



रामलाल आनंद कॉलेज

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Version 1: Standard Operating Procedure (SOP) for College level events

Recognition and Responsibilities of committees/ Societies: There shall be an inclusive Decision-Making Process. College Event Management & Functions Committee will play a pivotal role in organising all the college level events including the Orientation programme, Foundation day, Annual Prize Distribution Function, Annual Cultural Festival “Splendour”, Freshers’ Welcome, Farewell Functions, Independence Day and Republic Day celebrations.

The discipline committee will be responsible for maintaining overall discipline during all these events.

The canteen committee will be responsible for organising refreshments for these events.

The Arts and Culture Committee will be responsible for providing support for cultural activities as per the decisions and requirements of the event.

Guidelines for Annual cultural fest “Splendour”, Freshers’ Welcome, and Farewell Functions

- The Annual cultural fest “Splendour” shall be organised by Arts and Culture committee, Student Union Advisory committee in association with College Event Management & Function Committee. All extracurricular societies contributing to the fest shall be officially recognized in all official banners. The roles and responsibilities of each committee/society shall be clearly defined and communicated, ensuring transparency and accountability in the execution of fest activities.
- Prior to the organization of the college Annual fest, a meeting shall be convened by College Event Management & Function Committee with Student Union Advisory committee, students’ Union office bearers, President and Vice Presidents from all extracurricular societies/participating societies, along with their respective faculty Convenors and Co- Convenors. Proceedings of all such meetings will be recorded in the form of minutes with the signatures of the participants.
- Each society shall have an equal opportunity to provide inputs into the planning process including proposing ideas, activities, competitions, etc.
- Decisions regarding the fest, including event lineup, budget allocation, and logistical arrangements, shall be made collectively, taking into consideration the interests and contributions of all participating societies. All decisions/recommendations from these joint meetings must have the approval from the Principal before implementation.

- The office bearers should prepare a **Comprehensive Proposal** for seeking sponsorships from companies, etc. outlining the event's objectives, target audience, expected footfall, and benefits for the sponsor (branding opportunities on event posters, digital promotions, etc.). This should be vetted by the convener of respective committee. The office bearers should also reach out to alumni who may be potential sponsors. The MoU in this regard should clearly communicate the deliverables and expectations for both the college and the sponsoring party including the sponsorship Funds. All MoUs with sponsors must be signed by the convener, Student Advisory Committee and Convener, Even Management and Function Committee on behalf of the Principal. No stalls or any other activity from sponsors will be allowed without this MoU signed. It is also important to see that the sponsors' products/ services, and image align with the college's values. All sponsorship funds must be credited to College Account.
- Faculty members associated with organising committees/societies shall be actively involved in the planning and execution of fest-related activities. They shall be provided due respect and authority to oversee the activities of their respective societies and will ensure adherence to university and college guidelines and policies.
- The decision regarding recruitment/nomination of student volunteers for the fest shall be done by Discipline Committee in consultation with the convenors of the various extracurricular societies (event based volunteers), Students advisory Committee, College Event Management and Function Committee and the Principal. Interested candidates may submit their applications. All volunteers shall be provided a clear code of conduct outlining their responsibilities, expectations, and they must report all instances of misbehaviour or misconduct to the Faculty on duty/Discipline committee members/convener for appropriate disciplinary action in accordance with college policies.
- Comprehensive emergency safety and health measures shall be implemented to ensure the well-being of attendees, participants, and volunteers during the College fest as per the University of Delhi guidelines on organising such events/fests.
- Freshers' Welcome, and Farewell Functions shall be conducted by College Event Management & Function Committee in collaboration with Student Union Advisory committee. Prior to the organization of these functions, a meeting shall be convened by the convener of College Event Management & Function Committee with the collaborating committee/society. Art and Culture Societies will be involved in these events for organising performing events.
- The probable dates to organise these events would be as follows:

Fresher's Welcome – Within two weeks from the formation of Student Union of the college.

Annual Fest Splendour – in the month of February, with preparations starting from November/December.

Farewell – Immediately on the next day of the Annual Prize Distribution Function of the college.

Guidelines for organising for other college Events

The foundation day and annual prize distribution function will be organised by College Event Management & Function Committee in collaboration with Student Awards Committee.

All academic awards for passed out final year students will be distributed on the Foundation Day of the college including some scholarships and Best students award for Hindi Hons.

Prior to the organization of these functions, a meeting shall be convened by the convener of College Event Management & Function Committee with the collaborating committee/society. Art and Culture Societies will be involved in these events for organising performing events.

Proposed Dates for the Foundation Day: Either on the Foundation Day of the college i.e. 17th November Every Year or close to this date.

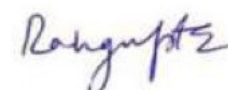
Proposed Dates for the Annual Prize Distribution Function: Within one week before the Even Semester end dispersal of the classes.

The Independence Day and Republic Day will be celebrated in the college campus by NCC Team under the guidance of Major Prof Sanjay Kumar and the college Event Management and Function Committee.

Monitoring and Evaluation:

a) A monitoring and evaluation mechanism shall be established to assess the effectiveness of the fest/fresher's welcome/farewell function organization process and identify areas for improvement.

b) Feedback shall be solicited from participating societies, Faculty members, volunteers, and attendees to gauge their satisfaction levels and identify any issues or concerns for future reference and further improvements.



Prof Rakesh Kumar Gupta

Principal