



## Conduct of Activities and Events *Draft*

A competent / suitable committee (Activities and Events) will look-after all the works related to planning, conduct, monitoring and reporting of each of the activities and events. Entire documentation will also be taken care by the concerned committee.

The activities and events – to be covered – are not limited to . It means all the activities and events conducted within the campus are covered under this policy. In general, for strict compliance, no charges (in any form) are to be taken / collected from the students.

### 1. List of Major Activities and Events

The major list of activities and events – for planning and compliance are as per following :

Category	Key Activities
Environmental & Sustainability	Plantation drives, Swachh Bharat, Clean drives (plastic, water, land, air), Save energy campaigns, Pollution & solid waste management awareness, Eco-friendly community outreach, Beyond-campus cleanliness initiatives
Health, Safety & Well-being	First aid awareness, Blood donation camps, Medical camps, Disaster response, HIV/AIDS awareness, Safety measures drives, Anti-drug campaigns, Life-skill programs (yoga, meditation, health, counseling, mental health)
Cultural, Social & National Programs	Eik Bharat Shreshth Bharat, Azadi Ka Amrit Mahotsav, Annual fest/unifest, Cultural events, Sports & games, Celebration of festivals & patriotic/national days, Guest lectures/seminars/workshops (academia, industry, Indian Knowledge Systems), Club & society activities
Education, Employability & Skill Development	Career counseling & mentoring, Job fairs & placement drives, Personality / aptitude / communication / soft skills workshops, Entrepreneurship awareness camps, Programming / software training, Coding classes, GATE/GRE preparation, Capacity building & skill development, Seminars/webinars on education opportunities (India & abroad)
Community Outreach & Extension	Gender equality & women safety programs, Literacy & gender ratio improvement, School reach-out & rural education, Village-focused initiatives (clean village, disease-free village, sports promotion, energy literacy), Food/book/clothing/medicine donation drives, Constitutional awareness, Resource sustainability awareness, NCC/NSS/NGO collaborations
Innovation & Professional Development	Project exhibitions, Open house technical models, Ideathons, Hackathons, Activities related to MOUs & professional societies, Career development programs, Industry-academia expert talks
Student & Faculty Development	Student council activities (administrative, co-curricular, extracurricular), Faculty training on psychological issues, Lectures/seminars on value education



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## Alternate;

The detailed list of all the activities and events to be conducted / organized is re-arranged - as per following :

S. No.	Major Category	Activity / Event	To be taken care by
1	Environmental & Sustainability	Plantation	Dean-SW
2	Environmental & Sustainability	Swachh Bharat	Dean-SW
3	Environmental & Sustainability	Clean Drive (Plastic / Water / Land / Air)	Dean-SW
4	Environmental & Sustainability	Save Energy Drive	Dean-SW
5	Environmental & Sustainability	Pollution & Solid Waste Management Awareness	Dean-SW
6	Environmental & Sustainability	Eco-friendly Communities / Village Outreach	Dean-SW
7	Environmental & Sustainability	Beyond Campus Cleanliness Initiatives	Dean-SW
8	Health, Safety & Well-being	First Aid Help / Awareness	Dean-SW
9	Health, Safety & Well-being	Blood Donation Camp	Dean-SW
10	Health, Safety & Well-being	Medical Camps	Dean-SW
11	Health, Safety & Well-being	Disaster Response	Dean-SW
12	Health, Safety & Well-being	HIV/AIDS Awareness / Blood Bank Programs	Dean-SW
13	Health, Safety & Well-being	Safety Measures Awareness / Drive	Dean-SW
14	Health, Safety & Well-being	Anti-drug Campaigns	Dean-SW
15	Health, Safety & Well-being	Life-skill Programs (Yoga / Meditation / Counselling / Mental Health)	Dean-SW
16	Cultural, Social & National Programs	Eik Bharat Shreshth Bharat	Dean-SW
17	Cultural, Social & National Programs	Azadi Ka Amrit Mahotsav	Dean-SW
18	Cultural, Social & National Programs	Annual Fest / Unifest	Dean-SW
19	Cultural, Social & National Programs	Cultural Events	Dean-SW
20	Cultural, Social & National Programs	Games and Sports	Dean-SW
21	Cultural, Social & National Programs	Celebration of Festivals & Patriotic Days	Dean-SW
22	Cultural, Social & National Programs	Guest Lectures / Seminars / Workshops (Academia, Industry)	Concerned HOD
23	Cultural, Social & National Programs	Guest Lectures / Seminars / Workshops (IKS)	I/c-Value Education Cell
24	Cultural, Social & National Programs	Activities by Clubs / Societies / Student Chapters	Dean-SW
25	Education, Employability & Skill Development	Career Counseling & Mentoring	Concerned HOD
26	Education, Employability & Skill Development	Pooled Campus Interviews / Job Fairs / Placement Drives	Dean-SW



