

College organises various in-house activities around the year. These activities include activities by IQAC Cells, Various Subject Departments, Vidyarthini Utkarsh Mandal, NSS etc. Any program or activity needs timely & detailed planning which ensures effective implantation.

➤ Following are the steps to be followed while Planning of Activity / Program and its Execution as well as (pre & post) Documentation:

Step 1: Identify & mention the objective for the activity or program to be planned

Step 2: Seek permission informally to proceed with the idea

Step 3: Discuss the design and structure of the program (How it will be)

Step 4: Tentative planning of Dates, Guest, Faculty, Venue, and other infrastructural & technical requirements

Step 5: Submit a proper proposal to Principal (and IQAC Coordinator, in case of activity / program by IQAC Cell/Criterion)

Step 6: Discuss the minor details and viability of the activity / program with the authorities

Step 7: Finalise the proposal, submit it in written and take acknowledgement

Step 8: Inform or assign duties to team members, Non-Teaching Staff or whomsoever concerned with the consent of the Head of the institution and discuss the about minute details (Conduct a meeting if necessary)

Step 9: Draft Letters for invitees, send them in advance, seek acknowledgement

Step 10: Put proper notice for Staff & Students, send press news if necessary

Step 11: Finalise step by step plan of program implementation and role of Head of the institution, Vice-principal, HOD, Convener, Team Members or whomsoever and whichever is required

Step 12: Keep Feedback Form / format, Thank You letter and Press News ready

Step 13: Review all the arrangements prior one or two days of the program

Step 14: Note down any sudden change or uncertainties arises, if any and visualise its consequences and change the planning accordingly

Step 15: On the day of the program / activity, ensure its proper implementation

Step 16: Note down the participants present for the activity / program, if necessary

Step 17: Take feedback immediately after the program

Step 18: Give / Send Thank You letters, get vouchers signed, if any, note its acknowledgements

Step 19: Finalise press news and send to proper channel

Step 20: Prepare full report with all the details, feedback analysis, details of expenses, if any, and submit. Settle the budget & expenses with Office and keep a copy of it.

Step 20: Upload report and photos on College Website

Step 21: Update file with proper documentation and get it signed by Head of the institution / Vice-Principal / IQAC Coordinator within 8 days from the date of the program/Activity

Important to note:

1. If the program or activity (and prior planning & other formalities such as Permissions, Notices, Feedback) happens through email, digital apps or other online platforms, still it is mandatory to maintain the letters in hard copy, duly signed by Head of the institution / Vice-Principal / IQAC Coordinator in file
2. Even if the Photographs are taken by the photographer and print copies would have procured from him, it is mandatory to maintain photographs in soft copy, and it will be wholesome responsibility of the program in-charge or coordinator or convener to retain it.
3. No expenses will be sanctioned after the program if not mentioned in the proposal submitted prior to the program or activity unless and until it is aroused due to unforeseen events or changes or anything which is not in the control of the program in-charge or coordinator or convener.
4. Any activity planned without prior permission from the Head of the Institution/Vice-Principal would be call off and that will be in the discretion of Head of the Institution.
5. These guidelines are not applicable to the Teaching Learning Activities that happen into classroom and part of curriculum. For any of Teaching Learning Activity which is to be taken place outside the classroom / college or involves Guest or Faculty, these guidelines will be mandatory.

➤ Following are the details of important and mandatory Documentation after the program:



- Permissions taken in advance
- Notices
- Copy of Invitation letters / acknowledgements
- Copy of Press news
- Details of Expenses, if any
- Report of the Activities
- Feedback Form, Feedback taken and its analysis
- Cuttings of Press News
- Photographs (in soft copy)
- Any other related and important document

For format for the proposal, one can refer to the formats given by IQAC.

Zomuta
IQAC - CO-ORDINATOR
S. B. Mahila Mahavidyalaya
Mahal, Nagpur.

D. Patil
Smt. D. A. Patil
Offg. Principal
S. B. Mahila Mahavidyalaya
Nagpur