

SWAMI RAMA HIMALAYAN UNIVERSITY

Swami Ram Nagar, Jolly Grant,
Uttarakhand 248016

EVENT MANAGEMENT CLUB (Personal Development Club)

Introduction

The Event Management Club provides students with hands-on experience in planning, organizing, and executing events. It fosters leadership, teamwork, and creativity while developing essential skills in coordination, budgeting, and time management for successful event execution.

2. Objectives

The objectives of the Club are:

- Develop planning, coordination, and organizational skills.
- Promote teamwork, leadership, and time management.
- Provide hands-on experience in managing academic, cultural, and professional events.
- Foster creativity and problem-solving in real-time event scenarios.

3. Club Committee

The Club shall be governed by a committee comprising the following members:

Composition	Roles
Dr Nikku Yadav	Chairperson
Mr Abhinav Bahuguna	Treasurer
Dr Manisha Sharma, HIMS	Member Secretary
Ms Ruchika Thapliyal	Student Coordinator

Students Detail

S.No.	Student Name	Registration No.	Enrollment No.	Programme Name
1	Sandeep Rawat	DD231111502001	SRHU23000419	Msc Clinical Research
2	Rohit Panwar	DD231111502002	SRHU23000417	Msc Clinical Research
3	Anjali Mishra	DD231111502003	SRHU23000415	Msc Clinical Research
4	Seema Nautiyal	DD231111502004	SRHU23000420	Msc Clinical Research
5	Akanksha Rawat	DD231111502005	SRHU23000414	Msc Clinical Research
6	Vedika Rawat	DD231111502006	SRHU23000423	Msc Clinical Research
7	Ruchika Thapliyal	DD231111502007	SRHU23000418	Msc Clinical Research
8	Swati Pandey	DD231111502008	SRHU23000422	Msc Clinical Research

9	Karan Singh	DD241111502004	SRHU24000230	Msc Clinical Research
10	Himanshu Kohli	DD241111502005	SRHU24000231	Msc Clinical Research
11	Sneha Pandey	DD241111502006	SRHU24000232	Msc Clinical Research
12	Dev Saini	DD241111502007	SRHU24000233	Msc Clinical Research
13	Pragati Jadli	DD241111502010	SRHU24000236	Msc Clinical Research
14	Vini Bhargava	DD241111502008	SRHU24000234	Msc Clinical Research
15	Aditi Uniyal	DD241111502001	SRHU24000227	Msc Clinical Research

*Note: Preferred roles in the clubs is defined by Club coordinator

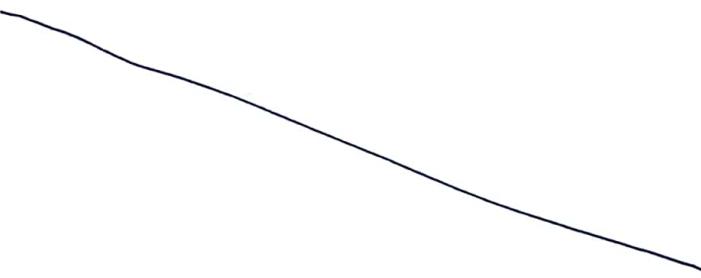
4. Terms and Conditions

Sr. No.	Clause	Details
1.	Quorum	50% of the total members
2.	Tenure of the Club	Perpetual
3.	Tenure of the Chairperson	3 years
4.	Tenure of the Members	2-3 years
5.	Frequency of Meetings	<i>Preferably once per quarter.</i>
6.	Meeting Notice and Agenda	The member secretary with prior approval of Chairperson shall circulate the Meeting Notice and Agenda to all the members at least seven (7) working days prior to date of the meeting.
7.	Minutes of the Meeting	The Secretary records the minutes, which are signed by the Chairperson and Secretary. A signed copy is forwarded to members within three (3) working days of the meeting.
8.	Duties and function	(a) Planning and helping manage events at the University level in accordance with the spirit and ethos of the institute. (b) Promoting and arranging club activities to bring out the talents of students in performing the activities. (c) To plan and organize competitions at the University, Regional and State Level.
9.	Funding and Resources	a. Institutional budget allocation b. Donations and sponsorships
10.	Amendments	Any amendment to this club must be proposed in writing and approved by a two-thirds majority of the Club Committee.
11.	Dissolution	In the event of dissolution, the assets and liabilities of the Club shall be transferred to the Swami Rama Himalayan University.

5. Services Offered

- Organize Campus & Community Events – Fests, fairs, and outreach programs.

- **Collaborate with Clubs** – Co-host events for hands-on learning.
- **Manage Live Events** – Handle logistics, stage, and guest coordination.
- **Backstage & Tech Support** – Work on sound, lights, and setup.
- **Plan Themes & Decor** – Design creative event atmospheres.
- **Teamwork & Feedback** – Practice team roles and review event outcomes.



Sign. of Chairperson

Sign. of Treasurer

Sign. of Member Secretary