



**TEERTHANKER MAHAVEER UNIVERSITY**  
(Established under Govt. of U. P. Act No. 30, 2008)  
Delhi Road, Moradabad (U.P)

Phone No.:	9837933666	Email :	registrar@tmu.ac.in
Ref. No :	TMU/R.O./2024-25/Adm/04	Date:	12.07.2024
SOP No :	6.0	Issued By:	Registrar
Total Pages :	08	Approved By:	Vice Chancellor

**Standard Operating Procedure**  
**Organizing University Events: Cultural, Fresher, and Farewell Parties**

This Standard Operating Procedure has been developed as part of Teerthanker Mahaveer University for organizing University Events like Cultural, Fresher, and Farewell Parties which aims to establish a systematic framework to plan, execute, and manage such activities consistently. The objectives encompass ensuring safety, logistical optimization, stakeholder coordination, defining roles, setting student conduct guidelines, and reporting of the event effectively.

Organizing cultural, fresher, and farewell events aims to foster community, celebrate diversity, welcome new students, honor graduates, and enhance the overall University experience through engagement and cultural exchange.

The following procedure shall be adopted for organizing such activities:

**Step 1: Initial Planning and Approval**

**1.1 Form a Committee:**

- A Core Committee comprising of students and Senior faculty members shall be formed to look after the entire event.
- Specific roles and responsibilities to each member of the committee should be clearly assigned.
- Other committees as per the need shall be formed according to **Annexure-i**.

**1.2 Define Objectives and Budget:**

- The Core Committee shall clearly outline the theme, purpose of the event and will direct the Budget Committee to prepare a tentative budget covering all possible expenses. (**Annexure-ii**)

**1.3 Select a Date and Venue:**

- Choose a suitable date avoiding clashes with academic schedules.
- Book the venue well in advance. (**Annexure-v**)

**1.4 Obtain Necessary Approvals:**

- The Core Committee shall draft a proposal including objectives, budget, event plan and submit the same to the Dean Students' Welfare for vetting.
- Dean Students' Welfare shall forward the same to Registrar for further recommendations and approval from Hon'ble Vice Chancellor.





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## Step 2: Detailed Planning and Coordination

### 2.1 Agenda:

- Prepare a detailed agenda outlining the sequence of activities.

### 2.2 Guest List and Invitations:

- Prepare a list of guests, including Students, Faculty, Administrative members and Special guests.
- Send out invitations well in advance.

## Step 3: Logistical Arrangements

### 3.1 Catering and Refreshments:

- Choose a caterer and decide on the menu (No non-veg dishes are allowed within the University).

### 3.2 Audio-Visual and Technical Arrangements:

- Arrange for sound systems, microphones, projectors, and other technical equipment.
- Conduct a technical rehearsal before the event.

### 3.3 Decoration and Setup:

- Plan and execute decorations according to the theme.
- Ensure seating arrangements and stage setup are in place.
- For seating arrangements various blocks (student's seating, Guest seating, Media Person Seating, etc) shall be formed for managing the audience.

## Step 4: Event Promotion and Communication

### 4.1 Promotion:

- Use banners, posters, social media, and email to promote the event.
- Engage student volunteers for word-of-mouth promotion.

### 4.2 Communication:

- Maintain clear communication with all stakeholders (committee members, participants, guests).
- Send reminders and updates as the event date approaches.

## Step 5: Execution

### 5.1 On the Day of the Event:

- Ensure all arrangements are checked and in place.





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- Have committee members present to manage different aspects (registration, hospitality, technical support).

#### 5.2 Contingency Planning:

- Be prepared for any unforeseen issues (technical glitches, delays).

### Step 6: Post-Event Activities

#### 6.1 Media Report:

- Prepare a report comprising of photos to be published in various print and online media platforms.

#### 6.2 Financial Settlement:

- Ensure all financial transactions are completed and documented.
- Submit a detailed report including the financial report along with utilization certificates to the University administration. (Annexure-ii, iii, iv)

#### 6.3 Review and Documentation:

- Conduct a review meeting with the all the Committees to discuss the event's success and challenges.
- Document the entire process for future reference.

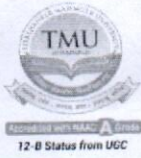
#### Annexures enclosed

- i- Composition of Committee Format
- ii- Budget Format
- iii- Utilization Certificate Format
- iv- Event Report Format
- v- Requisition Form for Hall Booking



Dr.  
12/07/2024

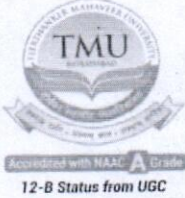




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Annexure-i



**TEERTHANKER MAHAVEER UNIVERSITY**  
 College Name

**1. Event Overview:**

- Name of the Event-
- Date and Time-
- Venue-
- Expected Number of Attendees-
- Objective of the Event-

**2. Committee Structure**

Committee like- Logistics, Marketing and Promotion, Budget, Stage management, Food, Program and Speakers, Sponsorship and Fundraising, Hospitality, Discipline, etc.

