

Policy and Guidelines for Conducting Co-Curricular and Extra-Curricular Events **through student volunteers/organizers**

1. Purpose

This policy establishes a **structured framework** for planning, organizing, and conducting **co-curricular and extra-curricular events** at the RCE. It ensures efficient event management, promotes **student leadership and teamwork**, and aligns activities with the institution's academic and professional standards.

Engaging in event organization provides students with practical experience in event planning, leadership, communication, problem-solving, and teamwork, which are crucial for their holistic development.

Faculty supervisors play a vital role in guiding students, ensuring proper execution of events, and upholding institutional standards. Additionally, their involvement enhances career recognition, and contributes to institutional growth.

2. Objectives

The objectives of this policy are to:

- a. **Encourage Student Leadership** – Provide students with opportunities to lead and manage events.
- b. **Enhance Organizational Skills** – Develop students' ability to plan and execute events efficiently.
- c. **Promote Teamwork & Collaboration** – Foster a spirit of cooperation among students and faculty.
- d. **Ensure Smooth Execution** – Establish clear roles and responsibilities for conducting successful events.
- e. **Maintain Discipline & Compliance** – Ensure adherence to institutional guidelines and ethical conduct.
- f. **Encourage Creativity & Innovation** – Provide a platform for students to showcase their talents.
- g. **Strengthen Industry & Alumni Interaction** – Facilitate networking opportunities through events like guest lectures, hackathons, and technical symposiums.

3. Scope

This policy applies to:

- All **engineering and management science departments, student clubs, and faculty coordinators** involved in organizing events.
- Events such as **technical symposiums, hackathons, cultural fests, sports tournaments, seminars, guest lectures, awareness programs, and workshops.**
- The college's **students, faculty and staff** involved in or attending the event.

4. Event Organization Framework

4.1 Formation of Organizing Committees

- A **Convener** will be appointed by the **Dean-IA, Dean-A or the concerned department head** to oversee the event.
- The **Convener** has the authority to form faculty **Coordinator's student organizing team**, which will work under Convener's supervision.
- Student groups shall be structured into **sub-teams**, each responsible for specific tasks such as:
 - **Logistics & Venue Management**
 - **Sponsorship & Finance**
 - **Publicity & Media**
 - **Technical Support**
 - **Registration & Hospitality**
 - **Or any other based on the requirement of the convener** and the stature of the event.
- The **Convener along with the help of Faculty Coordinator's** must obtain prior approval from the **HoD** before finalizing the student organizing committee. In this process, they must assess the students' willingness to participate in the event organization and ensure that it won't negatively impact their academics or any other related circumstances.
- Faculty members will serve as supervisors, providing guidance to students in planning and execution while also considering and incorporating student suggestions when needed, and vice versa.

4.2 Task Allocation and Supervision

- The organizing team will be responsible for **end-to-end execution** of the event, ensuring smooth coordination.
- The convener initial duty is to plan the entire event from the start to end, and mail the schedule copy to the hierarchy in-charge of that particular event for approval of the schedule.

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- Once the students' organizing committee is finalized, the Convener must provide the participants' list along with event details to the Administrative Officer (AO). This will allow the office to prepare the required number of special ID cards and facilitate monitoring of discipline during the event.
- Students involved in organizing the event will receive special ID cards, which must be worn at all times within the college premises. These cards are valid only during the event period.
- The convener must promptly submit a request letter (**Annexure-1**) to the Dean of Internal Affairs or Dean of Academics seeking permission to conduct the event, along with a list of requirements and necessary college resources for its execution (**Annexure-2**). This ensures all arrangements are in place for the smooth conduct of the event.
- The **Convener must submit an attendance request** to Bee's I/c **Mr. Hari Hara & student affairs coordinator** for the students involved in event execution.
- Faculty members shall **supervise** but **not interfere** in the assigned tasks of students, ensuring they gain real-world experience.

4.3 Event Execution and Discipline

- Students engaged in organizing events must focus entirely on their **assigned responsibilities**.
- Faculty and other students **should not disrupt** the event team while tasks are in progress.
- Any instances of misconduct, negligence, or mismanagement will be reported to the respective department head and the hierarchy in charge for necessary action.

