

7. PROCEDURE FOR CONDUCTION OF EVENTS AND ACTIVITIES

7.1 PROCEDURE FOR CONDUCTION OF EVENTS AT THE DEPARTMENT LEVEL

In order for a department to conduct an event mentioned above, prior to execution the following procedure is to be completed

- a) The Department must submit the detailed plan of event that it intends to conduct, to the chairman of SBM. The plan may contain Proposed Date and Time, Venue, Estimated Audience Size, nature of event, approximate budget and its contribution, guests(if any)from within the institute/ from outside of the institute, etc.
- b) The chairman in-turn shall submit the proposal to the Principal and seek his approval.
- c) The Chairman Communicates about the status of approval to the Respective Head of the Department.
- d) If approved by the Principal, the Department shall organize and conduct the event.
- e) The chairman and Convener of the MITM SBM shall provide any assistance/service if requested by the department.
- f) Upon Completion of the said event the department shall submit a Report of the same to the Chairman of the MITM SBM.
- g) Upon Verification by the Chairman of the MITM SBM and Write off from the Principal, the said Report must be stored in the department filing system.

7.2 INSTITUTE LEVEL EVENTS

- World Environment Day
- Independence Day
- Mahatma Gandhi Jayanthi
- NSS Day

PROCEDURE FOR CONDUCTION

All events mentioned and any other as decided by the committee or communicated by the Principal shall uphold the following procedure.

- a) As per Chairman's direction the convener shall convene the meeting and draft the execution plan of the said event and submit the proposal to the chairman. The plan may

contain Proposed Date and Time, Venue, Estimated Audience Size, nature of event, approximate budget, guests(if any)from within the institute/ from outside of the institute, etc.

- b) The chairman shall scrutinize the plan and upon all modifications incorporated by the convener, the chairman must submit the detailed plan of event to the Principal.
- c) Upon the Approval of the plan by the Principal, the Chairman shall communicate the same to the Convener and the Convener must then convene the meeting of the committee and gear up for execution of the plan.
- d) The Committee members shall be allotted with specific roles and responsibilities by the convener and further to this, the members shall organize and facilitate for completion of the event.
- e) The Committee shall co-opt any staff and students of the institute, as may be required as per magnitude of the event. The proposed members to be co-opted shall only be made available for service to the committee upon the consent for requisition received from the respective HOD's of the department to which the proposed Co-opted members report to. The Co-opted members shall only be on one time basis and the Co-opted members are considered as adjunct members of the committee only form the event that their services are requested.
- f) Upon completion of the event, the convener shall facilitate for compiling the "Event Report" to the Chairman and the Chairman shall endorse the report (if found to be acceptable) and submit the same the Principal.
- g) The Convener shall accurately file Office Copy (OC's) of all correspondences.

7.3 PROCEDURE FOR CONDUCTION AT SOCIAL LEVEL

All events mentioned and any other as decided by the committee or communicated by the Principal shall uphold the following procedure. Same as 7.2

- Said events would be conducted at the "adopted villages" and as such the procedure for the conduction of the event will be notified in accordance with the appropriate village authorities such as Gram Panchayat or Village council or what ever the governing body for conducting such events, as needed.