

Internal Quality Assurance Cell Documentation for the Academic Fests

Please find below the list of documents to be provided by the Department for the IQAC documentation of academic fests. You should keep the documents duly signed by the concerned faculty in charge.

1. Details of Registered participants (Two Separate Sheets for In-house & Outside Registration) with following heads – S. No, Name, Course, Name of the Institute, Contact number, E-Mail id, Registration Amount, Mode of payment
2. Attendance Sheet of Participants (each event of a fest) duly signed by the faculty coordinator carrying all the details as mentioned in Point 1
3. Write-up (description about the event in 100 words)
4. Posters of the Event
5. Rule Book
6. Details of Judges (If Any) with following heads – Name, Profile, CV, Mode of Payment (Account details in case of Online Payment else Mention Through Cash)
7. Judgement Sheet and Criterion
8. Geo Tagged Photographs Best 5, Normal Photographs Best 5
9. Feedback Form to be filled by Participants, Feedback Response Excel Sheet along with a Feedback Report in 100-150 words
10. Overall Program Report in 500 words – include brief report of each event of fest, participant details, winners, and other relevant information
11. List of Students (workforce) - S. No, Name, Stream, Class & Section, Level of responsibility, Contact Number, E-Mail id
12. Media report (if any)
13. IQAC Event Information Form

Documentation to be done by the Event Committees of a Fest

The Event Committees Like Public Relation, Registration, Marketing, Decoration, Technical & Website, Admin, Refreshment, Hospitality, Transportation, Photography, Resources, Media, Inaugural, Closing, Cultural, Tent-age, Finance, Cultural Evening, Discipline & Editorial have to submit their **final list of work force** along with the below mentioned documents to the department fest coordinator:

- **Public Relation** - Details to be submitted i.e List of Targeted Colleges, A write-up of 200 words about the work done
- **Registration** - Proper Database of Registered Candidates (Two Separate Sheets In-house & Out-station), Proper Database of the Fund Collected through registration, A write-up of 200 words about the work done

- **Marketing** - Proper Database of the Sponsors contacted and confirmed (Two Separate sheets In Cash & In Kind), A write-up of 200 words about the work done
- **Decoration** - Fund Allocated & Utilized & A write-up of 200 words about the work done
- **Technical & Website** - A write-up of 200 words about the work done
- **Admin** - Details of the Winners of all the events, Overall, Winner, List of Certificates actually issued (Volunteers, Participants, Winners) & A write-up of 200 words about the work done
- **Refreshment** - A write-up of 200 words about the work done
- **Hospitality** - A write-up of 200 words about the work done
- **Transportation** - A write-up of 200 words about the work done
- **Photography** - A write-up of 200 words about the work done
- **Resources** - Proper resource list of all the Events, A write-up of 200 words about the work done
- **Media** - Media Report in English & Hindi
- **Inaugural & Closing** - A write-up of 200 words about the work done
- **Cultural** - A write-up of 200 words about the work done
- **Tentage** - Budget Sanctioned & Actual Utilization
- **Finance** - Overall Budget, Income & Expenditure Statement
- **Cultural Evening** - A write-up of 100 words about the work done
- **Discipline** - A write-up of 100 words about the work done
- **Editorial** - A write-up of 100 words about the work done

**If there is any committee which is not there in the fest then you can avoid the writeup.*

***Coordinator,
IQAC***