




NLUJ/Stores/Policy/47/2025/2590-98

Date:- 08/05/2025

**OFFICE ORDER**

Subject : Standard Operating Procedure for organizing events at NLU Jodhpur

In pursuance of the approval by the Hon'ble Vice Chancellor, a Standard Operating Procedure (SOP) for organizing various events such as seminars, conferences, workshops, training programs, moot court competitions, lectures, and any other academic or extracurricular activities at NLU Jodhpur is attached for ensuring that proper arrangements are in place for the smooth execution of events.

  
Dr. Sunita Pankaj, RAS  
Registrar

Enclosures

- (1) SOP for conduct of events (Appendix-A)
- (2) Request form for the event (Appendix-B)
- (3) Material / services request form (Appendix-C)
- (4) Events feedback form (Appendix-D)

Distribution :-

1. P.S. to the Hon'ble Vice Chancellor
2. P.S. to the Registrar
3. All Faculty and staff members.
4. AO&FA
5. IT Section for uploading on the website (preferably on intranet)
6. Stores Section, Students Section, UE and EO.
7. Office Order File in Estt Section
8. Concerned file in Stores Section



Refer to Appendix-A to NLUJ/Stores/Policy/42/2025/..... dated 08/05/2025 <sup>2591-58</sup>

**STANDARD OPERATING PROCEDURE (SOP)  
FOR ORGANIZING EVENTS AT NLU JODHPUR**

1. **Purpose:** The purpose of this Standard Operating Procedure (SOP) is to streamline the process of organizing various events such as seminars, conferences, workshops, training programs, moot court competitions, lectures, and any other academic or extracurricular activities at NLU Jodhpur. It ensures that proper infrastructural arrangements and approvals are in place for the smooth execution of events, benefiting both students and faculty members.
2. **Scope:** This SOP applies to all faculty members, students, and staff of NLU Jodhpur involved in organizing or coordinating events, both academic and non-academic.
3. **Procedure for Event Organization:**
  - 3.1 **Event Calendar:** All the events shall be approved by the Hon'ble Vice Chancellor at least 1 month in advance after recommendation from the Standardisation Committee. At the beginning of each academic year, an Events Calendar shall be created **Institutional Repository Committee (IRC)**. This calendar will include all planned events such as seminars, workshops, conferences, moot court competitions, and lectures. The Events Calendar will be shared through google calendar with all relevant stakeholders including faculty, staff, and students for transparency and ease of planning. The fresh events, which are not part of events calendar shall be submitted for approval at least 45 days in advance.
  - 3.2 **Submission for Administrative Requirements:** Faculty members or event organizers must submit their **administrative requirements** (e.g., venue bookings, equipment needs, security arrangements) at least **15 days** before the event. A formal **request form** for the event and materials / services (as per Appendix B & C) must be filled out and submitted for each event, including all event details such as date, time, venue, expected attendance, accommodations, transportation, meals, printings of brochures/banners, mementos, folders, stationary and other special requirements. **The concerned Faculty Incharge shall conduct a coordination meeting with the Registrar, Dy Registrar, AO&FA and concerned staff at least 15 days in advance.** All to note that the advance time required for inviting quotation and work execution is 15 days for printing/hiring of transport/ booking of accommodation / tenders for meals etc. The permission form format is **attached** or can be obtained from the Registrar's Office or downloaded from the university's intranet portal.
  - 3.3 **Venue Booking:** For any event requiring a specific venue (e.g., classrooms, conference rooms, auditorium, moot court hall), the request must be made at least **15 days** in advance. All venue requests will be processed by the PS to the Registrar and approved by the Registrar based on availability, and the respective faculty or department will be notified of the confirmation. In case of overlap or conflicting events, the IRC will prioritize the events.

*Santa*

3.4 **Budget Approval and Advance Disbursement:** For events that require financial support, the organizing faculty must submit a **budget request** along with the permission form. The advance payment for the event shall be made **only to the faculty** and not to students. The budget should be approved by the Vice Chancellor before any payment is processed. Any advance payment request should be submitted 7 days prior to the required date.

3.5 **Approval Process:** The faculty or event coordinator must ensure that all approval forms and requirements are submitted within the required timeframe (at least 15 days before the event). The Registrar's Office will verify the details, process the permissions, and make necessary arrangements for the event, including infrastructure, resources, transport, accommodation and security. Once approval is granted, the event organizer will receive a confirmation from the Registrar's Office detailing the allotted venue, available resources, and any additional instructions.

#### 4. **Roles and Responsibilities:**

4.1 **Event Organizers (Faculty or Department Heads):** The concerned faculty is to ensure submission of the permission form and all administrative requirements on time. He / She shall submit the event budget and manage the finances as per university guidelines. He / She shall coordinate with the Registrar's Office for venue booking and infrastructure arrangements. He/She shall keep all the stakeholders informed about event details through the Events Calendar.

4.2 **Registrar's Office:** The office shall process venue booking/infrastructure arrangement requests and verify event budget requests. Necessary administrative arrangements shall be made for the event based on the submitted requirements.

