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/061	Date:	16.10.2024
SOP No :	19.0	Issued By:	Registrar
Total Pages :	10	Approved By:	Vice Chancellor

Standard Operating Procedure (SOP)

Organizing Inter-University/College Events for Students

1. Objective

To establish a structured framework for organizing, ensuring efficient planning and execution of Inter-University/College events, including but not limited to Sports, Competitions, Cultural Activities, Literacy Programs, Entrepreneurship Initiatives, Business Plans, Workshops, Hackathons etc.

2. Introduction

This SOP aims to facilitate collaboration, enhance communication among participants from TMU & other Universities/Colleges, and promote successful outcomes while maintaining consistent quality and fostering positive relationships between participating Universities/Colleges.

3. Preparing a Proposal for organizing the Inter-University/College Event

The following points shall be covered in the proposal to organize the event.

a) About the Event

b) Theme of Event

c) Proposed Date (s)

d) Proposed Venue

e) Aim & Objectives

f) Expected Outcomes

g) Benefits for College/University

h) Rules & Regulations

i) Proposed Guests/Experts Detail

j) Requirement of Hospitality (Including food and logistics)

k) Resources required to organize the event

l) Registration Process & Fees

m) Expected number of participants (Internal & External)
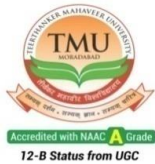
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n) Awards/Prizes

o) Expected Income & Expenditure

p) Detail of Organizing Team along with role & responsibilities

   i. Core-Committee (3 Senior faculty members including Vice Principal/Principal/Dean as per Annexure-A) – would be responsible for Budget, Event Approval, Strategic Planning, Overall Monitoring, Wrap-Up, Feedback, Documentation, Discipline management, Attendance etc.

   ii. Venue Management Team - Would be responsible for Logistics, Transportation, Parking, VIP Guest Arrangement, & Catering Management etc.

   iii. Guest Management Team- Would be responsible for Invitations, RSVPs, Greeters, Registration, Seating Arrangements, etc.

   iv. Speakers/Presenters Management Team - Would be responsible for Inviting, Selecting, and getting approval from the competent authority.

   v. Publicity/promotion Team- Would be responsible for Web presence, events calendar, printed programs, media relations, signages, social media, Sponsor/partner management

   q) Budget Preparation:

   A core committee of event from the University/College/Department/Office will prepare a budget as per **Annexure B.**

4. Apply for External Funding

The College/Department/Office/Coordinator shall also apply for Government Funding/Non-Government Funding/Sponsorship etc. after the approval from the competent authority of the University.

5. Process followed by University/College/Department/Office/Coordinator to organize the event at TMU

The College/Department/Office/Coordinator willing to organize such an Inter-University event shall send a proposal covering all mentioned points to the office of the Registrar for the approval of the Hon'ble Vice Chancellor, at least two months in advance from the proposed date of the event.
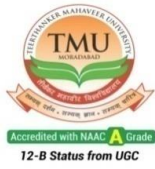
TEERTHANKER MAHAVEER UNIVERSITY
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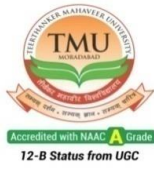**Delhi Road, Moradabad (U.P)**

i. For Sports-related Inter-University events, the concerned College/Department/ Office/Coordinator shall take the recommendations from the Secretary of Sports Council, Teerthanker Mahaveer University and then shall send the proposal to the office of the Registrar for further process.

ii. For Cultural activity related to Inter-University events, the concerned College/ Department/Office/Coordinator shall take the recommendations from the Dean Students' Welfare, Teerthanker Mahaveer University and then shall send the proposal to the office of the Registrar for further process.

iii. For Research & Development activity related to Inter-University events, the concerned College/Department/Office/Coordinator shall take the recommendations from the Associate Dean (R&D), Teerthanker Mahaveer University and then shall send the proposal to the office of the Registrar for further process.

iv. For Academic activity related to Inter-University events, the concerned College/Department/Office/Coordinator shall take the recommendations from the Dean Academics, Teerthanker Mahaveer University and then shall send the proposal to the office of the Registrar for further process.

6. Important Instructions

i. If the venue shall be decided at Auditorium/Riddhi Siddhi Bhawan/Ground for the event, fill out **Annexure-C** for booking for the Auditorium/Riddhi Siddhi Bhawan and **Annexure-D** for booking for the Ground.

ii. The promotion content for social and print media shall be designed by the core committee and get it approved by the competent authority of the University.

iii. Invitation Letter, Thanks Letter, and Brochure of the Event shall also be approved by the competent authority of the University.

iv. The promotion contents, shall follow a standard and uniform template across the University.

v. All the financial transactions would be done in the existing account which is being managed by the Finance Officer.

