



Tirumala Tirupati Devasthanams
శ్రీ వేంకటేశ్వర కళాశాల
Sri Venkateswara College
(University of Delhi)
NAAC Grade A+

**SRI VENKATESWARA COLLEGE
(UNIVERSITY OF DELHI)**

STANDARD OPERATING PROCEDURE FOR ORGANIZING AND REPORTING EVENTS

Steps	Action Responsibility
1. Submission of the permission letter at least 7 days prior to the event (in new format) mentioning all the details about the event, ICT requirements, funding, etc. This letter may be submitted to Principal office, from where IQAC will collect, scrutinized and record it before sending it for the final approval by Principal. If any observations are made by IQAC, the same shall be conveyed to the corresponding Event-in-Charge, who may rectify the proposal and resubmit it. Please note: (1) A tentative booking can be done in Principal office before permission letter is submitted for signature of IQAC and Principal (2) IQAC will only approve the event if no prior event reports are pending for the concerned Department/Society	The concerned TIC/ Society Convener/Event-in-charge
2. Finalizing Venue booking: Seminar hall/ Audi lobby/ Sports ground/ any other venue booking to be confirmed by the Principal office. If any other room is being used, the respective department is to be informed by the concerned teacher in advance in writing.	PA to the Principal & TIC/ Society Convener/ Event-in-charge
3. Submission of a copy of the duly signed and approved permission letter to (i) ICT (sysadmin@svc.ac.in), (ii) Caretaker (caretaker@svc.ac.in), (iii) IQAC (iqac@svc.ac.in) and ccing to the (iv) TIC and/or (v) department coordinators, for record of event	The concerned TIC/ Society Convener/ Event-in-charge
4. The ICT and Caretaker shall get in touch with the concerned department for the requirements.	ICT (Naveen/ Narendra) and Caretaker (Mr. URR Narendra) and concerned TIC/ Society Convener/ Event-in-charge
5. E-submission of the poster/notice to ICT for uploading on college website (3 days prior to event) with cc to Principal office (If a physical poster is available, it may be submitted to IQAC after the event for IQAC board)	The concerned TIC/ Society Convener/ Event-in-charge
6. On the D-day: Geo tagged pictures of the event should be sent to the ICT and concerned department/society coordinators with cc to the Principal for upload on website and other social media handles by ICT within the same day	TIC/ Society Convener/ Person responsible for the geotagged pictures and ICT
7. The final report of the event (in the prescribed format within 7 days) shall be submitted to the respective	TIC/ Convener/ Event-in-charge/ Department

<p>department coordinator/ society convener for checking the report for the format and any discrepancies. (The concerned department coordinator/ society convener will assign a number to the event in a chronological manner. Eg. SVC/FAA/2024-25/August 2024/01 Format for IQAC File No: Eg. SVC/IQAC/FAA/2024-25/August 2024)</p>	<p>coordinators/ Society Convener</p>
<p>8. The finalised report shall be sent to IQAC for approval by email and physical copy of the IQAC completion certificate to Principal office for signature of the IQAC Coordinator and the Principal. Once report is approved and signatures are obtained, the scanned signed completion certificate is to be merged with the final report and sent to Mr. Naveen with a copy to the principal and IQAC Coordinator for upload on website.</p>	<p>Event-in-charge/ Department coordinators/IQAC</p>

Note:

For geo tagged picture Timestamp Camera app can be downloaded. The picture should have the date, time and place of event.