



Standard Operating Procedure (SOP) for Event Organisation at DAU

Purpose

To establish a uniform, transparent, and well-documented process for organising events at Dhirubhai Ambani University (DAU). This SOP outlines the procedures from event approval to submission of the final report, ensuring proper coordination, accountability, and institutional documentation.

Type of Events

A. Faculty/Staff Led Events

These events are typically organised by faculty members or university staff and include:

- a. Continuing Education Programme (CEP)
- b. Conferences
- c. Seminars
- d. Workshops
- e. Panel Discussions
- f. Summer / Winter Schools
- g. IPR-related Events
- h. AIP Training Programme
- i. Professional Training Programmes
- j. Other academic or research-focused programmes

B. Student-Led Events

These events are organised by student bodies, clubs, or committees and include:

- a. Kalam Doctoral Colloquium (KDC) Activities
- b. Hackathons
- c. Synapse
- d. iFest
- e. Sports Day
- f. Youth Run
- g. Other student-driven activities



Approval Process

A. First Level of Approval

The **Event Request Form** (see Appendix 1) must be submitted to the relevant approving authority.

Event Type	Approving Authority
Research Related Event	Dean Research
Training Programme / FDP	Dean Faculty
Academic Event	Dean AP
Student-Led Event	Dean Students
Staff Welfare Event	Executive Registrar

B. Second Level of Approval

After the first-level approval, the Director of the respective School reviews the proposal. The Director forwards the proposal to the Director General with recommendations.

C. Third Level of Approval

The Director General provides final approval for the event and the budget allocation.

Administrative Guidelines

The **Event Convener** is responsible for ensuring proper planning and execution of the event.

A. Financial and Administrative Planning

- a. The convener should ensure:
 - i. Plan for adequate target attendance to be achieved
 - ii. External sponsorship or funding is explored where possible
 - iii. Honorarium for speakers is proposed (₹5,000 or ₹10,000, depending on the event scale)
- b. Institutional support shall be extended in accordance with the relevant policies of Dhirubhai Ambani University (DAU) for the necessary arrangements related to the event. Such support may include, but is not limited to, the following:
 - i. Travel arrangements for experts/guests
 - ii. Accommodation for experts/guests in the university guest house or nearby hotels
 - iii. Pick Up – Drop Off logistics
 - iv. Venue Identification and booking slots for the event
 - v. Technical arrangements (audio-visual support)
 - vi. Tea/Snacks arrangement (if proposed)
 - vii. Lunch/Dinner arrangement (if proposed)



- viii. Mementoes for the experts
- ix. Specific requirement for the event

Eligibility for Requesting Event Approval

The Event Request Form must be submitted by the Convener of the event.

A. For Faculty / Staff-Led Events.

The convener must be:

- a. A regular faculty member, or
- b. A regular staff member at the level of Senior Manager/Officer Cadre

B. For Student-Led Events

- a. The Convener of SBG or club representative must coordinate with SBG and submit the proposal to the first-level approving authority.

All event details must be submitted using the Event Request Form (Appendix 1).

Post Event Requirements

The event convener shall prepare, within two weeks of the completion of the event, the following.

- A. Utilisation Certificate (UC) / Audited Statement of Accounts (AAS) to the respective funding agency, if applicable.
- B. Closure Report to the funding agency, if applicable.
- C. Copies of the reports to:
 - a. Office of the Approving Authority
 - b. Quality Assurance Cell (QAC) for institutional records.

Communication and Publicity

- A. Social media posts must be circulated through official DAU social media handles with support from the Media Office.
- B. Additional dissemination through faculty, students, and collaborators is encouraged.



Director, School of Technology



Director General

Dr. G. Venkatesh

Effective date of this policy document: April 1, 2026

Director - School of Technology

Dhirubhai Ambani University (DAU), Gandhinagar

T. Bandyopadhyay
Director General
DAU, Gandhinagar



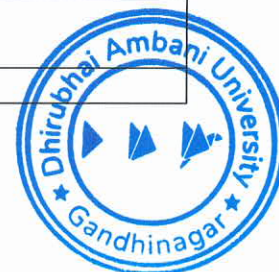
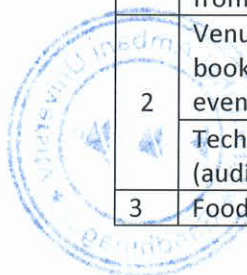
Appendix 1: Request Form for Organizing On-Campus Events

1. Title:
2. Type of Event: Conference/Seminar/Workshop/Symposium/Training/Public Lecture/Others
3. Proposed Date/s:
4. Convener Details: Name, Address, Email, Contact No.
5. Tentative Speakers Information:

Name	Area of Interest	Affiliation

6. Financial Planning:
 - I. Total Proposed Budget*
 - II. Funding/Sponsoring Agencies pan to be approached with tentative fund request planned
 - III. Institutional Support Required
 - IV. Expected Income from registration fees/sponsorship
7. Tentative Committees for Event Execution:
8. Event Announcement Plan: (Tick Mark only)
 - I. Website/Social Media Handles/Print Media
 - II. One-on-one announcement through student volunteers, etc.
9. Institutional Assistance and Estimated Budget

ID	Item	Required? Please provide a "Yes" or "No" answer.	If "Yes", please provide the institutional logistics assistance required.	Anticipated Expenditure in INR
1	Travel arrangements for experts/guests			
	Accommodation for experts/guests at DAU Guest House			
	Accommodation for experts/guests at a Hotel			
	Pick-Up and Drop-Off from the airport, etc.			
2	Venue Identification and booking slots for the event			
	Technical arrangements (audio-visual support)			
3	Food & Snacks			



	Tea/Snacks arrangement (if proposed)			
	Lunch/Dinner arrangement (if proposed)			
4	Mementoes for the experts			
5	Others (If any specific requirement)			
Total Estimated Budget (should match with Item 6.1*)				

Name, Designation, and Signature of the Convener