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vi. After the Event, the Statement of Expenditure (Utilization Certificate) along-with supporting documents shall be submitted to the office of the Registrar who shall then send it to the Finance Officer after the approval of Hon'ble Vice Chancellor for its reconciliation. **(Annexure-E)**

vii. The organizing committee shall coordinate with the Head of Media and Head of Digital Media to prepare a news briefing, ensuring comprehensive coverage of the event and facilitating timely publication across relevant channels (print media and digital media) for maximum visibility.

viii. Report of the Event shall be submitted to the office of the Registrar for the record at the end of the event. Such reports shall also be uploaded on the University website after the approval of Hon'ble Vice Chancellor. **(Annexure-F)**

Dr. Aditya Sharma
(Registrar)

Enclosures:

Annexure-A: Composition of Committee

Annexure-B: Budget Format

Annexure-C: Requisition Form for Hall Booking

Annexure-D: Ground Booking Form

Annexure-E: Utilization certificate

Annexure-F: Event Report Format
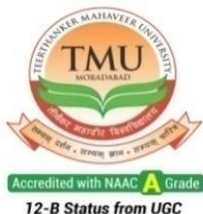
TEERTHANKER MAHAVEER UNIVERSITY
College Name: …………………..

1. **Inter-University Event Overview:**

   - Name of the Event-

   - Date and Time-

   - Venue-

   - Expected Number of Attendees-

   - Objective(s) of the Event-

2. **Committee Structure:**

The core committee shall make the following committees as necessary.

The committee would be responsible for Budget, Event approval, Strategic Planning, Overall Monitoring, Wrap-Up, Feedback, Documentation, Disciplinary etc.

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

Approval Signatures:

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

TEERTHANKER MAHAVEER UNIVERSITY
College Name: …………………………………..

3. Event Overview:

- Name of the event-

- Date and time-

- Venue-

- Expected number of attendees-

- Objective(s) of the event-

2. Budget Preparation (sample)

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

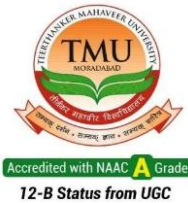*Particulars can be added as per the requirement

3. Budget Calculation

- Total Income:

- Total Expenses:

- Net Income (Total Income - Total Expenses):

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

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.
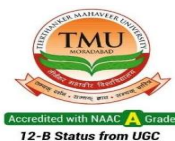4. REQUISITIONER / EVENT ORGANIZER WILL BE LIABLE FOR ANY LOSS/DAMAGE OF THE VENUE.

[SIGNATURE REQUISITIONER]   **[SIGNATURE HALL IN-CHARGE]**   **[PERMITTED BY]**
Event Organizer   Hall Availability Status (Yes/No)   Registrar

BOOKING NO. _____

GROUND BOOKING FORM

GROUND-A ☐

Location-Pavilion

GROUND-B ☐

Location-Helipad

DATE OF REQUISITION	:	
NAME OF REQUISITIONER	:	
UNIT INTERNAL/EXTERNAL	:	
NAME OF UNIT/ORGANIZATION	:	
CONTACT PERSON	:	
CONTACT NUMBER	:	
CONTACT ADDRESS OR E-MAIL	:	
DATE & DAY OF EVENT	:	
EVENT TIMING	:	
TEAM DETAILS-A	:	
TEAM DETAILS-B & OTHERS	:	
SPECIAL REQUIREMENT, IF ANY	:	
REMARK, IF ANY	:	

CATEGORY- FREE/PAID

DEPOSIT AMT. IN RS.: _____

REFERENCE: _____

APPROVED BY: _____

[SIGNATURE]
GROUND INCHARGE

[SIGNATURE]
PRINCIPAL, COLLEGE OF PHYSICAL EDUCATION
SECRETARY SPORTS COUNCIL

TEERTHANKER MAHAVEER UNIVERSITY
College Name: …………………………..

Utilization Certificate

This is to certify that the funds allocated for organizing the Inter-University/College 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 the 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

Enclosure-
1- Verified bills/Vouchers

TEERTHANKER MAHAVEER UNIVERSITY
COLLEGE NAME: …………………………….

INTER-UNIVERSITY EVENT REPORT

Name of Activity/Event	
Date of Activity/Event	
Duration of activity/Event (in mins or days)	
Offline/Online	
Activity Conducted as Conference/Seminar/Workshop/FDP/IIC Calendar activity/self-driven activity/celebration day activity/Cultural/Sports/Competition/B Plan /Literacy/Hackathon/others	
Theme of activity/Event (R & D and innovation/startup/entrepreneurship/Design thinking and critical thinking/IPR/Skill enhancement/Academic/Cultural/Sports/Competition/B Plan/Literacy/Hackathon/Others)	
Name of Convener/Organizer(s)/Chairperson	
Name of Co-ordinator(s)	
Name of Expert(s)	
Designation of Expert	
Experts Organization	
Total no. of Participants	
No of Student participants	
No of Faculty participants	
No of External participants, (if any)	
Aim of Activity/Event	
Objectives of Activity/Event	
Outcome of Activity/Event	
Keywords	
Social Media Link (Facebook)	
YouTube Link	
Brief Report of Activity (flyer of session(s) to be included in same)	

Approval By-

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

Enclosures-

1- Flyer
2- Event Photos (Geo tagged)
3- Student/Participant Attendance
4- Participants Feedback
5- Certificate/e-certificate (sample copy)