POLICY & STANDARD OPERATING PROCEDURE FOR CONDUCT OF ACTIVITIES

Document Number	:	IQAC/120/11
Document Name		Policy & Standard Operating Procedure for Conduct of Activities
Policy Category	:	IQAC Policy
Version Number	:	1.0
Effective Date	:	21st August 2026
Applicable to	:	All internal staff (teaching and non-teaching) of AMGOI
Prepared By	:	Dean, IQAC
Reviewed By	:	Dean, IQAC
Approved By	:	Director & Campus Director, AMGOI

1. Purpose

The purpose of this Policy is to establish a comprehensive institutional framework for planning, approval, organization, documentation, monitoring, reporting, and closure of all activities conducted at the Institute Level or Department Level. The Institute is committed to ensuring that every academic, administrative, student development, co-curricular, extracurricular, training, outreach, extension, quality, research, industry interaction, and other institutional activity is planned and conducted in a systematic, transparent, accountable, and properly documented manner. This Policy provides a common institutional mechanism through which every activity, irrespective of the section or nature of the activity, shall be proposed, approved, conducted, documented, reviewed, and recorded.

2. Objectives

The objectives of this Policy are to:

1. Establish a uniform institutional procedure for planning and conducting all activities.
2. Ensure that every activity is aligned with the Institute's objectives, Strategic Plan, and applicable IQAC guidelines.
3. Ensure prior approval and proper administrative control before conducting any activity.
4. Ensure timely preparation and maintenance of all pre-activity, during-activity, and post-activity documents.
5. Establish a centralized system for monitoring and recording institutional activities.
6. Ensure proper financial planning, approval, expenditure recording, and supporting documentation.
7. Facilitate effective institutional review, audit, accreditation, and quality assurance through complete activity records.
8. Promote continuous improvement through systematic review of activity outcomes.

3. Scope

This Policy applies to all internal staff (teaching and non-teaching) of the AMGOI.

4. Policy Guidelines

Any activity conducted within the Institute, whether at the Institute Level or Department Level, must strictly follow this Policy and Standard Operating Procedure.

A. Annual Planning

1. All Section Heads/Committee Heads shall prepare the yearly Plan of Activities for the entire academic year during July using Format 104 – Plan of Activity in discussion with the respective Dean.
2. The Strategic Plan of the Institute shall be referred to while deciding the number and nature of activities to be organized under the respective committee, cell, department, or section.
3. The responsibility and authority with respect to every committee shall be exercised through the respective Dean.
4. In case of any difficulty in planning activities, the concerned Section Head/Committee Head may consult the Dean, IQAC.
5. IQAC shall finalize the Plan of Activity in discussion with the respective Dean.

B. Approval and Control

- Every activity must strictly adhere to IQAC guidelines.
- No additional activity shall be organized unless it is included in the approved Plan of Activity or subsequently approved through the prescribed institutional mechanism.
- All activities must be conducted strictly as per the approved Plan of Activity.
- Prior permission from the Director (Format 106 – Director Permission Letter) is mandatory before organizing any activity.
- IQAC remarks are compulsory before seeking permission from the Director.
- IQAC shall verify the relevance and requirement of the activity and record the same in the Central Activity Register.

C. Event Coordination and Arrangements

- The Event Coordinator shall be responsible for proper organization of the activity and completion of all pre- and post-activity documentation within the prescribed time.
- Arrangements for stationery and related material, sound system, venue, and other requirements shall be made by the Event Coordinator with proper permission of the concerned responsible person.
- The respective Dean shall take follow-up during the activity.

D. Expert / Resource Person

- As per the approved activity plan, the Section Head shall identify and finalize the expert/resource person.
- Guidelines for finalization of experts shall be referred to before confirmation.
- The Section Head shall formally communicate with the expert/resource person and obtain consent for conducting the activity.
- After permission from the Director, the Invitation Letter (as per the format) shall be sent to the expert/resource person.
- The received copy of the Invitation Letter shall be collected and maintained.

E. Publicity and Communication

- After obtaining IQAC and the Director's approval, the concerned staff shall issue the Activity Notice well in advance using (Format 107).
- A flyer shall be prepared and circulated among the target audience and shared on the official social media handles of the Institute.

- Flyers shall be prepared in advance and finalized only after approval from the higher authority.
- The Event Coordinator shall ensure that the flyer is designed as per the standard Institute template.

