



DEV BHOOMI GROUP OF INSTITUTIONS

DEHRADUN, UTTARAKHAND

Approved By AICTE, MHRD, Govt of India, Affiliated to UTU, SDSUV, UOU, COA, UBTER
Website : www.dbgidoon.ac.in | Email ID: Info @dbgidoon.ac.in | Toll Free No : 1800 103 4049

Instructions and Guidelines

If organizing an event, make sure:

Pre-Event

- Every event must register on website www.dbgidoon.ac.in via sending it on 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.



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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/Worshon)			
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)			

Submitted Date

Verified By(Name & Signature)

Dated : 05/04/2019



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Minutes of the Meeting

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

Sno	Name	Designation	Signature
01			
02			
03			
04			
05			
06			
07			
08			
09			
10			

Point Discussed :

- Conclusion :

Signature
(Head Of Meeting)



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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)



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NOTICE (Department Notice Board)

Event Coordinator (Signature)

HoD (Signature)

Remarks(If Any)

Director (Signature)



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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**



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EVENT FEEDBACK FORM

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:.....

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	Do you feel confident in what you have learned and to apply it where needed?					
07	Are the trainers delivered the content with great passion and expertise?					
08	Are you interested in any future knowledge sharing sessions from the team?					
09	Given the topic, was this workshop: <input type="checkbox"/> a. Too short <input type="checkbox"/> b. Right length <input type="checkbox"/> c. Too long					
10	In your opinion, was this workshop: <input type="checkbox"/> a. Introductory <input type="checkbox"/> b. Intermediate <input type="checkbox"/> c. Advanced					
11	Please rate the following: a. Visuals b. Acoustics c. Meeting space d. Handouts e. The program overall					
12	What did you most appreciate/enjoy/think was best about the course? Any suggestions for improvement?					
Total						

Comment (If Any)

