

Date : February 13, 2024

Circular**(Record-keeping of Documents / Data related to Activities / Events conducted)**

All the HODs / Section Head / Convenors of Institute Level Committees / Societies / Clubs / Dean-Students Welfare are requested to ensure timely uploading of all the documents / data / records related to conduct of activities / events on a regular basis at MIET Website.

The procedure is as per following :

1. Access (<https://miet.ac.in/event/login.php>) and login through provided User Name and Password.
2. Create activity / event on clicking ("EVENT").
3. Fill the details as per provided fields and SAVE the data.
4. Click on ("FILE UPLOAD") and select Event's Reference No (drop-down menu). It will populate the title of the activity / event – whose data has already been filled & saved (as per S. No. 3) and documents as mentioned below are to be uploaded.
5. Upload the files (only PDF, each file <1MB) and SAVE. Size of Photographs' file (min 4) can be <2MB.
6. This is to be recommended by DSW and approved by the Director. Then only, it will be displayed in Activity / Events section of MIET Website.
7. After approval, its REPORT (appending form and all uploaded data) can be printed by clicking ("PRINT").

The documents to be uploaded on forthcoming day related to conducted activity / event are:

1. Notice (issued) – regarding conduct of activity / event
2. Email communications – information to students / email to judges / information to faculty staff etc.
3. Poster / Information Brochure / Manual etc. – related to the activity / event
4. Flex / Invitation Letter / Schedule etc.
5. Attendance List (of participants, add registration list – if applicable)
6. Photographs (minimum 4, at least TWO photos should have Google Location Information; Total Size <2MB)
7. Assessment Record / Feedback
8. Media News (optional, can be updated)
9. Certificate Issued
10. Award / Appreciation Letter / Recognition Received
11. Any Other

All the conducted activities / events / programs including celebrations / lectures / webinar / seminar / industrial visit / workshop / FDP / conference / Alumni Interaction / awareness or sensitization sessions etc. are to be uploaded as per above mentioned procedure and data / documents.


(Dr. Brijesh Singh)

Director

Copy for information and necessary compliance to :

- ⇒ Hon'ble Chairman / Vice-chairman
- ⇒ Dean-First Year, Dean – CS/IT, Dean-Academics, Dean-Students' Welfare
- ⇒ All the HODs, IQAC, Chief Proctor, Chief Warden
- ⇒ All the faculty members concerned, Notice Board