F. Financial Management

- Budget requirements shall be submitted well in advance to the Campus Director using (Format 108 – Activity Budget Requirement).
- All requirements and quantities shall be clearly mentioned, including remuneration, bouquets, gifts, dry fruits, water bottles, refreshments, stationery, and other requirements.
- All bills and supporting documents shall be maintained as required by the Accounts Section.

G. Activity Evidence and Documentation

- Attendance of participants/audience shall be compulsorily maintained (Format 109 – Activity Attendance).
- Feedback shall be collected (Format 110 – Activity Feedback) through Google Forms only, using the official login credentials of the respective Section Head.
- High-definition geotagged photographs of every activity shall be captured for documentation purposes (Format 111- Activity Photos), along with additional high-definition non-geotagged photographs.
- All photographs shall be stored in a dedicated folder on the HOD's departmental PC.
- The Event Coordinator shall submit required activity data and photographs to the Social Media Cell Coordinator on time.
- The expenditure statement and supporting bills shall be submitted immediately after completion of the activity after obtaining the Campus Director's approval (Format 112).

H. Completion and Reporting

- A Thanking Letter (as per the format) shall be prepared and issued to the expert immediately after the activity; the received copy shall be collected.
- A box file shall be maintained for every activity containing Format 104 – Plan of Activity, Format 105 – Activity Index, and all activity-related documents attached sequentially as per the Activity Index.
- Format 113 – Activity Summary shall be prepared and verified by IQAC.
- IQAC shall verify the listed documents in the activity file and record the activity in the Central Activity Register.
- Additional documents such as certificates, permissions from external agencies, and other relevant evidence shall also be attached.
- Format 114 – Activity Report shall be prepared and attached to the file during final submission of documents.
- All documents shall be submitted with required signatures and stamps to the respective Dean.

5. Roles and Responsibilities

A. Director & Campus Director

- Provide strategic direction and administrative support for institutional activities.
- Ensure that activities are conducted only after prescribed approval.
- Review and approve activities as per the prescribed authority.
- Approve activity budgets as applicable.
- Review important activities and their outcomes.

B. Dean, IQAC

- Establish and monitor implementation of this Policy and SOP.
- Finalize Plans of Activities in discussion with respective Deans.
- Verify the relevance and requirement of proposed activities.
- Provide IQAC remarks before Director/Campus Director approval.
- Maintain and update the Central Activity Register.
- Verify activity documentation and Activity Summary.
- Monitor timely submission of post-activity documents.
- Conduct periodic review of implementation and recommend corrective action wherever required.

C. Respective Dean

- Guide and monitor activities under the concerned section/committee.
- Discuss and finalize annual activities with Section Heads/Committee Heads.
- Take follow-up during activities.
- Verify completeness of documents submitted by the concerned section.
- Submit documents whenever required for institutional review.

D. Section Head / Committee Head / HOD

- Prepare the yearly Plan of Activities in July using Format 104.
- Ensure alignment with the Strategic Plan and institutional requirements.
- Identify and finalize the expert/resource person as applicable.
- Ensure required permissions and documentation are completed.
- Coordinate with IQAC and concerned authorities.
- Ensure timely submission of all activity documents.

E. Event Coordinator

- Organize the activity properly as per the approved plan.
- Complete all pre-, during-, and post-activity documentation.
- Arrange venue, stationery, sound system, and other requirements with proper permission.
- Coordinate with expert/resource person and participants.
- Ensure attendance, photographs, feedback, publicity material, and other evidence are collected.
- Submit required activity data and documents within the prescribed time.

F. Lab Assistant / Assigned Support Staff

- Capture high-quality photographs of the activity as prescribed.
- Ensure high-definition geotagged and additional photographs are maintained.
- Support arrangements for reels/videos for official social media publicity.
- Store photographs in the designated departmental folder.

G. Social Media Team

- Coordinate publicity of approved activities.
- Ensure flyers follow the standard Institute template.
- Publish news of important activities after the prescribed approval.
- Maintain appropriate social media documentation.

H. Accounts Section

- Process approved expenditure as per applicable institutional procedures.
- Ensure complete bills and documents support expenditure statements.
- Do not accept incomplete expenditure statements.

6. Review and Revision of Policy

This Policy shall be reviewed once every three years, or earlier if required by institutional requirements, quality initiatives, or recommendations of the IQAC. Any amendment to this Policy shall be processed through the IQAC and shall become effective only after formal approval by the Director & Campus Director.