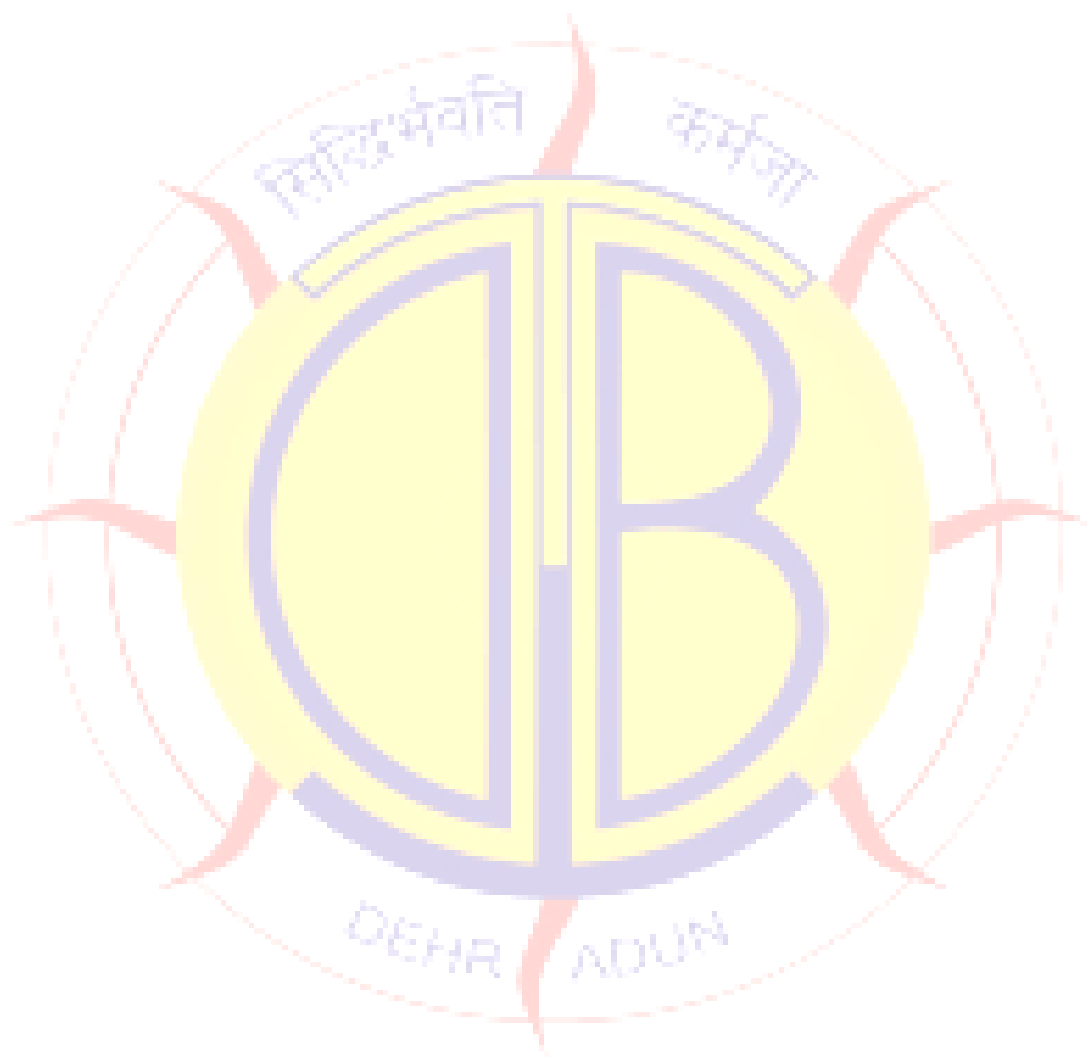


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Thanks giving letter/certificate to Resource Person /Participants (Sample)





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Photos / Press

(At Least 6 Photos Need to be paste here)

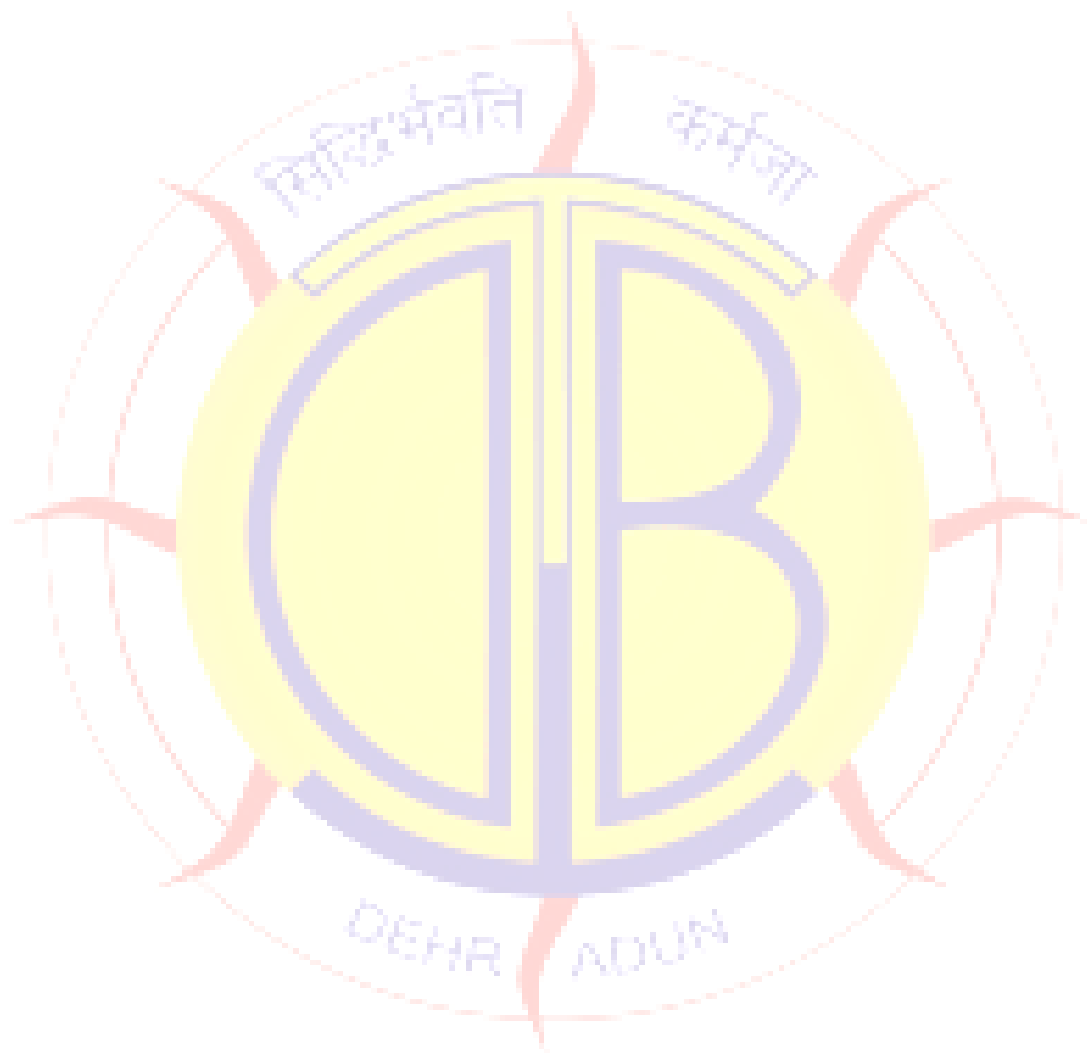


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Expense Details with Receipts copy





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Conclusion of the event

