



L. S. RAHEJA COLLEGE OF ARTS AND COMMERCE

STANDARD OPERATING PROCEDURES (SOP) FOR IMPORTANT DAYS CELEBRATION (NATIONAL & INTERNATIONAL) FOR A.Y 2023-24

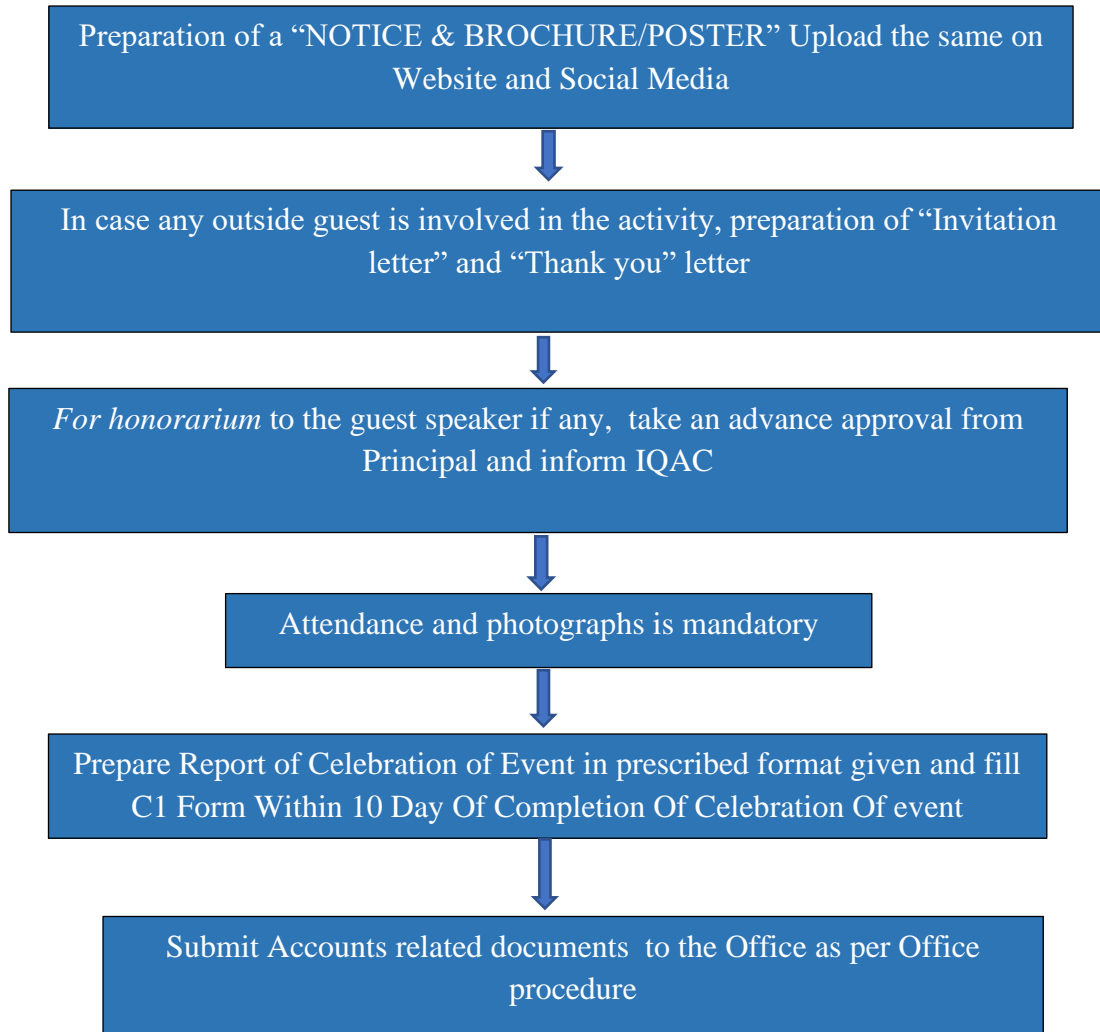
At L.S. Raheja College of Arts and Commerce, important days (National and International) celebration is given due importance. All class mentors are required to follow the given below SOP for celebrating the days allotted to them.

In order to conduct the activity smoothly, the class mentor must abide to the following steps:

- a. Preparation of a “NOTICE & BROCHURE/POSTER” must be made that can be circulated among the students well in advance (Preferable 5-7 days) prior to the event so that maximum participation can be encouraged. Announcing the same on the college website and social media handles of the college is required.
- b. In case any outside guest is involved in the activity, preparation of “Invitation letter” and “Thank you” letter must be done and sent for signatures to the Principal and IQAC Convener. The letter must be handed to the guest **ONLY AFTER** the outward number is added on the letter.
- c. If you wish to give an *honorarium* to the guest speaker, you are required to take an advance approval of the amount through mail with the principal marking a cc to IQAC.
- d. Due attendance of all students who are part of the activities must be recorded.
- e. Photographs must be taken of the activity conducted and a report must be made and sent to the website committee as well as to the social media coordinator to be uploaded on the respective college portals (website, Instagram and Facebook).

- f. It is mandatory to fill C1 form within 10 days of celebration of Event.
g. Accounts related documents need to be submitted to office as per Office procedure.

IMPORTANT DAYS CELEBRATION PROCESS



For any queries, Please feel free to contact
IQAC - Important Days Celebration incharge

- Ms. Pooja Yadav
- Ms. Divya Kanchan

ALL THE BEST FOR A SUCCESSFUL CELEBRATION OF THE EVENT.


Principal



IQAC Committee

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