

रामानुजन महाविद्यालय

नैक द्वारा मान्यता प्राप्त ग्रेड ए++(३.७१)

दिल्ली विश्वविद्यालय

सी आर पार्क, मुख्य सड़क, ब्लॉक एच,

कालकाजी, नई दिल्ली-११००१९, भारत

आई. एस. ओ. ९००१:२००८ प्रमाणित संगठन



RAMANUJAN COLLEGE

Accredited Grade 'A++(3.71)' by NAAC

University of Delhi

C.R. Park Main Road, Block H

Kalkaji, New Delhi- 110019, India

ISO 9001:2008 Certified Organisation

APPLICATION FOR ORGANIZING ACTIVITY UNDER DEPARTMENT /STUDENT SOCIETY OF THE COLLEGE

Date: _____

The Principal
Ramanujan College
Kalkaji, New Delhi

Sir,

I, _____ (Name, Designation and Department) as
_____ (Convenor/Coordinator/Teacher-in-Charge) of the
_____ (Subject Society-Department/Student Society) of the
College would like to organize _____ (Choose-
International/National/State/College Level) _____ (Choose Type of
Activity) during _____ (DD/MM/YYYY) (Start Date) to _____ (DD/MM/YYYY)
(End Date).

Type of Activity (Choose ONE only)

Lecture	Workshop	Hands-on-Training
School Outreach	Faculty Development Programme	Paper Presentation
Seminar	Symposium	Conference
Field Visit/Excursion	Industrial Trip	Industry-Academia Program
Student Induction Programme	Quiz Competition	Exhibition
Festival	Kavi Sammelan	Cleanliness Program
Street Play	Plantation Drive	Awareness Program
Poster Making	Career Counselling Program	Alumni Meeting & Interaction

Others (kindly specify the type of activity) _____

Budget Details

- Honorarium for Speakers/Trainer etc : _____ (Ordinarily should be Rs. 1500/- per session to Max.of Rs. 5000/- per day)
 - TA for Speakers : _____ (Taxi: As per Actuals or a max. of RS. 1500 per person per day)
 - Food : _____ (Ordinarily should not be more than 25% of the Total Budget)
 - Banner : _____ (As far as possible, printing of flex banner should be avoided)
 - Misc. : _____
- Total Budget (1+2+3+4+5) : _____**

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Kindly Note:-

- Certificate printing from Computer Centre. List of Attendees (with course, email, mobile and Institution) in MS EXCEL to be provided by the Convener of the Activity.
- Pad, Pen and Folder to be given in Full day activity only held in the college
- Air fare for speakers-Tickets to be booked from Air India website only.
- For organizing activities under Students Induction Programme (SIP) Fund, the approval of Convener-Academic Development Committee is essential.

I, _____ undertake, that no decorations shall be done during the event which may damage college property. Further, I shall the List of Attendees, Detail Report of the Activity along with all original bills/vouchers duly verified by at least two faculty members alongwith myself of the Subject/Student Society within 15 days of the activity to the college.

(Signature of Applicant with Date)

The above mentioned activity and budget is duly forwarded and recommended.

Recommendation of the Competent Authority:

Approved/Not Approved (Strike out one)

(Date of Signature of the Principal)

FOR OFFICE USE ONLY

A sum of Rs. _____ is sanctioned for the above mentioned activity from the _____ (Name of the Subject/Student Society) fund of the college. Entered in Budget Sanction Register at P. No. _____

Dealing Asstt.

S.O. (A/C's)

A.O. (A/C's)

Bursar

Principal

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TEMPLATE FOR SUBMITTING THE REPORT OF THE ACTIVITY ALONGWITH THE BILLS

Name of the Subject Society/Student Society : _____

Name of the Convener/Coordinator/Teacher-in-Charge : _____

Type of Activity (Choose ONE only)

Lecture	Workshop	Hands-on-Training
School Outreach	Faculty Development Program	Paper Presentation
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Field Visit/Excursion	Industrial-Trip	Industry-Academia Program
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Others (kindly specify the type of activity) _____

Photo-1 Photo of the Event having Main Guest, Speaker and Organizing Committee Members	Photo-2 Group Photograph with Participants/Audience
Figure Caption with Name of the Main Guest, Speaker	
Photo-3	Photo-4

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Important Points for the 200-300 word Report

- The Title of the Event should have one of the following words from each of the Bulleted Points
State/National/International
Seminar/Symposium/Webinar/Lecture/Conference/Workshop/Training Program
Skill Development/Entrepreneurship/Humantarium/Outreach/Extension/Vaule Based.
- Theme of the Event and Learning Outcome/Experience of the Event should be included in the report.
- Google Form should be circulated amongst all attendees for their feedback and preparation of E-Certificates.
- The text should have complete details of the Name, Affiliation of Guests, Resource Person, Invited Speaker etc.
- Duly signed physical Attendee List to be attached and/or excel file with date time stamp (google form) should be printed and attached. Email the excel file of the attendee list and soft copy of the event to the Nodal Officer/Teacher-in-Charge/Student Society Convener

Signature of Faculty Member/Coordinator/Convenor

Signature of IQAC Coordinator