4.3 **Students:** The students volunteers are encouraged to coordinate with the faculty for participation in events. Any student-organized events must be approved by the relevant faculty before submission to the Registrar's Office.

#### 5. **Event Execution:**

5.1 **Event Setup:** The Registrar's Office through Estate Officer / IT Section will arrange the necessary infrastructure and resources, such as chairs, projectors, microphones, etc., based on the event's requirements. Event organizers are responsible for ensuring the event runs smoothly and as per the schedule.

5.2 **Event Wrap-Up:** After the event, the organizers shall submit a **post-event feedback report** (as attached as Appendix D) to the Registrar's Office detailing any issues faced during the event. Any feedback from participants (students or faculty) should be documented for future improvement. Additionally, a detailed report is to be sent to the Institutional Repository Committee (IRC) for inclusion in the Annual Report of the University.

6. **Changes or Cancellations:** Any changes or cancellations to the event (including changes in venue, date, or timing) must be communicated to the Registrar's Office at least **7 days** in advance. In case of emergency cancellations or changes, event organizers should inform the Registrar's Office as soon as possible.

*P. Subudh*

7. **Guidelines for Use of University Infrastructure:** University infrastructure, such as classrooms, conference rooms, moot court halls, and auditoriums, is to be used preferably for university-related events. Proper maintenance and cleanliness must be ensured before and after the event. Any damage to university property will be the responsibility of the event organizer. If any special requirements (e.g., catering, external speakers, special equipment) are needed, event organizers must inform the Registrar's Office well in advance.
8. **Media Coverage:** Any press release / social media posts before or after the event shall be prepared by the event coordinator and got approved from the Hon'ble Vice Chancellor. The approved press release / note / social media content shall be provided to the Chairperson Media Committee. All press releases will be through the Registrar Office.
9. **Adherence:** All stakeholders are requested to adhere to the provisions of the SOP for smooth execution of the events.
10. **Conclusion:** By following this SOP, NLU Jodhpur aims to ensure the smooth and efficient organization of events throughout the academic year, with all necessary arrangements in place well in advance. Coordination among faculty, students, and administration will foster a conducive academic environment and enhance the university's overall experience.

*Pankaj*  
*8/05/2025*  
**Dr. Sunita Pankaj, RAS**  
**Registrar**



Refer to Appendix-B to NLUJ/Stores/Policy/47/2025/..... dated 25/05/2025

**REQUEST FORM FOR ORGANIZING EVENTS**

S. No.	Particulars	Details
1.	Name of the Event	
2.	Organized by (Apart from the name of the Centre / Forum, the names of the individuals who are organizing the event must be mentioned)	
3.	Dates and venue of the Event	
4.	Timings of the Event	
5.	Email ID of the authorized person	
6.	Venue Booking, if any,	
7.	Advance, if any, required (*)	
8.	Materials, if any, (e.g. Folders, note pads, pens, pencils, flower vase, bouquet etc.) required from stores section (*). (This needs to be accompanied with the <b>Materials/Services Requisition Form</b> as per attached format duly signed by the concerned faculty)	
9.	Tea Arrangements, if any, required for the event (*)	
10.	Catering Arrangements, if any, required for the event (*) with number of heads (including volunteer students)	
11.	Prints Outs, if any, required for the event (*)	
12.	Transportation Arrangements, if any, required for the event. (This should contain the name of the delegate, type of vehicle required, complete address, contact number and timings for the pick-up) (*)	

13.	Photography / Videography Arrangements, if any	
14.	Guest House Arrangements (on Charges / Complimentary Basis), if required. Hotel Bookings with number of rooms, dates and occupancy (single / double)	
15.	Plant with ceramic pot / Mementos (if required)	
16.	Any other necessary information	
17.	Website / social media / Press Releases	
18.	Total Budget approved and the Cost will be borne by whom? Details of sponsorships, if any.	

Date:.....

Name, Signature & Phone No. of Authorized Faculty Advisor /Concerned Faculty Member

Date :

Signature of the Registrar

**\*The Administrative and Financial Approvals from the Competent Authority needs to be separately opted. The approvals in original shall be enclosed.**

**General Instructions**

1. The Permission / Request Form shall be submitted to the Office of the Registrar at least 15 days prior to the commencement of the event.
2. The requested room will be allotted for the said event on the basis of availability and strictly on the first come first serve basis.
3. The form will not be accepted without the signature of the Authorized Person.
4. This form should be accompanied with the Guest House / Menu Requisition if applicable.
5. The unutilized material, if any, should be returned to the stores after the event by the concerned faculty incharge.
6. The Advance, if any, requested and approved shall be issued only to the concerned faculty incharge.
7. The concerned faculty member shall be fully responsible for the conduct/ discipline/ timing and decorum during the conduct of the event.
8. Any other conditions, as deemed fit, on the discretion of the University Administration, as may be intimated on a time-to-time basis shall be duly complied with by the organizers of the said event.
9. All to note that the advance time required for inviting quotation and work execution is 15 days for printing/hiring of transport/ booking of accommodation / tenders for meals etc. However, in case of major/ large events the advance time required is 45 days.



