

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