



**SRI VENKATESWARA COLLEGE
(UNIVERSITY OF DELHI)**

EVENT REPORT

NAME OF THE EVENT: Registration Desk Setup			
DATE	DEPARTMENT	COMMITTEE/SOCIETY	COORDINATORS' NAME
28/08/2025	Fine Arts Association	PETRICHOR (The Creative writing society)	Dr. M Krishna Rao
TIME	VENUE	NUMBER OF PARTICIPANTS	NATURE: Outdoor/Indoor; online/offline/hybrid
12:30 PM to 03:00 PM	Foyer	17	Outdoor; Offline
FINANCIAL SUPPORT/ASSISTANCE (if any):	N/A		

BRIEF INFORMATION ABOUT THE ACTIVITY

TOPIC/SUBJECT OF THE ACTIVITY	Registration Desk
OBJECTIVES	To welcome freshers, provide information about our society, and to promote our workings. And to have a point of engagement where people can learn about our activities, ask questions, and get involved, helping us increase registrations.
METHODOLOGY	We first set up the registration desk in the foyer and began by interacting with students passing by or approaching the desk for information. To create an engaging and welcoming atmosphere, we organized fun games like <i>Heads Up</i> and <i>Wrong Answers Only</i> , which drew attention and encouraged participation. A confession board was also placed nearby, inviting attendees to anonymously share thoughts, which became a popular and eye-catching feature. Additionally, we

	distributed handwritten compliments as a small gesture of appreciation, and those interested were encouraged to scan our QR code for registrations and further details about the society.
INVITED SPEAKERS WITH AFFILIATION DETAILS (IF ANY)	N/A
OUTCOMES	The registration desk setup in the foyer helped us promote our society among freshers and increased the number of registrations. It also allowed us to interact with attendees, answer their queries, and create a welcoming first impression.

PROOFS & DOCUMENTS ATTACHED (Tick mark the proofs attached):

1 Notice & Letters ✓	2 Number of Participants & Name of participants ✓	3 Video clip ✓	4 Photos ✓	5 Feedback Form & analysis
6 News clip with details	7 Sample Copy of the Certificate	8 Posters/ Invites ✓	9 Event report Attested by Event Coordinator & IQAC Coordinator	10 Any other document

Departmental file no: SVC/PETRICHOR/2025-26/August 2025/01

IQAC File No: SVC/IQAC/PETRICHOR/2025-26/August 2025

Criterion No: V

NAME OF EVENT-IN-CHARGE & SIGNATURE: Dr M Krishna Rao

For Reference

Criterion I	Curricular Aspects (planning & Implementation)	Criterion V	Student Support & Progression
Criterion II	Teaching Learning & Evaluation	Criterion VI	Governance, Leadership & Management
Criterion III	Research, Innovations & Extension	Criterion VII	Institutional Values & Best Practices
Criterion IV	Learning Resources and Infrastructure		

PERMISSION LETTER:



Trimala Tirupati Devasthanams
శ్రీ వేంకటేశ్వర కళాశాల
Sri Venkateswara College
(University of Delhi)
NAAC Grade A+

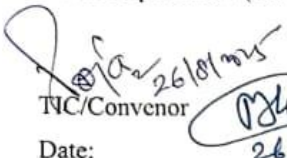
PERMISSION FOR ORGANIZATION OF EVENTS

NOTE: 1. Please ensure a pre booking of the venue before getting the permission letter signed.
2. A copy of this duly filled form signed by the TIC/ Convener, IQAC Coordinator and Principal shall be submitted to ICT and/or Caretaker for necessary action.
3. Please ensure that the completion certificate of the event is physically signed by the Convener of the event, IQAC Coordinator and Principal after the event report is made.

EVENT DETAILS

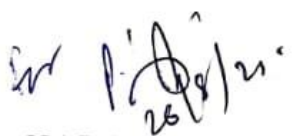
1. Name of the Department/Society/Association: Petichon (CREATIVE WRITING SOCIETY)
2. Name of the TIC and/or Convener: Prof./Dr./Mr./Ms... M. Krishna Rao
3. Proposed Title of the Event: Registration desk
4. Nature of Event: Seminar/Conference/Symposium/Workshop/FDP/Public or Community outreach/ Skill enhancement/others (Please specify) ✓
5. Participants: Student-centric /Faculty/ Other stakeholders (Please specify) ✓
6. Event Type: Offline/Online/Hybrid; Indoor/Outdoor ✓
7. Collaborating Agency /Organization (If any): NA
8. Tentative List of Speakers with affiliations: NA
9. Date & Time (from – to): 28/08/2025 (Thursday) 11:45 am - 3pm
12:30 pm - 3pm Ask
10. Financial Assistance/ Funding received (if any) (Please specify amount): NA
11. Proposed Budget (please attach details in a separate enclosure): NA