5. Post-Event Procedures

- Once the event is completed, the **temporary student groups will be dissolved automatically**.
- Students are required to return their issued ID cards to their respective supervisors, who will then submit them to the Office.
- The Convener/Coordinator must submit a **detailed event report (Annexure-3)**, to the Dean Internal affairs & Hierarchy responsible, including participation statistics, achievements, and key learnings.
- A **feedback session** should be conducted to discuss what went well and areas for improvement.

7. Observation of Discipline and Code of Conduct

- All students and faculty involved in event organization must adhere to the **RCE's code of conduct**.
- Any misuse of resources, funds, or inappropriate behavior during the event will result in disciplinary action. This may include barring the students from participating in future events,

suspension from the event, suspension from classwork, issuance of a formal warning letter, or involvement of the disciplinary committee for further action.

- Students must **respect faculty, guest speakers/external resources, and fellow participants** at all times.
- The use of college infrastructure and equipment should be done responsibly, ensuring that no damage occurs.
- Any disputes arising during the event should be reported to the **Convener/Coordinator and Hierarchy incharge** for immediate resolution

8. Compliance and Accountability

- All events must comply with the policy
- The college reserves the right to **review, modify, or cancel** any event if necessary.
- Organizers must ensure that events do not disrupt regular academic schedules and maintain the **reputation of the institution.**

9. Amendments to Policy

- This policy will be **reviewed annually** to accommodate necessary changes based on institutional needs and faculty/students' feedback.
- Any amendments shall be approved by the **Governing Body and Academic Council/Management** before implementation.

Annexure-1

Program Conduction Request Form

To

The Dean of Internal Affairs/Dean of Academics
Ramachandra College of Engineering
NH-16, Bypass Road, Vatluru (V), ELURU-534007

Respected Sir/Madam,

Subject: Request for Approval to Conduct **Event Name:** National Librarian's Day Reg.

I,

Convener Name: Dr.Rayapudi.Ramesh, serving as Professor / Associate/Assistant Professor/**Librarian** in the department of Central Library, seek approval to conduct the **Event Name:** National Librarian's Day as per the details mentioned below:

1. Convener Details:

Name: Dr.Rayapudi.Ramesh
Designation: Librarian
Department: Central Library
Contact No: 6300854473/9912568930

2. Program Schedule & Details:

Event Name: **National Librarian's Day**
Date & Time: **12th August, 2025 & 03.00 PM To 04.00 PM**
Venue: **RCE- Central Library**

Objectives of the Event:

1. Honoring the Legacy of Dr. S.R. Ranganathan
2. Recognizing the Importance of Librarians
3. Promoting Libraries and Reading Culture
4. Strengthening the Library and Information Science Profession

Name (s) of Guest(s) (if applicable):

1. Dr. Subramanya Sarama S, Dean Academics.
2. Dr. Muralidhara Rao M , Director- Principal

Expected Number of Participants: 60 to 65

3. Faculty Coordinator(s):

Sl. #	Name	Designation	Dept.	Role & Responsibilities
1				
2				
3				

4. Student Groups & ID Card Issuance:

Organizing Committee Members:

Sl. #	Student Name	Roll Number	Dept.	Role
1				
2				
3				

Task Allocation to committees:

Attach a separate sheet (as shown in the below tabular form) comprising the details of tasks allocated to each student organizing committee:

Sl. #	Name of the organizing committee	Names of Committee Members	Tasks Allocated
1			
2			
3			

No. of Special ID Cards Required:

I kindly request your approval for the smooth conduction of the event. Your guidance and support will be greatly appreciated.

Looking forward to your approval.

Thanking you.

Yours sincerely,

Approval from HoD: ☐ Yes ☐ No

Signature of HoD

Approval from Dean Internal Affairs: ☐ Yes ☐ No

Signature of Dean-IA

Office use only

Approval from Administrative Officer: ☐ Yes ☐ No

Signature of AO

No. of Special ID Cards Issued: ☐ Yes ☐ No

Annexure-2

List of requirements and essential college resources needed for its execution

To

The Dean of Internal Affairs

Ramachandra College of Engineering

NH-16, Bypass Road, Vatluru (V), ELURU-534007

Respected Sir/Madam,

Subject: Request for Approval to make use of college resources for the conduction of

Event Name: National Librarian's Day Reg.

