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

SRI VENKATESWARA COLLEGE
(UNIVERSITY OF DELHI)
EVENT REPORT

NAME OF THE EVENT: Registration desk			
DATE	**DEPARTMENT**	**COMMITTEE/SOCIETY**	**COORDINATORS' NAME**
11/08/2026	Commerce	Commerce Alumni Connect	Dr. Arpita Kaul
TIME	**VENUE**	**NUMBER OF PARTICIPANTS**	**NATURE: Outdoor/Indoor; online/offline/hybrid**
10:00 am - 12:30 pm 12:30 pm - 4:00 pm	Canteen Foyer	75	Indoor; Offline
FINANCIAL SUPPORT/ASSISTANCE (if any):	Nil		

BRIEF INFORMATION ABOUT THE ACTIVITY

TOPIC/SUBJECT OF THE ACTIVITY	Registration Desk: Engagement and Awareness Drive for CAC Orientation Programme
OBJECTIVES	• To engage students through interactive activities at the registration desk and build awareness of Commerce Alumni Connect (CAC). • To collect student questions for the alumni through the Alumni Question Box, to be used during the upcoming alumni interaction. • To create a platform for students to express their thoughts and feelings through the CAC boards and sticky notes. • To generate encouragement and participation ahead of the CAC Orientation Programme on 18 August 2026.

METHODOLOGY	• The registration desk was set up in two locations across the day: the Canteen from 10:00 AM to 12:30 PM, and the Foyer from 12:30 PM to 4:00 PM. • A fun memory-based game was conducted, where students were shown different items for 5 seconds and were then asked to recall and name all the items within the given time. • Students were encouraged to write down their questions for the alumni and drop them into the Alumni Question Box. • CAC boards were set up where students shared their thoughts and feelings through sticky notes, creating an interactive and engaging environment. • The Logistics Department handled the desk setup, venue coordination, volunteer management and smooth execution of the activities throughout the day.
INVITED SPEAKERS WITH AFFLIATION DETAILS (IF ANY)	No.
OUTCOMES	• The registration desk successfully engaged students through interactive activities such as the memory-based game. • Questions were collected for the alumni session through the Alumni Question Box, to be used during the upcoming alumni interaction. • A platform was created for students to share their thoughts, through the CAC boards and sticky notes. • The activities helped generate awareness and excitement among students ahead of the CAC Orientation Programme on 18 August 2026.

PROOFS & DOCUMENTS ATTACHED (Tick mark the proofs attached):

1 Notice & Letters ✔ 6	2 Number of Participants & Name of participants ✔	3 Video clip ✔	4 Photos ✔ 9	5 Feedback Form & analysis
News clip with details	7 Sample Copy of the Certificate	8 Posters/ Invites ✔	Event report Attested by Event Coordinator & IQAC Coordinator ✔	10 Any other document

Departmental file no: SVC/CAC/2026-27/August 2026/01

IQAC File No: SVC/IQAC/CAC/2026-27/August 2026

Criterion No: V

NAME OF EVENT-IN-CHARGE & SIGNATURE: DR ARPITA KAUL

For Reference

Criterion I	Curricular Aspects (planning & Implementation)		Criterion V	Student Support & Progression
Criterion II	Teaching Learning & Evaluation		Criterion VI	Governance, Leadership & Management
Criterion III	Research, Innovations & Extension		Criterion VII	Institutional Values & Best Practices
Criterion IV	Learning Resources and Infrastructure			

REPORT

Commerce Alumni Connect (CAC), Sri Venkateswara College, successfully organised its Registration Desk activity on 11 August 2026 (Tuesday), aimed at engaging students and promoting participation ahead of the CAC Orientation Programme scheduled for 18 August 2026. The desk was set up across two locations through the day, the Canteen from 10:00 AM to 12:30 PM and the Foyer from 12:30 PM to 4:00 PM.

A fun memory-based game was conducted at the desk, where students were shown 10 different items for 5 seconds and were then asked to recall and name all the items within the given time. The activity drew active participation and created an engaging atmosphere around the desk.

Students were also encouraged to write down their questions for the alumni and drop them into the Alumni Question Box, which will be used during the upcoming alumni interaction. Additionally, CAC boards were set up where students shared their thoughts and feelings through sticky notes, creating an interactive and engaging environment.

The Society heads handled the desk setup, venue coordination, volunteer management and smooth execution of the activities throughout the day.

The registration desk successfully engaged students through interactive activities, collected questions for the alumni session and created a platform for students to share their thoughts. It also helped generate awareness and excitement ahead of the CAC Orientation Programme on 18 August 2026.

