

30/07/2026

Event Organisation and Execution

1. Introduction

Events at Christ College of Engineering (Autonomous) are an integral part of academic enrichment, institutional development, student engagement, industry interaction, and community participation. This policy establishes a systematic framework for planning, approval, execution, monitoring, documentation, and evaluation of all institute-level and department-level events.

The objective of this policy is to ensure that every event is conducted with proper planning, defined responsibilities, financial transparency, administrative approvals, quality documentation, and continuous improvement.

2. Objectives

- To establish a standard process for event planning and execution.
- To define roles and responsibilities of all stakeholders.
- To ensure proper approval channels before event execution.
- To improve coordination among departments, committees, and administration.
- To maintain records, reports, and feedback for future reference.
- To align events with institutional goals and quality standards.

3. Scope of the Policy

This policy applies to all academic, technical, cultural, professional, student development, institutional, and collaborative events organised at institute level or department level.

4. Event Classification

- Institute Level Events:
Events involving the entire institution, multiple departments, major stakeholders, or external participants.
- Department Level Events:
Events initiated and executed by individual departments with departmental objectives and participation.

5. Institute Level Event Planning Workflow

The institute-level workflow shall follow:

Coordinator Discussion → Previous Event Reference → Event Blueprint → HoD Consultation (if required) → Students' Union Input → Principal Approval → Executive Director Approval → Budget Preparation → Committee Formation → Execution → Documentation → Final Report.

6. Stage 1: Event Coordinator Discussion

Role:

Event Coordinator / Faculty Convenor

Purpose:

To initiate event planning and establish the foundation for successful execution.

Tasks:

- Review academic calendar and identify suitable timelines.
- Analyse event objectives and expected outcomes.
- Review previous event reports and identify improvements.
- Discuss feasibility, resources, manpower, and infrastructure requirements.
- Prepare initial event concept and blueprint.
- Identify preliminary responsibilities among team members.

7. Stage 2: Stakeholder Consultation and Inputs

Roles:

- Head of Department (HoD)
- Students' Union Representatives
- Concerned Faculty Members

Tasks:

- Collect suggestions and recommendations.
- Ensure student participation and engagement.
- Refine programme structure.
- Identify operational requirements.
- Estimate participant strength and logistical needs.
- Ensure alignment with institutional objectives.

8. Stage 3: Approval Process

Roles:

Principal and Executive Director

Tasks:

- Review event proposals and objectives.
- Verify institutional relevance and compliance.
- Review budget requirements.
- Provide administrative approval.
- Authorise execution plan.

No event shall proceed without obtaining required approvals.

9. Budget Preparation and Financial Management

Roles:

Event Coordinator and Finance Coordinator

Tasks:

- Prepare detailed budget estimates.
- Identify expected expenses and income sources.
- Prepare sponsorship/funding plan where applicable.
- Allocate funds for different activities.
- Maintain financial records.
- Ensure expenditure is within approved limits.

10. Event Subcommittee Structure and Responsibilities

Registration Committee:

Tasks:

- Manage participant registration.
- Maintain attendance records.
- Coordinate entry and participant support.

Finance Committee:

Tasks:

- Track expenses.
- Maintain bills and financial documents.
- Prepare utilisation statements.

Hospitality Committee:

Tasks:

- Coordinate guest invitations.
- Manage guest reception.
- Ensure smooth programme movement.

Logistics Committee:

Tasks:

- Arrange venue.
- Coordinate seating, equipment, facilities, and infrastructure.

- Ensure operational readiness.

Publicity Committee:

Tasks:

- Prepare promotional materials.
- Manage posters, announcements, social media, and communication. (Social media and Print media)

Documentation Committee:

Tasks:

- Capture photographs and videos.
- Prepare event records.
- Collect feedback.
- Maintain evidence for accreditation and quality purposes.

Technical Committee:

Tasks:

- Manage ICT facilities.
- Support presentations, audio-visual systems, and technical requirements.

11. Event Execution Cycle

The execution cycle includes:

Budget Preparation:

Finalisation of approved financial requirements.

Committee Formation:

Allocation of responsibilities to designated teams.

Review and Ratification:

Verification of readiness by concerned authorities.

Event Execution:

Implementation of the approved programme plan.

Monitoring:

Continuous supervision by coordinators and responsible authorities.

12. Documentation and Feedback Management

Roles:

IQAC Team, Documentation Team, Event Coordinator

Tasks:

- Collect attendance details.
- Obtain participant feedback.
- Document photographs and event evidence.
- Evaluate achievement of objectives.
- Identify strengths and improvement areas.

13. Final Report and Closure

Roles:

Event Coordinator, Finance Team, HoD

Tasks:

- Prepare a comprehensive event report.
- Submit financial utilisation statement within **15 working days.**
- Record outcomes and recommendations.
- Archive documents for future events.
- Maintain institutional records.

14. Department Level Event Policy

Department events shall follow:

Planning → HoD Consultation → Staff Discussion → Principal Consultation →

Executive Director Consultation → Budget Preparation → Committee Formation → Approval → Execution → Documentation and Report.

15. Department Level Roles and Responsibilities

Department Coordinator:

- Prepare an event proposal.
- Coordinate all activities.
- Ensure timely completion.

HoD:

- Review department requirements.
- Provide guidance and approval.
- Monitor execution.

Department Faculty Team:

- Support planning and execution.
- Manage assigned responsibilities.

Students:

- Support coordination, participation, and execution under faculty guidance.

16. Quality Assurance and Continuous Improvement

All events shall be reviewed based on:

- Achievement of objectives.
- Participant feedback.
- Resource utilisation.
- Documentation quality: Final report should be prepared in **IQAC format**
- Recommendations for future improvement.

IQAC inputs shall be considered for improving future event processes.

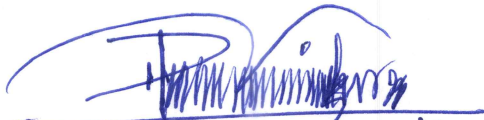
17. Policy Compliance

All event organisers must follow institutional rules, approval procedures, financial guidelines, and administrative directions while conducting events.

Approval and Review

This policy document shall be reviewed periodically by the competent authorities of Christ College of Engineering (Autonomous) to incorporate improvements and ensure effective event governance.

Approved by



Executive Director

Fr. John Paliakkara

