**Instructions and Guidelines**

**If organizing an event, make sure:**

**Pre-Event**

* Every event must register on website [www.dbgidoon.ac.in](http://www.dbgidoon.ac.in) via sending it on [webteam@dbgidoon.ac.in](mailto:webteam@dbgidoon.ac.in) at least 2 days before the event.
* Event Banner for the event is mandatory to be designed once the event is registered on the website.
* Certificates/Other Printing materials regarding the same should also be designed within the timeframe.
* Photographs of the event are compulsory; therefore make sure to get your event covered through the photographer.
* Must organize a departmental meeting regarding the event.
* Further, the Minutes of Meeting (MOM) must be prepared as per the format. MOM must consist of the signature of every person involved in the meeting.
* Once, everything decided, the concerned person must take permission from the Directors or the concerned authorities according to the prescribed format attached in the event file.
* If one has invited a speaker, judge or any other guest for the event then **the confirmation must be taken on the official mail,** and the copy of the same should be attached with the event file along with the bio-data of the respective person.
* Make sure to display the notice on the Department Notice Board.
* The same notice along with the ‘Website Event Registration Performa’ must be sent to the web team on ‘**webteam@dbgidoon.ac.in’**at least before 2-3 days of the event.
* The Website Event Performa must be filled exactly as per the prescribed instruction in the same.
* The content in the Event Performa must be original thus should not be copied from the Internet.

**During the Event**

* Make sure to get the participant attendance form ‘**signed’** by each participant.
* Attendance should be taken session wise.
* The respective ‘**Event Coordinator’** must verify the attendance form.
* Feedback form should get filled by every participant.
* The certificate receiving list needs to get signed by every receiver.

**Post Event**

* After the completion of the event, one must submit the completed event file as per the instructions.
* The event file must be submitted within the 4 working days of the completion of the event.
* The concerned department must provide at least 20 **good** photographs of the event to the Digital Team at ‘**webteam@dbgidoon.ac.in.**
* The conclusion of the event, thus whether the aim has been fulfilled, feedback and the learning etc. must be added in the event file.
* The sample of the certificate must be submitted along with the event file.
* The sequence of the documents in the event file must be as per the index in the attached file.

**Name of College : …………………………………………………………………………….**

**Name of HOD : …………………………………………………………………………….....**

**Department Name : …………………………………………………………………………….**

**Name of Event Co-ordinator : ……………………………………………………………….**

**EVENT DETAILS**

1. **Name of Event :**
2. **Date of Event:**  **Duration of Event (In Days) :**
3. **Number of Participants:**
4. **Sanctioned Budget(In Rs) :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Total Expenditure(InRs)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Enclosure:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SNO** | **Document Details** | **yes** | **NO** | **Remarks** |
| 01 | Minuts of the meeting |  |  |  |
| 02 | Permission Letter from Director with Budget |  |  |  |
| 03 | Communication mail with resource person |  |  |  |
| 04 | Notices ( Department Notice Board ) |  |  |  |
| 05 | Resume of Resource Person ( Guest Lecture/Worshop) |  |  |  |
| 06 | Schedule of Event ( In website ) |  |  |  |
| 07 | Student Attendance ( With Sig) |  |  |  |
| 08 | Photographs ( Min 5 ) |  |  |  |
| 09 | Thanks giving letter/certificate to Resource Person |  |  |  |
| 10 | Feedback (Guest and Audience ) |  |  |  |
| 11 | Sample Certificate ( Students/Audience) |  |  |  |
| 12 | Expense Details with Receipts copy |  |  |  |
| 13 | Website Upload |  |  |  |
| 14 | News Paper cutting (Press Release) |  |  |  |

**Submited Date Verified By( Name& Signature)**

**Dated : 05/04/2019**

**Minutes of the Meeting**

* **Agenda of Meeting :**
* **Date ,Time& Place of Meeting :**
* **Meeting Headed By** :
* **Member present in Meeting**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sno** | **Name** | **Designation** | **Signature** |
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**Point Discussed :**

* **Conclusion :**

**Signature**

**(Head Of Meeting)**

**Permission Letter from Director**

Dated : 05/04/2019

To

Director

Dev Bhoomi Institute of Technology

Dehradun.

