# JAIN COLLEGE OF ENGINEERING(JCE), Belagavi

(Approved by AICTE, New Delhi & Affiliated to VTU, Belagavi)
(Accredited by NBA Civil, CSE, ECE, EEE Dept.)

## Standard Operating Procedure (SOP)
## Conducting Events at Jain College of Engineering

**General:**

This Standard Operating Procedure (SOP) outlines the systematic approach to planning, organizing, executing, and evaluating events at Jain College of Engineering. This SOP ensures consistency, efficiency, and high standards in event management, aligning with the institution's objectives and regulatory requirements. It provides clear guidelines for all stages of event management, from initial planning to post-event documentation and analysis.

**Aim:**

The aim of this SOP is to provide a structured framework for conducting events at Jain College of Engineering. It aims to ensure that all events are organized professionally, meet their objectives, and contribute to the overall mission and vision of the college. This SOP seeks to enhance participant experience, optimize resource utilization, and maintain comprehensive records for continuous improvement and accreditation purposes.

**Scope:**

This SOP applies to all departments, cells, and individuals involved in organizing events at Jain College of Engineering. It covers a wide range of events, including seminars, workshops, conferences, guest lectures, and cultural activities. The SOP is relevant for events conducted both on campus and online, ensuring that all necessary preparations, executions, and evaluations are carried out effectively and efficiently. It also includes guidelines for collaboration with external partners and resource persons.

**Procedure:**
## 1. Event Planning and Approval

### 1.1 Identify the Event:
Define the purpose, objectives, and expected outcomes of the event.
Determine the target audience and the number of participants.

### 1.2 Event Proposal:
Prepare a detailed event proposal including the name of the event, date, time, venue, mode of conduction, and the department/cell organizing it. Include information about resource persons, budget estimates, logistics requirements and other details. Submit the proposal form for approval to the Principal.

## 2. Pre-Event Preparations

### 2.1 Coordination and Communication:
Appoint an Event Coordinator and a team responsible for various tasks.
Communicate with all stakeholders, including departments, resource persons, and participants.

### 2.2 Logistics:
Book the venue and arrange necessary equipment (audio visual aids, seating, etc.).
Ensure the availability of registration and feedback links.

### 2.3 Promotions:
Design promotional materials (posters, flyers) and circulate them through appropriate channels (email, social media). Create and share the registration link for participants.

www.jce.ac.in

Group Head Office
91/2, Dr. A N Krishna Rao Road V V Puram,
Bengaluru - 560004
P +918026615246

Campus
599/2, TS Nagar, Hunchanhatti Cross
Machhe, Belagavi - 590014
P+918312411192

# JAIN COLLEGE OF ENGINEERING(JCE), Belagavi

(Approved by AICTE, New Delhi & Affiliated to VTU, Belagavi)
(Accredited by NBA Civil, CSE, ECE, EEE Dept.)

## 3. Event Documentation

### 3.1 Registration and Attendance:
Manage the registration process and maintain a record of participants.
Prepare attendance sheets and ensure participants sign in.

### 3.2 Resource Persons:
Confirm the availability of resource persons and collect their details.
Arrange travel and accommodation if necessary.

## 4. Event Execution

### 4.1 Event Conduction:
Ensure the event starts on time and follows the schedule.
Facilitate sessions as per the methodology outlined (lectures, workshops, interactive sessions).

### 4.2 Technical Support:
Provide necessary technical support for presentations and other activities.
Record video clips of key sessions if required.

## 5. Post-Event Activities

### 5.1 Feedback Collection:
Share the feedback link with participants and collect responses.
Analyze the feedback to understand the event's impact and areas for improvement.

### 5.2 Documentation and Reporting:
Compile an event report including:
Brief information about the activity: topic, objectives, methodology, outcomes. Links to YouTube, Facebook, Instagram posts related to the event.
Attach necessary proofs and documents: Notice & letters, Number of participants & names, Video clips, photos with captions, Feedback form & analysis, News clips, posters, invitation flyers, Event report attested by Event Coordinator & IQAC Coordinator, Permission letters, financial documents, schedule, resource person details, participant attendance, Brief note on necessity and outcomes, justification for mapped PO's, overall feedback analysis, impact analysis

## 6. IQAC Filing

### 6.1 Filing Details:
File the event report and related documents with the IQAC.
Ensure all relevant documents are signed by the Event Coordinator, IQAC Coordinator, and Principal.

### 6.2 Archiving:
Maintain a digital archive of all event related documents for future reference.

## Conclusion:
The implementation of this SOP will streamline the process of event management at Jain College of Engineering, ensuring that all events are conducted in a consistent and professional manner. By adhering to these guidelines, the college can achieve its goals of providing enriching experiences for participants, fostering academic and cultural growth, and maintaining high standards of quality. Regular reviews and updates of this SOP will be carried out to ensure it remains relevant and effective in meeting the evolving needs of the institution. This SOP ensures that events at Jain College of Engineering are well organized, documented, and assessed for continuous improvement.

www.jce.ac.in

**Group Head Office**
91/2, Dr. A N Krishna Rao Road V V Puram,
Bengaluru - 560004
P +918026615246

**Campus**
599/2, TS Nagar, Hunchanhatti Cross
Machhe, Belagavi - 590014
P+918312411192

# JAIN COLLEGE OF ENGINEERING(JCE), Belagavi

(Approved by AICTE, New Delhi & Affiliated to VTU, Belagavi)
(Accredited by NBA Civil, CSE, ECE, EEE Dept.)