Refer to Appendix-C to NLUJ/Stores/Policy/47/2025/..... dated...<sup>250-58</sup> 08/05/2025

**MATERIALS / SERVICES REQUEST FORM FOR STORES SECTION**

**Details of general requirements during various programs/events**

Name of program /event :		
Dates from .....to..... venue .....		
S. No.	Items	Specifications, Quantity and place
01	Food requirements	
	• Lunch	Menu, Venue, timing and Qty.
	• Hi-Tea	----do----
	• Breakfast	----do----
	• Dinner	----do----
	• Fruits / Salads	----do----
	• Snacks	----do----
	• Sweets	----do----
	• Water Bottles / campers / Water dispensers	----do----
	• Paper Napkins	Qty, date and place
	• Tissue Papers	----do----
	• Biscuits	----do----
	• Toffees	----do----
	• Juices	----do----
	• Cold Drinks	----do----
	• Chips	----do----
	• Disposable Glasses	----do----
	• NLUJ Water Glass Bottles	----do----
	• Others items	Details:
	• Crockery items	Details :
02	Stationary requirements	
	• Folder Conference	Specification, Qty. & date
	• Writing Pads 15 or 40 sheets	Qty. and date
	• Pen Gel	Qty.
	• Pen T-max	Qty.
	• Pencil	Qty.
	• Eraser	Qty.
	• Sharpener	Qty.
	• Scales	Qty.
	• Staplers	Qty.
	• Pin Staplers	Qty.
	• Scissors	Qty.
	• Transparent tap	Qty.
	• Glue sticks	Qty.
	• Page Marker	Qty.
	• Permanent Markers	Qty.
	• Paper Rims	Qty.
	• Cutter papers	Qty.

	• High lighters	Qty.
	• Binder Clips	Qty.
	• Warping papers	Qty.
	• Envelopes	Qty.
	• Double sided tap	Qty.
	• Cloth Carry Bags	Qty.
	• Other items	Details:

03	Printing work	
	• Banners	Size like; 6x3, 6x4, 6x4, 8x4 12x3 with contents in soft copy
	• Brochures	Specification, qty. & details
	• ID Cards	-----do-----
	• Certificates	-----do-----
	• Posters	-----do-----
	• Study Material	-----do-----
	• Specific Folders with matter	-----do-----
	• Other items	Details:

04	Mementos	
	• Preamble	Qty. & Date
	• Regular mementos	Qty. & Date (the members may visit to store section)
	• Special mementos for VIPS	To be Specified / market survey

05	Transportation	
	• Cars	Details of guests & stay (date, time and contract person)
	• Bus	-----do-----
	• NLU Bus	-----do-----

06	Accommodations	
	• Details as per requirements	The details of guest and schedule of program
	Welcome	

07	• Flower Bouquets	Qty. and date with specification
	• Other items	Details:

08	Tent, Chairs, Tables etc.	Details:
09	Stage Settings	
10.	Prizes if any	
11.	Any other requirements	

Re-usable items (memento, name-plates, bottles, etc.,) shall be returned to the Stores Section after the event. The list of consumed items shall also be submitted.

Date:.....

Name, Signature & Phone No. of Faculty Advisor /Concerned Faculty Member



Refer to Appendix-D to NLUJ/Stores/Policy/...../2025/..... dated. 08/05/2025

**UNIVERSITY EVENT FEEDBACK FORM**

1. Event Information

Event Title	
Date of Event	
Location /Venue	
Your Role in the Event	

2. Planning and Coordination

How effective was the event planning process?	
Did the event planning team communicate clearly and in a timely manner?	
Were any challenges faced during the event planning process?	

3. Budget and Resources Management

Was the allocated budget sufficient for the event?	
How well were resources (staff, materials, venue, etc.) managed?	
Did you encounter any financial or logistical constraints during the event?	

4. Event Execution and Logistics

How would you rate the event's execution on the day?	
Were there any logistical challenges (e.g., venue, equipment, transportation)?	
Was the event schedule followed smoothly, with no significant delays or issues?	

5. Venue and Facilities

How suitable was the venue for the event in terms of size, accessibility, and comfort?	
Were the facilities (e.g., AV equipment, seating arrangements, restrooms) adequate and functioning properly?	
Do you have suggestions for improving the event venue for future events?	

6. Staff and Volunteers

How well did the staff and volunteers perform in supporting the event?	
Was there adequate training or preparation for the staff and volunteers?	
Were there any issues with the staffing or volunteer support?	

7. Communication and Publicity

How effective was the publicity and communication before and during the event (e.g., social media, emails, posters)?	
Was the event promoted to the right audience?	
Were there any challenges in promoting or communicating about the event?	

8. Participant Feedback

How was the participants feedback during the event?	
Were there any notable issues from the participants?	

9. Final Thoughts and Suggestions

What went particularly well during the event?	
What were the key challenges or areas for improvement?	
Any additional suggestions for enhancing future events?	

Signature and name of the coordinator / Faculty incharge

**Thank you for your feedback!** We appreciate your time and insights.