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27	Education, Employability & Skill Development	Personality Development Workshops	HOD-LLL Concerned HOD
28	Education, Employability & Skill Development	Aptitude Development Workshops / Tests	HOD-LLL Concerned HOD
29	Education, Employability & Skill Development	Communication & Soft Skills Training	HOD-LLL Concerned HOD
30	Education, Employability & Skill Development	Entrepreneurship Awareness Programs / Camps	IIC / E-cell / CEO of Startup Cell Foundation
31	Education, Employability & Skill Development	Programming / Software Workshops	Skill Dev. Cell / Concerned HODs
32	Education, Employability & Skill Development	Coding Classes	Skill Dev. Cell / Concerned HODs
33	Education, Employability & Skill Development	GATE / GRE Preparation Classes	Skill Dev. Cell / Concerned HODs
34	Education, Employability & Skill Development	Capacity Building & Skill Development Initiatives	Skill Dev. Cell / Concerned HODs
35	Education, Employability & Skill Development	Seminars / Webinars on Education Opportunities (India & Abroad)	Concerned HODs
36	Community Outreach & Extension	Gender Equality / Women Safety Programs	Dean-SW
37	Community Outreach & Extension	Improve Gender Ratio Initiatives	Dean-SW
38	Community Outreach & Extension	Improve GER (Gross Enrollment Ratio)	Dean-SW
39	Community Outreach & Extension	School Reach-out Programs	Dean-SW
40	Community Outreach & Extension	Educating Rural Students	Dean-SW
41	Community Outreach & Extension	Literacy Improvement Programs	Dean-SW
42	Community Outreach & Extension	Empowered Women Communities	Dean-SW
43	Community Outreach & Extension	Village-focused Initiatives (Clean Village, Disease-free Village, Sports Promotion, Energy Literacy)	Community Development Cell
44	Community Outreach & Extension	Constitutional Awareness	Dean-SW
45	Community Outreach & Extension	Awareness on Finiteness of Resources	Dean-SW
46	Community Outreach & Extension	Donation Drives (Food / Books / Clothes / Medicines)	Dean-SW
47	Community Outreach & Extension	Food Relief / Food Packet Distribution	Dean-SW
48	Community Outreach & Extension	NCC / NSS / NGO Community Activities	Community Development Cell
49	Innovation & Professional Development	Project Exhibition	Dean-R&D
50	Innovation & Professional Development	Open House Exhibition of Technical Models	Dean-R&D
51	Innovation & Professional Development	Ideathon	Dean-R&D / Concerned HODs
52	Innovation & Professional Development	Hackathon	Dean-R&D / Concerned HODs



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S. No.	Major Category	Activity / Event	To be taken care by
53	Innovation & Professional Development	Activities Related to MOUs	Concerned HODs
54	Innovation & Professional Development	Activities Related to Professional Societies	Dean-SW
55	Innovation & Professional Development	Career Development Programs	Concerned HODs
56	Innovation & Professional Development	Industry-Academia Expert Talks	Concerned HODs, E-cells, CEO of Startup Cell Foundation
57	Student & Faculty Development	Student Council Activities (Administrative, Co-curricular, Extracurricular)	Dean-SW
58	Student & Faculty Development	Faculty Training on Psychological Issues of Students	I/c – Value Education Cell
59	Student & Faculty Development	Lectures & Seminars on Value Education	I/c – Value Education Cell
60	Any other activities / events – as assigned / applicable / deemed etc.		As assigned / deputed one

NOTE : Report with Notice, Poster, Attendance, Geotagged Photograph, Media-News, Reference to Social Media etc. is essentially required.

## 2. Awards and Recognitions

Further, the data related to Awards and recognitions received for extension activities / activities and events enlisted above - from government / government recognized bodies is to be maintained (by Dean-SW / Concerned HODs / Deans etc.):

- ⇒ NGO, School, Trust, Municipal Corporation, Hospital, Old Age Home, Flood relief organisation etc, Food Safety Wing etc.

(Dr. Brijesh Singh)  
Director (Officiating)

**Copy for information and necessary action to :**

1. Hon'ble Chairman and CEO sir
2. All the Deans and HODs, COE
3. IQAC, Registrar, ERP, Accounts, Library

**Record-keeping of Activities / Events**

**Details of the Activity / Event**

Session :

- 1 Date / Time of conduct / introduction :
- 2 Name / Title of the Activity / Event :
- 3 Short Description of the Activity / Event :
  
- 4 Level (International / National / State / District / College / Dept) :
- 5 Conducted / Organized by :
- 6 Type of Conduct : Online / Offline / Hybrid
- 7 Link (in case of Online Activity / Event) :
- 8 Venue (in case of Offline / Hybrid) :
- 9 Total Expenditure :
- 10 Received any Grant / Financial Assistance : Yes / No
- 11 Details of Grant Received (if any) :
- 12 POs addressed by this activity :
- 13 Targeted Beneficiary : Student / Faculty / Society / .....
- 14 Total No. of Participants :
- 15 Name of External Agency Involved :
- 16 Contact details of external agency involved :
- 17 Outcome of the Event (Learning / Benefits :  
to Student / Career / Faculty / Institute /  
Environment / Society etc.) :
- 18 Any Other Information :

**Documents related to the conduct of Activity / Event**

(Please mention N/A – if not required / concerned)

- 1 Proposal / Notice :
- 2 Pamphlet / Poster / Brochure / Flyer :
- 3 Speakers / Guests Details (as concerned) :  
(Name, Profile, Affiliation etc.) :
- 4 Registrations List and Attendance Record :
- 5 Evaluation / Assessment Record (if any) :
- 6 Copy of Certificates (Sample) :
- 7 Feedback (Sample) :
- 8 Report / Souvenir / Magazine / Newsletter :
- 9 Photographs (few Geotagged also) / Videos :  
(Sample) :
- 10 Details of Fund / Grant / Financial :  
Assistance Received :
- 11 Media News / Social Media Links :  
(Coverage) :
- 12 Any other :

Name & Signature of  
Department Coordinator

Name & Signature of  
HOD