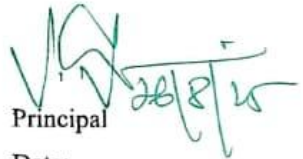
- 12. Faculty responsible for Geo Tagged Pictures ^{Dr} M Krishna Rao
- 13. Faculty responsible for Event Report ^{Dr} M Krishna Rao
- 14. ICT support required, if any (ICT Lab, Laptop, LCD projector) NA
- 15. Caretaker support required (tables, chairs, public addressing system, sanitation, manpower assistance) DESK & BOARD
- 16. Venue requirement (Seminar hall/ Ground/others) ... foyca


 TIC/Convenor
 Date: 26/08/2025

For official purpose
Comments (If any)

No compensatory attendance
to students


 IQAC Coordinator
 Date:


 Principal
 Date:

Permission for Boyer -
 from principal office

PARTICIPANTS LIST:



PETRICHOR
SRI VENKATESWARA COLLEGE
(UNIVERSITY OF DELHI)



RECRUITMENT 2025-26
REGISTRATION LOG SHEET

DATE: 28/08/2025

Name	Department	Year	Roll Number	Phone Number (Optional)
Pranayani Jha	BA. Progra	II	0124102	8084260163
Anushey	BCOM honu	I	1025034	7039702285
Parvashtha	B.sc (H) Mathe	II	1724059	8168195083
Xivya	Bsc. Life Sci.	II	1124119	9509871705
Himanshi Hotwani	B.Com	II	0924025	7348791003
Vanshika	B.A Hons (Hindi)	II	0324018	7011433940
Kastik	B.Sc. honk Electronics	1st	1622021	-
Rhumi	Bcom Hms	1st	1025079	9696136754
Ritu	Bcom Hms	1st	1025103	7056334740
Tamvi	BA Proog	1st	0125067	9387106488.
Rhawnini	BSC Physics(H)	2nd	1824053	8945993061
Nitin	BA English (H)	1st	0225012	7988775180
Mashamraf	B.A English (H)	1st	0225025	9172844038
Lucky Saini	B A Pol. Sci (H)	1st	0725035	8824683343
Brem Kumari	B.A (Hms) Hindi	1st	0325024	7653620369
Jatin	B.A (H) Hindi	1st	0325029	9289539106
Devsh	Boc. Electronics	1st	1625022	9310073602
Jalshi Kumari	Bsc. Life Science	2nd	1124101	9315451236

VIDEO: https://drive.google.com/file/d/1_cHV_rbbpp4OYdZxwkD2MQ--WmgQbIzk/view?usp=drivesdk

PHOTOS:





POSTER:

PETRICHOR
THE CREATIVE WRITING SOCIETY

SCAN HERE

We Are Recruiting

For any queries, contact:

Puneeta
9870205202

Chandan
7858952062

Last date to register:
28th August 2025

INVITE:



We are setting up the registration desk at the foyer from 12:45 onwards. Come join us and enjoy the exciting games waiting for you ✨🌸



Tirumala Tirupati Devasthanams

श्री वेंकटेश्वर कलाशाला

Sri Venkateswara College

(University of Delhi)

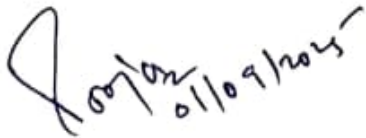
NAAC Grade A+

समापन प्रमाण पत्र


COMPLETION CERTIFICATE

यह प्रमाणित किया जाता है कि पंजीकरण डेस्क को २८-०८-२०२५ को १२:३० अपराह्न से ३:०० अपराह्न तक पेट्रिकोर द्वारा ऑफ़लाइन माध्यम में सफलतापूर्वक आयोजित किया गया और इस कार्यक्रम की रिपोर्ट अभिलेख के लिए आंतरिक गुणवत्ता आश्वासन प्रकोष्ठ (आईक्यूएसी) को जमा कर दी गई है।

This is to certify that the **Registration Desk** was successfully conducted on **28/08/2025** from **12:30 pm** to **3:00 pm** by **PETRICHOR** in the **Offline** mode and its event report has been submitted to IQAC for records.



Event-in-Charge

M. Krishna Rao




IQAC Coordinator

Coordinator, IQAC
Sri Venkateswara College
(University of Delhi)
Dhaulta Kuan, New Delhi-110021



Principal

प्रधानाचार्य
Principal
श्री वेंकटेश्वर महाविद्यालय
Sri Venkateswara College
दिल्ली विश्वविद्यालय / University of Delhi
धौला कुआं, नई दिल्ली / Dhaulta Kuan, New Delhi-2