

SHRI RAM COLLEGE OF COMMERCE

Approval Form For Organizing Students Programme

1	<u>Name of the Society / Cell</u>			
2	<u>Programme Title & Details:</u> Details of programme or activity proposed to be conducted. <i>Note: Use separate sheet for furnishing complete details, if required</i>			
3	<u>Programme Date(s), Timings & Venue(s):</u>			
4	<u>Infrastructure & Logistics:</u> Auditorium, Seminar Room, Open Area, Furniture, etc. required from the college. <i>Note: Use separate sheet for more details if required</i>	Place	Date	Timings
		<u>Other requirements:</u>		
5	<u>Speakers/Performers/VIPs:</u> Details of proposed speakers, performers, dignitaries or VIPs If yes, name, designation/profession and name of organization to which they belong <i>Note: Use separate sheet for more details, if required</i>	Name	Designation/ Profession	Organization
6	<u>Details of Participants:</u> 1. No. of SRCC Students 2. No. of external participants	SRCC Participants (Tentative)		
		External Students Participants (Tentative)		
7	<u>Prizes/Awards/Trophies:</u> Whether prizes or trophies are proposed to be awarded. If yes, type, number and value of such Prizes/ Awards	Prize / Award type	Total No.	Unit Value
8	<u>Security & safety arrangements:</u> Give details of proposed required security arrangements, if any, viz. Local Police, Private Security Guards, Special Guards, etc. <u>Other Arrangements:</u>	Type of Security		
		No.		

9	<p><u>Canopies, Artworks & Banners:</u> Whether temporary stage(s) for performance, canopies, structures, kiosks, hoardings, banners, posters, artworks, etc. are proposed for performance, publicity, decoration, etc. in the campus by the students' organizers or sponsors.</p> <p>If yes, mention their details & places where these are proposed to be placed.</p> <p><i>Note: Use separate sheet for complete details</i></p>																		
10	<p><u>Restoration:</u> Arrangements proposed to clear & remove left-overs, garbage, banners, posters and other material used for the programme in the college campus.</p>																		
11	<p><u>Budget:</u> Details of total tentative expenditure on proposed programme</p> <p><i>Note: Use separate format for details</i></p>																		
12	<p><u>Sources of Funds:</u> Give details of the proposed sources of funds & expected funds for meeting expenditure on the programme: Society funds, contribution from organizers / students, sponsorship, etc.</p>	<table border="1"> <thead> <tr> <th data-bbox="719 981 1251 1016">Sources of Funds</th> <th data-bbox="1251 981 1509 1016">Tentative Amt.</th> </tr> </thead> <tbody> <tr> <td data-bbox="719 1016 1251 1052">Society Fee/Funds</td> <td data-bbox="1251 1016 1509 1052"></td> </tr> <tr> <td data-bbox="719 1052 1251 1088">Sponsorships</td> <td data-bbox="1251 1052 1509 1088"></td> </tr> <tr> <td data-bbox="719 1088 1251 1124">Organizers Contribution</td> <td data-bbox="1251 1088 1509 1124"></td> </tr> <tr> <td data-bbox="719 1124 1251 1160">Registration / Entry Fee</td> <td data-bbox="1251 1124 1509 1160"></td> </tr> <tr> <td data-bbox="719 1160 1251 1196">Stall / Canopy / Stage Charges</td> <td data-bbox="1251 1160 1509 1196"></td> </tr> <tr> <td data-bbox="719 1196 1251 1232"></td> <td data-bbox="1251 1196 1509 1232"></td> </tr> <tr> <td data-bbox="719 1232 1251 1279" style="text-align: right;">Total</td> <td data-bbox="1251 1232 1509 1279"></td> </tr> </tbody> </table>	Sources of Funds	Tentative Amt.	Society Fee/Funds		Sponsorships		Organizers Contribution		Registration / Entry Fee		Stall / Canopy / Stage Charges				Total		
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13	<p><u>Any other relevant information:</u></p>																		

The activity /event shall be undertaken under my active guidance & supervision

Signature of Student In-charge /President

Signature of Faculty Advisor

Name :

Name:

Mobile No.:

Email :

For Office Use

Caretaker

A.O. (Admin)

Principal

Conditions for organizing programme

The Students' Organizers / Programme In-charge (Student) will be responsible for the following:

1. To finalize (i) concept of programme, (ii) required arrangements, (iii) management of programme and (iv) speakers/performers/guests/dignitaries to be invited in the programme in consultation with the faculty advisor.
2. To submit a complete date-wise final programme schedule signed by Student In-Charge and Faculty Advisor in the following format to the Admin Office **at least five days before the programme:**

Date	Timings	Venue	Programme	Name & Details of invited guests/speakers/performers
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3. To register the details of external participants, on-line or off-line, and to authenticate the entry of the participants through appointed volunteers at the gate of the college. A list of registered / actual participants from outside should be submitted with the Admin Office duly signed by the Society President / Student In-charge.

Sl. No.	Registration No.	Name	Course	Institution
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4. To ensure that the number of participants at the venue should not be more than its capacity.
5. To depute students volunteers in suitable number for programme coordination and management.
6. To make prior suitable arrangements for the hospitality of guests, speakers, dignitaries, including arrangement for proper refreshments, crockeries and waiters/servers (in case ministers/dignitaries are invited).
7. To inform the local police in case any minister or dignitary is invited in the programme or large footfall is expected in the programme proposed to be organized.
8. To fulfil deliverables assured to the sponsors.
9. To ensure that expenditure and commitments are made within the available funds and resources.
10. To submit in prescribed formats complete details of expenditure, bills for outstanding payments/claims, documents for reimbursement or adjustment of advance, if any, to the Account Office **within ten days** of conclusion of programme.
11. To deploy volunteers / outsourced manpower to restore the venue and other parts of campus used for the programme within 24 hours of concluding the programme - removal of posters, flex banners, furniture, canopies, stage, tents, programme material, litter, etc.
12. **To submit a report (signed by Student In-Charge and Faculty Advisor) of the programme organized with minimum five photos for each event in the following format (both hard and soft form) with the Admin Office within seven days of concluding the programme.**

Date & Timings	Venue	Event Title and Report in brief (Maximum 100-125 words)
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I have read the above conditions and undertake to abide by them.

Signature of Student In-charge /President

Name :

Mobile No.:

Email :