Committee Name			
Committee Members	Name	Contact No.	Responsibility
Chairperson			
Member			
Member			
Member			
Student Volunteer			
Student Volunteer			

**Approval Signatures:**

Name and Signature of the Event Organizer(s)/Chairperson

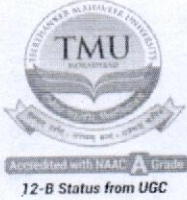




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**Annexure-ii**



**TEERTHANKER MAHAVEER UNIVERSITY**  
College Name

**2. Event Overview:**

- Name of the event-
- Date and time-
- Venue-
- Expected number of attendees-
- Objective of the event-

**2. Budget Preparation (sample)**

Expected Income	Amount (in INR)	Expected Expenditure	Amount (in INR)
Registration fees (if applicable)		Momento	
Sponsorship or Grants		Catering (Food and Beverages)	
Donations		Marketing and Promotion (flyers, posters, social media ads, etc.)	
Fundraising activities		Printing and Stationary costs (programs, banners, etc.)	
Other Sources/ University contribution		*Miscellaneous (unexpected expenses)	
		<b>Cash in hand</b>	
<b>Total</b>		<b>Total</b>	

\*Particulars can be added as per the requirement

**3. Budget Calculation:**

- Total Income
- Total Expenses
- Net Income (Total Income - Total Expenses)

**Approval Signatures:**

Name and Signature of the Event Organizer(s)/Chairperson

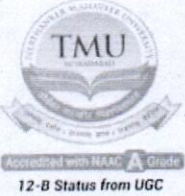




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**Annexure-iii**



**TEERTHANKER MAHAVEER UNIVERSITY**

**College Name**

**Utilization Certificate**

This is to certify that the funds allocated for organizing the event titled "[Event Name]" held on "[Event Date]" at "[Event Venue]" have been utilized in accordance with the approved budget and for the intended purpose.

Out of funds received of Rs. \_\_\_\_\_, a sum of Rs. \_\_\_\_\_ has been utilized for the purpose of which it was sanctioned and Rs. \_\_\_\_\_ remained unutilized/deficit at end of the event, to be carried forward (to next event within the college/department) or to be refunded whichever the case is applicable. Expenditure details are attached herewith for the approval.

**Approval Signatures:**

Name and Signature of the Event Organizer(s)/Chairperson

**Encl-**

1- Verified bills/Vouchers






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Annexure-iv

 Accredited with NAAC A Grade 12-B Status from UGC	<h2>TEERTHANKER MAHAVEER UNIVERSITY</h2> <h3>COLLEGE NAME</h3> <h3>REPORT</h3>
Name of the Event	
Date of Event	
Duration of Event (in days)	
Venue of Event	
Theme of the Event	
Name of the Convener	
Total no. of Participants	
No of Student participants	
No of Faculty participants	
Aim of Event	
Objectives of Event	
Outcome of Event	
Keywords	
Social Media Link (Facebook)	
YouTube Link	
Brief Report of Event (flyer of event to be included in same)	

Approved by-

Name and Signature of the Event organizer/Chairperson

Encl (to be submitted with report)-

- 1- Flyer
- 2- Event Photos (Geo tagged)
- 3- Student/Participant Attendance







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**Annexure-v**

BOOKING NO. TMU/2024/  
(for office use)

CATEGORY - P / C



Accredited with NAAC **A** Grade  
12-B Status from UGC  
Website: www.tmu.ac.in | E-Mail: university@tmu.ac.in

**HALL BOOKING FORM**

AUDITORIUM

RIDDHI SIDDHI BHAWAN

DATE OF REQUISITION \_\_\_\_\_

DATE OF EVENT \_\_\_\_\_

Name of Unit (College/Department/Organization)	:	
Program Details	:	
Program Date's & Timing	:	Date (s) _____ To _____ Timing _____ To _____
Requisitioner Details	:	Name: _____ Contact No : _____
E-mail (if any)	:	
Special Requirement (if any)	:	

**REQUISITIONER DECLARATION**

**I HEREBY DECLARE THAT I HAVE GONE THROUGH ALL THE TERMS & CONDITIONS WHICH ARE ACCEPTABLE TO ME.**

**THE PERMISSION HAS BEEN GRANTED WITH THE FOLLOWING TERMS & CONDITIONS -**

1. IN CASE OF ANY EMERGENCY, BOOKING MAY BE CANCELLED WITH 3 DAYS PRIOR INFORMATION TO THE REQUISITIONER.
2. ANY TYPE OF FOODS & WATER ETC. ARE NOT ALLOWED INSIDE THE HALL.
3. IT WILL BE THE RESPONSIBILITY OF THE EVENT ORGANIZER TO RETURN THE HALL AS CLEANED AS IT IS TAKEN.
4. REQUISITIONER / EVENT ORGANIZER WILL BE LIABLE FOR ANY LOSS/DAMAGE OF THE VENUE.

[SIGNATURE REQUISITIONER]  
Event Organizer

[SIGNATURE HALL IN-CHARGE]  
Hall Availability Status (Yes/No)

[PERMITTED BY]  
Registrar