## PROPOSAL REQUEST

Title of the proposal: ..........................................................................................................................

Proposal Date: ........................

Name of the proposer: ...................................................................... Designation: ..........................................

Department: .......................... Contact Number: ....................... .......... Mail ID: ..........................................

Expected Date & Time of Approval: ...........................................................................................................

Planning done as per (tick in the appropriate box):

Academic Calendar: ☐          Activity Calendar: ☐          Adhoc: ☐

Kind of proposal: ...............................

(Event/Activity/ Projects/Research/workshop/FDP/Seminar/Guest Lecture/Purchase/Repair& Maintenance/Industry Visit/collaborations

Trainings/Others Specify)

Attachments: Profile of Resource person/Schedule/Plan/Checklist/Quotations/Budget/Any supporting documents

First Person Responsible: .......................................          Person Accountable: ...........................................

Meets Organisational values: .......................................

(Accountability/Continuous learning/Competency/Team work/Holistic development/Social responsibility)

Support required: ....................................................................................................................................
Challenges: ...........................................................................................................................................

Objective:

1.  Abstract......................................................................................................................................

2.  Outcome......................................................................................................................................

3.  Quality Contribution......................................................................................................................

4.  Policy .......................................................................................................................................

5.  Obligations................................................................................................................................

6.  Expenditure.............................................................Cost to institution..........................................

7.  Sponsorship.............................Seed Money...........................Other Resources..............................

8.  Payment Schedule.......................................................................................................................

9.  Date/Duration of the Event...............................Venue:........................Expected No. of Participants..................

10. Resources Required......................................................................................................................

11. Working Hours required to Plan, Design, Organize, Execute...........................................................................

12. Plan of Promotion:Brouchure/Flexies/poster/Invitations/Mail/Circular/Message//Social Media/Word Publicity

13. HOD/Concerned comments.......................................................................Signature............................

.................................................................For office use only.................................................

1.  IQAC Recommendations...........................................................................Seal/Signature........................

2.  Principal/Director Recommendations ...........................................................Signature............................

3.  Chairman Approval...............................................................................Signature............................

www.jce.ac.in

**Group Head Office**
91/2, Dr. A N Krishna Rao Road V V Puram,
Bengaluru - 560004
P +918026615246

**Campus**
599/2, TS Nagar, Hunchanhatti Cross
Machhe, Belagavi - 590014
P+918312411192

## Guidelines to fill the proposal

| 1 | Objective | The aim with which the proposal is put up |
|---|---|---|
| 2 | Abstract | Brief about the proposal. More details can always be enclosed and web links may be shared to know deeper details. |
| 3 | Outcome | Measurable and observable benefits at student level, faculty level and institution level |
| 4 | Quality Contribution | What exact quality parameters get fulfilled? Universitynorms/Accreditations/Results/Internships/Placements/Admissions/Rankings/Awards/Start ups/Higher Education/Strategic Objectives |
| 5 | Policy | Does this fall into any of the existing policies? |
| 6 | Obligations | Are there any agreements to be entering into? Is there any mandatory requirement of committing number of participants, payments and any such sort. |
| 7 | Expenditure | Direct and indirect costs involved in the proposals should be mentioned. This should clearly indicate the anticipated conditional expenditures too |
|  | Cost to institution | Need to mention the cost incurred by the institution to support the proposal. |
| 8 | Sponsorship | Mention the details of external sponsorships in all forms |
|  | Any other Resources | Registration fees and any other sources to be mentioned. |
|  | Seed money | If the event generates income it should be deposited back to the seed and further announced to the future use. |
| 9 | Payment schedule | Request for a specified amount (advance, Instalment, etc.) to execute the proposal. This amount may be released in the proposer's name; subject to approval and submission of due bills. |
| 10 | Resources | How many people (Faculty/Non Teaching staff/Admin Staff/Students) are involved? Infrastructural resources like rooms/halls/equipment/electricity/water etc. Transport /Hospitality/Honorarium/Compliments |
| 11 | Timeline | Duration of the event and time for preparation is to be calculated in terms of man hours. |
| Note |  | If the proposal falls in IQAC recommendations. IQAC MOM on that proposal should be attached for final Approval |

Principal & Director
Jain College of Engineering
Belagavi-590014

www.jce.ac.in

**Group Head Office**
91/2, Dr. A N Krishna Rao Road V V Puram,
Bengaluru - 560004
P +918026615246

**Campus**
599/2, TS Nagar, Hunchanhatti Cross
Machhe, Belagavi - 590014
P+918312411192