

COMPREHENSIVE FRAMEWORK FOR CLUB ACTIVITIES

(To be submitted to the Dean of Student Welfare by the end of each month)

Part 1: Pre-Event Phase

1.1. Club Activity Proposal & Budget

(To be filled by Club Coordinator and approved by Faculty In-charge & DSW)

- **Club Name:**
- **Date of Proposed Activity:**
- **Activity Title:**
- **Faculty In-charge:**
- **Club Coordinator (Student):**
- **Primary Objective of the Activity:** (Clearly state what the activity aims to achieve).
- **Aligned SDG Goal(s):** (e.g., SDG 4: Quality Education, SDG 5: Gender Equality, etc.)
- **Detailed Description of the Activity:**
- **Budget Proposal:**

Item	Quantity	Estimated Cost (₹)	Justification
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Total

- **Approvals:**
 - **Faculty In-charge Signature:** _____ Date: //__
 - **DSW Office Signature:** _____ Date: //__

Part 2: Event Execution Phase

2.1. Official Notification / Circular

(A formal circular to be sent to all Deans, HODs, and students)

University Letterhead

Date:

Ref. No.: DSW/Club/Club Name/Year

Subject: Invitation to the [Activity Name] organized by the [Club Name]

Dear Deans, HODs, and Students,

This is to inform you that the **Club Name** will be organizing an event on "**Activity Title**."

- **Date:**
- **Time:** Start Time to End Time
- **Venue:** [

The objective of this activity is [Briefly state objective] and it aligns with our commitment to [Mention the relevant SDG, e.g., promoting good health and well-being SDG]

We cordially invite all interested students and faculty members to participate.

Thank you.

Dean, Student Welfare

2.2. Event Attendance Sheet

Activity Title: Activity Name

Date:

Club: Club Name

S.No.	Student Name	Roll No.	Program	Signature
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1				
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2				
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Part 3: Post-Event Phase

3.1. Visual Documentation

- **Geotagged Photos:** [Please attach 3-5 high-quality photos with location data enabled.]
- **Normal Photos:** [Please attach 5-10 additional high-quality photos showcasing different aspects of the event: setup, participation, speakers, etc.]
- **Video (if available):** [A short (1-2 minute) edited video highlight reel is recommended. File link/name: _____]

3.2. Participant Feedback Form

- **Activity:** [Activity Name]
- **Date:** [Date]
- On a scale of 1-5 (5 being highest), how would you rate this event?
 - **1 2 3 4 5**
- What did you like most about the activity?
- Any suggestions for improvement?

Part 4: Reporting & Dissemination

4.1. Detailed Activity Report

(For internal DSW records)

- **Club Name:**
- **Activity Title:**
- **Date & Duration:**
- **Number of Participants:**
- **Objectives Revisited:** (State if the objectives were met).
- **Description of Proceedings:** (A brief paragraph on how the event unfolded).
- **Outcomes & Learning:** (What was achieved? What did the participants gain?).
- **Challenges Faced (if any):**
- **Recommendations for Future Events:**

Submitted by:

Name & Signature of Club Coordinator: _____

4.2. Website Report / Press Release

(A concise, public-friendly version for the university website and media)

Headline: Catchy Headline, e.g., "Eco-Club Champions Sustainability with 'Green Campus Drive'"

Sub-headline: Short description, e.g., "Event aligns with SDG fostering environmental responsibility among students."

Insert 1-2 best high-resolution photos here

Structure-A engaging 150-200 word summary written in a journalistic style, covering the What, When, Who, Why, and Impact of the event. Quote the Faculty In-charge or a participant.

For Media Inquiries, Contact: Ms.Simaran Aggarwal

By following this structure, all activities will be consistently proposed, executed, documented, and reported, ensuring transparency and contributing effectively to institutional goals like NAAC accreditation. All documents from Part 1 to Part 4 should be compiled and submitted as a single PDF to the DSW office by the 30th of each month.