# St. Xavier's College, Jaipur
## Internal Quality Assurance Cell

## <u>Documentation for the Cultural Fest</u>

Please find below the list of documents to be provided for the IQAC documentation of the cultural fest. You should keep the documents duly signed by the concerned faculty in charge. Please arrange the data as per the details given below:

**Registration:**

1. ***Details of Overall Registered participants*** (Two Separate Sheets for In-house, In station & Outstation Registration) with the following heads – S. No, Name, Course, Name of the Institute, Contact number, E-Mail id, Registration Amount, Mode of payment)
2. ***Details of Visitors*** (Sheet with following details - S. No, Name, Course, Name of the Institute, Contact number, E-Mail id, Registration Amount, Mode of payment

**Admin:**

3. *List of Participants* event-wise with details (Name, Institute, Contact Number)
4. Result Sheet of all the events (with winner and runner-up)
5. Details regarding distribution of certificate (hard copy and e-certificates) - Workforce, Participants, Winners
6. List of Workforce with bifurcation for Events and Committees (Manager, Coordinator, AC, Volunteer). Template Details - S. No, Name, Stream, Class & Section, Level of responsibility, Contact Number, E-Mail id

**Events:**

7. Attendance sheet with the following details - Name, Institute, Contact No, Participated (Yes/No). This will be used as the attendance sheet duly signed by the faculty coordinator
8. Write up (about the event, number of participants, winner & runner-up details) in 100 words). Feedback report of event based on the feedback given by participants (100 words)
9. Details of Judges (If Any) with the following heads – Name, Profile, CV
10. Judgement Sheet and Criterion
11. Geo Tagged Photographs Best 5, Normal Photographs Best 5
12. Summary sheet (common for all event faculty coordinators) with the following details – Name of Event, Flagship (Yes/No), Total Registered, Total Participated, Judge (Yes/No), Honorarium for Judges (Yes/No), Cash Prize (Yes/No), Winner Institution, Runner-up Institution

**Council:**

13. Rule Book and Event Posters
14. Overall Feedback Form (with Event Names & Zest) will be prepared by Council. It will be shared with all event coordinators for respective event which is to be filled by Participants. Feedback Response Excel Sheet along with a Feedback Report for Zest in 250 words

15. Overall Program Report in 500 words – include brief report of each event of fest, participant details, winners, and other relevant information
16. Media report and 10-15 general photographs of the event (normal and geo-tagged)
17. IQAC Event Information Form for Zest (No need to have event wise form)

## **Documentation to be done by the 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, Tentage, Finance, Cultural Evening, Discipline & Editorial have to submit/upload the below mentioned documents on the drive along with the list of the student workforce of their committee:

- **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, 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 with cheque no & 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** – Record of number of items (certificate, badges, passes, posters, etc) printed in-house. 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 & 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, Count of trophies/medals, Stationary, Other items procured for the event. 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
- **Light & Sound and Tentage** - Budget Sanctioned & Actual Utilization
- **Finance** - Overall Budget, Income & Expenditure Statement
- **Cultural Evening** - A write-up of 200 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 list then you can add the writeup.*
Link for the Documentation Folder:
([https://drive.google.com/drive/folders/1exBTAb6_qRU8L7QAJHlGbyanaoUdA5Fh?usp=sharing](https://drive.google.com/drive/folders/1exBTAb6_qRU8L7QAJHlGbyanaoUdA5Fh?usp=sharing))

*Coordinator, IQAC*