I,

Convener Name: Dr.Rayapudi.Ramesh, serving as Professor / Associate/Assistant Professor/Librarian in the department of Central Library, seek approval to make use of college resources for the conduction of the **Event Name:** National Librarian's Day as per the details mentioned below:

Details college resources required:

Sl. #	Name of resource required	Purpose	Quantity	Approved/ Not approved
1	wireless mic with speakers	Interaction with the audience.	01	
2	Banner	Banners are used at events to identify the program	01	
3	Cake	Special day	01	
4	Prizes (First Prize- Cash (Rs.500)/ Second – Rs.300.00/ Third- Rs.200.00)	To encourage the students	03	

(Please put ✓mark for the approved and ✗mark for not approved)

Thanking you.

Yours sincerely,

Annexure-3

Framework for Event Report

The Event report should contain the following in detail:

1. Event Overview

- a. Event Name: National Librarian's Day
- b. Event Date & Time: 12th August, 2025 & 3.00 PM TO 4.00 PM
- c. Event Venue: RCE-Central Library
- d. Organizing Department: Central Library
- e. Name of Faculty Coordinator: Dr.Rayapudi.Ramesh
- f. Name of Convener: Dr.Rayapudi.Ramesh

2. Objectives & Purpose

- Purpose of the event (in Brief):

National Librarians' Day is celebrated in India on August 12th to honor the birth anniversary of **Dr. S. R. Ranganathan**, widely regarded as the "Father of Library Science in India." The celebration highlights the vital role of librarians and the importance of libraries in society.

1. Educating the Community
2. Professional Development
3. Promoting Reading and Literacy
4. Advocating for Libraries
5. Professional Development

- **Highlight the key learning outcomes for students and participants:**

The key learning outcomes for students and participants in the National Librarians' Day celebration center on understanding the value of libraries, the role of librarians, and the importance of information literacy.

1. Appreciation of Libraries
2. Understanding Librarians' Roles
3. Improved Information Literacy
4. Encouraging a Love for Reading
5. Awareness of Modern Library Services
6. Community Engagement
7. Recognition of Librarians as Experts

3. Event Execution & Activities

National Librarians' Day Event Agenda

Morning Session

10:00 AM - 10:30 AM | Online Quiz Test: An online quiz was conducted for students.

Afternoon Session

3:00 PM - 3:10 PM | Welcome Note SK. Azeeza Farhana (Cyber security) hosted the welcome note, emphasizing the importance of Librarians' Day.

3:10 PM - 3:15 PM | Invited Talk: The Importance of Books Dr. Subramanya Sarma S, Dean of Academics, spoke on the importance of books. He recalled the famous words of Kandukuri Veeresalingam: "**Wear a torn shirt, but buy a good book**" and described the library as a "hospital" for the mind.

3:16 PM - 3:21 PM | Invited Talk: The Five Laws of Library Science Dr. Muralidhara Rao M, Director-Principal, discussed the foundational **Five Laws of Library Science**.

3:22 PM - 3:40 PM | Prize Distribution Ceremony Prizes were awarded to the winners of the online quiz. Following the ceremony, students shared their feedback on the program.

3:41 PM - 4:00 PM | Vote of Thanks Dr. Rayapudi. Ramesh, the Librarian, delivered the vote of thanks. He highlighted the importance of Librarians' Day, provided an overview of the RCE Central Library, and summarized the guest speakers' insights.

- **Statistics of Student and faculty participation:** Students : 60 & Faculty: 05 (Sheet attached)

4. Achievements & Key Highlights

- Notable speakers, guests, or dignitaries present. YES
- Major takeaways and impact of the event.

Students should be familiar with the library's services and facilities.

- Awards, recognitions, or certificates distributed.

YES (First prize: Rs. 500.00, Second Prize: Rs.300 & Third prize: Rs. 200.00)

5. Challenges & Areas for Improvement

- Observations on what worked well:

Banner & Prizes

- Challenges faced during event planning and execution:

NO

- Suggestions for improvement in future events:

NO

6. Conclusion & Recommendations

Summary of the event's overall effectiveness:

Overall feedback on the library was positive, with no significant issues reported. However, there is a clear request from users for an expanded collection of books and MIC required.

Recommendations for better organization in upcoming events:

7. Attachments & Supporting Documents

- Event photographs. YES
- Attendance sheet. YES
- Feedback forms from participants. YES
- Any relevant supporting materials. NO

Name and Signature of Convener with date

Dr.Rayapudi.Ramesh