7. Annexures/Supporting Documents

- Format 104 to Format 114.
- Invitation Letter
- Thanking Letter.

Any additional format, checklist, template, certificate, external permission, or supporting document prescribed by IQAC from time to time.

8. Standard Operating Procedure (SOP)

1. At the beginning of every academic year, all Section Heads/Committee Heads shall prepare the yearly Plan of Activities for the entire academic year during July using Format 104 – Plan of Activity in discussion with the respective Dean.
2. The Section Head/Committee Head shall refer to the Strategic Plan of the Institute while deciding the number and nature of activities.
3. In case of difficulty in planning activities, the concerned Section Head/Committee Head may consult the Dean, IQAC.
4. IQAC shall finalize the Plan of Activity in discussion with the respective Dean.
5. No additional activity shall be organized unless it is included in the approved Plan of Activity or subsequently approved through the prescribed mechanism.
6. Before organizing an approved activity, the Section Head/Committee Head shall identify and finalize the expert/resource person wherever applicable and obtain his/her consent.
7. The concerned Section Head/Committee Head shall prepare the Invitation Letter as per the prescribed format and obtain the received copy for record.
8. The concerned Section Head/Committee Head shall initiate Format 106 – Director Permission Letter.
9. IQAC shall verify the relevance and requirement of the activity, record the activity in the Central Activity Register, and provide remarks.
10. After IQAC remarks, the activity shall be submitted to the Director for formal approval. No activity shall be conducted without the Director's approval.

11. Where financial requirements are involved, Format 108 – Activity Budget Requirement shall be submitted well in advance to the Campus Director. IQAC remarks shall be obtained before budget sanction.
12. After approval from IQAC and the Director, the concerned staff shall issue Format 107 – Activity Notice well in advance.
13. The Event Coordinator shall ensure preparation and approval of the activity flyer through the Central Marketing Coordinator and circulation to the target audience and official social media handles.
14. The Event Coordinator shall finalize venue, stationery, sound system, refreshments, and other arrangements with proper permission.
15. The Event Coordinator shall conduct the activity strictly as per the approved plan.
16. Attendance of participants/audience shall be recorded compulsorily in Format 109.
17. Feedback shall be collected through Google Forms using the official login credentials of the respective Section Head, as per Format 110.
18. The Lab Assistant/assigned staff shall capture high-definition geotagged photographs and additional high-definition photographs and maintain them in the designated departmental folder.
19. The Event Coordinator shall submit required data and photographs to the Social Media Cell Coordinator on time.
20. Immediately after the activity, the Thanking Letter shall be issued to the expert, wherever applicable, and the received copy shall be collected.
21. All expenditure statements and supporting bills against the advance shall be submitted immediately after completion of the activity after obtaining the Campus Director's approval, using Format 112.
22. The Event Coordinator/concerned Section Head shall compile all activity documents sequentially as per Format 105 – Activity Index.
23. Format 113 – Activity Summary shall be prepared and submitted for IQAC verification.
24. Format 114 – Activity Report shall be prepared and attached to the activity file.
25. IQAC shall verify the Activity Summary and supporting documents and record the completed activity in the Central Activity Register.
26. The respective Dean shall verify/receive the complete documentation and ensure that it is available whenever required for institutional review, audit, accreditation, or other official purposes.
27. All materials such as stationery, sound system, chairs, tables, photo frames, and other institutional resources shall be returned immediately to the respective sections after the activity.
28. Activity details shall be shared on official social media groups as applicable after prescribed approval.
29. Certificates shall be issued wherever applicable.
30. At the end of the academic year, IQAC shall review implementation of the SOP and identify areas for improvement.

Dr. A. S. Shelake
Dean, IQAC

Dr. Mrs. S. R. Chougule
Director
Dr. Mrs. S. R. Chougule
DIRECTOR
Shri Balasaheb Mane Shikshan Prasarak Mandal's
Ashokrao Mane Group Of Institutions
Vathar Tarf Vadgaon, Tal. Hatkanangale
Dist. Kolhapur, Maharashtra - 416112

Dr. P. B. Ghewari
Campus Director
CAMPUS DIRECTOR
SHRI BALASAHEB MANE SHIKSHAN PRASARAK MANDAL'S
ASHOKRAO MANE GROUP OF INSTITUTIONS
Vathar Tarf Vadgaon, Tal. Hatkanangale, Dist. Kolhapur, M.S. 416112