**Subject : To Organize Guest Lecture on Placement Talk.**

Respected sir,

As per the meeting held between the faculty members of MCA department about the Agenda “To float proper knowledge regarding placement among the students”. We discussed some points regarding placements and decided to Organize a **Guest Lecture on Placement talk** which will be delivered by **Dr. Manisha Maiduli** in which she will discuss various point and involved the students in certain activities.

So Kindly permit us for organize the event

Thanking You

**Event Coordinator (Signature ) HoD (Signature )**

Remarks(If Any )

**Director (Signature )**

**NOTICE (Department Notice Board )**

**Event Coordinator (Signature ) HoD (Signature )**

Remarks(If Any )

**Director (Signature )**

**WEBSITE EVENT REGISTRATION PERFORMA**

**Step-01: - Pre Event - Send following Details in Mail Id webteam@dbgidoon.ac.in at least before 2-3 days**

|  |  |  |
| --- | --- | --- |
| **Event Title:** |  | |
| **Event category ( Workshop/Guest Lecture/Seminar/Education Visit etc)** |  | |
| **About Event (Minimum 200 words):** |  | |
| **AIM of the Events (Min 5 Points):** |  | |
| **Content of the Event ( In Case of Workshop, Seminar, Guest Lecture)** |  | |
| **Highlights of Events** |  | |
| **Speakers of the Events:**  **(Name, E- Mail ID, Designation, Organization Name, Photograph. Resume)** | **NAME** |  |
| **E-Mail ID** |  |
| **Designation & Experience** |  |
| **Organization** |  |
| **Department Name ( Full Name)** |  | |
| **Course Name (Participants):** |  | |
| **Date Time & Venue of Events:** |  | |
| **Event Coordinator & Organizing Team Members** |  | |
| **Contact Person** |  | |

**Note: The Speaker Photograph Should in .jpeg format and Resume in Pdf Format Only.**

**In Case Workshop**

**Student Attendence ( Session Wise )**

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| **SNO** | **Session No** | **STUDENT NAME( BLOCK LETTER)** | **COURSE/SEM** | **SIGNATURE** |
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**Submited Date : Event Cordinator ( Name& Signature)**

**EVENT FEEDBACK FORM**

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| --- |
| Your feedback is critical for us to ensure we are meeting your educational needs. We would appreciate if you could take a few minutes to share your opinions with us so we can serve you better.  **Please return this form to the instructor or organizer at the end of the workshop.** |
| Workshop title: **…………………………………………………………………………………………**  **Date: ……………………………………………………………………………………………………**  **Instructor/s:…………………………………………………………………………………………….** |

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| --- | --- | --- | --- | --- | --- | --- |
| **SNO** |  | **1** | **2** | **3** | **4** | **5** |
| **01** | Has all the workshop covered all the contents announced? |  |  |  |  |  |
| **02** | Have you gained any interest in the topic and to practice later? |  |  |  |  |  |
| **03** | Are the trainers clarified all your doubts and queries? |  |  |  |  |  |
| **04** | Is the information presented, questions asked and quiz conducted useful to get clarity? |  |  |  |  |  |
| **05** | Are the trainers will organized and planned for the session? |  |  |  |  |  |
| **06** | 1. Do you feel confident in what you have learned and to apply it where needed? |  |  |  |  |  |
| **07** | 1. Are the trainers delivered the content with great passion and expertise? |  |  |  |  |  |
| **08** | 1. Are you interested in any future knowledge sharing sessions from the team? |  |  |  |  |  |
| **09** | Given the topic, was this workshop:  a. Too short  b. Right length  c. Too long | | | | | |
| **10** | In your opinion, was this workshop:  a. Introductory  b. Intermediate  c. Advanced | | | | | |
| **11** | Please rate the following:     * 1. Visuals   2. Acoustics   3. Meeting space   4. Handouts   5. The program overall |  |  |  |  |  |
| **12** | What did you most appreciate/enjoy/think was best about the course? Any suggestions for improvement? |  |  |  |  |  |
|  | **Total** |  | | | | |

**Comment (If Any )**

**Thanks giving letter/certificate to Resource Person /Participants ( Sample )**

**List of certificate Receiving**

|  |  |  |  |
| --- | --- | --- | --- |
| **SNO** | **STUDENT NAME( BLOCK LETTER)** | **COURSE/SEM** | **Certificate Received By ( Signature)** |
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**Photos / Press**

**( At Least 6 Photos Need to be paste here)**

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**Expense Details with Receipts copy**

**Conclusion of the event**