annexure I).
☐ Notification (on letterhead, duly signed and dated) is put up on the college noticeboard (Annexure II).
☐ The notification is copied to relevant persons/bodies such as the IQAC, ICT Committee, etc.

4. Preparation

☐ The schedule of programme has been finalised.
☐ Invitations to guests/resource persons/invitees have been sent out.
☐ Contingency plans are in place.
☐ A banner for the event has been prepared (use of projectors should be preferred, as far as possible).
☐ Flyers for the event have been created.
☐ The target audience have been informed of the event.
☐ Attendance sheets for students (from ERP system) and faculty (Annexure IV) have been printed out.
☐ *(If required)* A detailed budget has been prepared.
☐ *(If required)* Catering has been arranged for the event.
☐ *(If required)* Lights and Sound have been arranged for the event.
☐ *(If required)* A videographer has been arranged for the event.
☐ *(If required)* A photographer has been arranged for the event.
☐ *(If required)* Blank payment receipts (Annexure III) are printed out.
☐ *(If required)* Draft press release is made ready, to be distributed to members of the press by 2:00 PM.
☐ *(If required)* Relevant news agencies (ZONET, LPS, Doordarshan, etc) have been contacted/invited.
☐ *(If required)* Certificates of participation/awards have been prepared.
☐ *(If required)* A detailed risk assessment has been conducted prior to the event and appropriate preventative measures such as safety training sessions have been organised. A first-aid kit has also been prepared.
☐ A final check for all items has been made 24 hours before the event.

5. Day of Event – Before the Event

☐ The venue is cleaned, prepared and made ready for the event.
☐ The event banner has been installed/put up.
☐ *(If required)* Catering is confirmed.
☐ *(If required)* Lights and Sound have been checked and ready.
☐ *(If required)* A videographer is on standby.
☐ *(If required)* A photographer is on standby.
☐ *(If required)* The projector & laptop/PC are ready for use.
☐ *(If required)* If PowerPoint presentations are to be utilised, the relevant slides are opened and ready on the laptop/PC.
☐ *(If required)* Internet connection is checked and ready, and a backup (mobile hotspot) is ready.
☐ *(If required)* If requested by members of the media, their microphones/audio recorders are clipped near the microphone on the lectern.
☐ *(If required)* The audio is recorded directly from the sound mixer for video recordings to be uploaded to the college YouTube account.

6. Day of Event – During the Event

☐ Geotagged photographs are taken of the event (use *"TimestampCamera"* app to ensure uniformity).
☐ The attendance sheets are circulated to the students and faculty members.

7. Post-Event

☐ The venue is left clean and tidy, and the banner (if applicable) is taken down.
☐ All equipment used have been returned.
☐ A person has been designated to write a report for the event.
☐ *(If required)* Receipts for expenditures have been obtained (if funding has been sanctioned by the principal).
☐ *(If required)* A statement of expenditure is submitted to the college office (if funding has been sanctioned by the principal).

8. Documentation

The following documents have been prepared and made ready:

☐ Schedule of the programme (programme sheet) for the event.
☐ Signed letter to the principal (Annexure I) requesting his/her approval to organise said event.
☐ Notification (Annexure II).
☐ Geotagged photographs.
☐ Attendance sheet for students (to be printed out from the ERP system).
☐ Attendance sheet for faculty (Annexure IV).
☐ *(If required)* Budget.
☐ *(If required)* Receipts and/or expense vouchers (Annexure III) (for submission to the college office only).
☐ *(If required)* Statement of Expenditure (for submission to the college office only).
☐ Report of the event (Annexure V).
☐ Copy of report submitted to Secretary, ICT, for upload to ERP system and college website.