



**KOTTAKKAL FAROOK**  
**ARTS & SCIENCE COLLEGE**

KOTTAKKAL, PARAPPUR P.O, MALAPPURAM DISTRICT, KERALA, 676503

## **College Celebrations Policy**

# **KOTTAKKAL FAROOK ARTS AND SCIENCE COLLEGE**

## **College Celebrations Policy**

We would like to outline our College Celebrations Policy to ensure all parties are aware of their responsibilities and expected behaviours during any celebratory events held within the college premises. Our primary goal is to create a safe and enjoyable atmosphere for our students, faculty, and staff while maintaining the highest standards of conduct and respect for our surrounding community.

### **College Premises:**

All celebrations must be confined within the designated college premises. This policy is designed to minimize disruptions to the surrounding community and ensure that all activities are held in a controlled and secure environment.

### **No Entry to Public Roads and Residential Areas:**

To protect the privacy and security of local residents, students, faculty, and staff are prohibited from extending celebrations into public roads or residential areas surrounding the college. All parties must adhere to this rule, and any violations may result in disciplinary action.

### **Discipline:**

All individuals attending college celebrations are expected to maintain a high level of discipline and conduct themselves in a manner consistent with the college's code of conduct. This includes adhering to rules regarding alcohol consumption, noise levels, and the treatment of fellow attendees. Any form of harassment, violence, or discriminatory behaviour will not be tolerated and may result in immediate removal from the event and/or further disciplinary action.

### **Disfigurement of Walls and Properties:**

Vandalism or defacement of college or community property is strictly prohibited. This includes, but is not limited to, graffiti, unauthorized posters, or damage to fixtures and facilities. Any individuals found to be responsible for such actions will be held accountable and may face disciplinary action and/or be required to pay for damages.

### **Waste Disposal and Cleanliness:**

All attendees are expected to respect the college premises and maintain cleanliness during and after celebrations. Proper disposal of waste and recycling is required, and failure to comply may result in penalties or sanctions.

### **Security and Safety:**

The college will provide adequate security measures to ensure the safety of all attendees. In addition, *attendees are expected to cooperate with security personnel and follow any instructions or guidelines provided to ensure the safety of all individuals present.*

### **Fireworks and Pyrotechnics:**

*The use of fireworks or any pyrotechnic devices is strictly prohibited during college celebrations.* These items pose a significant safety risk and can cause damage to property and harm to individuals. Any violation of this policy may result in immediate removal from the event and/or further disciplinary action.

### **Sound Pollution:**

Event organizers and attendees must take care to minimize noise levels during celebrations to avoid disturbing the surrounding neighbourhood, local residents, and sister institutions. Adherence to local noise ordinances is mandatory, and failure to comply may result in disciplinary action or the termination of the event.

### **No Threat to Neighbouring Houses or Sister Institutions:**

All individuals attending college celebrations must respect the privacy and security of neighbouring houses and sister institutions. This includes refraining from any activities that may cause damage, disturbance, or inconvenience to these properties or their occupants.

### **Motorcade Restrictions:**

To ensure the safety of all attendees and minimize potential disruptions, *motorcades or processions involving vehicles are not permitted inside the college premises during celebrations. This includes but is not limited to, cars, motorcycles, and other motorized vehicles.* Any individuals found violating this policy may be subject to disciplinary action.

### **Digging in Tiled Areas:**

Any form of digging or causing damage to tiled areas within the college premises is not allowed. This includes but is not limited to, the removal of tiles or causing any other damage to the flooring. Violators may be held accountable for any damage caused and may face disciplinary action.

### **College Classroom Desks and Benches:**

College classroom desks and benches are not to be used for celebratory events without prior permission from the college administration. Unauthorized use may result in disciplinary action.

### **External Sound Systems, Band Parties, and Other Troops:**

The use of external sound systems, band parties, or other performance groups is not allowed without prior permission from the college administration. Unauthorized use may result in disciplinary action and/or the termination of the event.

### **Leaving Used Articles after the Programme:**

*All attendees are responsible for cleaning up and properly disposing of any used articles, waste, or debris after the conclusion of a celebratory event. Failure to comply may result in penalties or sanctions.*

### **Additional Electricity and Water Connections:**

Any request for additional electricity or water connections for a celebration event must be made with prior permission from the college's electrician or plumber. Unauthorized connections can pose safety hazards and may result in disciplinary action.

### **Offensive Photographs and social media:**

*Taking offensive photographs or engaging in activities that could lead to bullying or trolling on social media platforms is strictly prohibited. Any individual found to be involved in such activities may face disciplinary action, and the college reserves the right to take legal action if necessary.*

### **Unauthorized Press Meetings:**

Holding unauthorized press meetings with the intent to defame the college or any of its members is not allowed. Anyone found engaging in such activities may be subject to disciplinary action, and the college reserves the right to take legal action if necessary.

### **Banned Programs and Activities:**

*Conducting events or activities that are banned by the government, such as cinematic dances, DJ parties, or any other prohibited activities, is strictly prohibited. Any individuals or groups found organizing or participating in such activities may face disciplinary action, and the college may report the incident to the appropriate authorities.*

### **Compliance with Local Laws and Regulations:**

All celebrations must adhere to applicable local laws and regulations, including noise ordinances, public safety rules, and any other relevant policies. Failure to comply may result in legal consequences and/or disciplinary action from the college.

