Deen Dayal Upadhyaya College (University of Delhi)
APPLICATION FOR ORGANIZING ACTIVITY UNDER SUBJECT/STUDENT SOCIETY OF THE COLLEGE

Date: _____

The Principal
Deen Dayal Upadhyaya College
University of Delhi

●

Sir,

I_____ (Name, Designation and Department) as

_____ (Convener/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 Program	☐ Paper Presentation
☐ Seminar	☐ Symposium	☐ Conference
☐ Field Visit/Excursion	☐ Industrial-Trip	☐ Industry-Academia Program
☐ Student Induction Program	☐ 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

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

Total Budget (1+2+3+4+5) : _____

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 – Ticket to be booked from Air India website only.
- For organizing activities in English Literary Activities Fund (ELAF) (for B. A. Hons English students), Corporate/Industrialization Interaction Fund (CIIF) (for BMS students) and Academic-Corporate Interaction & Industrial Visit Fund (ACIIVF) (for B. Sc. Hons Computer Science and Electronics students), the approval of Teacher-in-Charge is essential.
- For organizing activities under Student 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 submit 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 the Applicant with Date)

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

(Date, Name and Signature of Teacher-in-Charge in Case of Subject Society Activity/ELAF/CIIF/ACIIVF /Coordinator – Acad. Devel. Comm. in case of SIP Activity)/ Coordinator-Student Activity Board in case of Student Soc. Activity)

Recommendation of the Competent Authority: Approved/Not Approved (Strike out one)

(Date and Signature of the Principal)

Deen Dayal Upadhyaya College (University of Delhi)
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
☐ Seminar	☐ Symposium	☐ Conference
☐ 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
Figure Caption	Figure Caption

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/Humanitarium/Outreseach/Extension/Value 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
- Nodal Officer and teacher-in-charge should create institutional email ID like
    - Email ID of Nodal Officer Electronics: electronicsnodalofficer@ddu.du.ac.in
    - Email ID of Teacher-in-Charge   : ticelectronics@ddu.du.ac.in
    - Email ID of Convener Activity   : kalaravconvener@ddu.du.ac.in

The userID and password should be shared with the incoming TIC.