Permission Letter

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PERMISSION FOR ORGANIZATION OF EVENTS

NOTE: 1.Please ensure a pre booking of the venue before getting the permission letter signed.
2. A copy of this duly filled form signed by the TIC/ Convener, IQAC Coordinator and Principal shall be submitted to ICT and/or Caretaker for necessary action.
3. Please ensure that the completion certificate of the event is physically signed by the Convener of the event, IQAC Coordinator and Principal after the event report is made.

EVENT DETAILS

1. Name of the Department/Society/Association: ASCEND, BLUE CHIP, EXTENSION (COMMERCE DEPT.), Commerce Alumni Connect
2. Name of the TIC and/or Convenor: Prof./Dr./Mr./Ms. Dr. Arpita
3. Proposed Title of the Event: REGISTRATION DESK
4. Nature of Event: Seminar/Conference/Symposium/Workshop/FDP/Public ✓ or Community outreach/ Skill enhancement/others (Please specify) .....
5. Participants: Student-centric ✓ /Faculty/ Other stakeholders (Please specify).....
6. Event Type: Offline/Online/Hybrid; ✓ Indoor/Outdoor ✓
7. Collaborating Agency /Organization (If any): .....
8. Tentative List of Speakers with affiliations: .....
9. Date & Time (from – to): 11 AUGUST 2026 10:00 AM - 4:00 PM
10. Financial Assistance/ Funding received (if any) (Please specify amount): -
11. Proposed Budget (please attach details in a separate enclosure): -

12. Faculty responsible for Geo Tagged Pictures ..... Dr Artjna + Dr Abjita .....

13. Faculty responsible for Event Report ..... Dr Artjna + Dr Abjita .....

14. ICT support required, if any (ICT Lab, Laptop, LCD projector) –

15. Caretaker support required (tables, chairs, public addressing system, sanitation, manpower assistance) BOARD

16. Venue requirement (Seminar hall/ Ground/others) ..... FOYER: 12:30 PM - 4:00 PM
CANTEEN: 10:00 AM - 12:30 PM.

TIC/Convenor
Date: 7/8/26

For official purpose
Comments (If any)

No compulsory attendance to students

10/8/26

IQAC Coordinator
Date: 10/8/26

Principal
Date:

Sign of Core

Bluechip - ~~Abhishek~~

ASCEND - 7/8/26.

Extension - Omegi

Commerce Alumni Connect - Sharma

Students who are free will be on duty at registration desk. No attendance will be granted for the same.
7/8/26

Poster


COMMERCE ALUMNI CONNECT –
COMMERCE ALUMNI CONNECT
COME SAY HI!
ON 11TH AUGUST (TUESDAY)
CURIOUS ABOUT CAC? COME MEET US AT REGISTRATION DESK
@COMMERCEALUMNICONNECT
CAC UPDATES GROUP
CAC IG HANDLE
INTERACTIVE GAMES, MEET THE CAC TEAM, KNOW ABOUT OUR SOCIETY, REGISTER TO JOIN CAC.
CANTEEN
10:00 AM -12:30PM
FOYER
12:30 PM -4:00PM

Details of Students Participated link





Photos and videos link




SRI VENKATESWARA COLLEGE
VORTEX
50% DISCOUNT
COMMERCE
ALUMNI
CONNECT
ALUMNI NETWORK
ALUMNI NETWORK

Completion Certificate

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श्री वेंकटेश्वर महाविद्यालय
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समापन प्रमाण पत्र
COMPLETION CERTIFICATE

यह प्रमाणित किया जाता है कि **रजिस्ट्रेशन डेस्क** को 11/08/2026 को 10:00 पूर्वाह्न से 4:00 अपराह्न तक **कॉमर्स एलुमनाई कनेक्ट** द्वारा **ऑफ़लाइन** माध्यम में सफलतापूर्वक आयोजित किया गया और इस कार्यक्रम की रिपोर्ट अभिलेख के लिए आंतरिक गुणवत्ता आश्वासन प्रकोष्ठ (IQAC) को जमा कर दी गई है।

This is to certify that the **Registration Desk** was successfully conducted on **11/08/2026** from **10:00** am to **4:00** pm by **Commerce Alumni Connect** in the **Offline** mode, and its event report has been submitted to IQAC for records.

Departmental file no: SVC/CAC/2026-27/August 2026/01

IQAC File No: SVC/IQAC/CAC/2026-27/August 2026

Dr. Arpita Kaul
Event-in-Charge
Date: 7/10/26

Prof. Sharda Pasricha
IQAC Coordinator

Prof. Vajala Ravi
Principal