We appreciate your cooperation and understanding in adhering to these guidelines. By following this policy, we can ensure a safe, enjoyable, and respectful environment for all members of our college community and our neighbours.

Sincerely,

Principal

Event Coordinator & Compliance Officer.

## **APPLICATION SYSTEM FOR CONDUCTING CELEBRATIONS**

The college is excited to announce the development of a new application system for conducting celebrations within the college premises. This system will streamline the event planning process, allowing students, faculty, and staff to easily submit requests for celebrations while ensuring that all events comply with our College Celebrations Policy.

### **The application will feature the following capabilities:**

1. **Event Request Submission:** Users can submit event requests, including details such as the event name, date, time, number of attendees, and a brief description of the event.
2. **Venue Selection:** The application will provide a list of available venues within the college premises, along with relevant information, such as capacity, amenities, and restrictions. Users can choose a suitable location based on their event requirements and the College Celebrations Policy's dos and don'ts.
3. **Policy Compliance Check:** The application will automatically verify if the proposed event adheres to the College Celebrations Policy. This includes checking for sound pollution, motorcade restrictions, use of fireworks and pyrotechnics, and other relevant guidelines.
4. **Permissions and Approvals:** Users can request permissions for external sound systems, band parties, or other performance groups, as well as the use of college classroom desks and benches, through the application. The college administration will review these requests and provide approvals as appropriate.
5. **Post-Event Clean-Up Plan:** The application will require users to submit a post-event clean-up plan, outlining how they will ensure proper waste disposal and the removal of used articles after the event.
6. **Notifications and Reminders:** The application will send notifications and reminders to event organizers, helping them stay informed about the status of their requests and any upcoming deadlines.
7. **Feedback and Reporting:** Users can provide feedback on the application's functionality and report any policy violations or concerns related to events held within the college premises.

To access the application, please visit [application website] and create an account using your college credentials. Once your account is set up, you will be able to submit event requests and monitor their status.

We encourage all members of our college community to use this new application for planning and conducting celebrations within the college premises. By adhering to our College Celebrations Policy and utilizing this application, we can ensure a safe, enjoyable, and respectful environment for all.

Sincerely,

PRINCIPAL

# KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE

## Celebration Event Application Form

Please complete the following application form to request approval for your celebration event within the college premises. Ensure that all information provided is accurate and that your event adheres to the College Celebrations Policy. Incomplete or non-compliant applications may be denied.

<b>Personal Information:</b>	
Name of Applicant	
Contact Email	
Contact Phone Number	
Affiliation (Student/Faculty/Staff)	
<b>Event Information</b>	
Event Name	
Event Start Date (MM/DD/YYYY)	
Event Start Time (HH: MM AM/PM)	
Event End Date (MM/DD/YYYY)	



Event End Time (HH: MM AM/PM)	
Expected Number of Attendees	
Brief Event Description	
<b>Venue Selection</b>	
Preferred Venue	
Alternate Venue (if the preferred venue is unavailable)	
<b>Additional Details</b>	
Organizing Department/Club	
Teacher In Charge	
Designation	
Contact Number of Teacher in Charge	
Expected Budget, if Any	

## Permissions & Approvals

Do you require the use of an external sound system, band party, or other performance group?

If yes, please provide a brief description of the requested external elements and their purpose:

Do you require the use of college classroom desks and benches for your event?

Do you require an Interactive Panel for Presentation?

Post-Event Clean-Up Plan:  
Briefly describe your plan for waste disposal and the removal of used articles after the event (max. 150 words)

Stream/Mode of Funding

**Declaration:**

I, \_\_\_\_\_ (name of applicant), confirm that the information provided in this application form is accurate and that the proposed event adheres to the College Celebrations Policy. I understand that any violation of the policy may result in the cancellation of the event and/or disciplinary action.

Date:

Place:

Signature of the Teacher in Charge

Signature of the Applicant

Signature of the Principal

Signature of the Event Coordinator

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**For Office Use Only**

The Application for Conducting an Event titled \_\_\_\_\_ is Received by \_\_\_\_\_ from \_\_\_\_\_ and we will inform the approval/Rejection Status of your activities Within \_\_\_\_\_ Working days.

Date:

Place:

Signature of the Event Coordinator

Please submit this completed application form to the appropriate college administration office or through the online application system. Allow for up to 4 business days for your application to be reviewed and processed. You will be notified of the status of your application via the provided email address.

For questions or concerns regarding your application, please contact the College Event Management Coordinator.

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## Celebration Event Application Checklist and Request Form

Please use this tabular checklist to ensure that your Celebration Event Application Form is complete and accurate before submitting it to the college administration.

Sl.No.	Item	Check (✓)
1	Personal Information (Name, Email, Phone, Affiliation)	
2	Event Name	
3	Event Date (MM/DD/YYYY)	
4	Event Start Time (HH:MM AM/PM)	
5	Event End Time (HH:MM AM/PM)	
6	Expected Number of Attendees	
7	Brief Event Description (max. 200 words)	
8	Preferred Venue	
9	Alternate Venue	
10	External Sound System, Band Party, or Performance Group Permission Request	
11	College Classroom Desks and Benches Permission Request	
	Permission Request for Using Interactive Panel	
12	Post-Event Clean-Up Plan (max. 150 words)	
13	Permission from electrician/plumber /system admin	
14	Declaration and signature	

